5. STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURES

SECTION 1

REPORTING OF ACCIDENTS, INCIDENTS, NEAR MISSES & INVESTIGATIONS

- All personnel must co-operate with the process, and should any corrective action be necessary ensure that these changes are made, and behaviour adjusted.

- If we look after ourselves properly and do not take risks and look after our colleagues, we will have gone a long way towards removing unsafe acts and therefore lost time injuries.

- In the event of an incident/accident, dangerous occurrence or near miss you must report it to your Supervisor immediately. Wherever possible preserve the scene. Only when the occurrence has been resolved can work restart.

- The organisation is aware of its responsibility under the Health and Safety (First Aid at Work) Regulations 1981, and has carried out an assessment of the organisation's undertaking to identify the correct first aid facilities and first aiders, to aid employees or visitors to the site in the event of illness or a workplace accident.

- The organisation has appointed and trained a suitable number of emergency first aiders from within its operators, office and workshop environment.

- All excavator operatives working in a dig environment will be appointed and trained to be the EFAW person.

- First aid provisions are located at each site and held by each excavator operative.

- In the event of an injury the injured party, first aider or appointed person should enter details into the accident book on the day of the accident and ensure the injured person's line manager is informed for starting the investigation process. The accident record book is located in each site office.

- In the event of a workplace accident, the First Aider will manage the situation, first administer aid and/or call for medical assistance (999).

- The HS&E Manager must be informed of all accidents and incidents, so that the investigation process can commence. The HS&E Manger will liaise with the CEO and update him accordingly.

- In the event of the incident meeting the criteria of a reportable accident/incident under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), then the CEO or the HS&E Manager will report the incident to the Health and Safety Executive (HSE), using the online system www.hse.gov.uk/riddor within the 10 day or 15 day reporting based on RIDDOR requirements.

- Where learning points are identified from the investigation process, a corrective action plan will be formulated. Those individuals tasked with an action will be informed on what is required and timescales for completion, so that lessons are learnt to prevent a reoccurrence.

- Only when person is fit for work and the appropriate follow up training and review have been conducted can an employee return to work after an incident of injury. A return-to-work interview must be conducted by a member of the management team to ensure they are fit for work and no additional requirements or adjustments are needed for the employee to conduct their daily duties safely.

SECTION 2

THE OPERATING OF EARTHMOVING EQUIPMENT

POSSIBLE HEALTH RISKS

- Earthmoving equipment is both heavy and powerful. Misuse or careless operation can cause serious injury or death to operator, attendants or others.

RESPONSIBILITY OF ALL EMPLOYEES

- All operators shall hold current CITB or equivalent accreditation for the item of equipment under their control or be undertaking training to attain such accreditation.

- Any operator under training shall be under the supervision of an accredited operator. As soon as practicable a recorded Competence Assessment will be carried out by C I Lee or a qualified assessor. This procedure will be used where an operative's certificate has expired.

- Approved high visibility clothing and safety footwear must be worn as and when directed by local site rules.

- All machinery and equipment must be operated in accordance with the guidelines outlined in the manufacturer's operator handbook.

- All machinery and equipment must be operated at speeds that are safe in prevailing ground and weather conditions and below any limits imposed locally on individual sites.

- All operators are responsible for carrying out daily routine servicing and for checking that their machine is in a safe and good working condition, and that any safety or warning equipment fitted such as mirrors, rear view cameras and hazard warning lights are functioning correctly. Any defects must be reported to the Site Supervisor immediately.

- All equipment tools, PPE and personal belongings carried in the cab must be securely stored or fixed, so as not to cause distraction or restriction. The operator must have clear visibility and unrestricted access to control and warning lights of the equipment.

- Operators must at all times be alert to the possibility of persons being in the vicinity of their movement – any such person must be kept in vision until they are a safe distance away. Check before moving or reversing and if you are unsure of anyone's location, stop immediately and check.

- Operators must at all times be aware of other moving machinery in their vicinity.

- Any hydraulically or cable operated equipment must be lowered to the stop position or ground level prior to being left unattended.

- Parked equipment must be switched off, park brake applied and the keys removed prior to being left unattended.

- Passengers must not travel, or be carried on, any equipment without permission.

- Equipment must not be operated adjacent to unprotected faces.

- Equipment must not work or travel under overhead power lines other than in areas declared safe or at crossing points that have been marked or flagged.

- Any accident or serious incident must be reported immediately to the Site Supervisor and also, where applicable, to the clients Site Manager or Senior Representative.

- Local site rules must be obeyed at all times.

Remember:

- Operators on sites may be exposed to diseases and/or infections. Care should be observed at all times and any suspicious symptoms reported to the Site Supervisor or designated person.

EMERGENCIES

- In the event of an emergency follow the company procedure (see section 20) operational procedures.

SECTION 3

MECHANICAL HANDLING AND LIFTING (LOLER)

POSSIBLE HEALTH RISKS

- There is always potential danger of injury to operators and other employees during movement and lifting operations.

CONTROLS

- Before commencement plan your move or lifting operation.
- Before moving off check that no other employees are in a position of danger.
- Where applicable warn other employees of your movements.
- Make quite sure that any load is firmly secured.
- Extra care is required when turning.
- Drive slowly at all times.
- When entering, or exiting, a workshop or other building, take extreme care. Other employees may be passing and not be aware of your presence.
- Lifting operations should always be carried out with a banksman.
- Do not carry passengers.
- Machines should not be left in the workshop with the engine idling.
- When parked, fork lift trucks must be switched off and the keys removed to avoid unauthorised use.
- All lifting equipment including chains, slings and hooks and eyes must have been tested and certificated for the appropriate load weight. In all instances, they must be visually checked before use. Any defected equipment should be set aside and labelled not in use. The defect must be reported immediately.

SECTION 4

MANUAL HANDLING OF HEAVY LOADS

POSSIBLE HEALTH RISKS

- Physical muscle injury from lifting wrongly, over stretching or from attempting to lift a weight above your capability.
- Physical laceration from lifting a load with sharp edges.
- Physical injury from attempting to lift too high.
- Physical injury from an item falling as a result of one or both of the above.
- Physical injury from falling while carrying a heavy load.

CONTROLS

- Before lifting, assess the load, the route to be traversed and the destination for possible hazards and/or danger points. Follow the points as trained, in the SPA MPQC Passport course.
- When manually lifting remember to bend the knees and not the back.
- Position the body with feet firmly placed and slightly apart.
- Hold the load close to the body with arms bent.
- Lift smoothly without jerking.
- Set down the load by bending the knees, keeping back vertical and sliding the load down from the arms.
- If in doubt seek advice and/or assistance.
- Always wear suitable clothing i.e., overalls, safety footwear.

SECTION 5

NOISE/HEARING

POSSIBLE HEALTH RISKS

Prolonged exposure to loud noise can cause permanent hearing loss and other long term hearing problems such as noise induced hearing loss, acoustic trauma and tinnitus (ringing, whistling, buzzing or humming in the ears).

Noise at work can interfere with communications and make warnings harder to hear. It can also reduce people's awareness of their surroundings. These issues can lead to safety risks – putting people at risk of injury.

Remember that other persons are affected by the noise you make.

CONTROLS

- First Action Level – daily personal exposure of 80dB, ear protection will be made available.

  Second Action Level – daily personal exposure of 85dB and above, Ear protectors must be worn.

- All mobile plant has been noise assessed and the average in cab noise level displayed.

- Mobile plant with average in cab noise levels at or above 80dB(A) will have warning signs clearly displayed.

- NOTE: If a machine is operated with windows and doors open, noise levels will increase.

- Personnel who are exposed to high levels of noise will be trained in the correct use and maintenance of PPE, details of which will be recorded.

- Wear ear protection in areas where warning signs are displayed, or when working in a noisy environment.

- Make sure ear muffs fit tightly around the ear.

- Keep long hair and clothing out from under the seal.

- If ear plugs are used, make sure they are clean and put into the ear properly, as per instructions and training on issue.

- Audiometric testing will be made available to all employees who are exposed, or are likely to be exposed to noise levels above 85dB(A).

- Baseline audiogram and recurring testing will be carried in accordance with advice from the Audio Technician.

- New employees will be expected to declare employment history with regard to noise.

SECTION 6

ELECTRICAL EQUIPMENT

POSSIBLE HEALTH RISKS

- Remember electricity can kill.

CONTROLS

- Before using any piece of electrical equipment check that the cable is not frayed or damaged in any way and that it is securely anchored into an undamaged plug.
- Make quite sure that you know where the emergency switch is positioned.
- Do not use electrical equipment under wet conditions or allow live cables to trail over a wet floor.
- If a residual current breaker or safety switch is installed test before use.
- Do not overload an electrically driven machine by attempting to force it to work harder or faster than intended. Allow the machine to work at its own speed.
- Do not handle burnt out electrical equipment or cables. Burning creates toxic substances. Always wear gloves.
- Should an electrically driven machine fail to operate or not operate correctly, switch off, isolate, display an "Out of Order" sign and report fault immediately.
- All portable appliances in the workshop and office will be inspected and tested on an annual basis by an appointed contractor.
- Only trained competent persons to undertake electrical work. Contractors to submit Risk Assessment, Method Statement in line with task which much include appropriate control measures for segregation and collaboration with site personnel. The RAMS should also explain how the competent person will reduce the risks associated with conductive materials when undertaking the authorised tasks.
- No unauthorised maintenance to be conducted on electrical systems.
- Any tasks with increased electrical risk will be highlighted as part of the site-specific Risk Assessment, Method Statement. This will also highlight the appropriate controls required to mitigate the risk. All RAMS are reviewed with all staff before they start task.
- All staff to receive electrical safety awareness training as part of the induction process and annually. Mechanics to receive specific training in line with the equipment in the workshop.

SECTION 7

HANDLING GAS – WELDING, REFRIGERANT & LIQUID PETROLEUM GASES

POSSIBLE HEALTH RISKS

- The possible health risks from handling gases are asphyxiation, fire or explosion.
- In addition, there is the physical risk of damaged limbs from falling cylinders.
- Refrigerant gases are non-toxic but will not support life and at high concentrations asphyxiation will occur.

CONTROLS

- Gas cylinders must always be handled with care.
- Cylinders must always be stored in a designated location.
- Cylinders must not be left free standing.
- When working with gas cylinders no smoking is allowed.
- Any temporary storage must always be in a well-ventilated area and well away from sources of heat or naked flame.
- Cylinders must always be stored securely, most particularly in transit.
- Always ensure a fire extinguisher is close at hand.
- Keep oils and greases well away from oxygen cylinders as contact may result in an explosion.
- Always close cylinder valves before moving and after use.
- Be aware of the colour coding used on gas cylinders. If in doubt seek advice.

SECTION 8

ENGINE EXHAUST FUMES

POSSIBLE HEALTH RISKS

- Exhaust fumes from all engines are potentially hazardous if inhaled.

CONTROLS

- Whenever possible all engines should be run up outside the workshop.
- When this is not possible use Specialist Local Exhaust Ventilation Equipment. If not available open work shop door to allow maximum ventilation.
- The running of any engine inside the workshop must be kept to an absolute minimum.

SECTION 9

WELDING BRAZING & CUTTING

POSSIBLE HEALTH RISKS

- Inhalation of any dust or fume may be hazardous.
- Inhalation of welding fumes may produce irritation of the respiratory tract, dryness of throat, tickling coughing, tightness of chest, difficulty in breathing. There is strong evidence that welding fume, including mild steel welding, can also cause lung cancer over time.
- Metal Fume Fever resulting from inhalation of freshly formed metallic oxides, i.e., from welding galvanised steel. Acute flu-like illness.
- Systemic poisoning resulting from inhalation or swallowing of fumes containing fluorides, hexavalent chromium, lead, barium or cadmium, can lead to long term chronic effects.
- Long term exposure to ultra violet radiation or Blue Flash can lead to Arc-Eye, an irritation of the eye.
- Symptoms of acute Arc-Eye may occur 4 to 8 hours after exposure. This may be a feeling of hot sand and intense pain in the eyes, severe headache and occasionally a complete but temporary loss of vision. Recovery may take 24 to 48 hours.
- The skin can suffer damage similar to acute sunburn.
- Possible explosion and fire leading to serious physical injury.
- Physical injury from falling gas cylinders.

CONTROLS

- Only assessed and competent personnel to use equipment.
- During welding, ventilation must be maximised by opening doors and windows etc. or use any local exhaust ventilation that may be available.
- Fitters must wear their air fed welding helmets on all welding tasks, whether inside the workshop or in the outside working environment.
- Flame retardant protective clothing and equipment must be worn during all welding operations, which must be free from grease and oils.
- Read the manufacturers' instructions and warnings on the pack of rods, electrodes and fluxes etc. (90% of the fume hazard is produced by the rod).
- Use the minimum electric current suitable for the operation.
- Work in an upright position with head and face out of the plume of fumes.
- Always switch off electric welders and turn off gas cylinder valves when work is completed

- Make sure that efficient and a safe earth is in place before using an electric welder.
- Seek advice before working on unfamiliar metals.
- It is essential that welding, brazing and cutting are only carried out on clean dry material. Paint fillers, organic waste or residual spray chemicals etc. must be thoroughly removed before the application of heat as harmful and/or toxic vapours may be produced
- No cutting or welding operations should start unless an appropriate fire extinguisher is readily at hand.
- Under no circumstances will Oxygen be used as an air "sweetener" as this can result in an explosion and fire.
- Welders working in or outside of the workshop must make full use of the welding screens provided.
- Do not allow oil or grease to come into contact with oxygen. This may result in an explosion, fire and injury.
- Do not attempt to repair a damaged hose with short lengths of metal tube. The reaction between acetylene and copper may result in an explosion.
- Spare gas cylinders must not be left free standing. Both full and empty cylinders must be chained to the wall.
- Gas welding must always take place using cylinders mounted in a frame or mounted on the trolley, or in a fully secure position.
- Do not tamper with the identifying colour codes and/or markings on gas cylinders.
- Should a cylinder be found to be leaking, remove it to the outside of the workshop and seek advice immediately. In the event of a major leakage evacuate the area immediately and report
- Before using any portable grinder check that the electric cable is firmly secured at each end and is not frayed or damaged at any point. Also, ensure the plug is not damaged.
- Any machine believed to be in an unsafe condition must be taken out of use and reported.
- Valve regulators, flashback arresters and hoses will be inspected and tested by a competent service provider on an annual basis.

SECTION 10

ABRASIVE WHEEL MACHINERY

POSSIBLE HEALTH RISKS

- Inhalation of any dusts or fumes may be hazardous.
- Inhalation of respirable metal particles or grinding dust.
- Coated metals produce airborne dusts of the metal coating, paint or sealant.
- Airborne particles of residual chemicals, grit or organic waste may be produced.
- The above can result in:
  Physical damage to the lungs and respiratory tract, Asthma., Physical damage to the eyes and skin.
- A build up on the floor of dry grinding dust or of a mix with waste cutting fluid could bring about a physical hazard of slipping and falling.
- Injury from a damaged, worn out or incorrectly mounted grinding wheel or disc.
- Possible electric shock from faulty or damaged cable.

CONTROLS

- Only assessed/trained personnel to use equipment.
- During all grinding operations, suitable eye protection must be worn.
- Protective gloves, particle masks and personal ear protection must be worn.
- The floor below the grinder(s) must be kept dust free at all times.
- It is illegal for anyone not trained according to the regulations to mount a grinding wheel or disc.
- Grinding wheels or discs must be checked before use for damage or suitability, visible faults in a grinding equipment must be reported at once and the machine marked "not in use".
- The work rest must be adjusted to run as close to the wheel as possible and securely fixed.
- Guards must be in place, properly adjusted, securely fixed and must under no circumstances be removed or modified.
- Before using a mounted grinder check the position of the emergency stop switch/button.
- Before using any portable grinder check that the electric cable is firmly secured at each end and is not frayed or damaged at any point. Also, ensure the plug is not damaged.
- Any machine believed to be in an unsafe condition must be taken out of use and reported.

SECTION 11

DRILLING AND METAL WORK

Bench, pillar and portable drills, lathes, saws, presses etc.

POSSIBLE HEALTH RISKS

- Inhalation of any dust or fume may be hazardous.
- Inhalation of respirable airborne metal particles, which may result in physical damage to the lungs and respiratory system.
- Production of larger non-respirable metal swarf which may result in physical damage to the eyes and skin.
- The use of cutting fluids and mineral oils will create mists which may be inhaled. They may contain carcinogens.
- Skin contact with cutting fluids and mineral oils may cause skin damage i.e., dermatitis.
- A build-up of metal dust and swarf on the floor below the drill(s) could create a physical hazard particularly if mixed with oil and/or cutting fluid.
- Possible electric shock from faulty cables or plugs.
- Eye or skin damage from shattered metal when using the hydraulic press when pressing out damaged bearings.
- Physical damage from rapidly moving drill bite, saw blades or lathe cutting tools.

CONTROLS

- During all drilling and metal working operations, eye protection must be worn.
- During continuous working, particle masks and personal ear protectors must be worn.
- Where there is a risk of physical contact with larger metal particles or swarf, leather gloves must be worn.
- When wet drilling or using cutting fluids or oils, gloves must be worn.
- Mineral lubricating oils should not be used to replace cutting fluids.
- When using the cutting fluid mix, do not exceed the recommended concentration.
- The floor below the drill(s) and all metal cutting machines should be swept and kept clear of metal dust and waste at all times.
- Machine guards must not be removed or modified.

- Before using a mounted drill, e.g., bench or pillar drill, or any other piece of electrical machinery check the position of the emergency stop button/switch.

- Before using any portable drill, disc cutter etc. check that the cable is secured at each end and is not frayed at any point, and that the plug is not damaged.

- Drilling, particularly of a thick piece of metal, can produce noise in excess of 85/90 dB. Ear protectors should be worn.

- Any machine believed to be in an unsafe condition must be put out of use and reported.

- Always give the work your undivided attention. Your actions may affect other persons.

SECTION 12

BATTERY CHARGING

POSSIBLE HEALTH RISKS

- During battery charging hydrogen gas is produced which if ignited by a spark can explode.
- Battery acid will irritate and burn the skin and eyes.
- Battery acid is poisonous and corrosive. It can irritate (diluted) or burn (concentrated) the skin and eyes. Clothing can be burnt. Eye splashes can result in permanent blindness. Inhalation of the vapour can cause impairment of the respiratory tract and/or pulmonary oedema.

CONTROLS

- All battery charging must take place in a designated location, where ventilation and fume extraction is suitable.
- The earth lead should always be disconnected first and reconnected last,
- To avoid sparks, the charging circuit should always be switched off before the battery terminals are connected or disconnected.
- Potential sources of ignition should be kept well away from the battery charging area. No welding should take place in close proximity to a charging battery,
- Smoking is prohibited in the workshop and battery charging area.
- Do not charge batteries at rates in excess of manufacturers recommendations.
- Face masks or goggles, gloves and aprons should be worn whenever there is a risk of splashing or spillage.
- Should skin contact take place wash off with copious quantities of clean water. For eye contamination contact the nominated first aider for advice.

SECTION 13

HIGH PRESSURE WASHING

POSSIBLE HEALTH RISKS

- Using a high-pressure washer creates airborne respirable particles of dust, grit, oil, residual farm chemicals, organic waste and possibly paint etc.
- If inhaled, these could be a health risk by passing directly to the lungs and respiratory system causing physical damage.
- Chemical and paint residues may be absorbed through the lung walls directly into the blood stream.
- Spores of "diseases" may be inhaled.
- Physical damage from eye contact with grit, dust, waste particles etc.
- Electric shock through contact between water and electric current, faulty installation of equipment or damaged wiring and/or plugs.
- Acid based preservatives may react with cleansers containing sodium hydroxide or similar alkalis to produce carbon monoxide which is poisonous.

CONTROLS

- All washing down of vehicles etc. must take place only in a designated area.
- Only authorised and trained personnel may use the pressure washing equipment.
- Operators must at all times wear the waterproof clothing, eye protection, waterproof gloves, boots and particle mask.
- The manufacturer guidelines for the particular cleansing agent being used should be followed at all times.
- Before commencing the operation check that the residual circuit breaker is being operated correctly.

SECTION 14

PAINTING, SPRAYING, BRUSHING, AND AEROSOL USE

POSSIBLE HEALTH RISKS

- The major risks involved in painting arise from the production of fine droplets forming a vapour capable of inhalation, skin and eye contamination and ingestion.

- Vapour is created by ALL forms of painting. Spraying and aerosols produce a finer droplet size than that created during brush painting. They therefore provide a greater risk.

- Vapours and spray mists containing isocyanate i.e., two mix spraying paints are highly irritant to the eyes and respiratory tract and may cause asthma. Asthmatic attacks may occur immediately or may be delayed for up to 12 hours after initial exposure.

- Excessive concentrations may affect the central nervous system, cause drowsiness and in extreme cases, loss of consciousness.

- Eye splashes will cause discomfort and possibly permanent eye damage.

- Prolonged contact with the skin may have a de-fatting effect which may lead to skin irritation and dermatitis.

- Symptoms of over exposure to some paints are:
  Sore eyes
  Running nose
  Sore throat
  Coughing
  Wheezing and tight chest
  Fever and breathlessness

- Any operator experiencing any of these symptoms must report immediately.

CONTROLS

- For long periods of aerosol use, a face mask must be worn.

- All spray painting will take place in the open, weather permitting.

- Spray paint operators will wear the correct breathing apparatus, impervious gloves, overalls and safety footwear.

- Only experienced operators are allowed to carry out spraying operations.

- Two-pack paints will not be used.

- When the operation is completed, lids will be firmly replaced on paint containers and caps on aerosols.

- Contaminated skin will not be cleaned with turpentine or solvent. Hand cleaner will be used.

- Operatives to refer to the relevant COSHH risk assessment for further controls.

SECTION 15

REPLACEMENT AND/OR ADJUSTMENT OF BRAKE SHOES & CLUTCH LININGS

POSSIBLE HEALTH RISKS

- Components may contain asbestos products and/or similar man-made fibrous products. Dust produced during normal operations and collected within the housing is a respiratory hazard.

- The inhalation of any dust may be harmful. Asbestos dust can lead to unwanted cell formation, cancer!

- Modern machines are largely fitted with oil immersed brakes and do not therefore, present a health risk. Modern components are also largely asbestos free and therefor non-hazardous. Therefore, caution must be taken when working on older machinery, commercial vehicles etc. Older machinery, commercial vehicles and cars are generally fitted with drum or disc brakes. These may be found to contain asbestos dust.

CONTROLS

- A wet method using the materials provided will be used to clean out brake and clutch housings.

- A vacuum cleaner may be used to clean out brake or clutch housings.

- Under no circumstances will the air line or mouth to be used to blow out dust from brake or clutch housings.

- When cleaning out brake or clutch housings it is recommended that an FFP3 particle mask be worn.

- Replacement parts must be of a non-hazardous material.

SECTION 16

PARTS CLEANING AND DEGREASING

Cleaning Bath

POSSIBLE HEALTH RISKS

- The products used may on inhalation cause dizziness, nausea and drowsiness.
- Excessive skin contact may cause pain, redness or more serious skin damage.
- Ingestion may cause vomiting, nausea and drowsiness.
- Any operator who suffers from any of these symptoms should report to the manager/designated person immediately.

CONTROLS

- Operatives to refer to the relevant COSHH risk assessment for the identified control measures.
- Operators should wear impermeable gloves and goggles (suitable eye protection).
- It is recommended that barrier cream is used at all times to supplement the COSHH risk assessment control measures.

SECTION 17

AIR CONDITIONING

POSSIBLE HEALTH HAZARDS

- Refrigerants currently in use are not toxic.
- However, they do replace oxygen in an enclosed place and may cause asphyxiation.
- Refrigerant vapours have little effect on the skin or eyes. However, as liquids they may de-fat the skin and cause irritation. Some refrigerants in liquid form cause frost-bite.

CONTROLS

- Only trained/qualified persons will attempt to service air conditioning or refrigerant equipment.
- Refrigerant gases must not be released into the atmosphere.
- Always work in the open air or in a well-ventilated building.
- Before discharging refrigerants from a system under service, or re-charging after a service, check that the hoses are correctly and safely coupled.
- Always open the valves slowly.
- Always wear gloves and face protection.
- Always store cylinders well away from sources of heat.
- Do not replace R12 by R134a directly. Follow manufacturer's guidelines and ensure new labelling takes place.
- The equipment and spares gas cylinders must be stored in the designated location.

SECTION 18

HANDLING OF FUEL OILS AND LUBRICANTS

POSSIBLE HEALTH RISKS

- The company uses diesel fuel and a range of oils and lubricants on site and in the workshop.
- Fuel oils can have harmful effects upon the skin causing irritation.
- Prolonged contact with oils, lubricants and fluids can lead to a variety of skin disorders known collectively as dermatitis:

  Oil acne
  Oil folliculitis
  Oil eczema

  Symptoms of dermatitis forms are:

  Red or reddish patches
  Dry and/or cracked skin
  Sore patches
  Irritation and itching
  Blisters
  Septic hair follicles
  Inflammatory swelling from blocked sebaceous glands
  Blackheads

- Some oils and fuels are believed to be carcinogenic, in particular petrol and used engine oil.
- Fuel oils and lubricants spilled onto the ground can create an environmental hazard.

CONTROLS

- Barrier cream applied before handling is recommended.
- Operatives to refer to the relevant COSHH risk assessment for the substance they are handling.
- Spillage of fuel oils and lubricants onto the workshop floor must be absorbed and mopped up immediately in order to avoid slipping. Serious injury and possible environmental pollution.
- Any spillage on the ground, of fuel oils or lubricating oils must be soaked up immediately in order to avoid environmental pollution of underground water courses or surface drains and ditches.
- Polluted soil should to dug out to the required depth and deposited in containers to await collection by a registered waste disposal company.
- Spill kits provided for workshop and site plant/bowsers.
- Any spillage must be reported to the Site Supervisor on site immediately.
- Hand pumps must be used for withdrawing lubricating oil from drums.

- Prolonged and repeated skin contact with fuels and oils should be avoided.
- Suitable protective clothing should be worn depending on the operation.
- Oil-soaked clothing should be removed as soon as possible.
- Contaminated skin should not be cleaned with petrol, white spirit or other solvent.
- Contaminated skin should be washed thoroughly with the skin cleaner provided, followed by soap and water. After drying, a hand/barrier cream should be applied.
- Contaminated oily rags should not be stored in trouser or overall pockets.
- Employees should wash thoroughly before drinking, smoking or visiting the toilet.
- Regular personal body inspection should take place of areas most at risk i.e., hands, arms and crotch.
- Cuts, grazes and scratches should be attended to and covered immediately.
- Smoking, welding etc. will not take place in areas adjacent to fuel tanks and oil stores.
- The manufacturer's data sheets are available and must be observed.

SECTION 19

HANDLING OF WASTE MATERIAL

POSSIBLE HEALTH RISKS

- Waste material can carry both health risks and environmental risks.

CONTROLS

- Waste oils and fuels must be stored in containers then transported to the bulk storage containers at the earliest opportunity for collection by the approved contractor.
- Any oil or fuel spillage must be mopped up immediately using materials provided (spill kit).
- If any spillage causes contamination of soils, the affected area must be excavated and the contaminated soils placed in a container for removal off site and disposal by the approved contractor.
- Large serious spillages' must be reported immediately to the management who in turn must report the incident to the appropriate body, i.e. The Environment Agency, local water company, Emergency Services.
- Waste scrap metal will be deposited in the skip provided.
- Waste packaging etc. will also be deposited in designated skips. Skips will be collected by the approved contractor.
- On clients' sites all local individual rules must be observed in conjunction with our own company rules.
- Waste transfer notes will be obtained and filed for all waste material collected from company premises.

SECTION 20

EMERGENCY PROCEDURES, FIRST AID AND FIRE

On discovery of an incident/accident:

1) ASSESS THE SITUATION. ENSURE YOUR OWN SAFETY AND THAT OF OTHERS WHO MIGHT BE AT RISK.

2) SUPERVISOR OR NOMINATED COMPETENT PERSON TO TAKE CHARGE.

3) MAKE THE AREA SAFE (CEASE ALL OPERATIONS).

4) ASSESS THE CASUALTY'S CONDITION AND ENSURE FIRST AID IS GIVEN, PREFERABLY BY A QUAILIFIED, TRAINED PERSON (IDENTIFED BY THEIR GREEN HARD HAT).

5) ALERT EMERGENCY SERVICES, CLEARLY STATING YOUR NAME, CONTACT NUMBER, SITE ADDRESS INCLUDING POST CODE AND A BRIEF DESCRIPTION OF INJURIES.

6) SEND SOMEONE TO DIRECT THE AMBULANCE TO THE ACCIDENT LOCATION, MAKING SURE ACCESS ROUTES ARE SUITABLE FOR THE VEHICLE.

7) IF THE CASUALTY IS TAKEN TO HOSPITAL, FIND OUT WHICH ONE, GET THE PHONE NUMBER OF A FAMILY MEMBER AND MAKE SURE THEY ARE INFORMED.

8) IF THE INJURED PERSON IS TAKEN TO A&E BY SITE PERSONNEL, THEY MUST BE ACCOMPANIED BY A FIRST AIDER IN CASE THEIR CONDITION DETERIORATES DURING THE JOURNEY.

9) INFORM SITE MANAGEMENT ASAP.

10) INFORM CHRIS LEE OR GRAHAME HUDSON ASAP.

11) MAKE WRITTEN NOTES OF WHAT YOU WITNESSED AND WHO ELSE WAS THERE. TAKE PHOTOGRAPHS IF POSSIBLE. THIS INFORMATION WILL BE HELPFUL DURING THE INVESTIGATION AND REPORTING PROCESS.

FIRST AID

Personnel working on client's sites will made aware of First Aid Procedures on site at the induction stage, this will include the following information:

- Names of qualified First Aid personnel
- Accident and emergency procedure
- Location of First Aid Box/supplies
- Details of the nearest health care facilities

This information will be reiterated at Site Safety Briefings and checked when Site Audits take place.

On remote sites where the client does not provide the necessary cover, or at the workshop, The Company will make arrangements for qualified First Aid personnel and supplies to be available at all times for the duration of the project.

It is standard practice for site service vehicles carry a First Aid supplies and, it is the engineer's responsibility to replace used and out of date items.

First Aid Boxes must be compliant with BS8599, these will be checked regularly and details recorded on the Site Safety Briefing and Site Audit forms.

FIRE SAFETY

All personnel will be tested for their knowledge of fire safety and the use of fire extinguishers via the CSCS H & S test and SPA MPQC (Quarry) Passport training. This will be further reinforced at Site Safety Briefings when local Fire Safety Procedures are discussed.

THE USE OF FIRE EXTINGUISHERS

Type of Extinguisher	Colour Code	Type of Fire
Water	Red	Wood, paper etc.
Dry Powder	Blue	Flammable gasses & liquids
CO_2	Black	Electrical
Foam	Cream	Flammable liquid

ALWAYS FIX FIRE EXTINGUISHERS IN THE UPRIGHT POSITION

WATER

Suitable for most fires except those involving electrical equipment or flammable liquids

- Direct the jet at the base of the flame and keep it moving across the area of the fire
- Look for any 'hot spots' after the main fire is extinguished
- A fire spreading vertically should be attacked at its lowest point and followed upwards

DRY POWDER

Suitable for fires involving electrical equipment or flammable liquids, usually carried on mobile plant and fuel bowsers.

- On fires involving either liquids in containers or spilled liquids, direct the jet towards the near edge of the fire. With a rapid sweeping motion, drive the fire towards the far edge until the flames are extinguished.
- On fires involving flowing liquids, direct the jet at the base of the flame and sweep upwards.
- On fires involving electrical equipment, switch off the current and direct the jet straight at the fire.
- Where the equipment is enclosed, direct the jet into any opening which will allow penetration of the interior.
- When the fire appears to be extinguished, shut-off the discharge and wait until the atmosphere clears. If any flame is still visible, discharge again.

CARBON DIOXIDE

Suitable for fires involving electrical equipment and flammable liquids.

- Method of operation is the same as for dry powder
- These extinguishers should NOT be used in confined spaces where there is a danger that the fumes may be inhaled.
- DO NOT HOLD THE HORN –it becomes extremely cold during use.

FOAM

Suitable for most fires involving flammable liquids, apart from cooking oil fires.

- Where the liquid on fire is in a container, direct the jet at the inside edge of the container or at an adjoining vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the liquid to smother the fire.
- Where this is not possible, stand well back, direct the jet with a gentle sweeping movement, allow the foam to drop down and lie on the surface of the liquid.
- Do not aim the jet directly into the liquid as it will drive the foam beneath the surface and render it ineffective. Also, it may cause the fire to splash and spread.

REMEMBER THE RULE: ONE EXTINGUISHER TO ONE FIRE, CALL THE FIRE BRIGADE IF NOT SUCCESSFUL

SECTION 21

MOBILE TELEPHONES – PLANT OPERATIVES

- If mobile telephones are to be used, stop the machine you are operating in a SAFE place away from operations. Ensure the vehicle is parked safely before turning the machine off.

- Never use a mobile telephone or hand-held device whilst operating a machine or in an operational environment.

- Never use a mobile telephone or hand-held device whilst driving a vehicle upon a public highway.

SECTION 22

WORKING AT HEIGHT – PORTABLE LADDERS & STEPS

POSSIBLE HEALTH RISKS

- Falling from height is the main cause of workplace fatalities.

CONTROL MEASURES

- Avoid working at height if possible.
- If it is not possible, plan the work with the help of other work colleagues, and or the site manager so as to minimise the risk of falling.
- Undertake a risk assessment and obtain a Permit to Work if applicable.
- Only authorised and trained persons are allowed to work at hight.
- Consider reducing or increasing ground levels to assist.
- Make sure there is good access to the work area.
- Take account of weather conditions, high winds, wet/slippery surfaces etc.
- If possible, move the machine/equipment to an area where the floor is even and free of obstacles.
- Make sure that persons are not working directly below – fence the area off if necessary.
- Operatives must be trained in the use of work equipment, including fall arrest harness.

WORKING AT HEIGHT - FALL PROTECTION

- Based on task specific risk assessment it maybe required for fall protection equipment to be used to safely complete the task. Where this is required, the user must be trained in the correct use of the equipment. The equipment must be suitable for the task. The equipment must fit correctly (if applicable) and maintained in line with guidance and manufactures recommendations.
- All work that requires additional fall protection equipment must be conducted under a permit to work.
- All fall protection equipment should be procured under Anglian Excavations Ltd usual procurement standards to ensure equipment is to the correct standard, has the appropriate standard/ratings for the task, is in line with the requirements for the task as stated in the specific risk assessment.
- Where fall protection is required the Risk Assessment, Method Statement must consider and state the requirements for the operator to conduct the task, location of the task, weather impacts and any rescue requirements.
- Fall protection equipment must never be used by non-trained operatives or for tasks it is not designed for.

PORTABLE LADDERS & STEPS

- Check site management policy/restrictions on the use of steps and ladders.
- Use only for tasks of low risk and short duration, always consider alternative options.
- Personnel must have received formal training in the use of the equipment.
- Undertake a risk assessment and obtain a Permit to Work if applicable.
- Check the equipment for defects or damage including, distortion, cracks, dents and missing rubbers, top and bottom. Destroy damaged equipment immediately.
- Make sure the ground is firm and level and that a work colleague is available to foot the ladder.
- Check that the ladder is at the correct incline: 4 vertical x 1 horizontal.
- Secure the top of the ladder. Always maintain 3-points of contact at all times.
- Put the equipment to store in a secure, safe place so as to avoid damage.
- Ladders and steps to be inspected by in-house trained manager, once every six months.

SECTION 23

THE TRANSFER OF EARTHMOVING EQUIPMENT BY LOW LOADER

POSSIBLE HEALTH RISKS

- Injury sustained if the machine overturns whilst loading or unloading.
- Contact with overhead obstructions – power lines, plant structures, trees etc.
- Damage/injury caused if the machine is not secured properly.
- Damage/injury caused by contact with other vehicles or equipment – wide load implications.

RESPONSIBILITY OF LOW LOADER DRIVER

- Driver will be experienced and trained in the loading, securing and transporting of abnormal loads and follow routes/procedures applicable to the movement order.
- A dedicated risk assessment will be completed prior to the task.
- Driver will be made aware of specific site rules – report to the office and sign in and out, or make the office aware of their departure from site.
- Access to sites will be checked for hazards prior to entry, this to include: narrow sections, overhead obstructions/power lines, sharp bends, open edges, soft verges/areas.
- A suitable area will be selected for unloading/loading – level firm ground, away from operational activity, well away from overhead obstructions, as close as possible to where the machine is, or has been working.
- Appropriate PPE will be worn and will include: Hard Hat, Hi-Vis clothing, Gloves, Safety Glasses and Safety Footwear as a minimum.
- Manual Handling issues will be assessed and addressed where the need arises.
- The unit park brake will be applied and the trailer support blocks used as and when necessary. All chains, securing devices, marker boards, flashing beacons etc. will be removed and securely stored.
- Before loading, loose material will be removed from tracks, wheels, boots, steps, footholds and platforms; these will be checked for cleanliness. 3-point contact must be maintained when gaining access to or egress from the machine cab. Side extensions will be used when tracks or wheels overhang. All protruding objects – mirrors, beacons, walk boards etc. will be removed or adjusted to reduce width/height and contact with overhanging trees. The machine will be secured using the correct procedure with the slew lock applied (excavators).
- Once unloaded the machine will be reverse parked in an agreed area with the park brake on and cab secured. Damage to mirrors etc. caused by contact with trees must be reported without delay.
- The trailer will be swept to remove any dust or loose material and side extensions removed.
- All near miss incidents will be reported to the site manager immediately.

SECTION 24

TRANSPORT SAFETY – USE OF COMPANY VEHICLES

POSSIBLE HEALTH RISKS

- Misuse of vehicles leading to a road traffic accident can result in fatal or serious injury; the same applies to the use of vehicles off road.
- The potential danger to pedestrians is particularly significant and can result in the same consequences.

RESPONSIBILITY OF ALL EMPLOYEES

- Only persons who are suitably trained and experienced, and who hold the relevant licence, are permitted to operate company vehicles.
- All driving licences will be called in for checking from time to time, and the company must be notified of all traffic related prosecutions, including fixed penalty fines.
- All vehicles will be regularly serviced / maintained. Drivers are responsible for visual checks of tyres, fuel and water etc. before use. Defects should be put right.
- Vehicles must always be reverse parked with keys removed if left unattended.
- Mobile phones may only be used with a hands-free facility or blue tooth connectivity. Further information can be found in the Mobile Phone, Hand-held Device policy.
- Every effort will be made to segregate vehicles and pedestrians across operational sites. However, as this is not always possible, all vehicle operators are required to remain extra vigilant to the likely presence of pedestrians. You must wear high visibility clothing if working around moving plant/vehicles.
- Anyone using a private vehicle on company business must insured and the vehicle roadworthy and taxed.
- Never use a mobile telephone/device whilst driving a vehicle upon a public highway. Further information can be found in the Mobile Phone, Hand-held Device policy.

PLEASE DRIVE SAFELY AND REPORT VEHICLE DEFECTS TO CHRIS LEE.

SECTION 25

SLIPS TRIPS & FALLS – GROUND LEVEL

POSSIBLE HEALTH RISKS

- Physical injury to all parts of the body, these injuries can include minor bruising to life threatening head injuries.

CONTROLS

Good housekeeping will go a long way to eliminating slip/trip hazards; this will include:

- Keeping pedestrian walkways and working areas clear - don't leave it to others!
- Clean up liquid spillage, including, oil leaks straight away and dust the floor with sand.
- Keep trailing leads away from walkways if not, make sure they are clearly visible.
- Report "near miss" incidents immediately so that action can be taken to reduce the hazard.
- Make sure the areas are well lit, use portable lighting if necessary.
- When parking a machine or vehicle, make sure the ground conditions are suitable.
- STF accidents are often caused by unsuitable footwear, make sure yours is 'fit for purpose' and laces are secure.
- Make sure steps and slopes are clearly visible.
- Regularly monitor and discuss pedestrian routes, parking and refuelling areas, workshop, office and welfare buildings etc. at Safety Briefings/Tool Box Talks, to see where improvements can be made.
- Remove as much material from soles of footwear, before attempting to access a machine.
- Always use three points of contact when accessing and exiting plant/equipment, or any structure above ground level.

SECTION 26

COMPRESSED AIR & PNEUMATIC TOOLS

POSSIBLE HEALTH RISKS

- Serious physical injury caused by misuse/horseplay, i.e., pointing the nozzle too close to the skin, anus, face etc.
- Flesh/eye damage when using compressed air to clear dust or swarf.
- Physical damage caused by the sudden release air from damaged hoses, which may whip or snake.
- Hearing damage caused by excessive noise from pneumatic tools.
- Hand arm vibration caused by prolonged use of certain pneumatic tools.

CONTROLS

- Only competent personnel to use compressed air equipment. Misuse of any equipment will result in disciplinary action being taken.
- Compressors and equipment to be regularly serviced, with daily checks on: pressure controls, hoses, connectors etc.
- Appropriate PPE must be worn to protect: skin, eyes and hearing.
- Limit the use of impact wrenches etc. to reduce the risk of hand arm vibration.
- Consider the effects on others when using blow guns to remove dust and swarf.
- Never use make-shift connectors to join hoses which have been damaged.

SECTION 27

TRENCHING, EXCAVATION & UNDERGROUND SERVICES

POSSIBLE HEALTH RISKS

- Serious or fatal injury caused by contact with underground electrical cables, gas supply pipes, multi fuel pipes and water mains.
- Damage to underground services can cause an explosion and environmental damage.
- Serious or fatal injury caused by trench collapse, crush injury or suffocation.

CONTROLS

- It is company policy for the client to be responsible for identifying and protecting underground services. However, supervisors and machine operatives must always check that strict procedures are in place before travelling or excavation takes place on unfamiliar land.
- Site surveys must always be carried out to ascertain possible hidden services, liaising with the land owner, in preparation of the risk assessment and method statement.
- A Permit to Work must be issued by the land owner or contractor prior to entering the site.
- A method statement will be in place, setting out detailed control procedures, which will include proof of the location of underground services via the one call, "Dial Before You Dig" service – 0844 800 9957. Plans showing the location must be available, do not accept anything other than documented evidence. The method statement will be signed by all personnel involved in the project. (HSE, CIS64).
- A Cable Avoidance Tool (CAT) must be used to establish the exact location of underground cables, where applicable. If overhead power cables are present in the proposed area of work, these too will be measured to establish clearance and line sag (HSE GS6).
- Any trenching that is carried out with the intent to place a ground operative within, must be subjected to a comprehensive risk assessment no matter how deep the excavation is. This will establish the control measures required to manage the risk. These will include:
- Fencing on each side of the void + warning signs where appropriate.
- Over digging the width of the trench to avoid collapse, stepped sides or 1:2 side slopes.
- The provision of a drag box or boxes where over digging is not appropriate.
- The provision of a means of access, steps, ramps ladders etc. for safe access and egress.
- Recorded daily inspection by a competent person via the Site Safety Briefing Form. This must include, ground conditions – cracking or slumping, water ingress, remedial action plans.
  All personnel will take part in the safety briefings and sign to confirm attendance and understanding.

SECTION 28

PPE ISSUE & TRAINING

PPE should only be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 (as amended) require PPE to be supplied.

The Regulations also require that PPE is:

- Properly assessed before use to make sure it is fit for purpose.
.
- Maintained and stored properly; contaminated or damaged PPE must be taken out of use and disposed of immediately.

- Provided with instructions on how to use it safely.

- Used correctly by employees.

All PPE will be of good quality, CE marked in accordance with PPE Regulations and free of charge.

Training will be provided to assess suitability to the individual task - correct size, adjustment, limitation of use, care, maintenance and defect reporting.

Formal training, if applicable, will be delivered to supervisors and appointed persons by the PPE supplier; this information will be communicated to operatives via Toolbox Talks.

Improper use of PPE will prompt retraining.

Regular audits of PPE will be carried out to check condition, maintenance, adjustment, expiry dates and that PPE is being used properly. Discrepancies will be recorded via Safety Briefing and Site Audit reports.

Exemptions not to wear issued PPE are NOT recognised or approved of, even for those jobs 'that will only take a few minutes.

EMPLOYEE PPE ISSUE & TRAINING RECORD

EMPLOYEES NAME_____

Type of PPE Issued	Date of Issue	Training/instruction on correct use + Supervisor Initial	Employee Signature

SECTION 29

HEAT STRESS - SUMMER MONTHS

Wearing protective clothing and performing heavy work in hot and humid conditions can result in heat stress, as can working in direct sunlight, or in an area which does not have adequate ventilation.

POSSIBLE HEALTH RISKS

- Inability to concentrate, muscle cramps, heat rash, sun burn, fainting.

.

- Severe thirst – a late symptom of heat stress. As is heat exhaustion – fatigue, giddiness, nausea, headache and moist skin.

- Heat stroke – hot dry skin, confusion, convulsions and eventual loss of consciousness. This is the most severe disorder and can lead to death if not detected at an early stage.

CONTROLS

- During hot or humid weather assess the risk of persons doing manual work. Take account of the type of clothing being worn, the workers age, build and medical factors.

- Prevent dehydration, provide cool water in the workplace and encourage workers to drink it frequently and in small amounts before, during and after working.

- Use mechanical aids to lighten the workload and make sure the work is not carried out in direct sunlight or in the middle of the day, if possible. Do not allow personnel to work with bare skin exposed.

- Where possible, use a high factor sun protection cream to protect exposed skin.

- If the work is inside, maximise ventilation or introduce mechanical aids and regulate the length of exposure.

- Monitor the health of workers at risk and check for signs as listed above. Check if a medical condition or medication is likely to encourage the early onset of heat stress, if in doubt seek advice or help from a medical professional.

- Address issues with faulty air conditioning in mobile equipment without delay.

- Work together at Site Safety Briefings to use best practices during hot weather to reduce exposure. Make sure new and young persons know about the risk of heat stress and what symptoms to look out for.

- Follow the control measures that have been identified in the workplace risk assessment.

SECTION 30

COLD STRESS – WINTER MONTHS

- Wearing insufficient warm clothing whilst working outside in cold conditions can potentially have serious impact on an employee's health if the risks have not been considered or properly managed. Cold stress is one of the most common issues that outside workers are faced with and made up of four factors: cold temperatures, high or cold winds, dampness and cold water, insufficient foot protection that can lead to Trench Foot.

The symptoms of cold and wet working maybe immediate or it may occur over a longer period.

POSSIBLE HEALTH RISKS

- Inability to concentrate and confusion.
- Muscle cramps with the potential increased risk of musculoskeletal injury, loss of dexterity.
- Cold stress, hypothermia, numbness to limbs, frost bite to exposed skin.
- Trench Foot, from working in wet conditions resulting in blisters, blotchy skin, numbness to the toes, pain when the feet are exposed to warmth, persistent itching and prickliness.

CONTROLS

- The correct personal protective equipment will be provided, as identified through the risk assessment process.
- Plant/equipment cabs are equipped with heathers
- All operatives have access to suitable welfare facilities at the site they work at. Hot drinks and a warm dry environment are available during the winter period.
- Operatives must take frequent breaks in extreme cold conditions.
- Operatives are required to wear the correct foot protection when working in wet muddy/boggy conditions. If socks become wet and contaminated, they must be removed and replaced with clean/dry soaks and boots.
- Monitor the health of workers at risk and check for signs as listed above. Check if a medical condition or medication is likely to encourage the early onset of cold stress, but if in doubt seek advice or help from a medical professional.

Work together at Site Safety Briefings to use best practices during cold weather working.
Make sure new and young person's know about the hazards of working outside in cold/wet conditions, and what symptoms to look out for.

SECTION 31

PERSONNEL WORKING ALONE ON REMOTE SITES

Personnel working alone on remote sites need to be aware of the additional hazard through not having a work colleague to assist if an accident should occur.

THE FOLLOWING GUIDELINES ARE TO ACT AS A REMINDER THAT CERTAIN PROCEDURES NEED TO BE CONSIDERED WHERE LONE WORKING IS UNAVOIDABLE:

- Be aware of the specific site risk assessment and control measures on lone working.
- Make sure you have a mobile phone on you at all times, that it is fully charged and there is a strong enough signal to dial out.
- If you have a smart phone, have the "what three words" app installed upon your phone. This will assist with finding your exact location in an emergency.
- Arrange to have a contact close to the site and make sure a family member, Chris Lee, or one other employee, have your phone number. Ensure you maintain regular contact with a member of staff at Anglian Excavations Ltd.
- Do not carry out routine maintenance, repairs and refuelling in the dark or in poor weather conditions, when surfaces can become slippery.
- Do not carry out heavy manual handling tasks on your own; summons help.
- Be aware of persons on foot wandering into the working area, request fencing and warning signs if this becomes hazardous.
- Make sure you know the full address of the site, including the postcode.
- If you feel "under the weather" make sure you report this fact so that additional checks on your welfare can be made.
- Where possible, park your machine close to your vehicle on firm level ground to avoid a slip, trip or fall incident. An injury can be a serious problem if you have a distance to cover.

SECTION 32

RECOVERY OF A BOGGED DOWN VEHICLE

The following guidelines are to act as a reminder of the procedures, which must be followed when towing a bogged down vehicle at this site:

- All operatives, including sub-contractors must read and sign the Risk Assessment, which is specific to this task and kept in the Managers Office, before attempting any form of towing procedure.

- Operatives must be experienced and competent to carry out the task and wear the appropriate Personal Protective Equipment: gloves, glasses, hard hat, hi-viz clothing.

- A suitable towing vehicle/machine must be used, with suitable attachment points.

- Under no circumstances may CHAINS or STEEL ROPES be used for towing.

- Assess the situation and discharge the load (only in a straight-line tip) to reduce the weight if it is necessary or practicable.

- Only two persons should be involved, make sure other personnel and vehicles are a safe distance away when the towing procedure takes place. Ensure adequate length of towing bond. Smooth take up and acceleration.

- Agree a communication system between the two persons involved. Maintain good eye contact and a safe distance between vehicle and machine.

- Once the towed vehicle is on firm ground, securely park vehicle and machine. The vehicle driver should detach the towing strap. The machine operator must remain in the cab. Limit the towing distance and maintain a safe distance between the vehicle and machine coming to rest.

- Take or suggest action to improve ground conditions so as to avoid a recurrence.

SECTION 33

Lock Out Tag Out Try Out (LOTOTO)

Purpose
This isolate and lock off procedure is to provide Fitters and authorised individuals with a safe system of work that is to be used to isolate hazardous energy sources from electrical, hydraulic, pneumatic machinery and stored energy systems.

This safe working procedure is to be followed for any service, general maintenance or breakdown repairs that are to be carried out on plant/equipment. The isolate, lock off, tag out and try out process will help ensure personal safety for employees and contractors when the risk of possible energy releases exists and where accidental start up is possible.

All employees whose work involves working on hazardous energy sources and machinery, must be trained in the isolate, lock off, tag out and try out system. When contractors are also involved in the system of work, they too must isolate the equipment and follow the principles of this procedure. This information must be included in the contractor's risk assessments and method statements.

Procedure
Only authorised employees (fitters) and contractors will apply lock off / tag out device (hasp where possible), to the equipment that is to be worked upon.

- Notify employees/operatives of the equipment, using a toolbox talk, that the plant/equipment is now in the control of the service fitter and is scheduled for shutdown and lock off/tag out.
- Use established procedures such as the manufacturer's handbook/site service risk assessment etc, to identify the type, magnitude, and hazards of the equipment's energy source.
- Make sure that the proper methods for controlling the energy source are known and understood.
- If the equipment is currently operating shut, it down using normal shutdown procedures, if a vehicle, remove the vehicle ignition key followed by the master key (where applicable) from the equipment and safeguard from being accessible, by placing in the lock box and attached your padlock to the unit. Where possible lock-off at the master switch hatch on a vehicle, using the hasp device and secure key within the lock box.
- The operative undertaking the work must be the primary key holder to the lock box or hasp at all times. If more than one fitter is to work on the machine, then they too must attach their padlock to the lock off hasp and/or lock box and be responsible for their key. This procedure maybe adjusted pending local site rules and procedures at a customer's site whereby, the lock box maybe controlled by the site manager.
- Once locked off, test the appliance to ensure it cannot be restarted, to confirm the isolation and lock off is successful. Where applicable this may be carried out by a Manager in Charge (MIC).
- Place 'Danger Person At Work' sign upon the machine, at its control panel or if a vehicle is being worked upon, in front of its access door to inform others.
- Dissipate or restrain stored and residual energy using methods such as grounding, repositioning, blocking, bleeding, etc. (capacitors, springs, hydraulic systems, and air/gas/water pressure system may contain stored or residual energy).

- Ensure that all employees are removed from the equipment that is to be worked on.

Removal
The following points is the process to be followed for the approved lock off and hasp removal.

- Inspect the work area and remove any non-essential items. Make sure the isolation equipment is intact and in good working condition.

- Ensure that all employees and contractors are safely removed from the equipment.

- Verify that the equipment controls are in neutral or off.

- Authorised person to remove the padlock and hasp device and re-energise the equipment. If more than one padlock has been attached to the device, i.e., more than one fitter working on the equipment, inform them that you have completed your repair. **Under no circumstances should a fitter pass their padlock key to another person.**

- If using a lock box follow the same principle by removing your padlock to gain access to the vehicle's ignition keys. If the lock box is under the control of a site manager (Manager in Charge), report to the Manager informing them that you have completed the task ready for them to check and if satisfied, unlock their padlock for key access.

- Run up and test the machine/vehicle and check that all guards (where applicable) and safety devices are working.

- Notify operatives that the equipment is ready to be put back into service.

At times a permit to work will need to be introduced to add a secondary control of the safe working procedure being complied with.

Note, if the system of work is under the control of an MIC at a customer's site, he or she will apply their padlock to the lock box first and be the last to remove.

SECTION 34

Confined Spaces

The following guidelines are to act as a reminder of the procedures, which must be followed when encountering a confined space.

Definition of a confined space: - "confined space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

1) You must never enter a confined space unless a full confined space assessment has been completed by the HS&E Manager and all nominated controls are put in place. Only when this has been completed and a permit to work has been issued can the confined space be entered.

2) Each site will be assessed before work starts to ensure no confined spaces are part of the work area. Should a confined space be highlighted during this assessment it will be covered in the site Risk Assessment, Method Statement.

3) HS&E Manager is responsible for the completion of all confined space assessments and ensure they meet the legal requirements.

4) All contactors performing tasks in confined spaces must submit appropriate Risk Assessment, Method Statements before commencing work and be issued with a permit to work.

5) All confined space work must be correctly supervised at all times.

6) All permit to work and confined space assessments will define access/egress, monitoring, access control, rescue and first aid procedures for that specific confined space. This will be listed in the permit to work.

7) No unauthorised access to confined spaces including emergency rescue will be permitted.

8) Only trained, competent persons will be allowed to work in confined spaces, act or provide support and/or rescue.