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SAFETY, HEALTH & ENVIRONMENT POLICY



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This edition of the Safety, Health and Environment Manual is made up of the following sections:



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If you read this document and do not understand any section please ask for assistance from the Company's Safety Advisor or any other member of your management team.



SAFETY, HEALTH AND ENVIRONMENT MANUAL

1. FORWARD

Coastal Preservation Services Limited is an established local company which has achieved a reputation for excellence in the promotion of SAFETY, HEALTH and ENVIRONMENTAL (S.H.E.) awareness in respect to our Industry.

The commitment to and the implementation of this policy is essential in ensuring that our employees, sub-contractors, clients, the general public and others with whom we do business have confidence in our ability to achieve this important objective.

The manual does not purport to be a definitive work on S.H.E., it does however contain a wealth of information, advice and guidance on the elimination of hazards and the controlling of remaining risks. It should be used as a practical aid for planning, estimating, establishing and maintaining safe systems of work, and for the purpose of instruction, training and supervision.

The manual is an integral part of our policy towards sound working practices and during every phase of any project will enhance our sites from a S.H.E. standpoint. It will also lead to a greater all round efficiency and improved productivity, which in the long term benefits everyone.

The S.H.E. Manual will be reviewed and updated as often as is necessary to reflect changes in legislation and the scope of work carried out by the Company. If any changes or additions to procedures and rules are deemed necessary in the event of an accident or incident these will be published immediately. Similarly if any new processes or equipment are introduced the procedures and rules will be published prior to their commencement.

MR. D. Richardson Signature: _____
 Managing Director

Date:



2. INTRODUCTION

To enable Coastal Preservation Services Limited, as a responsible employer, to implement Health & Safety, the Company have developed and structured a Safety, Health and Environmental manual and booklet to help prevent incidents, accidents or damage to health and property, for guidance to all employees and sub-contractors.

It is a requirement of Coastal Preservation Services Limited that this S.H.E. booklet be issued and freely available to all company employees. As a requirement by law the information contained within this booklet shall be read, understood, signed for, and complied with by all employees. The S.H.E. manual is available for reference at all times via the Head Office H & S Department.

It is a condition of employment that all employees of Coastal Preservation Services Limited comply with this S.H.E. Policy at all times.

It is also a contract requirement that all sub-contractors of Coastal Preservation Services Limited comply with S.H.E Policy at all times.



SAFETY, HEALTH AND ENVIRONMENT

3. POLICY STATEMENTS

Coastal Preservation Services Limited is committed to the protection of its resources including employees, physical assets, financial loss and any environmental impact resulting from accidental occurrence.

In fulfilling this commitment, which is essential to and equally important as production objectives, Limited shall provide and maintain a safe and healthy working environment together with adequate welfare facilities. Coastal Preservation Services Limited shall also protect the public against foreseeable hazards resulting from its operations.

Loss of productivity and property resulting from accidental occurrences can be controlled through good risk management and loss prevention techniques. Loss prevention is one aspect of this process and is the direct responsibility of all management employed by Coastal Preservation Services Limited.

All executive management, business and associated management, line supervision and employees shall comply with their statutory duties and loss prevention requirements applicable to the design, operation and maintenance of facilities and equipment. Should conformity with any of these requirements not be practicable or cost effective, a grant of variance shall be sought. Reviews for compliance with this policy will be carried out on a selective basis.

Signed By: Managing Director: _____ Date: _____
Mr. D.Richardson



3.1 ALCOHOL AND DRUGS POLICY

It is the policy for Coastal Preservation Services Limited, that all alcohol and drugs are prohibited from all areas of our operations, unless administered under medical supervision.

Any persons presenting themselves for work and found to be in possession of, or under suspicion of being under the influence of, alcohol or drugs shall be suspended from work pending an enquiry.

Any person suspended and any disciplinary action taken by the company shall be in accordance with Employment Rights Act 1996.

Any employee taking drugs under medical advice shall inform his/her supervisor or manager to ensure that no risk exists, to themselves or anyone around them.

All employees will be cautioned under Section 7 of the Health and Safety at Work Act 1974, and if found guilty may face prosecution.

Signed By: Managing Director: _____ Date: _____
Mr. D. Richardson



3.2 MANUAL HANDLING POLICY

Coastal Preservation Services Limited is committed to the health and safety of its employees and their protection against human distress and injury from manual handling accidents.

In fulfilling this commitment, which is essential to and equally important as production objectives, Coastal Preservation Services Limited will, in consultation with their employees, remove the need for manual handling by the use of mechanical aids. If this is not possible a manual handling assessment will be carried out to identify and reduce the risks involved.

To sustain company policy on health and safety, employees shall receive information, instruction, training and supervision as required to ensure their health and safety at work in all locations.

Where manual handling activities cannot be eliminated a competent person shall carry out a detailed manual handling assessment, considering in each case the task, the load, personal protective equipment, the working environment and the individuals capability.

Reviews for compliance with this policy will be carried out on a selective basis.

Signed By: Managing Director: _____ Date: _____
Mr. D. Richardson



1. SPECIFIC DUTIES UNDER THE HEALTH AND SAFETY AT WORK ACT 1974

4.1 REGULATIONS:

The Health and Safety at Work Act 1974 details many specific duties and responsibilities to be complied with by the employer (Coastal Preservation Services Limited) and all employees.

The following references are published in Croner's Industrial Health and Safety Manuals, located and available at Head Office and shall be complied with at all times.

1. The Factories Act 1961.
2. The Health and Safety at Work Act 1974.
3. The Workplace (Health, Safety and Welfare) Regulations 1992
4. The Environmental Protection Act 1990.
5. The Construction (Work Places) Regulations 1966.
6. The Fire Precautions Act 1971
7. The Provision and Use of Work Equipment Regulations 1992.
8. The Noise at Work Regulations 1989.
9. The Electricity at Work Regulations 1989.
10. The Manual Handling Operations Regulations 1992.
11. The Personal Protective Equipment at Work Regulations 1992.
12. The Protection of Eye Regulations 1974.
13. The Abrasive Wheel Regulations 1970.
14. The Deposits of Poisonous Waste Act 1972.
15. The Control of Substances Hazardous to Health Regulations 1994.
16. The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1985 (R.I.D.D.O.R)
17. The Display Screen Equipment Regulations 1992.

4.2 RESPONSIBILITIES OF EMPLOYER.

It is the responsibility of the employer to:

1. Ensure as far as is reasonably practicable the Health, Safety and Welfare at work of all employees and anyone else who may be affected by Coastal Preservation Services Limited operations.
2. Carry out risk assessments of the work activities in order to identify preventive and protective measures and record any significant findings.
3. Make arrangements for planning, organisation, control, monitoring and review of all tasks and the preventive and protective measures required to carry out those tasks safely.
4. Provide and maintain plant, and systems of work that are safe and without risk to health and the environment.
5. Ensure the safety and health of all employees during the handling, storage, and use of articles and substances which are inherently or potentially dangerous to life and the environment.
6. Provide such information, instruction, training and supervision as is necessary to ensure the Safety, Health and Environment at work of every employee. Maintain the workplace in a condition that is safe and without risk to health and the environment, and to provide a safe means of access to and egress from, the workplace.
7. Provide and maintain a Safe and Healthy working environment with adequate welfare facilities.



4.3 RESPONSIBILITIES OF EMPLOYEES

It is the responsibility of Coastal Preservation Services Limited and each employee, whilst at work to understand their statutory obligations under the Health & Safety at Work etc. Act 1974, Sections 7 and 8.

1. To take reasonable care for the Safety, Health and Environment of his/herself and of others who may be affected by their acts or omissions at work and co-operate with their employer to enable them to comply with the statutory duties and requirements.
2. To use any equipment provided in the interest of safety and to follow the health and safety instructions.
3. Report any shortcomings in behaviour, protection equipment, and arrangements for health and safety. This includes all forms of horse play, vandalism and theft of such items.

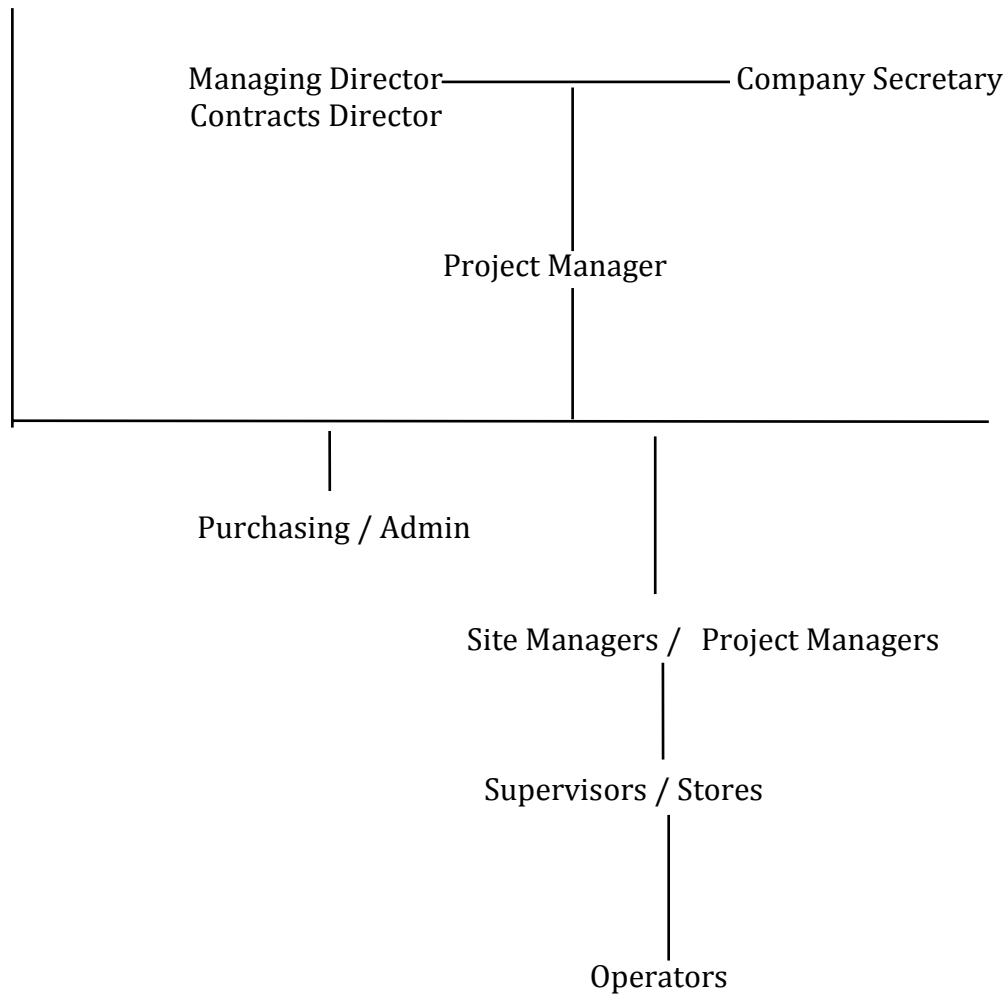
5. THE ORGANISATION & SPECIFIC DUTIES

- 5.1 Organisation Charts
- 5.2 Coastal Preservation Services Limited Specific Duties
- 5.3 Directors
- 5.4 Site Managers/ Project Managers/Contract Managers
 - a. Site Supervisors
 - b. Site Operatives



5.1 ORGANISATION CHART

Quality & Environmental
Manager





THE ORGANISATION & SPECIFIC DUTIES

5.2 COASTAL PRESERVATION SERVICES LIMITED SHALL:

1. Comply with all Safety, Health and Environmental statutory requirements as they affect the company operations and business.
2. Commit adequate time and resources to enable its Health and Safety philosophy to be effective.
3. Provide adequate personal Health and Safety protection for each employee as necessary.
4. Establish all Safety, Health and Environmental requirements of a Client at the tendering stage.
5. Ensure that any Sub-Contractors conform to Coastal Preservation Services Limited S.H.E. manual and Client Health and Safety requirements.

5.3 DIRECTORS SHALL:

1. Administer the effective implementation of the company S.H.E. Policy.
2. Have an understanding of the application of the Health and Safety at Work Act, Factories Act and other legislation relevant to the company's operations.
3. Discipline any employee failing to comply with the requirements of this S.H.E. manual.
4. Liaise with the appointed Health and Safety Advisor over the full range of their individual responsibilities with respect to complying with standards, relevant company services, reports, recommendations, and changes in legislation.
5. Ensure all relevant health, safety and welfare information and codes of practice regarding new methods of accident prevention, new legislation requirements, are obtained and acted upon.
6. To set a personal example.

5.4 THE SITE MANAGER / PROJECT MANAGERS / CONTRACT MANAGERS SHALL:

1. Ensure that the responsibilities of this S.H.E. manual are delegated to the relevant site supervision, so Coastal Preservation Services Limited work locations operate to a satisfactory safety standard.
2. Have an understanding of the application of the Health and Safety at Work Act, Factories Act and other legislation relevant to the company's operations.
3. Organise the company's operational locations so that the work being carried out is to a satisfactory standard of safety to persons, equipment and materials.
4. Continually review the Company's production objectives in order to take into account Safety, Health and Environment priorities.
5. Plan and maintain a tidy working area, ensuring a safe means of access and egress.
6. Ensure control measures are in place and at all times complied with, and that personal protective equipment where appropriate is available and is used.
7. Co-ordinate all Safety, Health and Environmental matters, action and record as necessary.
8. Notify the appropriate authorities, where necessary, of works being carried out and ensure implementation of statutory requirements.
9. Ensure that all Supervisors are available for, and involved in Safety Inspections
10. Call upon the services of a Professional Safety Consultant for advice and assistance where Safety, Health and Environmental concerns exist.
11. Minor injuries are to be reported as soon as possible, ensuring that reports are completed on the relevant Company Form and despatched to head office.
12. Investigate all accidents, incidents, fires and dangerous occurrences within Coastal Preservation Services Limited work locations and report to the safety advisor at head office .
13. Take appropriate disciplinary action, where necessary, in the event of non-compliance with this Safety, Health and Environmental Policy.
14. Set a personal example

NOTE:

All incidents of a serious nature must be reported to Head Office and the Managing Director immediately.



5.5 THE SITE SUPERVISORS SHALL:

5. Ensure that they are fully conversant with Coastal Preservation Services Limited S.H.E. Policy.
2. Ensure the effective operation of the company S.H.E. Policy at all levels, liaise with Management and Client to ensure that all requirements are complied with.
3. Organise the company's operational locations so that the work being carried out is to a satisfactory standard of safety to persons, equipment and materials.
4. Continually review production objectives in order to take account of Safety, Health and Environmental priorities.
5. Plan and maintain a tidy working area, ensuring a safe means of access and egress.
6. Investigate all accidents, incidents, fires and dangerous occurrences at Coastal Preservation Services Limited work locations and report them to the site manager.
7. Ensure that minor injuries are reported to the site manager
8. Obey all Client rules and regulations regarding Safety, Health and Environmental issues to ensure a safe working environment.
9. Ensure company operating procedures are in use at all times.
10. Set a personal example.

5.6 SITE OPERATIVES SHALL:

1. Carry out all operations and work in the prescribed manner being aware of the S.H.E. Policy.
2. Use the correct tools and equipment for the operation of work, including the relevant safety equipment and personal protective equipment provided.
3. Report any defects in plant or equipment immediately their supervisor.
4. Develop a personal concern for the safety of yourself and others around you, avoiding short-cuts which would result in unnecessary risk.
5. Inform transferred personnel of the procedures and any hazards involved in the operation or work location
6. Report any incident, accident, or dangerous occurrence which may result in injury or damage to personnel, plant or equipment.
7. Co-operate in the investigation of incidents, accidents, or dangerous occurrences.
8. Set an example, especially to junior members of your team.

6. ARRANGEMENTS

Coastal Preservation Services Limited acknowledges that the achievement of its Safety, Health and Environmental objectives will depend on the following provisions:-

- 6.0** Statutory notices and information
- 6.1** Safe Working Environment
- 6.2** The Use of Safe Working Methods
- 6.3** Provisions of Safe Working Plant and Equipment
- 6.4** Manual Handling
- 6.5** Health and Welfare
- 6.6** Health Surveillance and First Aid
- 6.7** Competent Employees
- 6.8** Transport
- 6.9** Fire precautions and Prevention
- 6.10** Control of substances hazardous to health
- 6.11** Health and safety in the office
- 6.12** Display screen equipment
- 6.13** Sub - Contractors
- 6.14** Visitors and client safety

6.0 STATUTORY NOTICES AND INFORMATION:

Coastal Preservation Services Limited Will:

1. Provide the employees with current and relevant information regarding Safety, Health and Environmental regulations at each work location where reasonably practicable.
2. Identify any site requirement, warning hazards, site procedures, emergency escape routes and assembly points.
3. Ensure all safety signs comply with the Safety Sign Regulations 1980.

6.1 SAFE WORKING ENVIRONMENT:

1. Whilst Management accepts the responsibility to provide a safe working environment, this cannot be achieved without the participation and co-operation of management and employees at all levels.
2. Employees shall be made aware of their individual responsibilities in accordance with the S.H.E. Policy and the Health and Safety at Work etc. Act 1974.
3. To enable work to be carried out inside the fabrication shop, all plant and systems of work are designed and maintained to the highest possible standard, in order to remove the risk of incidents and accidents.
4. Waste disposal on site shall be carried out in a responsible manner with due regard to all environmental considerations.
5. The company shall endeavour to maintain good housekeeping as part of our system of compliance
6. The company will continue to develop the existing system for handling complaints from individuals or local organisations and make every effort to provide an efficient and friendly channel of communication.

6.1 SAFE WORKING ENVIRONMENT: (Continued)

7. It must also be accepted that because of Coastal's various Clients, the company does not always have control of the working environment. Where this occurs, Coastal through its management and supervision, will liaise with the Client to ensure that any hazards which exists, are removed and, where this cannot be achieved, adequate personal protection shall be provided.

a. THE USE OF SAFE WORKING METHODS:

1. Management and employees in each work location shall co-operate with respect to health and safety and be encouraged to assess any risks with which they are faced.
2. To ensure that proper and safe systems of work are operated, the safest possible methods of work shall be devised within Coastal's and Client's operations, taking into account any relevant specialist advice.
3. Where specialist operations are required a Method Statement and Risk Assessment shall be carried out at the work location.
4. C.O.S.H.H. data sheets are required prior to any hazardous materials being issued or applied. Available from suppliers, they are to be retained at Head Office and copies issued in the Job Pack.
6. Where hazardous substances are to be utilised Management/Supervision shall complete a company C.O.S.H.H. Assessment form and ensure that a copy of the relevant assessment sheet is available at the point of use.
6. Where "Permits to Work" are in operation, all employees shall be trained and adhere strictly to the requirements and conditions of the permit at all times along with a copy of the data sheet, risk assessment and method statement.
7. Site Management, Supervision, and the Client shall agree upon a safe system of work
8. All operational areas must be adequately enclosed and warning notices posted when required.
9. All employees and subcontractors shall conform to Coastal's and Client's procedures where applicable, to establish safe systems and operator experience.
10. Employees and management have a responsibility to comply with safe working practices to ensure the safety of themselves and others around them.

6.3 THE PROVISION OF SAFE WORKING PLANT AND EQUIPMENT:

1. All plant and equipment shall be examined prior to purchase or hire by qualified personnel to minimise maintenance and remove any foreseeable hazards.
2. Where necessary, appropriate modifications and alterations shall only be carried out in accordance with manufacturers / engineers instructions.
3. Where risk cannot be totally eliminated, personal protection devices / equipment shall be provided as necessary.

6.5 MANUAL HANDLING OPERATIONS:

Coastal Preservation Services Limited will:

1. Ensure as far as reasonably practicable the health, safety and welfare of employees at work and make suitable and sufficient assessments of the work locations and tasks to be carried out.
2. So far as reasonably practicable, avoid the need to undertake any manual handling operations where mechanical aids can be used.
3. Provide where practicable the weight of each load to enable the task to be completed safely with the minimum of risk to health.

6.6 HEALTH AND WELFARE: Coastal Preservation Services Limited Will:

1. Provided adequate welfare facilities commensurate with work activities and manning levels.
2. On selecting employees for work, consider the medical history of applicants to ensure that they are not assigned tasks for which they are not physically or mentally suited.
3. The company accepts its obligation to provide a safe and healthy working environment.
4. As far as it is reasonably practicable take adequate precautions to protect the employees health by the provision of protective devices and personal protective equipment.
5. Ensure that all employees have a duty to use such items that are provided for their health and safety protection.

HEALTH AND WELFARE) Continued)

6. All work related injuries to employees must be entered in the accident book and reported to the Site Manager on the appropriate company Accident Report Form.
7. On sites where the Client provides First Aid facilities, the company Accident Report Form must still be completed in addition to any relevant Client documentation.
8. Ensure that any injury to Sub-Contractor's employees must also be entered in the Accident Book and reported on the Coastal Preservation Services Accident report form
9. Ensure that in the event of an injury, reportable to the enforcing authorities, the Site Manager must be informed immediately to enable his compliance with statutory requirements, (submission of form 2508 to the HSE).
10. All completed forms must be submitted to Head Office for the attention of the Managing Director.

6.7 HEALTH SURVEILLANCE & FIRST AID:

Coastal Preservation Services Limited will:

1. Ensure the appropriate level of health surveillance of all employees where particular activities involves certain health risks.
2. Ensure that where these health risks are apparent, the employee shall be consulted and the services of an Occupational Health Doctor or Nurse shall be called upon. All relevant information received shall be monitored and stored at head office.
3. Ensure adequate First Aid facilities are provided at all work locations where reasonably practicable.
4. First Aid Boxes shall be maintained, and contents replaced as and when necessary.
5. Ensure only persons qualified in First Aid, in accordance with the Regulations, are engaged by the company for this role.

6.8 COMPETENT EMPLOYEES:

Coastal Preservation Services Limited will:

1. Ensure that management only select and employ suitable persons who are competent to carry out their prescribed work duties safely.
2. Ensure that any specialist training requirements, when identified, will be undertaken by approved Client or outside agency's as deemed necessary for all employees.
3. Ensure that all new employees shall undergo a Safety Induction Training Programme.
4. Ensure that the induction training of each new employee includes general and specific safety instruction. It is the responsibility of the Management and supervision to ensure that each new employee is familiar with the safety aspects of his or her work duties.
5. Ensure that where particular duties involve additional safety and training requirements, specialist training will be given.
6. Ensure that only trained and appointed personnel undertake such duties as instructed by the management and supervision.

6.9 TRANSPORT:

Coastal Preservation Services Limited will:

1. Ensure that employees driving company vehicles comply with statutory Road and Traffic Regulations at all times.
2. Ensure that drivers are competent and hold a valid driving licence for the vehicle or equipment being driven and where fitted wear seat belts at all times.
3. Ensure that drivers of vehicles on a weekly basis, visually check the vehicles condition and report any faults to the maintenance engineer at head office.
4. Ensure that drivers of vehicles report any incidents or accidents to the site supervisor or manager.
5. Maintain a programme for the maintenance and servicing all company vehicles. Updating all records as required and actively seeking to reduce its impact on the environment.

6.10 FIRE PREVENTION AND PROTECTION:

Coastal Preservation Services Limited will:

1. Control and minimise the risk of fire and conform to the Fire Precautions Act 1971.
2. Ensure that employees and visitors take all reasonable precautions to prevent the outbreak of fire and make themselves familiar with the relevant procedure to be followed.
3. Ensure that management and supervision while working on sites, identify any fire hazards and point out all emergency escape routes and assembly points to all employees, prior to commencement of work.
4. Give prior notice to the Client of personnel numbers, work commencement and location.
5. When using plant and equipment, ensure the correct fire precautions are in place, and the plant or equipment is situated so as not to cause any ignition within the area.

6.11 C.O.S.H.H. - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH:

The Control of Substances Hazardous to Health Regulations 1988, applies to a vast number of chemical substances available and their possible uses.

Coastal Preservation Services Limited will:

1. In accordance with the regulations, have a duty to control the exposure of their employees and anyone likely to be affected by our operations.
2. Ensure that all information on Substances Hazardous to Health is readily available to all employees, this information is located at head office.
3. Ensure that C.O.S.H.H. data sheets are acquired prior to any hazardous materials being issued or applied. These data sheets are available from suppliers, and retained at Head Office, with copies issued to the Site office.
4. Ensure that where hazardous substances are to be used Management or supervision will complete a company C.O.S.H.H. Assessment form and a copy of which will be available at the point of use.
5. Ensure that where hazardous processes are carried out C.O.S.H.H. assessments shall be referred to in method statements and made available at the workplace.

6.12 HEALTH AND SAFETY IN THE OFFICE:

Coastal Preservation Services Limited will:

1. Take all reasonable steps to inform employees of the risks to their health and safety while in an office environment.
2. Ensure that employees co-operate with their employer and one another, in order to comply with the health and safety law.
3. Ensure that any new equipment purchased complies to health and safety requirements

6.13 DISPLAY SCREEN EQUIPMENT:

Coastal Preservation Services Limited will:

1. Ensure that all operators and user's co-operate with their employer and in compliance with the Health and Safety at Work Act 1974 and the Display Screen Equipment Regulations 1992.
2. Ensure that all operators and users be made aware of all information in compliance with his or her duties under the regulations relating to their workstations.

6.14 SUB-CONTRACTORS:

Coastal Preservation Services Limited will:

1. Ensure that only competent responsible persons are employed to carry out Sub-Contract work, or specialist work to Coastal's plant and equipment.
2. Require submission of Sub-Contractors safety policy documentation along with their tender, and copies of any relevant risk assessments prior to the award of any contract.
3. Ensure that all Sub-contractors attend all necessary safety induction training as the Client's contract or the S.H.E Policy requires.
4. The information shall be made known to them at the tendering stage of the contract.



6.15 VISITORS & CLIENTS SAFETY:

Coastal Preservation Services Limited

1. Have a legal responsibility, for the Health and Safety of all visitors to any work locations.
2. Shall ensure that all visitors are aware of any potential hazards and issued with the appropriate personal protective equipment.
3. Shall ensure the visitors are aware of emergency evacuation routes and assembly points etc.
4. Shall ensure that all manager's, supervisors and employees co-operate in observing Client Safety Rules, Regulations, Operational Procedures and directive signs.
5. Shall ensure that these requirements are brought to the attention of the workforce.
6. Shall report any incidents, accidents and dangerous occurrences to the site manager.

7. COMPANY PROCEDURES

Coastal acknowledges that the achievement of its Safety, Health and Environmental objectives will depend on the following Procedures:-

- 7.1.** Abrasive Blast Cleaning Purpose and Responsibility.
- 7.1.2.** Blast Pots (Pressure Vessel) Procedure.
- 7.1.3.** Blast Hoses, Fittings and Nozzles Procedure.
- 7.1.4.** Air Fed Blast Helmets Procedure.
- 7.1.5.** Site Blast Cleaning Operations Procedure.
- 7.2.** Abrasive Wheels Procedure.
- 7.3.** Asbestos Procedure.
- 7.4.** Alcohol and Drugs.
- 7.5.** Compressed Air.
- 7.6.** Control of Substances Hazardous To Health Procedure (COSHH)
- 7.7.** Electrical Equipment Procedure.
- 7.8.** Fire Prevention Procedure.
- 7.8.1.** Action in the event of a Fire.
- 7.9.** Hand Tools Procedure.
- 7.10.** Good Housekeeping Procedure.
- 7.11.** Incident, Injury, and Disease Reporting Procedure.
- 7.11.1.** Incident, Near Miss Reporting Procedure.
- 7.11.2.** First Aid Reporting Procedure.
- 7.11.3.** Illness and Disease Reporting Procedure.
- 7.11.4.** Incident/Accident Investigation Reporting Procedure.

7. COMPANY PROCEDURES (Contd.)

- 7.12.** Manual Handling Procedure.
- 7.13.** Mobile Plant Procedure.
- 7.14.** Noise Procedure.
- 7.15.** Office Safety Procedure.
- 7.16.** Personal Protective Equipment (PPE) Procedure.
 - 7.16.1.** Industrial Head Protection Procedure.
 - 7.16.2.** Hearing Protection Procedure.
 - 7.16.3.** Eye Protection Procedure.
 - 7.16.4.** Hand Protection Procedure.
 - 7.16.5.** Body and Foot Protection Procedure.
 - 7.16.6.** Safety Harness Protection Procedure.
- 7.17.** Respiratory Protective Equipment (RPE) Procedure.
- 7.18 .** Spraying (Paint) Operations Procedure.
 - 7.18.1.** Airless Spray Pumps Procedure.
 - 7.18.2.** Airless Spray Paint Hose Procedure
 - 7.18.3.** Airless Spray Guns Procedure.
 - 7.18.4.** Air Fed Spray Masks Procedure.
 - 7.18.5** Airless Mobile Filtration Units Procedure
- 7.19.** Sub-Contractors Procedure.



7. COMPANY PROCEDURES (Contd.)

- 7.20.** Ultra High Pressure Water Blasting Equipment Operation Procedure.
- 7.20.1** Ultra High Pressure Water Blasting Procedure.
- 7.21.** Transport and Driver's Procedures.
- 7.21.1.** Vehicle Incident/Accident Reporting Procedure.
- 7.21.2.** Safe Handling of Hazardous and Corrosive Materials Procedure.
- 7.22** Working at Height Procedures.
- 7.22.1** Scaffolding Procedure.
- 7.22.2** Scaffold towers procedure
- 7.22.3** Mobile Access Machine Procedure.

7.1 ABRASIVE BLAST CLEANING EQUIPMENT: PURPOSE:

To control the removal of corrosion build-up on steel, aluminium, fibre glass and wood surfaces, in a safe and controlled environment by using human resources, operating a mixture of compressed air and abrasive blast materials from specialist suppliers.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring that only authorised personnel who have received statutory training by approved organisations, or by Coastal's in-house instruction are permitted to use and operate abrasive blast cleaning equipment.

Site supervision and management shall ensure that while any blast cleaning operations are being carried out, the operator or operators wear the correct PPE and RPE in compliance with current HSE legislation.

7.1.2 BLAST POTS (PRESSURE VESSELS) PROCEDURE:

1. The vessel is mounted on wheels to enable it to be moved safely around the site.
2. The vessel shall be hydro-statically tested to twice its safe working pressure, (a name plate placed on the side of the vessel with the vessels manufacturer, vessel number, test pressure and the safe working pressure. The factories Act 1961, section 36(4) states that every air receiver shall be thoroughly cleaned and examined at least once in every period of 26 months and a test certificate be supplied showing the above.
3. The vessel shall incorporate an automatic opening and closing abrasive filling valve.
4. The vessel shall have a conical bottom, to ensure a free flow of abrasive.
5. The vessel shall be fitted with remote control valve system (Dead-mans Handle), which is operated from the nozzle position to ensure greater safety and efficiency.
6. The vessel shall incorporate an abrasive metering valve, which operates with any of the commonly used abrasives media's.
7. The vessel shall include an easily accessible hand-hole to facilitate the removal of any foreign objects and enable the periodic internal inspection of the vessel.
8. The vessel shall be fitted with a suitable water separator to prevent moisture entering the machine.

BLAST POTS (PRESSURE VESSELS) PROCEDURE (CONTINUED)

9. The vessel shall be fitted with a lock-on screen to prevent the ingress of any foreign objects, to act as a safety barrier to the automatic pop-up valve and prevent moisture entering through the top of the vessel.

7.1.3 BLAST HOSES, FITTINGS AND NOZZLES PURPOSE:

To carry and deliver abrasive materials from the blast vessel to the required substrate in a safe and controlled manner.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring that only specified manufacturers blast hoses, fittings and nozzles are used.

Site supervision and management shall ensure that while any blast cleaning operations are being carried out, the operator or operators shall wear the correct PPE and RPE in compliance with current HSE legislation.

PROCEDURE:

1. All blast hoses shall be visually inspected by the on-site supervision prior to starting each operation.
2. All operatives are to inspect blast hoses, couplings, nozzles, and fittings for wear and tear and remove all worn equipment from the operation and inform site supervision.
3. All blast hoses shall be pressure tested and tagged with a unique serial number, test date, next test due date and life expectancy.
4. Blast hose couplings to be manufactured from a tough, lightweight nylon to reduce operator fatigue with quarter turn lugs to give a simple leak proof connection without the need for hand tools. Ensure hoses are fitted and secured correctly.



7.1.4 AIR FED BLASTING HELMETS:

PURPOSE:

To control as far as reasonably practicable the health, safety and welfare of employees while working with HSE approved Apollo Air Fed Blast Cleaning Helmets in operation.

The Wide View Air Fed Blasting Helmet has been specially designed for blast cleaning operative protection and comfort and complies with the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH.) 1988, and the Health and Safety Executive Certificate of Approval (CA/28/90). Any use of unapproved spares fitted to a Helmet totally invalidates the approval of that Helmet.

RESPONSIBILITY:

Site supervision and management shall ensure that while any blast cleaning operations are being carried out the operator or operators shall use HSE approved Apollo 60 or 90 Air Fed Blasting Helmets, along with the correct PPE and RPE in compliance with current HSE legislation.

Any use of unapproved spares on a Helmet totally invalidates the approval of that Helmet and therefore the following procedures are to be fully complied with.

PROCEDURES:

SETTING UP INSTRUCTIONS

Sweatband Adjustment

1. Adjust the helmet suspension assembly by holding the helmet upside down, with the front towards you.
2. Detach the helmet suspension assembly from the helmet by withdrawing the four tapered slides from the housing. Disconnect the wraparound tab, lift both ends of the sweatband and disconnect the size adjustment button.
3. Insert the size adjustment button into the appropriate hole for wearer comfort.

7.1.4 AIR FED BLASTING HELMETS (CONTINUED)

Depth Adjustment and Balance

1. The suspension assembly maintains a fixed distance between the wearer's head and the helmet.
2. When refitting the helmet suspension assembly the tapered slides must be firmly seated in their housing.
3. Replace both sweatband ends and refasten the wraparound tab.
4. If the chin strap is used, attach it by inserting the strap links over the two button ends, adjusting for comfort using the slide adjuster.

Lens System

1. The lens system is an important part of the helmet and comprises:-
 - a, A polycarbonate inner safety lens secured by a thick rubber gasket to the inside of the visor.
 - b, Replacement outer lenses are retained in place in the slot of the visor.
With this system installed correctly the operator / user can easily remove an etched outer replacement lens when required by simply drawing it out of the slot.

7.1.4 AIR FED BLASTING HELMETS

To install

1. Unfasten the visor latches and open the visor assembly and check the sealing of the safety window gasket to the visor.
2. Check that the protective film has first been removed from both faces of the inner safety window and the window is correctly and securely in position. Also ensure that the window gasket is correctly positioned onto the helmet.
3. Remove any etched outer lenses from the visor.
4. Feed in up to eight spare outer lenses through the slot provided. These are easily removed singularly as visibility becomes impaired.
5. Securely fasten the visor frame latches and ensure all lenses are correctly in position.
6. Connect the breathing hose assembly to the air inlet at the rear of the helmet, ensuring that the swivel tail is fully seated within the helmet fitting.

AIR FED BLASTING HELMETS (continued)

7. Connect the other end to the air control regulator outlet.
8. Connect the length's minimum 1/4"int.dia. approved breathing air supply hose to the inlet of the air control regulator.
9. The maximum length air quality supply hose can be used to maintain the required pressure and air flow at the helmet system is dependent on the following guide lines.

Total Pressure Length 1/4" Hose (psi)	1/4" Hose Lengths(Metre)	Filter Outlets Pressure(psi)	Belt Control Inlet Pressure (psi)	Drop
10M	1 x 10M	55	45	10
30M	1 x 10M Plus 1 x 20M	70	45	25
50M	1 x 10M Plus 2 x 20M	82	45	37

7.1.4 AIR FED BLASTING HELMETS

10. The air supply hose should then be connected to a breathing air filtration system i.e. Breathing Air Filter CPF 40 or Single Clean Air Pack Breathing Unit CAP-S1.
11. The helmet shall be supplied with a minimum 170 litres per minute of filtered breathing air (BS 4275), at a minimum 45psi at the inlet of the belt control regulator. Under no circumstances shall the pressure at this point exceed 65psi., (the supply at 65psi. is 250 litres per minute).
12. Checks shall be carried out prior to use and at suitable intervals to ensure that the volume and quality of breathing air meets legislated requirements.



AIR FED BLASTING HELMETS (Continued)

Cleaning

1. The cape and muffler lining can be washed using warm soapy water only. Rinse with fresh water and dry thoroughly.
2. Wash the helmet assembly and belt with warm soapy water. **Do not immerse the helmet in water as this will saturate the foam and silencer.**
3. Detach the suspension assembly from the helmet by withdrawing the four tapered slide from the housing.
4. If fitted detach the chin-strap links from the two buttons.
5. Clean the sweatband assembly and chin strap using warm soapy water-Rinse with fresh water and dry thoroughly.

Removal of inner crown

1. Hold the helmet upside down and detach the inner crown easing the crown over the internal shell fittings.
2. Carefully clean the helmet interior out and ensure no contamination and or abrasive particles remain.

Storage

1. For overnight storage, the helmet assembly should be hung by its strap at the rear of the helmet.
2. For longer term storage, the assembly should firstly be cleaned and dried. The cape should then be tucked up into the helmet and stored in a plastic bag to prevent dirt, dust and moisture from contaminating the helmet during storage.

7.1 ABRASIVE BLAST CLEANING EQUIPMENT (Contd.)

7.1.5 SITE BLAST CLEANING OPERATIONS:

PURPOSE:

To control the removal of corrosion build-up on substrate surfaces, in a safe and controlled environment by using human resources, warning of the dangers involved within the work location.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring only authorised trained personnel are to use and work abrasive blast cleaning equipment. To ensure the operatives are issued with specified blast hose, fittings and nozzles. Site management and supervisors shall ensure that whilst any blast cleaning operations are being carried out, the operator or operators shall wear the correct PPE and RPE in compliance with current HSE legislation. Supervision to locate and erect 'Warning' notice boards.

PROCEDURE:

1. Ensure that all site operatives are issued with and wear the correct PPE and RPE.
2. Check the site location and the area of operation, instructing all site personnel of any hazards.
3. Check for any work permits that may be / are required, their validity and length of operation.
3. Mobilise to site and set up plant and equipment, carry out plant and equipment checks, ensuring that all blast pots are earthed.
4. Position "Grit-blasting in progress" warning notice boards around the work location to warn of the dangers. Place red and white barrier tape around the area to restrict entry to and keep unauthorised persons from entering the work area.
5. To clean the work site of all grit contamination, remove all warning notices and barrier tape.
6. De-mobilise all plant and equipment from site.

7.2 ABRASIVE WHEELS PROCEDURE

PURPOSE:

To control as far as reasonably practicable the health, safety and welfare of employees at work while working with fixed installations or mobile tool applications.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring that only persons appointed by the company are permitted to fit resin bonded Abrasive Wheels to fixed or portable machines and that they have received statutory instruction and training.

PROCEDURE:

1. Location and environment of the work to be carried out.
2. Selection of equipment required for the application of work.
3. That the disc or wheel is suitable for the job and is in a sound and safe condition.
4. That the speed of the machine does not exceed the speed of the disc or wheel.
6. That the guard is secure, in place, and where adjustable, exposes only the minimum surface area of the disc or wheel necessary for the job.

The following precautions should be taken when using abrasive wheels:-

- Never grind using the side of a disc or wheel unless it has been designed for that purpose.
- Consideration must be given to the effect of flying sparks and particles.
- Beware of loose clothing.
- Eye protection to BS 2092-1 goggles or visor must be worn when using abrasive wheels.
- Hearing protection may be required if high noise levels are generated above 85dB(A).

Respiratory protection may be required if the work is continuous, involves certain materials, or where dust and ventilation is insufficient.

For further advice consult your site supervision or company health and safety advisor.



7.3 ASBESTOS PROCEDURE

The Company does not carry out work involving the use or handling of asbestos.

Asbestos may still be found in some Client locations.

It may be hazardous if disturbed.

If asbestos/ suspect material is found report the matter to the Supervisor immediately.

Do not enter marked areas where asbestos work is in progress.

Do not use asbestos disposal bags for any other purpose.

7.4 ALCOHOL AND DRUGS PROCEDURE

PURPOSE:

To control as far as reasonably practicable the health, safety and welfare of employees at work.

RESPONSIBILITY:

It is the responsibility of all employees to report any cases of alcohol and drug abuse to site management, and Managing Director.

PROCEDURE:

1. The consumption of alcohol and the use of uncontrolled drugs is strictly forbidden during working hours on all work locations.
2. Supervision and Management have the authority to remove any Employee or Sub-contractor who has consumed alcohol or drugs from work locations.
3. Once an employee has consumed any alcohol or drugs, he or she shall be suspended from work pending an enquiry in accordance with the Employees Handbook.
4. The use of prescribed drugs must be notified immediately to your supervisor or manager and to Head Office.



7.5 COMPRESSED AIR PROCEDURE

PURPOSE:

To control as far as reasonably practicable the health, safety and welfare of employees at work whilst working with fixed installations or mobile compressed air equipment.

RESPONSIBILITY:

Site supervision and management are responsible for providing and maintaining safe and efficient equipment and periodic monitoring of any excessive noise or toxic substances, the source of which may or may not be visible.

To ensure that only competent persons shall operate compressed air machinery and air driven tools and are issued with the appropriate PPE when doing so. PPE must also be issued to other persons working in that location.

PROCEDURE:

1. Location and environment of the work to be carried out.
2. Selection of equipment required for the application of work.
3. Training operations for all fixed installations, mobile equipment and hand tools.
7. Ensure that hoses, connections and tools are in good condition and compatible with each other

The following must be followed to avoid injury from compressed air.

- Compressed air must not come into contact with the skin and is not to be used to clean clothing.
- To shut off air, supply valves must be used.
- Hoses must not be kinked or folded.
- Before disconnecting tools from hoses the supply must be turned off at the valve and excess air run off.

7.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) PURPOSE:

To control all substances which may be hazardous to health that are handled, stored, and used in Coastal's work locations.

RESPONSIBILITY:

Site supervision and management are responsible for the provision and maintenance of safe and efficient systems under the Control of Substances Hazardous to Health Regulations 1988.

PROCEDURE:

1. All information on Substances Hazardous to Health is readily available to all employees.
2. Any new substances purchased may not be used until data sheets have been received and an assessment as to their effects on Health and Safety have been made.
3. Where additional control measures are necessary or the use of personal protective equipment is required, this shall be made known, prior to the issue and use of the substance by site supervision or head office management.
4. Product data sheets and Company C.O.S.H.H assessment sheets shall be produced and are kept on file at Head Office with copies supplied to the Site Office.
5. All necessary precautions are to be understood and taken before using any substances or carrying on any process. If in any doubt consult site supervision.
6. When working in any location the existence of hazardous substances and any necessary control measures must be established by the site supervision from the client prior to the commencement of any work.
7. Substances must only be transported in suitable and properly labelled containers. Lids must always be secure. Only sufficient quantities for the work in hand are to be taken to the work-face. On completion of the work any substances remaining must be returned to storage.

7.7 ELECTRICAL EQUIPMENT PROCEDURE

PURPOSE:

To control as far as reasonably practicable the health, safety and welfare of employees at work whilst operating purchased or hired electrical equipment.

RESPONSIBILITY:

Site supervision and management are responsible for the provision and maintenance of safe and efficient systems. **PROCEDURE:**

1. All electrical equipment shall undergo regular test and inspection, in accordance with the company programme, which will be carried out by a competent Service Engineer in compliance with legislative requirements.
2. Records of inspection shall be kept at Site offices.
3. A label will be affixed showing date due for next inspection.
4. Any damaged or faulty equipment shall be identified with a "Do not use" label which must be attached and the equipment returned to storage for defect rectification. all electrical equipment must be checked for any defects. If any of the following defects are, or become, apparent :
 - Damaged or exposed wiring- Damaged plug - Wear causing overheating -
 - Missing or broken safety devices or guards
 - Broken or missing handles or other attachments - No inspection label

DO NOT USE THE EQUIPMENT ! ! !



b. FIRE PREVENTION PROCEDURE

PURPOSE:

To control as far as reasonably practicable the health, safety and welfare of employees at work from machinery and materials producing heat, flame or sparks in all operational work areas.

RESPONSIBILITY:

Site Managers and Supervisors are responsible for the provision and maintenance of all information concerning emergency escape routes, assembly points, fire fighting equipment and warning notices. **PROCEDURE:**

1. To ensure all employees and visitors are informed of the location and environment of the work to be carried out.
2. To ensure all escape routes, assembly points, audio and visual alarms and emergency telephone numbers are identified and informed to all employees and visitors.
3. In all work areas where there is a source of heat, flame, or sparks a fire extinguisher of the correct type is to be available.
4. The area must be cleared of all flammable substances and combustible materials prior to work commencing.
5. Any drain, sewer, manholes and vents must be sealed prior to work commencing.
6. Work areas must be checked for any smouldering materials prior to leaving the area.



7.8.1 ACTION IN THE EVENT OF A FIRE

PURPOSE:

To safeguard as far as reasonably practicable the health and safety of employees at work in the event of Fire.

RESPONSIBILITY:

Site managers and supervisors are responsible for the provision and maintenance of all information concerning emergency escape routes, assembly points, fire fighting equipment and warning notices, to all employees, and visitors.

PROCEDURE:

1. On finding an outbreak of fire raise the alarm and call the emergency services.2. Switch off machinery and close doors and windows if safe to do so.
2. Evacuate the building or area using the nearest exit and proceed to the designated assembly point.
3. Remain there until the designated person has taken a roll call and issued further instructions.
4. Do not attempt to fight the fire unless the following conditions can be met:
 - a]. The correct fire extinguisher is available and the method of use is known.
 - b]. Fighting the fire will not prejudice the health and safety of any person.

The above procedure must be followed. However, there may be differences subject to the requirements of a client work site. If so, the Client's procedures must be complied with in preference.

7.9 HAND TOOLS PROCEDURE

PURPOSE:

To control as far as reasonably practicable the issue and maintenance of hand tools to suit their purpose and eliminate incident or injury to employee's within their work locations.

RESPONSIBILITY:

Site supervision and management are responsible for co-ordinating, issuing, maintaining, and the reporting of faulty hand to the maintenance department.

PROCEDURE:

1. All hand tools issued shall be used in the correct manner for their application.
2. Any damaged or faulty hand tools shall be reported to the on-site supervision and replaced.
8. All cutting tools e.g. chisels (wood and cold), saws, knives, files etc, must be sharp and free from chips, cracks, burrs and corrosion.
4. Striking faces for all hammers, chisels and similar tools must be kept polished and clean. No cracks, chips, burrs, corrosion or similar defects are permitted.
1. Tools not in use are to be stowed in tool-boxes/tool rolls, or in a safe location away from the immediate working area, following "good housekeeping practices"
2. Screwdrivers are only to be used for the correct task, using the correct size at all times. They are **NOT** to be used as chisels, punches, scribes, tin- openers, paint stirrers or for similar acts of misuse.
3. Other miscellaneous tools shall only be used for the tasks for which they have been designed.8. Never use the tool facing towards any part of the body unless designed for use in this way.

7.10 HOUSEKEEPING PROCEDURE

PURPOSE:

Housekeeping is the term used to describe those general practices common to all activities undertaken by employees, with respect to good maintenance standards of cleanliness and tidiness. Eliminating the risk of incidents, accidents, disease and dangerous occurrences within their work location.

RESPONSIBILITY:

Site supervision, management and employee's are responsible for maintaining good standards of housekeeping by removing and disposing of unwanted material and debris within their work locations.

All employees must ensure that the following procedures are followed to maintain a good standard of housekeeping.

PROCEDURE:

1. Ensure passageways, stairways and fire exits are clear from obstruction
2. Do not leave tools and equipment on floors, ledges, scaffold boards, chairs, tables etc, when not in use - place in one defined area, away from both the work area and walkways.
3. Route power cables overhead, where possible, to reduce the likelihood of tripping hazards. Failing this, ensure the tools using cables are kept to a minimum, cables are separated and are routed away from busy areas.
4. Ensure that bins are placed in the working area for immediate disposal of all forms of rubbish/debris. Plastic bags are not sufficient and should NOT be used. In addition, any form of hazardous waste, e.g. paints, solvents, chemicals, aerosols, acids, contaminated rags etc, shall be segregated and placed in specifically marked bins provided on site.
5. Ensure protective clothing is used when collecting debris
6. Do not work around debris/rubbish - PICK IT UP - REGARDLESS OF WHO PUT IT THERE.
7. Reduce the amount of debris to a minimum by maintaining good working standards and emptying bins regularly.
8. Spillage's must be cleaned up immediately and waste disposed of in the correct manner.
9. Compressed air must never be used for cleaning.

7.11 INCIDENTS, INJURY, ILLNESS & DISEASE REPORTING PROCEDURE

PURPOSE:

To control as far as reasonably practicable and to minimise any incidents, accidents, illness, disease, and dangerous occurrences within their work locations.

RESPONSIBILITY:

All managers, supervisors and employees have statutory obligations to record and notify certain incidents, illness and dangerous occurrences to the Health and Safety Executive using Form F2508.

(Use Form F2508A for diseases.)

PROCEDURE:

1. Employee's are to report all incidents, and dangerous occurrences to their site supervision/ management.
2. Site managers and supervisors are to record and report any incidents, accidents, diseases or dangerous occurrences using Report Form and inform the company health and safety advisor, he or she will inform the area Health and Safety Executive by the quickest possible means and within 7 days send the report.

Reportable injuries are as follows:-

- a, Fracture of the skull, spine or pelvis.
- b, Fracture of any bone in the arm or wrist but not a bone in the hand.
Fracture of any bone in the leg or ankle but not a bone in the foot.
- c, Amputation of a hand, finger, thumb, foot, toe or any part thereof if the joint or bone is completely severed.
- d, The loss of sight of any eye, a penetrating injury to an eye, or a chemical or hot metal burn to eye.
- e, Either injury (including burns) requiring immediate medical treatment or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact. This includes cases where a person is injured by arcing or flashover without actually touching live equipment.
- f, Loss of consciousness resulting from lack of oxygen.
- g, Decompression sickness
- h, Acute illness requiring medical treatment, or loss of consciousness, resulting in cases of absorption of any substance by inhalation, ingestion or through the skin.
- i, Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- j, Any other injury which resulted in the injured person being admitted immediately into hospital for more than 24 hours.

7.11 INCIDENTS, INJURY, ILLNESS & DISEASE REPORTING(Continued)

3. “Three Day” Accidents

This extends to the type of reported incident by requiring a responsible person to notify the enforcing authority of any injury that incapacitates a person from work for more than three consecutive days.

Site managers/s supervisors are to record and report all incidents, accidents, diseases, and dangerous occurrences using Coastal Incident Report Form and inform the company health and safety advisor, he or she will inform the area Health and Safety Executive by the quickest possible means.

4. Reportable Dangerous Occurrences (Refer to Croner’s Industrial Health & Safety located at Head office)

A dangerous occurrence is defined as any occurrence which arises out of, or in connection with, work specified within the four parts of the Schedule. The four parts of the schedule are as follows:-

Part 1 - General (17 categories).

Part 2 - Mines N/A

Part 3 - Quarries N/A

Part 4 - Railways

7.11 INCIDENTS, INJURY, ILLNESS & DISEASE
REPORTING PROCEDURE (Contd.)

5. Reportable Diseases

Site managers/ supervisors are to report any diseases using Coastal Incident Report Form and inform the company health and safety advisor, he or she will inform the area Health and Safety Executive using a F2508A form by the quickest possible means.

with potentially more serious consequence, to enable the company to eradicate unsafe working practices, or to adopt alternative procedures so as to fulfil its aim of creating a Safe and Healthy working environment.

7.11.1

INCIDENTS, NEAR MISS REPORTING PROCEDURE

PURPOSE:

To control as far as reasonably practicable the health and safety of employees and visitors by reporting all incidents and near misses at all work locations.

RESPONSIBILITY:

All managers, supervisors and employees shall report all incidents and near misses to the company health and safety advisor.

PROCEDURE:

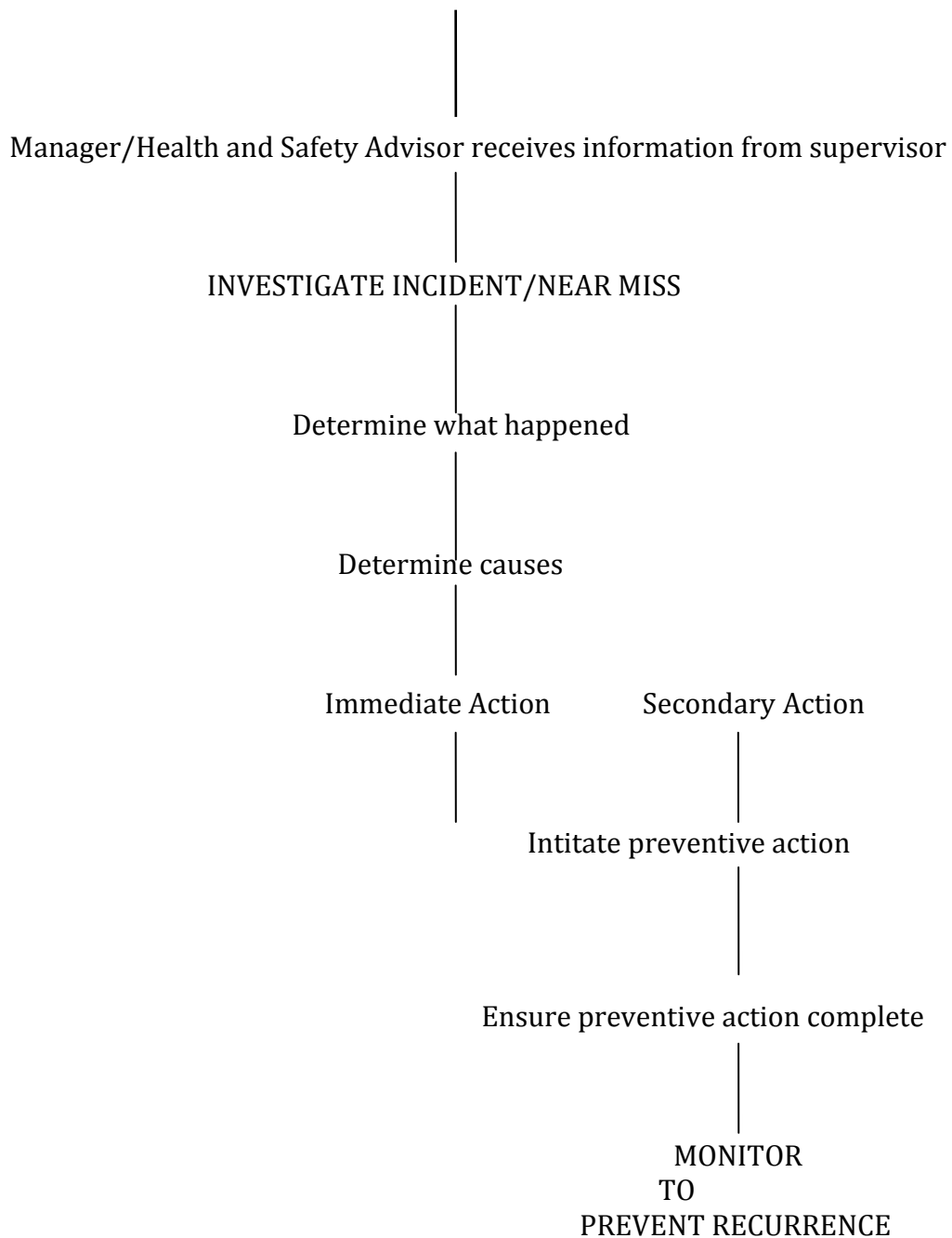
1. Report all incidents and near misses to the site supervision/management.
2. Site supervision/management to report all incidents and near misses to the Managing Director.
3. Any person sustaining any near misses or injuries regardless of their severity must raise the alarm by informing work colleagues, who shall inform the site supervision and call for assistance if required.
4. Site supervision/management shall investigate all near miss circumstances and act upon no matter how small the severity or potential. The company health and safety advisor and safety consultants may carry out further investigations and their conclusions, recommendations will then be published throughout the company.
5. Site supervision and management shall actively encourage the work force to report near misses based upon the theory that "prevention is better than cure". As a company inform our employees why near miss reporting is necessary and assure them that no employee shall be penalised for assisting in the health, safety and welfare of themselves and their work colleagues.



INCIDENT/NEAR MISS REPORTING PROCEDURE

FLOW CHART

INCIDENT/NEAR MISS OCCURS



7.11.2 FIRST AID REPORTING PROCEDURE

PURPOSE:

To attend and control as far as reasonably practicable any first aid requirement that may occur within employees work locations.

RESPONSIBILITY:

Site supervision and management shall ensure adequate first aid training is available for all their daily operations, and is carried out by approved organisations.

PROCEDURE:

1. Site supervision and management shall ensure an up to date list of first-aiders together with their locations are displayed at all site office locations.
2. All injuries must be reported immediately to the Site Manager using an Accident Report Form
3. First Aid facilities are made available at all work locations. Supervisors shall ensure that all personnel are aware of the facilities, their locations, and that First Aid attention is sought for all injuries.
4. Where Client First Aid facilities exist all personnel shall be made aware of their location.

7.11.3 ILLNESS AND DISEASE REPORTING PROCEDURE

PURPOSE:

To monitor any Illness and Disease of all employees

RESPONSIBILITY:

Site supervision/management shall inform head office of any illness or reported diseases affecting its employees.

PROCEDURE:

1. Report all illness and diseases to site supervision.
2. Give details or copies of a Doctors sickness notes to site supervision.
3. Site supervision shall transmit any doctors sickness notes and communications from the workforce to head office. Head office shall monitor and record all illness and diseases and inform the site supervision of any trends that may be occurring.

7.11.3 ILLNESS AND DISEASE REPORTING PROCEDURE (Contd.)

4. Where a reportable disease has been identified and located, it shall be reported to the local Health and Safety Executive.
5. The only way of having knowledge of employment related diseases is by the following method:-
 - a, Refer to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.
 - b, Further reference is by consultation with the Employment Medical Advisory Services.
 - c, Should an employment related illness be suspected, it is essential to investigate whether it is reportable or not.
 - d. Should further assistance be required contact the company health and safety advisor at head office.

7.11.4 INCIDENT/ACCIDENT INVESTIGATION REPORTING PROCEDURE PURPOSE:

To investigate as far as reasonably practicable any incidents/accidents that may occur within the work locations.

RESPONSIBILITY:

Site supervision/management shall investigate and inform head office of any incidents/accidents. It is essential that the objective of the investigation are clearly understood by everyone and the following prime objectives are complied with.

PROCEDURE:

1. Site supervision and management shall determine the sequence of events leading to the incident/accident by taking photographs, sketches and plans of the location.
2. Interview the injured person/persons, any witnesses or any other person who may have relevant knowledge or information. The interviews need to be carried out as soon reasonably practicable after the accident to ensure accuracy
3. The interview should be separate and private as possible, although if it is conducted at the scene of the accident it can assist the witnesses' memory.

7.11.4 INCIDENT/ACCIDENT INVESTIGATION REPORTING PROCEDURE (Contd.)

4. The witnesses should be encouraged to talk and explain rather than be asked questions likely to elicit a yes/no response. During the interview the witness should be put at ease, using prompting, rather than leading questions. The interview should be left open so that a witness can come back to the investigator if he or she thinks of further information.
5. The investigator/investigators should confirm their understanding by summarising key points at appropriate times, show interest and concern to encourage the witness/witnesses to give further information.
6. To establish the unsafe acts and/or unsafe conditions within this sequence that were the immediate cause(s) of the incident/accident.
7. To determine the human, organisational and/or job factors that gave rise to the unsafe acts and or/conditions.
8. To complete a company Accident Investigation Report Form and report their findings to the company health and safety advisor.
9. To initiate short-term action to eliminate the immediate causes and establish a longer-term programme to correct and control the underlying human, organisational and job factors, to prevent recurrence of the same or similar incident or accidents, and communicate findings to the workforce.

7.12 MANUAL HANDLING PROCEDURE

PURPOSE:

All managers, supervisors, and employees are responsible where practicable to use mechanical aids first, and, as a last resort, human resources.

RESPONSIBILITY:

All managers, supervisors, and trained operatives shall ensure site operatives use mechanical aids where reasonably practicable. To carry out Manual Handling risk assessments prior to the commencement of the Task.

7.12 MANUAL HANDLING PROCEDURE (Continued)

PROCEDURE:

Competent persons to complete company Manual Handling risk assessment form and assess the following prior to any manual handling movements:

- 1 The Task - What is to be moved , its present position , the position it is to be moved to. Can mechanical aids be utilised and are they available.
2. The Load - Size, Weight, Centre of Gravity, and Stability.
3. The Working Environment - Location and Access, Floors even and non-slip, route clear, Lighting conditions, Extremes of temperature, Any PPE requirements.
4. The Individuals Capability - Sufficient instruction and training, of adequate build and strength for safe performance of the task.
5. The following should also to be taken into account during the assessment
 - a) Any external features that may create a hazard.
 - b) Sharp or rough edges which may increase the difficulty of holding the load and cause other hazards, which may create a risk of infection. (gloves required at all times).

2.. Use the Kinetic system of lifting and carrying.

- a) Correct Stance Decide on the correct technique in particular, the handler should avoid actions which may involve stooping, twisting and bending. Always keep the back straight and the feet comfortably apart to maintain balance. Make all movements as smooth as possible, lift slowly without jerking. Your position should ensure that the major part of the work will be performed by those muscles which are most suited to the job.
- b) Straight Back If the back is straight the muscles controlling it will be relaxed. It is not possible to strain muscles unless they are under tension.
- c) Grip Take a secure hold on the load, using a power grip where possible Always use the palm of the hand or the roots of fingers rather than finger tips.
- d) Arms Straight Keep arms as close to the sides of the body as possible. To bend the arms will, in itself, impose a strain on the muscles.

7.12 MANUAL HANDLING PROCEDURE (Continued)

- e) **Foot Position** The feet should be arranged so that the load can be evenly distributed keeping the feet comfortably apart and, if possible, at right angles to each other, makes for greatest stability.
- f) **Use Of Body** Use it to counterbalance weight of object and to supplement or even Weighttake place of muscular effort.

7.13 MOBILE PLANT PROCEDURE

PURPOSE:

To ensure all company plant is maintained in a good serviceable condition at all times.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring all mobile plant is in good repair with servicing records maintained and copies available from head office. All hired plant to conform to current legislation and site regulations.

PROCEDURE:

- 6. All plant shall only be used by trained and authorised personnel.
- 7. All plant shall only be used for the purpose for which they were intended, under legislative and site requirements.
- 8. Plant servicing will be carried out by a qualified fitter, in accordance with manufacturer's guidelines.
- 9. All plant must be switched off before refuelling. Extreme caution must be exercised during refuelling to avoid spillage and contact with sources of ignition.



7.14 NOISE PROCEDURE

PURPOSE:

To minimise the effects of Noise and the risk of Industrial deafness within the work environment.

RESPONSIBILITY:

Site supervision, management shall control the monitoring of noise levels, ensuring all personnel and visitors comply with the regulations.

PROCEDURE:

1. Assessments of noise levels at work locations shall be sought from the Client by the Site supervision.
2. Assessments of noise levels generated by the company's activities shall be held on file at head office and referred to in Site risk assessments.
3. Such information shall be freely available to all employees.
4. Should assessments reveal that personnel are likely to receive exposure to excessive noise levels, the areas concerned will be designated "Hearing Protection Zones", all personnel will be notified, and the use of hearing protection will be mandatory for all entering or working in that designated area.

7.15 OFFICE SAFETY PROCEDURE

PURPOSE:

To control the office environment in a safe manner.

RESPONSIBILITY:

The General Manager shall control all office procedures which will minimise the potential for Health and Safety problems in the office environment.

PROCEDURE:

1. All office employees shall be made aware of the office fire procedures and emergency escape routes and assembly points.
2. Ensure all fire escapes, stairways, passageways are kept clear of obstructions at all times.
3. All cables and leads must be routed so as to avoid any tripping hazards.
4. All electrical cables, leads, and plugs shall only be fitted by a competent person.
5. All electrical office equipment to be checked periodically and repairs carried out by a competent electrician.
6. Filing cabinets must be filled from the bottom upwards, with heavy items stored as low as possible. Pull out only one drawer at a time. Close drawers after use.
7. Clothing and other combustible materials must be kept clear of heat sources.
8. Fire extinguishers must be kept clear of all obstructions and serviced every six months by a qualified organisation.
9. Knives and scissors must be kept closed and stored safely when not in use.
10. The last person leaving the office premises to switch off electrical appliances and remove plugs if possible to do so.

7.16 PERSONAL PROTECTIVE EQUIPMENT(PPE) PROCEDURE

PURPOSE:

To control as far as reasonably practicable the health and safety of employees by issuing PPE for the protection of employees from their working environments.

INTERPRETATION:

PPE means all clothing or equipment intended to be worn or held by a person at work which gives protection against one or more risks to health or safety.

Protective clothing includes overalls, aprons, clothing for adverse weather conditions, gloves, safety footwear, safety helmets and high visibility waistcoats.

Protective equipment includes eye-protectors, life-jackets, respirators, safety harnesses and fall arrest equipment.

RESPONSIBILITY:

It is the responsibility of all employees to comply with the statutory regulations at all work locations.

Site supervision and management are responsible for co-ordinating issuing, maintaining all compatible personal protective equipment via the stores department to their operatives.

When new equipment is introduced the company shall ensure that all employees are instructed and trained in its use prior to issue.

All equipment must be maintained in a serviceable condition and if any defects are found the equipment must be reported to the site supervision and returned to the stores.

7.16 PERSONAL PROTECTIVE EQUIPMENT PROCEDURE(Contd.)

7.16.1 INDUSTRIAL HEAD PROTECTION (BS5240)

PURPOSE:

To control as far as reasonably practicable the health and safety of employees by issuing PPE for the protection of employees in their working environment, against falling or fixed objects.

RESPONSIBILITY:

Site supervision and management shall ensure all employees comply to statutory regulations.

Site supervision and management are responsible for issuing, maintaining all compatible Head protection, via the stores department to their operatives.

PROCEDURE:

1. Industrial safety helmets shall be worn in the correct manner to give the correct protection at all times and not in the backward position as is the current trend.
2. Mandatory safety helmet warning signs are to be complied with while working in any process area where there is a risk of physical injury to the head by fixed or falling objects.
3. Do not clean any safety helmet with solvents or affix any stickers as most safety helmets are plastic design, they can be seriously weakened if paint is applied, solvents are used for cleaning, or if stickers are affixed. All these can chemically weaken the shell, causing deterioration.

7.16.2 HEARING PROTECTION (BS5108/BS6344)

PURPOSE:

To control as far as reasonably practicable the risk to the health and safety of employees by issuing PPE.

To minimise the level of sound energy reaching the middle and inner ear, by protecting employees from noise produced in the working environment.

RESPONSIBILITY:

Site supervision and management shall,

1. Ensure all employees, sub contractors, and visitors comply with the statutory regulations.
2. Control the monitoring of noise levels.
3. Be responsible for issuing, and maintaining all compatible Hearing protection, via the stores department to their operatives

7.16.2 HEARING PROTECTION (BS5108/BS6344)

4. Ensure all operatives, management and visitors comply with the following Hearing protection procedure while working in / visiting any operational sites.

PROCEDURE:

1. Assessments of noise levels at work locations shall be sought from the Client by the Site supervision.
2. Where assessment of an area is above the required levels all personnel shall be issued with the correct hearing protection for that operation, or where mandatory signs prevail.
3. Assessments of noise levels generated by the company's activities shall be held on file at site and referred to in risk assessments.
4. Should assessments reveal that personnel are likely to be exposed to excessive noise levels the areas concerned will be designated "Hearing Protection Zones", all personnel will be notified and the use of hearing protection will be mandatory for all entering or working in that designated area.
5. Such information shall be freely available to all employees.

HEARING PROTECTION (Continued)

6. Instruction and training in the correct type and fitting of hearing protection equipment, uses and methods of cleaning.

7.16.3 EYE PROTECTION (BS2092)

PURPOSE:

To control as far as reasonably practicable the health and safety of employees by issuing PPE for the protection of employees eyes from risk of injury in the working environment.

RESPONSIBILITY:

Site supervision and management shall,

1. Ensure all employees comply with the statutory regulations.
2. Be responsible for issuing and maintaining all compatible eye protection, via the stores department to their operatives.

PROCEDURE:

Types of Eye protectors available are, safety spectacles, eye shields, goggles, visors or face shields

1. Eye protection shall be worn when working with hand or power tools where there is a risk of chipping's, particles of dirt, dust or abrasive materials causing eye injury.
2. Eye protection shall be worn when working with chemical substances of any nature likely to cause injury or irritation.
3. Goggles or face shields are mandatory for any job, process or area where there is physical or biological risk of injury to the eyes.

7.16.4 HAND PROTECTION

PURPOSE:

To control as far as reasonably practicable the health and safety of employees by issuing PPE at all work locations to minimise injury to the hands and forearms.

RESPONSIBILITY:

Site supervision and management shall,

1. Ensure all employees comply with the statutory regulations.
2. Be responsible for issuing, hand protection of the correct type for any given task via the stores department to their operatives.

PROCEDURE:

1. Gloves must be worn when handling materials which could cause physical injury, always refer to manufacturers guidance for the following materials or chemicals.
2. PVC (Polyvinyl chloride) must be worn when working with oil, grease and solvents.
3. Rubber or Nitrile gloves must be worn when handling chemicals or oils.
4. Gloves are not be worn when using rotating machinery, e.g. bench grinders, pillar drills, etc.
5. Cotton, wool and other knitted fibres can be used to provide protection against heat, cold, abrasion, minor cuts and other general, “low level” health and safety tasks.

7.16.5 BODY AND FOOT PROTECTION:

PURPOSE:

To control as far as reasonably practicable the health and safety of employees by issuing PPE for the protection of employees from the working environment.

RESPONSIBILITY:

Site supervision and management shall,

1. Ensure all employees comply with all statutory regulations.
2. Be responsible for issuing, maintaining all compatible body and foot protection, via the stores department to their operatives.

PROCEDURE :

a) BODY PROTECTION

1. Company issued boiler suits are to be worn to protect against any kind of exposure to oils, greases, paints, and the elements.
2. When working on highways, in dockyards or any transport activities High Visibility clothing is to be worn.
3. When working on or over water the wearing of buoyancy aids i.e “Life jacket, automatic inflation”, to give extra floatation support for any immersed conscious or unconscious person.
4. Before using buoyancy aids all personnel are to be fully briefed on their use and operation.

b) FOOT PROTECTION (BS EN 345-7)

1. Footwear with built-in toe protectors shall be worn on all work locations during working hours to protect from falling objects, crushing, chemicals, and penetrations.
2. Footwear selection shall be made with respect to the nature and location of the work to be carried out and consist of specialised protection materials. The soles should have sufficient tread to give good grip and anti-slip properties, be resistant to oil, heat and chemicals, be anti-static or electrically conductive and provide impact shock protection with built-in toe protection.

BODY AND FOOT PROTECTION (Continued)

3. Footwear selection for use in very wet condition shall be made with respect to the nature and location of the work to be carried out and shall consist of specialised protection materials as in 2.above.

7.16.6 SAFETY HARNESS PROTECTION:

PURPOSE:

To control as far as reasonably practicable the health and safety of employees by issuing PPE at all work locations for the protection of employees when working at heights.

RESPONSIBILITY:

Site supervision and management shall :

1. Ensure all employees comply with the all statutory regulations.
2. Be responsible for the issue and maintenance of all compatible safety harness equipment, via the stores department to their operatives.
3. Ensure that when new equipment is brought into use in the company that employees are instructed in its correct operation and use prior to issue.

PROCEDURE:

1. A safety harness shall be worn when working at height with a lanyard attached to a secure anchorage point.
2. Each safety harness shall be issued with its own unique serial number.
3. All safety harnesses shall be inspected visually prior to issue and use, inspected and tested once every 12 months or depending on the environment, i.e. "working over salt water every 6 months".
4. All safety harnesses are to be cleaned regularly. The frequency of cleaning will depend upon the conditions in which the equipment is used.
5. The following visual checks are to be made prior to use:-
 - a, **Webbing**, Examine for cuts, cracks, tears and abrasion, undue stretching and damage due to deterioration, contact with heat, acids or paints, or other corrosives.
 - b, **Stitching**, Examine for broken, cut or worn stitching.
 - c, **Karabiner and D Ring**, Examine for metal fatigue, cracks, wear and tear.
 - d, **Lanyard**, Examine for broken, cut or worn lanyard.

7.17. RESPIRATORY PROTECTIVE EQUIPMENT PROCEDURE

PURPOSE:

Respiratory Protective Equipment (RPE) is designed to protect the wearer from the environmental and occupational health effects of inhaling hazardous dusts, gases, vapours, and fumes.

INTERPRETATION:

RPE refers to all equipment which is designed to be worn by a person in a contaminated atmosphere and provide its wearer with a supply of air.

It is important that the correct type is selected to protect against known hazards these fall into two major categories:-

a, Face masks with filters and powered respirators, which take in the contaminated air from the work-area and clean or filter it before it is inhaled. All such devices are called respirators.

b, Air-fed hoods and self-contained breathing apparatus, which deliver uncontaminated air from an independent source to the wearer.

Dust Respirators

1. Dust respirators are for use against dust only and ineffective against oxygen deficient atmospheres. The contaminated air is drawn through a filter medium by the wearer's own inhalation. Except in the most simple type, exhaled air passes through a valve back to atmosphere. The life of the filter is dependent upon the concentration of contaminants and the resistance to breathing increases with use due to the gradual build up of contamination within the filter.

2. Types of RPE available include the following:-

a) **Disposable filtering face pieces (BS EN 149)**

Consists of a moulded filter medium with a simple head harness, may be fitted with an exhalation valve.

b) **General purpose dust respirators (BS 2091)**

Generally consist of a half-mask and dust filter for the protection against harmful dusts.

c) **High efficiency dust respirators (BS 4555)**

Generally consists of a full face piece and high efficiency dust filter or filters for protection against high toxic particulate materials.

7.17. RESPIRATORY PROTECTIVE EQUIPMENT PROCEDURE (Contd.)

INTERPRETATION (Contd.)

d) Positive pressure powered dust respirators (BS 4558)

Generally consists of a full face piece or half mask supplied with air drawn through a filter or filters by a small electric fan supplied by a power pack carried by the wearer; for protection in adverse environmental situations, particularly hot conditions and heavy work likely to induce heavy respiration.

e) Positive pressure powered dust hoods and blouses (BS 4771)

Consists of a hood or hooded blouse, designed so that the exhaled and surplus air passes to atmosphere at its lower extremities. Air is supplied through a filter or filters by a power pack similar to that used in the powered respirator described above.

2. Respirators for Gases, Vapours and Fumes

Considerable caution should be used in selecting respirators for gases and vapours, for the following reasons,

- a) This type of respirator commonly relies on the gas being absorbed onto the surface of materials such as activated charcoal in a filter cartridge. Different types of absorbent are required for different gases - any one type will only be effective against a limited range of gases or vapours. The selection procedure must therefore match the type of filter cartridge to the hazardous substance.
- b) In the absorption process, gas molecules are deposited on the surface of the absorbent in the filter cartridge or canister. Once the surface is covered with gas molecules, no further absorption can take place and gas will then pass straight through the filtering material - this is known as "breakthrough". Cartridge and canisters will fail to a dangerous condition when the material is saturated and will therefore always have a limited working life. This must be taken into account in selecting respirators for a particular use.
- c) Many toxic gases and vapours have **immediate and acute effects if inhaled**, sometimes at quite low concentrations.

RESPIRATORS SHOULD NOT BE USED WHERE THERE IS ANY DANGER OF LOSS OF CONSCIOUSNESS OR ASPHYXIATION.

RESPIRATORY PROTECTIVE EQUIPMENT PROCEDURE (Contd.)

d) Disposable filtering face piece (BS EN 405)

Consists of a moulded filter medium with a simple head harness, may be fitted with and exhalation valve.

e) Cartridge type (BS 2091)

Consists of a full-face piece or half-mask connected to replaceable cartridge's containing absorbent or adsorbent material. A particle filter is included and for some applications a readily replaceable pre-filter is incorporated to prolong the life of the cartridge.

Respirators for Gases, Vapours and Fumes:-

f) Canister type (BS 2091)

Consists of a full face pieces connected to a replaceable canister containing absorbent or adsorbent materials which remove limited concentrations of certain toxic gases from the inhaled air. May also incorporate a filter to remove solid and liquid particles.

g) Escape respirators (self-rescue) (BS EN 400)

Respirators designed specifically to assist escape, in emergency, to air suitable to breathe. They have limited life and must be discarded after use.

h) Compressed air line breathing apparatus

Compressed air suitable for breathing is supplied through a flexible air line connected to a pressure reducing valve of either the demand, constant flow or positive pressure type. Filters may need to be included into the air-line to remove undesirable contaminants such as oil mist and moisture. The flexible hose should not normally exceed 90m in length. Moving the air-line can be difficult for the wearer and there is a risk of entanglement with obstructions.

3. Types available include the following:-

a, Demand valve type (BS 4667: Part 3)

7.17. RESPIRATORY PROTECTIVE EQUIPMENT PROCEDURE (Contd.)

Consists of a full face piece connected to a demand valve that admits air suitable for breathing when the wearer inhales. An exhalation valve allows expired air to pass to atmosphere.

b, Constant flow type (BS 4667: Part 3)

Consists of a full face piece, half, air hood or blouse connected to a supply of air suitable for breathing which is fed continuously to the wearer. The airflow is regulated by a pressure reducing flow control valve.

Selection and issue of Respiratory Protective Equipment:-

1. Is the atmosphere fit to breath (is there enough sustainable oxygen?)
2. Is the contaminant a dust, gas or a vapour?
3. What is the relevant occupational exposure limit (OEL)? (See current HSE Guidance Notes)

Respirators for Gases, Vapours and Fumes:-

4. What is the concentration of the contaminants in the workplace atmosphere?. For dusts and other particulate contaminants, some knowledge of the particle size may be needed. Measurements of airborne concentrations may be necessary in some circumstances and may be important in correct selection of RPE.

RESPONSIBILITY:

It is the responsibility of all employees to comply with the current RPE statutory regulations.

Site supervision and management are responsible for,

1. Ensuring only medically fit and trained personnel use RPE.
2. Co-ordinating the issue and maintenance of all compatible RPE via the stores department to their operatives.

PROCEDURE:

1. Masks or other forms of RPE, when required, must only be used for tasks which may produce dust, gases, vapours or fumes; when handling substances which may create harmful vapours; or when working in areas where these conditions exist.

RESPIRATORY PROTECTIVE EQUIPMENT PROCEDURE (Contd.)

2. Ensure that the correct selection of protection is being used for the potential hazard. Employees shall be advised when RPE is necessary and shall be instructed in its use.
3. Check permit requirements, e.g. permits to work, entry permits or confined space entry permits.
4. Inspection of the area or location which may require the use of RPE.
5. All personnel to be medically fit and trained. Records to be maintained in each site office.
6. All R.P.E. to be inspected prior to issue and use.
7. Any damaged R.P.E. to be passed to site supervision and returned to the stores for examination to determine the cause of damage and repairs required.

7.18. SPRAYING (AIRLESS PAINT SPRAYING) OPERATIONS PROCEDURE

PURPOSE:

To apply by Airless spray, specialised manufacturer's surface coatings for the protection of substrate surfaces, in a safe and controlled environment by using human resources and mechanical aids.

RESPONSIBILITY:

Site supervision and management are responsible for,

1. Ensuring only authorised trained personnel are permitted to use and work airless or conventional spray equipment.
2. Ensuring all operatives are issued and wear the correct and specified PPE and RPE at all times when using airless or conventional spraying equipment.
3. The positioning of Warning notice boards prior to any operations being carried out

PROCEDURE:

1. Ensure all site operatives are issued with and wear the correct P.P.E. and R.P.E.

7.18

SPRAYING (AIRLESS PAINT SPRAYING) OPERATIONS PROCEDURE (Contd.)

2. Check the site location and the area of operation, instructing all site personnel of any site hazards.
3. Check for any work permit requirements and their periodicity's.
4. Mobilise to site and set up compressor, spray pump, "Airless or Conventional", and carry out plant and equipment checks, earthing all spray pumps if required.
5. Place "Paint Spraying in progress" warning notice boards around the work location to warn of the dangers within that location. Place red and white barrier tape around the area to restrict access and keep unauthorised persons from entering the work area.
6. Protect any surfaces that over spray may come into contact with by sheeting in or masking up the area. To be inspected by supervision prior to commencement of any spraying being carried out.
7. Clean all spray pumps, spray lines, guns and spray tips out with clean manufacturer's recommended equipment cleaner or thinner.
8. To clean the work site of any contamination, remove all warning notices and barrier tape, sheeting and/ or masking tape.
9. De-mobilise all plant and equipment from site.



7.18.1. AIRLESS SPRAY PUMPS

PURPOSE:

To discharge liquid from a pressurised positive displacement pump from the system and out and through the spray hose, to a spray gun and onto the substrate, in a safe and controlled environment by using mechanical aids and human resources

RESPONSIBILITY:

Site supervision and management are responsible for,

1. Ensuring only authorised trained personnel are permitted to use and work Airless spray pump equipment. Refer to the Company Training Manual on Spraying Operation Techniques for further guidance.
2. Ensuring all operatives are issued with and wear the correct and specified PPE and RPE at all times when using airless spray pump equipment.
3. The positioning of Warning notice boards prior to any operations being carried out

PROCEDURE:

Check all Airless spray systems for the following prior to use:

1. Check the working pressure of the airless spray pump.
2. Check the airless spray pump for any visual defects or damage and report any defects to site supervision.
3. Never turn on the airless pump without checking the pump assembly first.
4. Check the wet end assembly is in a good condition.
5. Check the paint surge filter assembly and paint filter for condition and renew if required.
6. Check the paint tapes are in good condition, renew if in a poor condition.
7. Check the paint hose connectors are in good condition and in the off position when not in use.
8. Check the separator on the spray pump to ensure it is empty and draining properly.

**7.18.1 SPRAYING (AIRLESS PAINT SPRAYING) OPERATIONS
PROCEDURE (Contd.)**

9. Check the 3/4" air-line coupling for condition and the Air shut-off valve is in the off position.
10. Check the throat cup assembly is not loose and contains oil.
11. Clean all airless pumps with the correct manufacturer's cleaning equipment cleaner or thinner.

**7.18.2. AIRLESS SPRAY PAINT HOSE
PURPOSE:**

To transport paint from a high pressure pump unit, along the spray hose, to a spray gun and onto the substrate, in a safe and controlled environment by using mechanical aids and human resources

RESPONSIBILITY:

Site supervision and management are responsible for,

1. Ensuring only authorised trained personnel are permitted to use and work Airless spray equipment.
Refer to the Company Training Manual on Spraying Operation Techniques for further guidance.
2. Ensuring all operatives are issued with and wear the correct and specified PPE and R.P.E. at all times when using airless spraying equipment.
3. Positioning of Warning notice boards prior to any operations being carried out

PROCEDURE:

Check all paint hoses for the following:-

1. The working pressure of the hose.
2. The correct fittings and connectors for spray lines as per the manufacturer's recommendations.
3. Check the paint hose for wear and tear, cracks, correct hose connectors and any visual damage.

7.18.2. AIRLESS SPRAY PAINT HOSE (Continued)

4. Report any visual damage, stop work, remove and report the damaged hose to site supervision.
5. Only turn on the airless pump when the paint hose has been connected to the pump and spray gun is connected with the spray gun's safety trigger in the on position..
6. Clean all paint hoses with the manufacturer's recommended equipment cleaner or thinner.

7.18.3. AIRLESS SPRAY GUNS

PURPOSE:

To apply paint from the airless spray pump paint hose through the spray gun and onto the substrate for protection purposes, in a safe and controlled environment by using mechanical aids and human resources

RESPONSIBILITY:

Site supervision and management are responsible for,

1. Ensuring only authorised trained personnel are permitted to use and work Airless spray gun equipment. Refer to the Company Training Manual on Spraying Operation Techniques for further guidance.
2. Ensuring all operatives are issued with and wear the correct and specified PPE and R.P.E. at all times when using airless spraying equipment.

PROCEDURE:

Check all airless spray gun's for the following prior to use:

1. The working pressure of the Spray Gun.
2. The correct fittings and connectors from the spray lines to the spray gun as instructed by manufacturer's recommendations.
3. Check the spray gun for wear and tear, cracks, and any visual damage.
4. Report any visual damage, stop work, remove and report the damaged gun to site supervision.

ii. **AIRLESS SPRAY GUNS (Continued)**

5. Check the trigger and needle assembly for wear and tear.
6. Check the spray tip and guard are in good condition.
7. Only turn on the spray gun when the paint hose has been connected to the pump and the spray gun safety trigger is in the on position.
8. Never point the spray gun towards anybody, always point the gun in a downward position.
9. Wear the correct issued PPE and RPE for the type of paints you are using whether it is air fed type or disposable filter / cartridge type.

7.18.4. AIR FED SPRAY MASKS

PURPOSE

The Full Face Air Fed Visor is designed to protect the wearer from air-borne contaminants when life support equipment is not essential. The equipment provides protection for the eyes to BS2092 Grade 2 and provides breathable air by excluding solids, liquids and some gases, and is designed primarily for paint spraying protection.

RESPONSIBILITY:

It is the responsibility of all employees to comply with the current RPE statutory regulations when airless spraying. Site supervision and management are responsible for,

1. Ensuring only medically fit, trained personnel use air fed spray masks.
2. Co-ordinating issue and maintenance of all compatible air fed spray masks, via the stores department, to their operatives. Refer to Company Training Manual on Spraying Operation Techniques for further guidance.

NOTE:

It is important that the correct type of R.P.E. is selected to protect against known hazards. These fall into two major categories:-

- a, Equipment such as face masks with filters and powered respirators, which take in the contaminated air from the work-area and clean or filter it before it is inhaled. All these devices are called respirators.
- b, Equipment such as air-fed hoods and self-contained breathing apparatus, which deliver uncontaminated air from an independent source to the wearer.

7.18.4. AIR FED SPRAY MASKS (Continued)

PROCEDURE:

1. Always check which materials are going to be used to ensure correct choice of air fed mask.
2. Check all air fed spray masks, whether new or old, for any visible defects and ensure that all the components are complete before putting the mask on.
3. Check the air pressures and hose lengths are as follows:-
 - a, A minimum internal hose diameter of 1/4" shall be maintained between the belt regulator and the site supply filter.
 - b, The distance between these two points shall be restricted according to the site air pressure as follows:-

50 psi. - 10mtrs and at 80 psi. - 30mtrs

Sufficient flexible hose should be provided to enable the wearer to leave the working area without removing the visor.

4. Check the belt pressure regulator for any wear and tear.
5. Check the air fed masks components and air line hose for punctures or frayed edges. Any damaged items must be replaced immediately and before the equipment is brought into use.
6. Check the inner visor for good clear vision.
7. Ensure the air fed visor has outer peel away visors so as not to damage, by contamination, the inner visor.
8. Only use HSE approved air fed masks for paint spraying activities.
9. Refer to the Company training manual.

7.18.5 AIRLESS MOBILE FILTRATION UNITS

PURPOSE

The mobile units are designed to remove mists (including oil mists), water vapour and particles down to 0.5 microns in size from breathing air supplied by a breathing air compressor primarily for abrasive blasting or paint spraying protection activities.

RESPONSIBILITY:

It is the responsibility of all employees to comply with R.P.E. statutory regulations when abrasive blast cleaning or airless spraying painting.

Site management and supervisors are responsible for,

1. Ensuring only medically fit, trained personnel use this type of equipment.
2. Co-ordinating, issuing, maintaining and inspecting all types of mobile filtration units, via the stores department to their operatives.

NOTE: It is important that the correct type cartridge filter is selected to protect against known hazards.

Refer to Company Training Manual on Spraying Operational Techniques for further guidance.

PROCEDURE:

1. Inspect the filtration equipment prior to use and report any defects to the site supervisor.
2. Check the cartridge filter for date of manufacture, date installed, for wear and tear, and how many man hours it has been in use before the unit goes onto another location.
3. Check the outer casing for any mechanical damage.
4. Check the Pressure regulator, Pressure Gauge, Pressure relief valve, inlet ports, drain cock and base bracket for any damage.
5. Read and understand the manufacturer's operating instructions before use.

7.19 SUB-CONTRACTORS PROCEDURE

PURPOSE:

All sections of this SHE manual apply to sub-contractors employed on Coastal Preservation Services Limited sites, to control as far as reasonably practicable their health and safety while engaged on site locations.

RESPONSIBILITY:

Site management and supervisors shall ensure,

1. All sub-contractors comply with the current statutory regulations.
2. The submission of sub-contractors safety policy documentation, together with copies of any relevant Risk and C.O.S.H.H. Assessments prior to any contract being awarded.
3. That all equipment introduced by a sub-contractor shall be in a safe and good working condition with any test certificates of conformity.

PROCEDURE:

1. Along with their tender, sub contractors are also required to submit their safety policy documentation with copies of any relevant risk and C.O.S.H.H. assessments.
2. All contractors to Coastal Preservation Services Limited shall be subject to any necessary safety induction training as required by the S.H.E Policy and the Clients Health and Safety requirements.
3. Site management shall endeavour to ensure that only competent responsible persons are employed to carry out any sub-contract work, or necessary work to Coastal Preservation Services Limited plant and equipment.
4. Sub-contractors must comply with all relevant statutory and legislative requirements, Company Safety Policy, and the requirements of the authority responsible for the premises or location at which work is being carried out.
5. All machinery and equipment provided by the Sub-Contractor must be suitable, in good working order and free from defect.
6. All relevant statutory records must be made available for inspection by the company prior to the commencement of work. Maintenance, servicing and inspection of machinery and equipment must be carried out in accordance with manufacturers guidelines and all statutory and legislative requirements.



7.20. ULTRA HIGH PRESSURE (U.H.P.) WATER BLASTING EQUIPMENT PROCEDURE

PURPOSE:

To safely operate Ultra High Pressure Water Blasting Equipment for the removal of surface corrosion, marine growth, salt deposits and specialist paint coatings in a controlled and dust free environment.

RESPONSIBILITY:

Site management and supervisors are responsible for ensuring that,

1. Only trained personnel carry out any operations, maintenance, inspection and repair of UHP water blasting equipment, and that they have available a copy of the company training manual while in operation on each work site.
2. The equipment used for U.H.P. blasting is in good repair and serviceable at all times, reporting any defects as found.
3. All employees co-operate with site supervision to enable this procedure to be carried out.

7.20. ULTRA HIGH PRESSURE (U.H.P.)PROCEDURE

Machine Operation

1. Only trained personnel shall carry out UHP Water blasting operations.
2. The following checks are to be carried out daily:-
 - a. Check pump and engine oil level and top up if necessary, **never run below the min level**
 - b. Check for signs of water in oil. **If found do not run pump.**
 - c. Check the intermediate chamber for excess leakage water
 - d. Check the filter and filter housing. Clean or replace if necessary.
 - e. Check the tension of all belt drives.
 - f. Check condition of the batteries, tyres etc.
 - g. Report all defects found to the site supervision and contact the on-site maintainer.
 - h. Refer to the company training manual for further assistance if required.

High Pressure Hoses

1. Daily inspection of the following:-
 - a. Never examine or adjust the hose or connection when the hose is pressurised.
 - b. Do not allow the hose to loop as this may, under pressure, cause the unit to shut down.

b. ULTRA HIGH PRESSURE (U.H.P.)PROCEDURE (CONTINUED)

- c, Ensure the hose cannot twist, kink or be positioned against a sharp object.
- d, Do not stretch hoses.
- e, Do not subject the hose to weight, never place the hose in the path of a vehicle, protect with bridges.
- f, Check hose couplings for any damage.
- g, Report any defects and switch the machine off until repaired

Electrical Cable and Drum

1. Daily inspection of the following:-

- a, Never examine or adjust the cable or connection without first isolating the electrical supply.
- b, Do not allow the cable to loop as this may cause damage and cause the unit to shut down.
- c, Ensure the cable cannot twist, stretch, kink, or come into contact with any sharp objects.
- d, Do not subject the cable to weight, never place the cable in the path of a vehicle, protect with bridges.
- e, Check brass connector connections for any damage.
- f, Report any defects and switch the machine off until repaired.

High Pressure Spray Guns

The following routine is to be carried out daily :-

- 1. Check Electrical connector.
- 2. Check High pressure Hose Connection for wear and tear, splits.
- 3. Check Hand Valve hand Trigger for any cracks, wear and tear.
- 4. Check Flushing lance for any cracks, wear and tear.
- 5. Check Gun Barrel for any cracks, wear and tear.

Operating Heads

- 1. Check Nozzle Holder for any cracks, blockages and wear and tear.
- 2. Check Nozzle Roto -Jet for any cracks, blockages and wear and tear.
- 3. Check Jet nozzles for any cracks, blockages and wear and tear.

7.20.1 UHP WATER BLASTING PROCEDURES / OPERATIONS

PURPOSE:

To control the removal of corrosion build-up on substrate surfaces, in a safe and controlled environment, using UHP Water blasting processes.

RESPONSIBILITY:

Site management and Supervisors are responsible for ensuring that,

1. Only authorised trained personnel are permitted to use U.H.P. water blasting equipment.
2. Whilst U.H.P blasting operations are being carried out, the operator or operators wear the correct PPE and RPE in compliance with current HSE legislation.
3. Warning notice boards are positioned prior to the commencement of any operations being carried out.
4. Ensure all site operatives are issued with, and wear the correct PPE and RPE.
5. Check the site location and the area of operation, instructing all site personnel of any site hazards.
6. Check for any “ permit to work” requirements and there periodicity.
7. Mobilise to site, set up and carry out plant and equipment checks.
8. To Place warning notice boards around the work location to warn of the dangers within that location. Place red and white barrier tape around the area to restrict entry and keep unauthorised persons from entering the work area.
9. To clean the site of all work arisings and remove all warning notices and barrier tape.
10. De-mobilise all plant and equipment from site.

7.21. TRANSPORT AND DRIVER PROCEDURES

PURPOSE:

To ensure all company vehicles are maintained in a good serviceable condition

RESPONSIBILITY:

Site management and supervision shall be responsible for Company/Hired vehicles (Including Fork Lifts & Man-lifts) within their operations. They Must ensure all drivers hold a current UK Driving/Plant license and that copies are produced every twelve months for and transmitted to head office for up-dating purposes.

PROCEDURES:

1. Employees driving company vehicles shall comply with statutory Road and Traffic Regulations at all times. In addition they will comply with the rules and regulations appertaining to specific sites. Management shall ensure that Employees holding Licenses which require periodic refresher courses, e.g. Fork Lift, Man-lifts etc, are updated accordingly.
2. Drivers must be competent and hold a valid UK driving licence/Plant Licence for the vehicle/equipment being driven and wear fitted seat belts at all times if fitted.
3. The following shall be checked at the beginning of each week on which the vehicle is used:-
 - a, Oil, Water, Fuel, Electrolyte,
 - b, Lights, indicators, reflectors and horn,
 - c, Tyres and wheel-nuts,
 - d, Windscreen wipers and washers,
 - e, Brake fluid levels,Report any defects on a vehicle defect report sheet and inform the site supervision. Drivers of vehicles shall on a weekly basis, keep the vehicle clean and tidy.
4. Site management and supervisors are to report any defects and the cost of repair to head office, who will advise where to send the vehicle for repairs.
5. Drivers of vehicles are to report any incidents or accidents to the site supervision / management, and complete a company vehicle accident report form. Refer to vehicle incident /accident reporting procedure.
6. Site management / supervisors are to report any vehicle incident / accident to the company health and safety advisor who shall investigate the circumstances and follow-up with a incident/accident report to the managing director.
7. To maintain a company programme for the maintenance and servicing all company vehicles, updating all records as required, actively seeking to reduce its impact on the environment.
8. Loads must not exceed the capacity of the vehicle and must be secured in a safe manner.
9. Passengers are not allowed unless there is adequate seating and they are on company business.

7.21 TRANSPORT AND DRIVER PROCEDURES (Contd.)

7.21.1 VEHICLE INCIDENT/ACCIDENT REPORTING PROCEDURE

PURPOSE:

To control as far as reasonably practicable and report any incident or accident while driving company vehicles. This applies to road traffic accidents, but the same procedure applies to ALL accidents, no matter the cause or significance of the incident.

THE LAW

The major parts of law applicable are:-

1. Stop -

It is an offence not to stop if your vehicle is involved in an accident.

2. Personal Particulars -

All driver of vehicles are required by law to give your name and address, that of your employer, the registration number of the vehicle and insurance particulars to any police officer present and to any other person who has reasonable grounds for requiring this information e.g. ther drivers involved, owner of damaged property etc.

3. Statement -

You are not required to give a full statement at the time or scene of an accident **EVEN IF A POLICE OFFICER IS PRESENT**. You are entitled to seek advice before making a statement and it is prudent to do so.

4. Reporting -

Where personal injury occurs, or where particulars have not been exchanged, the accident must be reported to the police as soon as reasonably possible. If in doubt e.g. a third party pedestrian walks away saying he is "OK" - report the accident.

7.21 TRANSPORT AND DRIVER PROCEDURES (Contd.)

7.21.1 VEHICLE INCIDENT/ACCIDENT REPORTING PROCEDURE (Contd.)

1. Stop and switch off engine.
2. Arrange traffic control to prevent further accidents as necessary.
3. Obtain emergency services - phone 999 for Police, Fire, Ambulance: Do not leave the scene unless absolutely necessary - get bystanders to phone.
4. Without taking undue risk, fight fire or take precautions - cover spilt fuels with earth, sand etc. If the vehicle is damaged, then disconnect the batteries to prevent shorting. If carrying hazardous cargo, carry out emergency procedure. Show hazardous cargo 'Tremcard' to Police, Fire or Ambulance.
5. First aid treatment should normally only be carried out by a qualified person. In most road traffic accidents, it is advisable just to keep persons still and comfortable and reassure them that help is on its way. Do not delay in summoning help from the emergency services - call 999.
6. Obtain names and address of any witnesses - no matter how small and trivial the accident and if possible, obtain a statement (you are not entitled to demand a statement).
7. **DO NOT MAKE ANY STATEMENT YOURSELF OR ADMIT LIABILITY** - remember a witness may quote something you said in the heat of the moment which you may later regret.
8. Exchange particulars with other driver or property owner involved.
9. Make a sketch of the accident before you leave and include measurements, the road and weather conditions at the time. No matter how brief, it will be valuable later, particularly if the position of your vehicle in relation to another vehicle or property becomes critical in assessing what happened.
10. Ensure vehicle is road worthy before proceeding, if in any doubt call for mechanical assistance.
11. Do not leave the scene without police permission (if present).
12. Report incident to company head office as soon as possible.
13. **NEVER ADMIT LIABILITY.**

7.21.2 SAFE HANDLING OF HAZARDOUS AND CORROSIVE MATERIALS

PURPOSE:

To safely handle and transport materials and substances, understanding their properties and precautions as recommended by manufacturer.

Corrosive and flammable materials can cause damage to the nose, throat and internal organs. Other serious and sometimes fatal injury, can result if these materials are not handled correctly.

RESPONSIBILITY:

To receive the correct information from the loading point on all hazardous and corrosive materials prior to loading and unloading.

The driver shall be responsible for the operation of correct procedures and precautions while loading and unloading hazardous or corrosive materials:

PROCEDURE:

1. Receive all correct information on hazardous and corrosive materials before handling.
2. Clarification shall be sought from a competent person if there are any doubts about the safety of the materials proposed movements.
3. The correct treatment for any contamination by these materials and the need for immediate action must be appreciated by studying the appropriate safety data sheets for these materials.
4. All necessary personal protective equipment shall be worn when handling hazardous or corrosive materials.
5. Always be aware of the nearest drench shower, eye wash, and first aid facility on any sites.
6. **NEVER RELAX THE PRECAUTIONS. THEY MAY SAVE YOU FROM SERIOUS INJURY.**

7.21.2 SAFE HANDLING OF HAZARDOUS AND CORROSIVE MATERIALS
(Continued)

First Aid Treatment

1. Raise the alarm and remove contaminated clothing, stripping off completely if necessary.
2. Wash under running water immediately and continue washing for at least 20 minutes.
3. Get medical attention as soon as possible.
4. Treat all minor incidents of contamination **seriously**.

7.22 WORKING AT HEIGHT PROCEDURE LADDERS:

PURPOSE:

Many jobs around the work site may be done using ladders, trestles or scaffolding and can be cause for serious accidents, which the company wish to minimise and control as far as reasonably practicable the health and safety of employees by when working with ladders, especially when working at height.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring all ladders are in good repair and serviceable at all times. All employees are to co-operate with site supervision to enable this procedure to be carried out.

PROCEDURE:

1. All Ladders shall be inspected for condition prior to use.
2. They shall be suitable and adequate for the job in hand, be supported on level and firm footings. Never use unsteady bases such as oil drums, boxes or planks.
3. The ladder shall be secured at the sides or at the foot. A second person standing at the foot to prevent slipping is only effective with ladders less than 5m long.
4. The ladder should extend at least 1m above the landing place or the highest rung in use, unless there is suitable handhold to provide equivalent support and never be supported by their rungs. Ensure the ladders have an overlap of at least three rungs. Beware of live overhead cables. Do not over reach from a ladder, move it.
5. Arrange ways of carrying tools and materials up and down so that both hands are free to grip the ladder. Always face the ladder when climbing or descending.
6. Use a ladder stay or similar device to avoid placing ladders against a fragile surface e.g. plastic gutters. Beware of wet, icy or greasy rungs.

7.22 WORKING AT HEIGHT PROCEDURE LADDERS (Continued)

STEPLADDERS:

The following rules apply with stepladders and trestles.

7. The condition of the stepladders must be checked prior to use, (including the cords which prevent spreading).
8. They must be placed at right angles to the job
9. Do not work from more than two thirds up the step-ladder.
10. Only one person to use a stepladder at any one time.

7.22 WORKING AT HEIGHT PROCEDURE

7.22.1 SCAFFOLDING

PURPOSE:

Many jobs around the work site may be done using scaffolding and can be cause for serious accidents, which the company wish to minimise and control as far as reasonably practicable the health and safety of employees when working on scaffolding, especially when working at height.

RESPONSIBILITY:

Site management and supervisors are responsible for ensuring all scaffolding shall be in good repair and serviceable at all times. All employees to co-operate with site supervision to enable this procedure to be carried out. All sub-contract scaffolding shall only be erected or altered by trained and authorised personnel who shall conform to all the relevant regulations.

PROCEDURE:

1. Scaffolding must only be erected, altered or modified by trained and authorised personnel.
2. The scaffold shall be placed on adequate foundations, placed on level, firm ground with base-plates and soleplates where necessary.
3. Scaffold platforms shall be 3 - 5 boards wide, depending on use.
4. Each scaffold board on a working platform with at least three supports of not more than 1.5m apart.
5. Scaffold boards either tied down or overhanging each end support by at least 50mm and not more than 150mm.
6. Vertical supports not more than 2-2.5 m apart and scaffold braces across diagonals to stiffen it both along and at right angles to its length.

7.22.1 SCAFFOLDING (Continued)

7. Scaffolding which is tied to the building should be at least every 4m vertically and 6m horizontally.
8. Scaffolding shall be supplied with guard-rails and toe-boards along the outside edge and at the ends of any working platform from which people or materials could fall more than 2 m.
9. Scaffolding toe-boards shall be at least 150mm high with no more than 750mm between the top of the toe-board and the guard-rail. Guard-rails 1m above the platform.
10. If the scaffold is not suitable for the work, or requires alteration, inform the site Supervisor. Do not try to "make-do" and under no circumstances are scaffolds to be altered.
11. Before using a scaffold Consult the "Scaff-tag" and/or Scaffold Register to ensure that it has been inspected and is suitable for the work to be done. 12. Ensure that it has been erected correctly; that it is stable, that handrails and toe boards are in place, that the working platform is fully boarded, that suitable access ladders are in place and secured.
12. Never climb a scaffold, always use the ladder. 14. Never work outside the handrail.
(Refer to HSE. GN: GS 15)

7.22 WORKING AT HEIGHT PROCEDURE

7.22.2 SCAFFOLD TOWERS

PURPOSE:

Many jobs around the work site may be done using scaffolding towers and can be cause for serious accidents, which the company wish to minimise and control as far as reasonably practicable the health and safety of employees when working with scaffolding towers, especially when working at height.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring all scaffolding towers shall be in good repair and serviceable at all times.

All employees to co-operate with site supervision to enable this procedure to be carried out. All hired scaffold towers shall only be erected or altered by trained and authorised personnel and shall conform to all the relevant regulations.

PROCEDURE:

1. All ways refer to the suppliers instructions sheet to calculate the maximum height in relation to the base dimensions (including outriggers when fitted). Before erecting ensure that all parts are present and in good repair. The recommended max height to least base ratio is generally 3 : 1.
2. They may only be erected by authorised persons. Training will be provided prior to authorisation.
3. Mobile scaffold towers shall be placed on ground which is level and firm and provide a safe means of access to the tower. Never climb the outside of the tower.
4. Mobile scaffold towers used outside in windy weather conditions shall be tied to the building and be anchored or have the base extended by fitting outriggers. If weather conditions are severe then dismantle the mobile tower if practicable.
5. Mobile scaffold towers shall be provided with guard-rails and toe-boards, fitted all round.
6. The wheels of the tower shall be fixed to the scaffold, turned outwards to provide maximum base dimensions and wheel brakes must be 'on' and locked when the scaffold tower is used.
7. The working scaffold tower shall be clear of people and materials when it is being moved. Move it by pulling or pushing at the base. Do not overload the working tower or apply pressure which could tilt the tower.

7.22 WORKING AT HEIGHT PROCEDURE

7.22.3 MOBILE ACCESS PLATFORMS:

PURPOSE:

Many jobs around the work site may be done using mobile access platforms and can be cause for serious accidents, which the company wish to minimise and control as far as reasonably practicable the health and safety of employees when working with mobile access platforms, especially when working at height.

RESPONSIBILITY:

Site supervision and management are responsible for ensuring only trained and authorised personnel operate mobile access platforms, and that platforms are not used during adverse weather conditions. All hired mobile access equipment is to conform to all current legislative requirements. Site supervision and management shall ensure all mobile access machines are in good repair and serviceable at all times. To be maintained in accordance with the manufacturers instructions. All employees to co-operate with site supervision to enable this procedure to be carried out.

PROCEDURE:

1. Must only be operated by authorised persons in accordance with the standards prescribed through training.
2. Check the machine on a daily basis for engine oil, hydraulic oil, hydraulic hoses, tyres and the operating panel that the controls are performing as required.
Report any defects to the site supervision.
3. Must only be used on firm, level ground.
4. A safety harness must be used at all times while in operation fixed to a anchorage point within the operating basket.
5. Personnel to remain within the cage at all times while off the ground.
6. Must not be used as a crane to lift equipment.
7. Safe Working load must not be exceeded. (Load includes personnel tools and equipment).
8. Never leave the extended boom out against building or vessel.
9. Always observe objects and peoples movement around when operating the machine.
10. Leave the access machine in a safe place, so it is not obstructing access and switch off the machine when not in use.