

# GeMech Ltd

# SAFETY POLICY

Valid From August 2022

Prepared by





# Certificate of Appointment

This is to certify that

**C2 Safety**

Are the Appointed Health & Safety Advisors for:

**GeMech Ltd**

Valid for twelve months from August 2022

And assist in the provision of;

- Company Safety Policy
- Risk Assessments
- Method Statements
- Accident Investigations
- Legislative Amendment Updates
- Toolbox Talks and Safety Briefings

Jerome Timbrell, Director  
BA (Hons), CMS, Clog, MILT, GradIOSH



SEDGEMOOR BUSINESS  
EXCELLENCE AWARDS  
Recognising Success and Achievement  
Winner 2013



Certificate Number 14718  
ISO 9001

# GeMech Ltd

## COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

**Mr J Garner** has the responsibility for implementing this Policy throughout **GeMech Ltd** and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with **GeMech Ltd** in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

**Mr J Garner** has the responsibility for health, safety and welfare, and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The operation of this policy will be monitored by the management and staff of **GeMech Ltd**. To assist them in this respect, they have appointed a Safety Advisor to visit sites and workplaces if required and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

The Safety Advisor is **Mr C Rutkowski** of C2 Safety.

A Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.

Signed

A handwritten signature in blue ink, appearing to read 'John G. e', is positioned below the 'Signed' text.

Date            01/08/2022

# INTRODUCTION TO SAFETY POLICY

Every employer must regard the prevention of accidents and the provision of healthy working conditions as obligations.

Mr J Garner will communicate that GeMech Ltd intends to:

- Prevent employees and other persons from suffering as a result of company policies and practices.
- Comply with all relevant health and safety legislation.

Mr J Garner recognises that accidents and unsafe or unhealthy working conditions may have considerable financial implications and signal inefficient management.

This document has been prepared to define the way that this company will manage health and safety issues to meet the requirements of section 2 (3) of the Health and Safety at Work Act 1974, which requires Mr J Garner to prepare a policy statement to implement the requirements of the act.

This policy has been drawn up taking into account the general duties of the Health and Safety at Work Act which are summarized below.

Mr J Garner must ensure, as far as is reasonably practicable, the health and safety or work of their employees by providing:

- **A safe system of work.**
- **Safe plant and equipment.**
- **Safe means of handling, transporting, etc. articles and substances.**
- **Adequate training, instruction, information and supervision.**
- **A safe place of work with safe access to and egress from the place of work.**
- **A safe and healthy environment.**
- **Adequate welfare facilities.**

Mr J Garner must ensure that the way their work is carried out does not, as far as is reasonably practicable, affect the health and safety of non-employees e.g. contractors, visitors or general public.

When Mr J Garner controls premises where non-employees are required to work they will ensure, as far as is reasonably practicable, that the premises, or anything on them, does not present a risk to the health and safety of the non-employees.

Employees must look after their own health and safety and ensure that they do not endanger others. They must co-operate with Mr J Garner to assist in meeting the statutory requirements.

No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition and improvement notices or a prosecution of GeMech Ltd or individuals throughout the business for certain offences.

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Organisation for Safety produced by



**For GeMech Ltd**

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ORGANISATION CHART

DIRECTORS

SAFETY ADVISOR

CONTRACTS MANAGER

OFFICE BASED EMPLOYEE

CONSTRUCTION SITE SUPERVISOR

SUPERVISORS

PLANT OPERATIVE

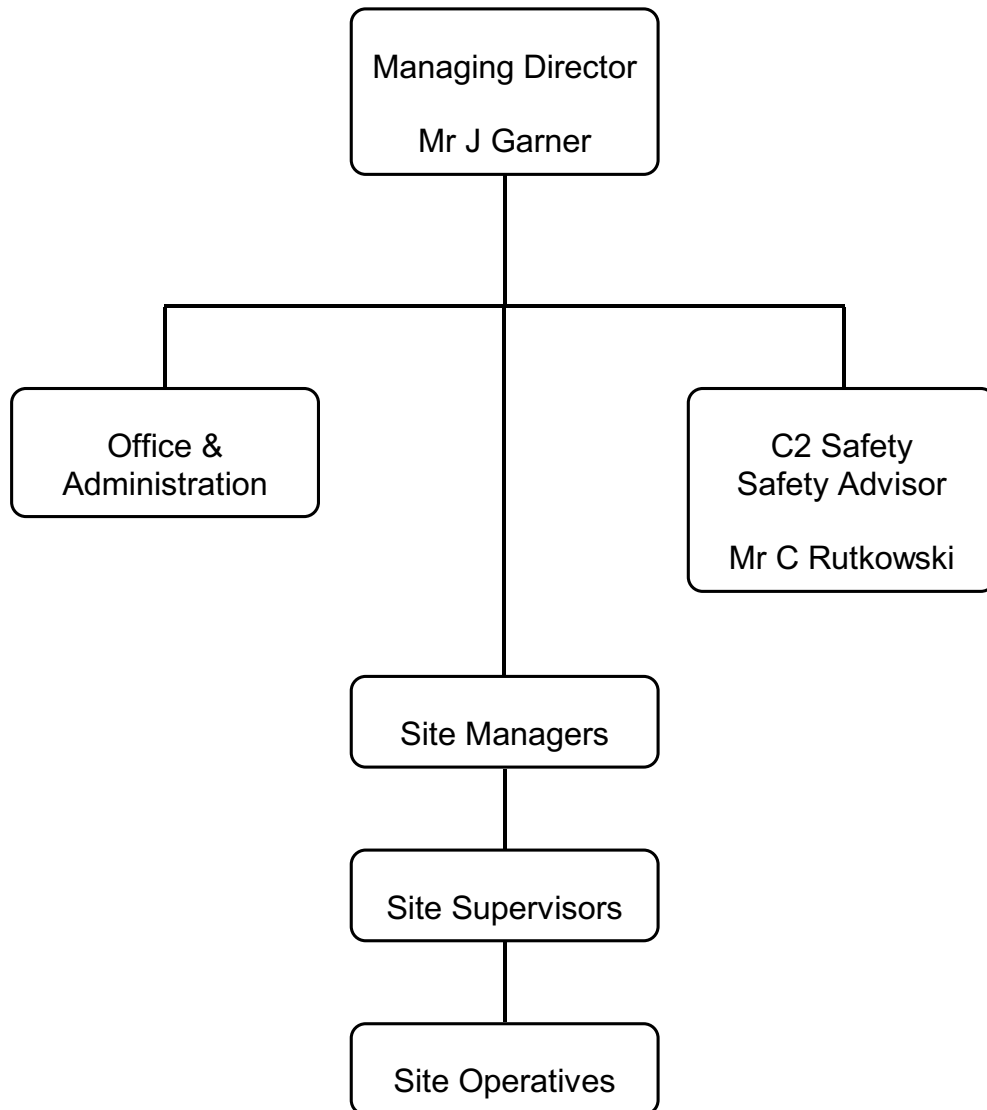
SITE OPERATIVE

SUB-CONTRACTOR

ALL PERSONNEL

# GeMech Ltd

## Organisational Structure



## **DIRECTOR'S RESPONSIBILITIES**

- Prepare and keep up-to-date a Statement of the company's policy for health and safety and ensure that it is brought to the notice of all employees
- Prepare instructions for the organisation and methods for carrying out the company policy to make sure each person is aware of their responsibilities and the means by which they can carry them out
- Mr J Garner will administer the policy throughout the company, using Mr C Rutkowski to assist
- Know the appropriate statutory requirements affecting the operations of GeMech Ltd
- Ensure that appropriate training is given to all staff as necessary
- Insist that sound working practices are observed as laid down by codes of practice and that work is planned, the risks assessed and then carried out in accordance with the statutory provisions
- Ensure that any tenders are within the capability of the business and to allow for safe working methods with sufficient equipment to be in place to avoid injury to the workforce and others
- Institute reporting, investigations of injury, damage and loss. Carry out risk assessments as required
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety
- Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the company
- Arrange for funds and facilities to meet requirements of the company policy for health and safety
- Promote to all the workforce that injuries, equipment damage and wastage can be taken into account when bonuses, salary reviews and promotions are being decided
- Set a personal example with the business by wearing appropriate protective clothing
- Arrange for regular meetings with Mr C Rutkowski of C2 Safety to discuss accident prevention, performance, possible improvements etc.

## **HEALTH AND SAFETY ADVISOR'S RESPONSIBILITIES FOR SAFETY**

To prepare and review the employer's Health and Safety Policy reflecting current legislation, Approved Codes of Practice, HSE guidelines and the standards within the company's industry.

Provide the employer with such information, advice and assistance to enable compliance with both their legal and moral duties with particular reference to the provision of:

- Safety Policies
- Safety Visits
- Site safety inspections
- Safety audits
- Method statements/safe systems of work
- Risk assessments
- COSHH risk assessments
- Fire risk assessments as requested
- Tool box talks
- Training
- Accident reporting and investigation
- Attend safety committee meetings as appropriate



## **CONTRACT MANAGER'S RESPONSIBILITIES FOR SAFETY**

- Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made

Determine at the planning stage:

- The most appropriate order and method of working
- Provision of adequate lighting and safe method of electrical distribution
- Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site
- Hazards arising from underground and overhead services
- Welfare facilities required
- Fire precautions
- Any particular training or instruction required for site personnel
- Temporary works provision (scaffolding, excavation support, etc.)
- An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety
- Operations which may result in noise levels where action is necessary
- Areas on sites where safety helmets must be worn
- Assess the risks and provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain Method Statements from sub-contractors carrying out high risk activities such as demolition, steel erection, asbestos removal, etc.
- Obtain details from sub-contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site
- Inform sub-contractors of the proposed areas on site where safety helmets will be worn

Ensure, so far as is reasonably practicable, that once work is started:-

- Work is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds
- Work is carried out in accordance with the Construction Regulations and other appropriate statutory requirements
- Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily
- Check over working methods and precautions with Site Management and the Safety Manager before work starts (preferably at a pre-contract meeting)
- Take appropriate action when notified of disregard on site of the Safety Manager's advice
- Set a personal example when visiting site by wearing appropriate protective clothing
- Ensure that C2 Safety is notified of all new sites, giving as much notice as possible
- Carry out any necessary notifications as required by Company Policy

## OFFICE BASED EMPLOYEE'S RESPONSIBILITIES FOR SAFETY

- Read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements
- Be aware of and work with the employer to reduce the risks of the typical office based hazards such as trailing leads and manual handling injuries through over stretching
- Co-operate with their employer, making sure they get proper training and they understand and follow the company's health and safety policies and procedures
- Not to interfere with or misuse anything that's been provided for health, safety or welfare
- Report immediately to Supervisor/Manager any defects or damage to office equipment and machinery as they occur
- Report any injuries, strains or illnesses they suffer as a result of doing their job
- Tell their employer if something happens that might affect their ability to work (e.g. becoming pregnant or suffering an injury), and notify their Supervisor/Manager if they are taking medication legitimately prescribed by a doctor when it could adversely affect their performance e.g. cause drowsiness
- Highlight anything that they consider unsafe to their Supervisor/Manager
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger themselves or others. If possible, remove hazards, e.g. clear debris, remove obstructions to keep walkways clear, do not let waste paper/recycling build up, empty bins, dispose of toners and cartridges from printers appropriately etc.
- Only operate equipment that they have been authorized to do so and ensure guards on copiers and office equipment are in place before use. Be mindful of hot parts when changing toners/cartridges
- Avoid wearing jewellery or loose clothing when operating machinery in which it is likely to cause a hazard
- Warn other employees, particularly new employees and young people, of particular known hazards
- Suggest safer methods of working
- Co-operate with Mr C Rutkowski from C2 Safety and act on their recommendations
- In liaison with their immediate Supervisor/Manager, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created in the office or workplace activities
- Not partake in drinking alcohol or the taking of drugs whilst at work
- Be appropriately dressed for their particular working environment
- Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst in the company offices or working on client's or customer's premises)

In addition to the above responsibilities, the Health and Safety at Work Act 1974 places legal duties and statutory responsibilities on all employees.

These are:

Section 7 of the Health and Safety at Work Act 1974 states:

- a) To take all reasonable care for the Health and Safety of himself/herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties

or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Act 1974 states that:

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.

## **CONSTRUCTION SITE SUPERVISOR'S RESPONSIBILITIES FOR SAFETY**

- Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under your control and carry out all work in accordance with its requirements
- Know the Construction Regulations applicable to the work on which your operatives are engaged and insist these Regulations are observed
- Incorporate safety instructions in routine orders and see that they are obeyed
- Do not allow operatives to take unnecessary risks
- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions
- Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision
- Commend operatives who, by action or initiative, eliminate hazards
- Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them
- Report immediately any defects of plant or equipment
- Report any accident, however minor, immediately
- Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner
- Look for and suggest ways of eliminating hazards. Bring to the notice of management any improvements or additions to the Company Safety Policy which you feel should be made
- Report all safety problems or concerns to C2 Safety as soon as possible
- Maintain in their assigned area Health and Safety signs and notice boards in a clean legible condition

## **SUPERVISOR'S RESPONSIBILITIES FOR SAFETY**

- Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under your control and carry out all work in accordance with its requirements
- Maintain a visible, active communication with line management and assist with the implementation of the policy
- Assist management with the two-way communication with the workforce
- Engage the workforce in the promotion and achievement of safe and healthy conditions, effective 'upward' communication, and providing high quality training
- Do not allow operatives to take unnecessary risks
- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions
- Identify and manage health and safety risks, accessing competent advice, and monitoring, reporting and reviewing performance
- Maintain the direction set by management to ensure that health and safety becomes an integral part of business culture, values and performance standards
- Aim to protect people through management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately, and report any jobs not covered by safe systems of work to manager
- Ensure a system of monitoring is implemented so that relevant incidents, events or breaches can be addressed
- Assist management with formal reviews of health and safety performance at least once a year
- Be aware of the appropriate statutory requirements affecting the Company's operation and highlight areas where the company is deficient to management
- Ensure that appropriate training is given to all staff as necessary
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety
- Ensure all equipment is maintained and in a safe working condition
- Suggest safer methods of working
- Co-operate with Mr C Rutkowski from C2 Safety and act on their recommendations
- Commend operatives who, by action or initiative, eliminate hazards
- Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them
- Report immediately any defects to plant or equipment
- Report any accident, however minor, immediately
- Set a personal example by wearing protective clothing and by carrying out their own work in a safe manner
- Maintain in their assigned area Health and Safety signs and notice boards in a clean legible condition

## **PLANT OPERATOR'S RESPONSIBILITIES FOR SAFETY**

- Read and understand the Company Safety Policy and carry out their work in accordance with its requirements
- Know the legal requirements affecting the use of the machine and ensure that the machine is used in accordance with those requirements
- Ensure that any defect in the machine is reported immediately to their line Manager. Do not continue to operate the machine if the defect affects its safe use
- Make regular inspections of the machine for defects at least once a week
- Ask for, and use, ear protection to ensure that they do not suffer from gradual loss of hearing due to prolonged exposure to noise
- Never try to use any machine for work for which it was not designed. If in doubt, ask the Plant Manager for advice
- Wear suitable safety footwear and protective clothing, as they are exposed to the same hazards as others on the site when not in the cab of the machine, and use personal protective equipment allocated according to the instructions and training provided
- Suggest ways to eliminate hazards or improve working methods
- Ensure when operating the machine that other persons are well clear, especially if reversing
- Ensure, if necessary, that they work with a Banksman, and if so, they are both sure before starting work of the meaning of signals which may be used
- Report all accidents or damage, however minor, to supervisor
- Check, prior to starting work, with the Site Agent or other supervision of the location of underground or overhead services. Do not approach or excavate within close proximity of services
- Ensure that if the machine is used for lifting purposes it is sited on a firm, level, well consolidated base with suitable bearing timbers used under extended outriggers, if applicable
- Co-operate with Mr C Rutkowski from C2 Safety and act on their recommendations
- In liaison with their immediate supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities
- Not partake in drinking alcohol or the taking of drugs whilst at work
- Report any injury which results from an accident at work, even if the injury does not stop them working
- Notify their supervisor if they are taking medication legitimately prescribed by a doctor when it could adversely affect their performance, e.g. cause drowsiness

In addition to the above responsibilities, the Health and Safety at Work Act 1974 places legal duties and statutory responsibilities on all employees.

These are:

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- a) To take all reasonable care for the Health and Safety of himself/herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Act 1974 states that:

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.

## **SITE OPERATIVE'S RESPONSIBILITIES FOR SAFETY**

- Read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools in good condition
- Use 110V electrical equipment on site and rechargeable wherever possible
- Plan all work at height activities taking into account the hazards and risks presented
- Wear safety footwear and use personal protective equipment allocated according to the instructions and training provided
- When working in confined spaces ensure escape plans are agreed prior to work commencing
- Attend site inductions if appropriate
- Make systems safe prior to working on them and adhere to the company isolation procedures. If a permit to work system is in place strictly adhere to the procedure and ensure when leaving site the system is left in a safe condition
- Report immediately to supervision any defects or damage in plant or machinery
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger themselves or others. If possible, remove site hazards themselves, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it
- Warn other employees, particularly new employees and young people, of particular known hazards
- Do not play dangerous or practical jokes or "horseplay" on site
- Report to supervision any person seen abusing the welfare facilities provided
- Report any injury to themselves which results from an accident at work, even if the injury does not stop them working
- Suggest safer methods of working
- Co-operate with Mr C Rutkowski, C2 Safety and act on their recommendations
- Ensure all manual handling activities are assessed and safe
- Co-operate with their employer, making sure they get proper training and they understand and follow the company's health and safety policies and procedures
- Report any injuries or illnesses they suffer as a result of doing their job
- Tell their employer if something happens that might affect their ability to work (e.g. becoming pregnant, suffering an injury), and notify their supervisor if they are taking medication legitimately prescribed by a doctor when it could adversely affect their performance, e.g. cause drowsiness
- Report anything or any conditions that they consider unsafe to their Supervisor/Manager. If sensible and within their remit try to resolve the problem immediately
- Ensure all test equipment is calibrated and correctly operational
- Not partake in drinking alcohol or the taking of drugs whilst at work
- Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on client's or customer's premises)

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- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Act 1974 states that:

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## **SUB-CONTRACTOR'S RESPONSIBILITIES FOR SAFETY**

- All sub-contractors will be expected to comply with GeMech Ltd Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public
- Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site
- Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice
- Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for inspection. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Sub-contractor must be provided to our Company's Site Representative before work commences
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, in good condition and PAT tested
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to GeMech Ltd 's Representative
- Sub-contractor's employees must comply with any safety instructions given by GeMech Ltd
- GeMech Ltd have appointed a Safety Advisor to inspect and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide GeMech Ltd with the name of the person they have appointed as Safety Supervisor if required
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of GeMech Ltd 's facilities
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds
- All operatives, sub-contractors, visitors, etc. on GeMech Ltd's sites will wear safety clothing and equipment at all times other than to areas specifically designated as "no risk" areas by GeMech Ltd. Signs erected on site that state safety clothing and equipment to be worn must be complied with by sub-contractor personnel
- A detailed Method Statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Site Representative before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained
- Specific insurance cover may be required by sub-contractors

## ALL PERSONNEL'S RESPONSIBILITIES FOR SAFETY

All personnel must:

- Fully observe the rules of the Safety Policy of GeMech Ltd
- Report all Safety hazards noticed on site or malfunction of any item of equipment, tool or plant immediately to their Manager
- Maintain all tools and equipment in good condition and report any defects to their Manager immediately as they occur
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others and carry out their duties according to the information, instruction and training they have received
- Be appropriately dressed for their particular working environment
- Not operate any equipment that they are not authorized to use or carry out any work operation that they are not trained for
- Use personal protective equipment allocated to them according to the instructions and training provided
- Co-operate with their employer, making sure they get proper training and they understand and follow the company's health and safety policies and procedures
- Not interfere with or misuse anything that's been provided for their health, safety or welfare
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay
- Avoid any improvisation of any form which could create an unnecessary risk to their personal safety and to the safety of others
- Report all accidents/incidents and near misses to their Manager whether injury is sustained or not
- Attend any training designed to further the needs of Health and Safety
- Become acquainted with all processes, materials and substances used in connection with their work
- Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on client's or customer's premises)
- In liaison with their immediate Supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities
- Not partake in drinking alcohol or the taking of drugs whilst at work
- Notify their supervisor if they are taking medication legitimately prescribed by a doctor when it could adversely affect their performance, e.g. cause drowsiness
- Ensure that no pets of any description whatsoever be allowed in the confines of the contract

In addition to the above responsibilities, the Health and Safety at Work Act 1974 places legal duties and statutory responsibilities on all employees.

These are:

Section 7 of the Health and Safety at Work Act 1974 states:

- a) To take all reasonable care for the Health and Safety of himself/herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

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**For GeMech Ltd**

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ABRASIVE WHEELS  
ALCOHOL AND DRUG ABUSE  
ASBESTOS AWARENESS AND MANAGEMENT  
CAT & GENNY  
CLIENT SUPPLIED SCAFFOLDING  
COMMUNICATING WITH EMPLOYEES  
COMPANY OFFICES  
COMPRESSED AIR POWER TOOLS  
CONSTRUCTION ELECTRICAL EQUIPMENT  
CONTROL OF CONTRACTORS  
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH  
DISPLAY SCREEN EQUIPMENT  
DRIVING VEHICLES  
ELECTRICAL SAFETY  
EXCAVATIONS  
EXCAVATORS USED AS CRANES  
FIRE PREVENTION  
GENERAL DATA PROTECTION REGULATIONS  
HAND ARM VIBRATION  
HANDHELD POWER TOOLS  
HEALTH SURVEILLANCE AND MENTAL HEALTH  
HIRE OF SCAFFOLD  
HOUSEKEEPING  
INCIDENT AND ILL HEALTH REPORTING  
LADDERS  
LIFTING APPLIANCES  
LIFTING GEAR  
LIFTING OPERATIONS  
LONE WORKING  
MANAGING NON-LICENCED ASBESTOS  
MANUAL HANDLING  
MOBILE TOWER SCAFFOLD  
MONITORING AND REVIEW  
NOISE  
OFFICE MANAGEMENT  
OFFICE WORK  
OVERHEAD CABLES  
PERMIT TO WORK

PERSONAL PROTECTIVE EQUIPMENT  
PLANNING AND CONTROL  
PLANT ON A CONSTRUCTION SITE  
PROCEDURE FOR NEW EMPLOYEES  
PROHIBITION AND IMPROVEMENT NOTICES  
PUWER  
RISK ASSESSMENTS  
SAFETY HELMETS  
SITE WASTE MANAGEMENT  
STAFF TRAINING  
STEPLADDERS, TRESTLES AND STAGINGS  
THE MANAGEMENT OF STRESS  
UNDERGROUND SERVICES  
USE OF SKIPS  
VIOLENCE  
WASTE MANAGEMENT  
WELFARE, EMERGENCY PROCEDURES AND FIRST AID  
WORK AT HEIGHT  
WORK EQUIPMENT INSPECTION FREQUENCIES  
WORKING DURING COVID-19

## **ABRASIVE WHEELS**

Any machine used as an abrasive wheel which is hired or owned by GeMech Ltd is provided and maintained in accordance with the Provision and Use of Workplace Equipment Regulations 1998. The company will ensure that it is thoroughly inspected at least annually.

GeMech Ltd will ensure that sufficient operatives have been trained in the safe use of any abrasive wheels to be used within the business in particular with regards to changing discs or wheels.

GeMech Ltd will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection and other protective equipment are available and issued when required.

Any abrasive wheel with a defect which could give rise to injury will be taken out of use immediately.

Minimum PPE for the use of abrasive wheels includes safety goggles, boots, gloves and ear protection when exposed to noise levels greater than 80 dB(A).

When an abrasive wheel generates excessive dusts an FFP3 face mask and water based dust suppression system or LEV will be used.

### **RISK CONTROL MEASURES**

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct
- Guards must be fitted to all abrasive wheels and kept in position
- Ensure protection is provided against hazardous dusts which may be generated
- Avoid wearing loose clothing especially ties, sleeves, scarfs, etc. Long hair must be tied back or a cap/hat worn
- All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables
- Hearing protection should be worn where necessary
- Dust suppression to be used when risks presented
- Eye protection must be worn when using abrasive wheels
- Sparks from loose particles can cause fires or explosion if near to flammable materials.

## **ALCOHOL AND DRUG ABUSE**

Alcohol and drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others within our workplace.

GeMech Ltd has a robust attitude to the abuse of drugs and alcohol whilst at work.

It is the policy of GeMech Ltd that any person known to be, or strongly suspected of being, affected by alcohol or drugs, including legal highs and prescription medication, must be referred to the appropriate manager who must arrange for the person to be removed from site.

If GeMech Ltd suspects that an employee is under the influence of illegal drugs, legal highs or alcohol, or is suspected of abusing prescription medication, the company reserves the right to carry out formal drugs and alcohol testing and seek to take the employee through formal disciplinary measures.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, also the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered, therefore, if there is any doubt as to the person's condition or cause of their condition medical advice should be sought immediately.

### **RISK CONTROL MEASURES**

- Remove anyone suspected of being under the influence of alcohol or drugs from the site or activity.
- Remove vehicles from anyone suspected of being under the influence of alcohol or drugs.
- Employees taking medication legitimately prescribed by a doctor are to notify their supervisor when it could adversely affect their performance e.g. cause drowsiness.



# **ASBESTOS AWARENESS AND MANAGEMENT**

GeMech Ltd have a strict policy regarding asbestos and asbestos management and they will **NOT** work with asbestos, either licensed or non-licensed.

If working within a property that dates before 2000 the company will request a copy of an asbestos register prior to starting work. If the asbestos register is not available the company will **NOT** commence work until a copy of the asbestos register is provided and thoroughly understood.

For buildings built before 2000 and engaging sub-contractors GeMech Ltd shall receive proof of formal asbestos awareness training prior to the subcontractor starting work.

Once an asbestos register is provided Mr J Garner will ensure that any areas where asbestos is likely to be found is highlighted to all employees that will be working in that area.

If the company is working in an area with asbestos and the works are likely to disturb asbestos Mr J Garner will ensure that all asbestos is removed or made safe prior to any works commencing.

If whilst working employees discover anything that they consider may be asbestos they will stop work immediately and works will not commence until the area is made safe by others, who are suitably trained and qualified to do so.

## **RISK CONTROL MEASURES**

- Work will not commence without a copy of the Asbestos Register being provided
- Employees and sub-contractors are to be briefed on the likely and known presence of asbestos in relation to their area of work
- Any employee who discovers suspected asbestos is to stop work immediately and raise it with the supervisor. Work may not commence until it is fully investigated and/or removed in a recognized manner

## **RADIODETECTION RECEIVERS C.A.T. and GENNY SCANNING**

GeMech Ltd will ensure that any scanning equipment which is purchased or hired for use is in accordance with the relevant standards and is selected in accordance with the company policy on noise.

Mr J Garner will ensure a schedule of examination is prepared for all scanning equipment.

The Company will ensure copies of the necessary thorough examination certificates are maintained and available.

Mr J Garner will ensure that all operatives using a C.A.T. and Genny are trained in their safe use and are competent to do so. They will ensure that the operatives have the intellectual capability to highlight any noted services on either the site plans or by physically marking them. On uncovering the buried services the operative will highlight the nature of the services on any site plans or will inform the Site Manager as appropriate.

Operatives will be instructed in the general safety precautions to be observed, and where relevant, in any specific item of equipment, especially if required by legislation.

The Operator will check that all radiodetection equipment provided for use is in good repair prior to use and will be responsible for carrying out a visual inspection before the equipment is used.

Mr J Garner will ensure that any necessary safety equipment is available and used. Additionally they will ensure that all appropriate PPE is worn as required.

Operators of radiodetection receiver equipment must consider the following before, during and after use:

- Obtain plans and walk the site to check for obvious signs of utilities
- Use the C.A.T. upright - NEVER swing it
- Use Power and Radio to sweep the whole area
- Use the sensitivity control correctly to pinpoint the conductor
- Use the C.A.T. again in the trench/hole once you have excavated approximately 0.3 m (1 ft)
- Locate deeper or smaller services not locatable from the surface
- Remember the C.A.T. alone cannot always locate every conductor including small services and street lighting - use the Genny
- Remember the C.A.T. will only trace metallic conductors, and not plastic pipes or fibre optic cables, for example
- Maintain your C.A.T. and Genny regularly as per the manufacturer's recommendations to ensure continued trouble free performance
- Radiodetection Receivers do not indicate whether a signal is from a single cable, several buried side by side, or one above another
- Live cables may not be detectable in the Power mode, if the cable is not loaded OR the cable load is well balanced
- The equipment is NOT approved for use in areas where hazardous gases may be present

## **RISK CONTROL MEASURES**

- Only trained and competent personnel will conduct radiodetection duties
- Use safe digging practice at all times
- Operatives must be physically capable of handling the equipment and be able to understand the plans and drawings and requirement to mark up plans accurately
- All scanning equipment is to be maintained and inspected in line with the schedule as specified by GeMech Ltd
- A visual inspection of equipment is to be carried out prior to use and any defective equipment is not to be used and reported immediately to the Site Manager
- PPE must be worn as directed or required
- All equipment must be turned off and stored securely when not in use to prevent damage
- Used Ni-Cad batteries should be disposed of at a licensed facility

## **CLIENT SUPPLIED SCAFFOLDING**

Mr J Garner will ensure that the client provides legally compliant scaffold prior to use by GeMech Ltd employees.

The client will ensure only competent scaffolders will erect, alter or dismantle the scaffold.

Before accepting a scaffold erected by the client for use by Company employees, Mr J Garner will ensure that the scaffold is inspected and a copy of the handing-over certificate is available.

Mr J Garner will:

- Check with the client that the scaffold has been inspected at the beginning of each week by a competent person and ensure that any defect is rectified. A report of the inspection and action taken will be entered in the site inspection register. A similar inspection will also be carried out after high winds or other adverse weather conditions
- Ensure that all materials used for scaffolding are provided in accordance with the relevant British Standards and are checked before being erected by a scaffolder
- Ensure that no person other than a competent scaffolder is permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on the client's site or for use by GeMech Ltd employees
- Ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated

## **RISK CONTROL MEASURES**

- All scaffolds must be straight and square
- All materials must be in sound condition and checked before each use by the scaffolder
- Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation
- Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ledger connection as possible
- Swivel couplers must be used on ledgers or bracing joints
- Face bracing must be provided to all scaffolds
- Ties must be fitted as the scaffold is erected, and be in accordance with code of practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded
- Ledger bracing must be fitted as required
- Putlog/single couplers must only be used in non-load bearing situations
- Platform boards must be adequately supported. (A maximum span of 1.2m and maximum overhang of 150mm for 38mm boards)
- Guardrails and toe boards must be fitted to all exposed edges of working or access platforms

- Any scaffold being erected, altered, dismantled, or otherwise not suitable for use by employees, must have a notice erected warning that it is not to be used
- Mr J Garner must be consulted at an early stage if there are any extensive or unusual scaffolding conditions
- All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children is prevented
- Scaffold will be inspected weekly, and before first use, by a competent person and the results recorded
- Alterations to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so
- Loading towers should be considered special constructions and a design drawing made available. Suitable access for loading should be provided. Base arrangements should be adequate for the extra loading. Adequate ties should be fitted. Gates and guards must be provided and used on the loading side. Adequate bracing must be fitted

## **COMMUNICATING WITH EMPLOYEES**

Mr J Garner will implement a procedure where all employees will be consulted on safety matters which will help in providing a healthier and safer workplace.

Mr J Garner will consult with employees or their representatives on the following matters:

- The introduction of any measures that may substantially affect the health and safety of employees
- The arrangements for appointing or nominating competent persons
- Any health and safety information the employer is required to provide
- The planning and organisation of any health and safety training
- The health and safety consequences of the introduction of new technology

Due to the size of the business and the short reporting lines the company does not operate a workplace safety committee.

## **NON – ENGLISH SPEAKING EMPLOYEES**

In the event of the company employing Non – English speaking persons Mr J Garner will ensure the safety of the individual and other personnel on site.

The company will assess the risks associated with the fact that the individual does not speak and/or understand English.

Having identified and assessed the health and safety hazards, Mr J Garner will consider reasonable means of reducing the risk which may include:

- Provide greater supervision
- Allocate low risk work to Non – English speaking individuals
- Ensure maximum use of pictorial warning signs
- Provide a greater degree of training and allow additional time
- External translator

## **EMPLOYEE BRIEFINGS**

Mr J Garner will regularly brief employees on Health and Safety related matters and this will be done through the following methods:

- Induction
- Toolbox talks
- Staff briefings
- Operations meetings
- Memos with payslip

## **COMPANY OFFICES**

All offices and office facilities will be provided and maintained in accordance with The Workplace (Health, Safety and Welfare) Regulations 1992.

Fire precautions will be provided and maintained in accordance with the requirements of The Regulatory Reform (Fire Safety) Order 2005.

Mr J Garner will ensure that an emergency procedure is in place and that key personnel are given training in the procedure and use of firefighting equipment. Fire drills will be organised twice yearly, the date, evacuation time and comments will be recorded.

All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at least annually or more often as recommended by the manufacturer. The extinguishers are serviced and maintained by N/A.

All fire alarms will be checked weekly and test recorded. All fire exits will be checked regularly by Mr J Garner or other nominated person.

Mr J Garner will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations including PAT testing in accordance with regulations.

## **RISK CONTROL MEASURES**

- All offices and office facilities will be monitored by workplace inspections
- All staff required to use office machinery will be given training and instruction in its use and appropriate manual handling training
- All access routes, stairways, fire exits, etc. will be kept clear of all materials and well lit
- Proper facilities will be provided for office staff required to reach items from high shelving
- Offices will be planned to avoid trailing cables on floors to office equipment
- Display screen equipment checks will be carried out on all regular users of display screen and IT equipment
- Adequate welfare provisions will be made for employees including scheduled breaks
- Any substance used in the office which may be hazardous will have a current COSHH risk assessment

## **COMPRESSED AIR POWER TOOLS**

GeMech Ltd will ensure that any compressor and compressed air tools which are purchased or hired for use are in accordance with the relevant standards and are selected in accordance with the company policy on noise.

Mr J Garner will ensure a schedule of examination is prepared for all Company compressors, fittings, and plant that uses air under pressure.

The Company will ensure copies of the necessary thorough examination certificates are maintained.

Operatives will be instructed in the general safety precautions to be observed, and where relevant, in any specific item of equipment, especially if required by legislation e.g. changing abrasive wheels etc.

The Operator will check that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, etc.) Noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

Mr J Garner will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, gloves, safety shoes are available and worn when required.

The Operator will check that the necessary maintenance, lubrication, draining of receivers etc. is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections or tool is reported immediately to the relevant Supervisor responsible for plant maintenance, or hire company. The Operator will be responsible for carrying out a visual inspection, checking couplings, etc. before the equipment is used.

Mr J Garner will ensure all operatives wear suitable protective footwear when using compressed air equipment.

Mr J Garner will ensure that compressed air is not used to blow down clothing etc. and take disciplinary action against any operative seen directing a live compressed air hose at any other person.

### **RISK CONTROL MEASURES**

- Check equipment daily before use, and report defects immediately
- Ensure all guards, safety devices, brakes etc. are in good condition and operating correctly
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open
- Engine covers/flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to breakers. Additional protective equipment such as ear muffs or goggles may be required and these will be worn
- Hoses, connections and valves must be in good condition and correctly fitted



- Take care when blowing out condensation etc. from hoses and ensure that the open end is secure and not pointing at anybody
- Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to "fool around" with compressed air as severe injuries can result
- Disconnect equipment from the compressor when changing discs, tools etc., do not just fold
- Ensure the jockey wheel, stands and brakes are operational before manhandling compressors. Use a vehicle to move compressors wherever possible
- Wear eye, foot and ear protection where needed but especially with breakers and abrasive discs

## **ELECTRICAL EQUIPMENT ON A CONSTRUCTION SITE**

GeMech Ltd will ensure all electrical equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

GeMech Ltd will organise the temporary electricity supply and distribution on site in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IET Regulations.

GeMech Ltd will ensure that all power tools provided for use on site or other workplaces are in accordance with the relevant British Standards.

Mr J Garner will ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site unless special arrangements are made and discussed with the Supervisor. Lower voltage tools, lighting, etc. may be required in damp or confined situations. The Safety Advisor must be consulted in these situations.

GeMech Ltd will ensure all sub-contractors are informed of the company policy on the use of electricity on site and they will be expected to comply with these requirements.

Employees and sub-contractors who are required to inspect, repair or maintain equipment must be trained to do so. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work.

Mr J Garner will ensure that any temporary electrical supply is installed and tested as planned.

GeMech Ltd will ensure that all sub-contractors' equipment is in good condition and in accordance with the relevant British Standards before being permitted for use on site.

Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

GeMech Ltd will ensure that all power cables are installed clear of access-ways and preferably above head height.

Mr J Garner will ensure that festoon lighting equipment is secured above head height. Where festoon lighting equipment is installed, it must not be of the screw-on pin contact type. Only properly constructed sets with moulded-on fittings will be used.

GeMech Ltd will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Arrange for immediate action to be taken to have defects remedied by a site electrician or hire company, as soon as they are reported.

### **RISK CONTROL MEASURES**

- All employees and sub-contractors must be qualified to install, inspect, repair or maintain electrical systems

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. Work on equipment will only be done by an authorised person
- Only 110v equipment (or less) will be used on site
- The correct extension cables will be used to cope with wet and rough conditions
- Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards
- Whenever possible, site electrical supplies will be protected by a residual current device or other such protection devices
- All portable tools, cables etc. must be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defect immediately
- Portable generators must be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition
- If anything goes wrong, switch the equipment off and disconnect from the power supply
- Do not lift or pull equipment by the cable, the connections may become broken and create a hazard
- Cables will be routed so as to be protected from damage
- On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as the fragments of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live
- Appropriate measures and equipment are to be used at all times to prevent employees and operatives from electrical shock

## **CONTROL OF CONTRACTORS**

A contractor can be a company or a self-employed person providing a service to the company.

When conducting contractor selection GeMech Ltd will consider the past performance of any company with regards to their safety, reliability and their quality of works.

If the company is looking to use a new contractor they will request information pertaining to past health and safety performance with copies of risk assessments and method statements for the works to be carried out. If these are not available the company will agree with the sub-contractor whose safe system of work they will be working under and how safety will be managed.

Legal requirements mean that some works can only be undertaken by a registered contractor i.e. gas, electricity. Therefore the membership of nationally recognised organisations such as Gas Safe for gas and NICEIC for electrical contractors should be checked or verified.

The contractor will be inducted to all sites by the Principal Contractor and in the event of the Principal Contractor being unavailable an employed member of the company's supervisory team will ensure that the contractor is briefed about hazards presented by the works, risks involved and welfare facilities provided.

All relevant Health & Safety information will be given to the contractors, such as emergency plans and procedures.

GeMech Ltd may require contractors to provide risk assessments for their work. When requested to do so, work will not commence until risk assessments have been completed and approved by GeMech Ltd.

The working relationship between the contractor and GeMech Ltd will be monitored throughout for health and safety performance. Where GeMech Ltd feels that the contractor has failed in their duty to work safely the company reserves the right to cancel the working agreement.

Where plant and equipment is required to be left overnight then the contractor and GeMech Ltd will work together to ensure that adequate control measures are taken to prevent trespassers or vandals from gaining access.

The labour-only contractor will be responsible for providing their own personal protective equipment. However, GeMech Ltd is responsible for ensuring that the contractor is wearing and using it as per the safe system of work.

GeMech Ltd will work to minimise the risk to others arising from the contractors' work such as objects falling from height, dust, noise, fumes etc.

Where the storage and transport of materials and waste are likely to create a danger for staff or others GeMech Ltd will plan works to reduce the risks to a manageable level.

## **RISK CONTROL MEASURES**

- Any contractor will be required to prove previous safety performance as part of the selection process
- All contractors will receive a site induction including hazards presented by the works, risks involved and welfare facilities provided
- All contractors will be provided with plans and information on emergency procedures
- Where contractors are required to do so, all risk assessments and safe systems of work must be completed prior to work commencing
- All contractors will read, understand and sign all risk assessments, method statements and safe systems of work provided by GeMech Ltd prior to commencing work
- PPE must be provided by, and worn by, all contractors as directed by GeMech Ltd
- All contractors are to minimise the risk to others arising from their work and equipment

# CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Prior to the use of any substance Mr J Garner will obtain a safety data sheet from the supplier. This information is required to complete a full COSHH risk assessment which must be done prior to use.

The COSHH assessment will provide information to all employees on the effects of the substance and what measures need to be implemented to prevent or adequately control the risks.

GeMech Ltd will provide employees with all the necessary PPE to ensure their safety and provide appropriate training for the safe storage and use of the equipment. All equipment will be maintained and stored in a suitable location to protect the PPE from contamination, loss or damage.

Mr J Garner will ensure that all First Aiders are familiar with the effects identified within the COSHH assessment and ensure suitable treatment is available at all times.

Employees and others will be informed of the outcomes of COSHH assessments, and what they need to do to ensure they are using the substance safely.

The main routes of entry of substances into the body are:

- Inhalation
- Ingestion
- Absorption
- Direct Entry
- Injection

The form these substances come in could be:

- Paste
- Solid
- Vapour
- Fumes
- Dust
- Foam
- Powder
- Liquid
- Gas

All employees are to ensure that a COSHH risk assessment has been completed before work commences. If an assessment is not in place then Mr J Garner will be informed.

## **RISK CONTROL MEASURES**

- Operatives are to be made aware of the risks associated with any substances they are required to use or handle in the course of their work
- Adequate information and training must be given to operatives to ensure safe handling and correct use of substances
- All COSHH materials are to be stored and used in accordance with manufacturer's instructions and COSHH risk assessment
- Suitable PPE must be provided and used in accordance with the COSHH risk assessment for any substance used
- Operatives must be aware of the immediate first aid actions required for incidents involving COSHH
- Trained First Aiders and medical staff are to be made aware of the content of a COSHH risk assessment and safety data sheet when treating casualties involving hazardous substances

# DISPLAY SCREEN EQUIPMENT

Mr J Garner will identify the equipment which is classed as a workstation and assess the risk to health and safety of those operators who use them habitually or for continuous periods of an hour or more.

The Company will plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.

Mr J Garner will organise eye/eyesight tests at the request of the operator and ensure the provision of suitable basic spectacles etc. where these are required for the display screen work concerned.

GeMech Ltd will arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

Mr J Garner will ensure that defective equipment is reported promptly and rectified as soon as possible. Where there is a risk to health and safety, the equipment will, if appropriate, not be used until remedied.

Mr J Garner will ensure that breaks are taken when planned, or when necessary, and organise work to accommodate them.

In order to minimise any potential risks to the health and safety of VDU operators, the following guidelines have been drawn up.

It should be stressed that, where the terminal is not used continuously, minor faults in equipment placement or design are not crucial. Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics become crucial.

These guidelines should, therefore, be the subject of full consultation between Managers and Operators.

## Operator Selection

- Any potential operator who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on a VDU
- Eyesight tests can be carried out to determine the suitability of potential operators who currently wear spectacles or contact lenses. If there are particular problems envisaged, an optician should be consulted to advise on such matters

## Training

All operators will receive basic training and instruction in the use of VDUs including specific information and advice on health and safety aspects.



## **Work Organisation**

Wherever possible, work is to be arranged so as to prevent long periods of continuous viewing of the terminal by a single operator. Where work on VDUs is continuous then suitable regular breaks should be incorporated into the work cycle (many organisations have agreed that a break be taken after one hour continuous viewing at VDUs). Periods of work not involving viewing of the VDU integrated into the overall job cycle will also assist in preventing operator fatigue.

## **Display Screen**

- The display screen should be set at right angles to the viewer's line of sight and should be freely adjustable to suit the operator
- Characters should be clear and easily legible, sharp and well-defined with a stable image
- Screens are to be cleaned at regular intervals using the manufacturer's recommended method and be free of reflected glare and reflections
- Equipment will be regularly maintained in line with the Manufacturer's recommendations in order that problems with display visibility do not occur
- Wherever possible the operator should be able to adjust the brightness and contrast to suit the conditions

## **Workplace Design**

### **Seating**

Comfortable chairs should be provided for use with VDUs which have both an adjustable back rest and adjustable seat height. The back rest should adjust both up/down and fore/aft in order to provide good lumbar support. Such facilities are crucial where the terminal is used by more than one person. The ideal position is where the forearm is horizontal when operating the keyboard. For smaller operators, a foot rest may be required to attain a proper seated position and a proper relationship to the work surface.

### **Viewing Distances**

Where VDUs are used in conjunction with documents (i.e. to transfer information) then to enable easy reading of both, the viewing distance (from the eyes) should be within the range 450 mm and should not exceed 700 mm. The distance from the eyes to the screen and from the eyes to the document should be approximately equal in order to minimise changes in focus.

### **Keyboard**

Text entry ("regular" typing) requires equal use of both hands for keying so the keyboard should be directly in front of the operator, at a comfortable height and with sufficient space in front to provide support for the hands and arms. Data entry, however, usually requires one hand for typing and the other for such activities as maintaining a source document reference position for manipulating source documents for data entry; then the keyboard is to be directly in front of the keying hand leaving a large area free for the activity of the other hand. The keyboard is to be detachable from the display screen console, tiltable and a document holder provided where necessary.

### **General**

Where the operator uses many documents, sufficient desk space is to be made available. The desk top and equipment is to have matt surfaces in order to prevent reflections and glare. Cables and wiring are not to be allowed to trail over desks or across floors.

## **Environmental Factors**

### **Lighting**

A luminance of between 300 to 500 lux is recommended since this will permit the reading of source documents without impairing legibility. Alternatively a supplementary desk light may be provided. External windows whose light is reflected from the screen to be provided with curtains or preferably blinds in order to avoid glare.

### **Heating**

Heating standards for rooms in which VDUs are located are to be the same as those for general office work. (Overheated rooms may cause drowsiness and dryness in the eyes). All VDUs generate heat and so where a number of terminals are in use in one room consideration is to be given to the provision of additional ventilation. Consideration is to be given to humidity to ensure an adequate level is established and maintained.

### **Noise**

Care is to be taken at the planning stage to avoid irritation and stress to operators (and other staff in the vicinity) from printer noise. The extent to which this may be a problem will depend on the equipment chosen, the siting of it and the other operations being carried out.

### **Software**

This must be suitable for the task, easy to use and adaptable to the operator's experience/knowledge, and must provide information in a suitable format and at a suitable pace.

## **DRIVING VEHICLES**

For company owned vehicles Mr J Garner will ensure vehicles are serviced in accordance with the manufacturer's requirements. When a vehicle is owned by an employee and used for work purposes they are responsible for ensuring that it is in a roadworthy condition, taxed and insured for business use.

Drivers will make regular inspections of vehicles used for company business for obvious defects and ensure any defects noticed are rectified without delay. GeMech Ltd will check / audit company vehicles and ensure that the checks carried out by the driver are sufficient.

The driver will drive in accordance with road traffic legislation and the Highway Code at all times and be particularly careful when driving in adverse weather conditions, at night, in built up areas and near schools and play areas etc.

### **RISK CONTROL MEASURES**

- The driver will ensure before reversing that there are no obstructions, people or animals / pets behind the vehicle
- The driver's driving licence will be inspected by Mr J Garner on employment and periodically thereafter. Digital counterparts must be made available when requested
- The driver will report all accidents or damage, however minor, to their line manager
- The driver will check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week. Vehicles must be maintained and serviced in line with manufacturer recommendations
- The driver will not drink alcohol or take medication/drugs, which could affect their driving ability, before driving a vehicle
- The driver will inform Mr J Garner of any issues that could affect their ability to drive safely
- Use of mobile phones to be limited to hands free and Bluetooth operation only
- For company owned vehicles smoking is prohibited by all occupants

## ELECTRICAL SAFETY

It is the responsibility of Mr J Garner to ensure that the company is compliant with regards to electrical safety.

They will ensure that all hard wired electrical equipment is inspected by a competent electrician at least every five years and a certificate of inspection has been issued.

Mr J Garner will implement a portable appliance testing schedule and will ensure tests are carried out at regular intervals. The point at which the equipment requires testing will depend on the working environment and type of equipment used.

Mr J Garner will ensure that the user of the portable appliance will check the condition of the equipment prior to use, and that a more formal inspection will be carried out at regular intervals by a competent person.

Generally, equipment that has a lead (cable) and plug, and which is normally moved around or can easily be moved from place to place, can be described as portable electrical equipment.

As part of the visual inspection the user will identify the piece of equipment and where and how it will be used as well as checking the following:

- Cable covering (cuts or abrasions)
- Plug (casing cracked or pins bent)
- Non-standard joints including taped joints in the cable
- Equipment that has been used in conditions that are not suitable (wet)
- Damage to the outer covering of the equipment, including loose parts
- Overheating (burn marks on the casing)

In the event of a piece of equipment being identified as faulty it will be taken out of service to be repaired or replaced.

# EXCAVATIONS

The main hazards associated with excavations include:

- Collapse of the sides
- Persons falling into excavations
- Persons in excavations being struck by falling materials
- Flooding
- Asphyxiation or poisoning due to ground conditions or fumes from drains or plant
- Plant running into excavations
- Plant sinking into unstable ground

When planning work, the plant, equipment, materials and procedures necessary to comply with the relevant standards will be allowed for.

Mr J Garner will obtain details of the ground conditions to be encountered in excavation work and on the buildings or structures affected, to enable work to be planned safely. This information will be discussed with employees or sub-contractors before excavation commences. Special consideration will be given to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.

Training will be provided to supervisory staff required to carry out inspections, and thorough examinations of excavations, and to employees involved in trench or excavation support installation.

When applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Mr J Garner will ensure that excavation work is not started, until all plant, materials and equipment necessary to carry out the excavation work safely is available on site.

Mr J Garner will ensure that no person is permitted to enter any supported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply. Shallower trenches may require support in very poor conditions.

Mr J Garner will ensure that a competent person is appointed (or appointed by the relevant sub-contractor), to carry out daily inspections of all excavations required to be supported as noted above before each shift.

Mr J Garner will ensure that the Competent Person carries out an examination of any open excavation on a daily basis and a thorough examination on a weekly basis.

A thorough examination must also be carried out after blasting in or near the excavation, or if there has been a fall of earth or rock, or if any part of the support has been substantially damaged.

Mr J Garner will ensure that the access and plant are routed away from the edge of the excavations.

Arrange for materials to be stacked or placed well away from the edges of excavations.

Arrange for secure barriers to be provided around any excavation.

## RISK CONTROL MEASURES

- All excavations will require the sides supporting or battering back to an angle that is suitable for the material being excavated and the type of work in progress
- Ensure adequate materials, plant, pumps etc. are available before work commences
- Identify underground services before excavation commences
- Trench or excavation supports, underpinning or shoring will be designed by specialists and only installed by trained persons. A method statement must be provided by the groundwork's contractor before work starts
- Installation of supports will always be carried out from the safety of an already supported or protected section
- Ladders will be used for access unless the excavation is such as to allow easy access e.g. shallow batters, steps etc.
- If the ground is unstable, all excavations may need support. If in doubt, contact your Supervisor
- Support all services where they cross the excavation. Do not use them as "steps" for access
- Ensure a safe distance is kept between the excavation and any adjacent building or traffic
- Keep spoil, tools, materials etc. at least 1.5m away from edges of excavations
- Use stops to prevent vehicles driving too close to the edge of excavations
- Protect the public and others by installing barriers around the working areas and ensure the necessary lights, signs and barriers are maintained when the excavation is unattended
- Safety helmets and safety footwear must be worn at all times
- Deep, narrow excavations may require ventilation due to presence of gases (e.g. as leaks, exhaust gases, contaminated ground etc). If in doubt contact your Supervisor
- Do not cross the excavation unless a properly guarded gangway is provided
- Do not stand closer than 6m from a machine whilst it is excavating or backfilling
- Banksmen may be required for excavators if the excavation is deep or the working area is limited
- Ensure the excavation is checked every day by a "competent" person who will be nominated by the Supervisor. A weekly thorough examination will also be made and recorded
- Where health hazards may be encountered e.g. landfill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc. Mr C Rutkowski will be asked for advice on precautions required e.g. air sampling, monitoring etc.
- Spoil heaps will be sited clear of overhead cables with the sides suitably battered to prevent collapse. When removing spoil, it will be ensured that no vertical sides are left unattached. Regular checks will be made for signs of children "burrowing" into them
- Stability of plant will be considered when working on peat, or soft ground conditions, to ensure plant does not tip over or sink etc. There may be a requirement for the provision of such safeguards as excavator mats or ground stabilisation techniques. The presence of "marsh gas" (i.e. methane) which can cause an explosive mixture with air must also be considered in these conditions
- Where necessary, excavation supports, underpinning or shoring will be designed by specialists

## **EXCAVATORS USED AS CRANES**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mr J Garner will ensure that appropriate lifting gear, and means of attaching the lifting gear to the excavator, together with the necessary test and thorough examination certificates, are arranged for issue to site before work commences.

Training will be required for excavator operators required to use excavators as cranes.

Mr J Garner will check that the safe working load for the machine and lifting gear is not exceeded.

Mr J Garner will check that the safe working load(s) are marked on the machine or a copy of the table of safe working load(s) is fixed in a clearly visible position in the cab of the machine.

The company will ensure that all hydraulic machines used for this work are fitted with check valves or other safety devices to prevent the load dropping in the event of hydraulic failure.

### **RISK CONTROL MEASURES**

- Only trained and authorised persons will operate these machines and if necessary be duly certificated
- Only trained and authorised persons will carry out slinging operations and give relevant signals to the driver. The correct lifting gear must be used
- Excavators will be maintained and inspected regularly and any defects reported immediately
- Excavators must not be overloaded by incorrect use or by failing to estimate the load correctly. Information about the weight of loads to be lifted must be obtained before work commences
- Excavators must be marked with the safe working load permitted and if relevant be fitted with an automatic safe load indicator
- All personnel working with or near these excavators will wear a safety helmet
- All excavators must be secured and left in a safe condition at the end of each working period, taking into account the safety of children
- Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions, and all loose materials will be fully secured or covered during lifting operations
- If any such excavator collapses or overturns on site, or any part fails, the HSE must be contacted immediately as this is a Dangerous Occurrence and must be reported as such under RIDDOR
- Mr J Garner or Mr C Rutkowski will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts
- Appropriate precautions will be taken to ensure adequate clearance is given to overhead electricity cables and other services
- Adequate clearance will be given when working next to any structure or object etc. to prevent personnel becoming trapped

## **FIRE PREVENTION**

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

One of the important steps in providing adequate fire prevention is the assessment of fire risk, to consider all aspects and measures to mitigate the risk of fire wherever possible.

Mr J Garner will ensure that a fire risk assessment of the premises is carried out and reviewed regularly and will include setting up fire escape routes and access, communications, drills and training, security measures, materials storage and waste control measures.

All employees will receive training which will cover the relevant aspects of all fire procedures and precautions including inspections and the correct use of any firefighting facilities provided.

Mr J Garner will ensure all fire procedures and prevention measures are known and understood by all operatives and visitors to GeMech Ltd. Written procedures must be clearly displayed and all staff and visitors made aware of the requirements.

A suitable means of raising an alarm will be provided. The alarm will be audible in all areas and take account of any noise and operating machinery etc.

All materials, tools and equipment will be stored securely and in accordance with any applicable regulations, such as the storage of flammable materials and gas cylinders. Waste will be disposed of in line with the designated procedure and combustible waste materials will not be permitted to accumulate.

All electricity and gas supplies will be correctly installed and maintained by a competent person and inspected regularly.

Provision will be made for the containment and clean-up of any spillages or leaks of potentially flammable materials.

Mr J Garner will check all fire fighting equipment, alarms, escapes and access routes every week, and keep a log of all checks, inspections, tests, drills and any other events such as alarms etc. The arrangements and procedures for calling the fire brigade will be reviewed and revised if necessary.

Mr J Garner will ensure that the premises are evacuated safely during any alarm situation, and that all staff and visitors report to the assembly points.

Smoking will only be permitted in designated locations.

GeMech Ltd will promote a safe working environment especially with regard to fire prevention.



## **RISK CONTROL MEASURES**

- An adequate alarm system is in place and can be seen/heard in all areas and above the noise of any machinery
- Written fire procedures must be clearly displayed and all staff and visitors made aware of the requirements
- Highly flammable liquids and LPG are stored correctly and kept to a minimum
- Working areas will be kept clean and tidy and waste disposed of promptly
- Waste collection areas must be kept away from any flammable stores, buildings etc.
- A suitable fire assembly point is in place, is sign posted and all employees and visitors are aware of its location
- Smoking is only permissible in designated locations
- Adequate firefighting facilities are in place, are clearly defined and free of obstructions
- Electricity and gas supplies must be correctly installed and maintained by a competent person and inspected regularly
- Spillages of flammable materials are to be contained and cleaned up immediately
- Keep emergency access areas clear
- Ensure fire exit routes are clear and unlocked when persons are present

# GENERAL DATA PROTECTION REGULATIONS

The Data Controller for GeMech Ltd is Mr J Garner.

This policy complies with Data Protection Law, namely the UK General Data Protection Regulation (UK GDPR)

The Data Controller for C2 Safety is Mr J Timbrell.

C2 Safety provides a secure IT system that will be used to keep personal information provided by GeMech Ltd.

All data provided will be treated with due care and respect. C2 Safety will be aware of its origin, where it is stored and who it is shared with.

Data retained in records will consist of:

- General information
- Training information
- Accident information

General information will be populated by personal information (names, business addresses, email addresses, phone numbers and website addresses).

Training information will include names of attendees, national insurance details, dates of training, locations of training, names of courses and course providers.

Accident information will include names of injured persons, location of accident, names of witnesses, and any plant and property damage involved in the accident. All records related to accidents will be kept for a minimum of 3 years from the date the record was produced.

## **Right to erasure (right to be forgotten)**

In respect to Art. 17 GDPR the data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay.

Where the controller has made the personal data public and is obliged to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to, or copy or replication of, said personal data.

GeMech Ltd will store personal information on their secure system and will grant the right to erasure to their employees.

If the employee requests that their data be removed then GeMech Ltd shall respect this request and execute erasure procedures as appropriate.

If GeMech Ltd requests that personal data be removed from the C2 system then the details will be erased within 48 hours unless required for statutory purposes.

If GeMech Ltd's employee requests that their personal data be removed from the C2 system, then Mr J Garner will be informed prior to data erasing.

Data will be stored in both digital (encrypted and secure hard drives of the C2 Safety

management system) and non-digital form (printed copies kept secure in the offices).

## **Toolbox Talks**

C2 Safety shall send a monthly Toolbox Talk via email. GeMech Ltd is deemed to have consented to receive the Toolbox Talk email. GeMech Ltd shall inform C2 Safety if they wish to unsubscribe from the Toolbox Talks mailing list by email or clicking the unsubscribe box at the bottom of the toolbox talk.

Data erasure will be executed by deleting the data from the C2 Safety management system in regards to data stored in digital form. The hard copies (printed data) will be shredded and disposed of securely.

## HAND ARM VIBRATION EXPOSURE

All work where Hand Arm Vibration Syndrome (HAVS) is a hazard will be planned taking into account the relevant standards. As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

HAVS is caused by repeated and frequent use of hand-held vibrating tools e.g. power drills, chainsaws, pneumatic drills, etc. It may also be caused by holding or working with machinery that vibrates. It is not clear how vibration causes the condition. The symptoms of HAVS include:

- Numbness and tingling in the fingers
- Not being able to feel things properly making working with small objects difficult
- Blanching (going white) of the fingers when exposed to vibration with the fingers being painful going red on recovery
- Joint pain or stiffness

Ensure operators are trained to use equipment appropriately and are not overly exposing themselves to increased use by inappropriate practice/poor posture.

Where practicable GeMech Ltd will avoid exposure of humans to vibration creating instruments and mechanised alternatives are utilised. Where handheld tools are required then rotary action and non-percussive tools and machines will be used in preference to impact and hammer-action tools.

Where it is not practicable to utilise an alternative to human exposure to vibration then any vibration generating equipment so used by the staff is of a high standard so as to reduce the level of vibration exposure.

Ensure where appropriate employees will be provided with vibration reducing gloves and that once issued those employees wear the gloves when using vibration generating machinery.

GeMech Ltd will assess daily exposure to vibration by each member of staff and set daily limits in line with The Control of Vibration at Work Regulations 2005 ACOP. GeMech Ltd will monitor employees' exposure against the pre-determined safe limits and implement a system of job rotation to ensure that no employees exceed the daily vibration exposure level.

The responsibility for HAVS by GeMech Ltd will cover contractors but does not include them in company health surveillance measures.

GeMech Ltd will report any newly identified HAVS as determined under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## **RISK CONTROL MEASURES**

- Avoid exposure to vibration where possible
- All personnel on sites using vibration generating equipment will wear vibration effect reducing gloves
- In line with The Control of Vibration at Work Regulations 2005 set a daily vibration exposure limit of 400 points
- Use staff rotation across the working day to ensure that the daily vibration exposure limit is not exceeded
- Source low vibration equipment where possible

## **APPENDICES**

### **Appendix 1**

Instructions for Calculating the Time Individuals Can Spend Using Vibration Generating Equipment.

Source The Control of Vibration at Work Regulations 2005 ACOP

**Step 1** Ascertain the vibration magnitude of the equipment being used, if this is not available on the equipment see Appendix 2 for approximate magnitudes in 15 minute slots

**Step 2** Identify all workers likely to be exposed to HAVS

**Step 3** Evaluate the risks arising from the vibrations. Estimate daily vibration exposures. Compare the vibration magnitudes against the exposure points table

**Step 4** Add the points acquired in each of the 15 minutes slots of exposure across the day

**Step 5** Do not let the total daily exposure exceed 400 points

## Appendix 2

### Vibration Magnitude Values for Different Types of Equipment

Road Breakers	Typical	12 m/s <sup>2</sup>
	Modern tool designs, good operating conditions and trained operators.	5 m/s <sup>2</sup>
	Worst tools and operating conditions	20 m/s <sup>2</sup>
Demolition Hammers	Modern tools	8 m/s <sup>2</sup>
	Typical	15 m/s <sup>2</sup>
	Worst tools	25 m/s <sup>2</sup>
Hammer Drills/Combi Hammers	Typical	9 m/s <sup>2</sup>
	Best tools and operating conditions	6 m/s <sup>2</sup>
	Worst tools and operating conditions	25 m/s <sup>2</sup>
Needle Scalars	Modern tool designs	5-7 m/s <sup>2</sup>
	Older tool designs	10-25 m/s <sup>2</sup>
Scabblers (hammer type)	Typical	20-40 m/s <sup>2</sup>
Angle Grinders (large)	Modern tool designs	4 m/s <sup>2</sup>
	Older tool designs	8 m/s <sup>2</sup>
Angle Grinders (small)	Typical	2-6 m/s <sup>2</sup>
Clay Spades and Jigger Pack	Typical	16 m/s <sup>2</sup>
Chipping Hammers (metal working)	Modern tool designs	4 m/s <sup>2</sup>
	Older tool designs	8 m/s <sup>2</sup>
Pneumatic Stone-working Hammers	Vibration reduced hammer and sleeved chisel	8-12 m/s <sup>2</sup>
	Older tools conventional chisels	30 m/s <sup>2</sup>
Chainsaws	Typical	2-6 m/s <sup>2</sup>
Brushcutters	Typical	4 m/s <sup>2</sup>
	Best	2 m/s <sup>2</sup>
Sanders - random orbital	Typical	7-10 m/s <sup>2</sup>

## Appendix 3

### Exposure Points Acquired in a 15 minute Work Segment

<b>Vibration Magnitude Level</b>	<b>Points</b>	<b>Vibration Magnitude Level</b>	<b>Points</b>
<b>40</b>	800	<b>9</b>	41
<b>30</b>	450	<b>8</b>	32
<b>25</b>	315	<b>7</b>	25
<b>20</b>	200	<b>6</b>	18
<b>19</b>	180	<b>5.5</b>	15
<b>18</b>	160	<b>5</b>	13
<b>17</b>	145	<b>4.5</b>	10
<b>16</b>	130	<b>4</b>	8
<b>15</b>	115	<b>3.5</b>	6
<b>14</b>	98	<b>3</b>	5
<b>13</b>	85	<b>2.5</b>	3
<b>12</b>	72	<b>2</b>	2
<b>11</b>	61	<b>1.5</b>	1
<b>10</b>	50	<b>1</b>	1

## **HAND HELD POWER TOOLS**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Hand held power tools include tools such as reciprocating saws, jig saws, circular saws, belt sanders, orbital sanders, electric drills, hammer drills, nail guns, impact wrenches, grinders, hydraulic jacks, hedge trimmers, polishers, routers and spray guns.

Mr J Garner will ensure that employees are trained in the safe use of hand held power tools, recognise the potential for these tools to cause severe injury when they are used or maintained improperly, and supervised when using them if they are unfamiliar with them.

Typical injuries include blinding, puncture wounds, electrical burns and shocks, severe cuts and broken bones. Employees will also be made aware of the symptoms of vibration injuries. Where there is a risk of prolonged exposure to hazards, including vibration, Mr J Garner will ensure that a schedule of job rotation is in place.

Mr J Garner will ensure appropriate and serviceable PPE is available for employees using power tools. This will include eye protection, face masks, hearing protection, gloves and aprons as required.

Safe use of hand held power tools is necessary to reduce potential hazards and injuries to employees and others.

### **RISK CONTROL MEASURES**

- A visual inspection must be conducted prior to use
- Damaged power tools must be removed from use immediately
- Ensure all guards are in place and functioning correctly prior to use
- PPE will be provided and used
- Job rotation will be implemented to prevent prolonged exposure to vibrations
- Tools will be maintained and used in accordance with manufacturer's instructions
- Portable electrical power tools will be PAT tested in accordance with current regulations
- Never use a power tool with a frayed/damaged power cord, hydraulic or air hose
- Disconnect when not in use and prior to servicing, cleaning or changing accessory parts and consumables
- Power tools must not be carried by the power cord, hydraulic or air hose
- Long hair is to be tied back or covered. Loose clothing, scarves, long sleeves and jewellery to be secured or removed or covered with overalls
- RPE to be worn when risk of airborne contaminants such as dusts, mists or fumes are presented
- All hand tools must be stored in a safe manner, especially when being transported by vehicle for works



# HEALTH SURVEILLANCE AND MENTAL HEALTH

The Management of Health and Safety at Work Regulations 1999 require GeMech Ltd to conduct an occupational health surveillance program where employees may be at risk of contracting a disease or adverse health condition related to the work they are doing. The requirement for health surveillance will be evaluated on all risk assessments and on reports of work related illness.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

The aim of occupational health surveillance is to detect problems early and prevent further harm. It also serves to confirm safety measures and methods of working are operating effectively. Health surveillance embraces a wide range of health monitoring techniques and extends to managers investigating causes of absenteeism, and reports from employees of work related illness.

Employees will be given the results of the surveillance and medical examinations. Health surveillance records and medical reports are confidential and will not be disclosed without the prior agreement of the person to whom they apply.

The frequency of health surveillance will be determined by the outcomes of the risk assessment and implementation of appropriate control measures.

Health surveillance is generally applied at two levels:

## HEALTH MONITORING

- Carried out by the employee with the assistance of a supervisor or manager. Operatives will check the skin for reaction, muscular and skeletal pain and nausea. There will also be the requirement to complete a questionnaire at regular intervals. Personnel involved will be provided with the necessary information to ensure that they are able to recognise certain symptoms and report them to Mr J Garner.

## MEDICAL SURVEILLANCE

- This will be undertaken in a clinic by a medical professional and may involve a medical examination and specimen taking.

The company risk assesses each individual on appointment to determine what the appropriate level of health surveillance and monitoring for them as an individual and with reference to the role they carry out.

With regards to mental health and burnout the company is aware that its team are vital to the provision of a safe and professional service and as such each team leader has basic training in mental health and burnout awareness.

Mr J Garner in conjunction with Mr C Rutkowski review the first aid provision within the business as part of this process the provision of formally qualified mental health first aiders is considered.

The company provides a safe space for employees when they need to breakout for personal space.

In the event of a crisis moment Mr J Garner is empowered to instigate control measures to

alleviate the issue with the employee, this includes;

- Sending home
- Sending to safe space
- Mentoring
- Going for a walk
- Referral to occupational health team

GeMech Ltd encourages an open and honest approach to mental health within the workplace.

## HIRE OF SCAFFOLD

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

At tender or negotiation stage, as far as possible the scaffolding requirements for a contract will be determined and allowed for in accordance with the relevant standards, and the appropriate risk assessment carried out. The identified control measures and the requirements of the site Health and Safety Plan for the work will be planned for.

Mr J Garner will:

Ensure that full information is obtained from the client on the proposed loading and use (uses) of the scaffold, based conditions, public protections, tying positions, Local Authority notification requirements, overhead services, roof light positions, hazardous emissions or processes which may affect scaffolders and any other information necessary to provide the appropriate scaffold and ensure the health and safety of employees and others.

Ensure that if a designed scaffold structure is necessary the designers prepare a planned sequence of erection and method statement to ensure maximum stability of the structure at all stages and highlighting critical sections and sequences. This planned sequence for erection must be available on site before work starts.

Give special attentions to the planning of safe accesses and working places for scaffolders, i.e. checking of roof structures for fragile materials, provision of adequate ladders, ladder ties, anchorage for safety harnesses, provision of special access equipment where necessary and so on.

Ensure that the company only use certificated, competent and medically suitable scaffolds/scaffolders.

Ensure that the identified control measures and sequence/methodology for the work are implemented/followed.

Ensure that erection is carried out in accordance with the regulations, codes of practice, and any current safe practices or to any planned sequence and method statement. Any difficulties in complying with planned sequence and method statement will be referred back to the designer before proceeding. Liaison with the planning supervisor may be required.

Ensure that the erection area is not used as access or working area by any other person on site and liaison takes place to ensure that requirement is complied with.

Ensure that scaffold erection is stopped if adverse weather conditions could affect the safety of others.

Ensure that all necessary certificates are available for lifting appliances and equipment and that inspections of these items are carried out at the required intervals by a competent person and records maintained.

Carry out a thorough inspection of the erected scaffolding before handing over the scaffold for use by the client. If requested a handing over certificate will be issued.

Ensure that all necessary safety equipment, i.e. gloves, helmets, goggles, safety harnesses, etc. are provided and stored in suitable conditions prior to issue and that safety harnesses are checked before each issue for defects. Ensure that the equipment is used correctly by all personnel as appropriate to the work they are executing.

Ensure that safety helmets are worn by all employees and subcontractors on scaffold erection work and by other personnel on sites where scaffold erection is taking place. The helmets will be provided with chin straps for use at heights.

Ensure that scaffolders are not required or permitted to carry out unsafe practices such as walking on untied scaffolding, climbing up or sliding down standards, etc.

Consider as a priority the safety of the public and particularly children during scaffold erection operations and when securing a site at the end of each working shift.

## **RISK CONTROL MEASURES**

- Only trained and qualified operatives are to erect or dismantle scaffolding
- Safety of public or others must be ensured where scaffold operations are being carried out
- Scaffold to be erected in accordance with management instructions regarding basing out, bay length, width, lift heights and other special requirements
- Suitable base or surface or supporting structure to be provided by client. Scaffold erection must not start until the supervisor is satisfied
- Changes to scaffold being erected must not be carried out unless confirmed by supervisor, contractor's manager or designer as appropriate
- Scaffolds and scaffolding areas must not be left unattended in an unsafe condition. Barriers, signs etc. must be erected as necessary
- Scaffolders erecting scaffolds with platforms more than 5 metres above the ground on company sites must hold a current record card
- All scaffolds must be straight and square
- All materials must be in sound condition and checked before each use by the scaffolder
- Standards must be placed on a base plate and if necessary also on a timber sole to ensure a firm foundation
- Tube joints in adjacent bays on lifts must be staggered and as close to the standard/ledger connection as possible
- Sleeve couplers must be used on ledgers or bracing joints
- Swivel couplers must be used on ledgers or bracing joints
- Face bracing must be provided to all scaffolds
- Ties must be fitted as the scaffold is erected, and be in accordance with code of practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded
- Ledger bracing must be fitted as required

- Putlog/single couplers must only be used in non-load bearing situations
- Guardrails and toe boards to be fitted to all exposed edges of working or access lifts. Guardrails must be at least 950mm above the edge, and there must NOT be an unprotected gap exceeding 470mm between any guardrail, toe board, barrier or other similar means of protection
- Ladders must be in good condition and secured at the appropriate angle with sufficient projection or other suitable handhold at the stepping off position
- Any scaffolding being erected, altered, dismantled, or otherwise not suitable for use by employees, must have a notice erected warning that it must not be used at the point of normal access
- Ties must be in position before dismantling and removed progressively as scaffold is dismantled
- Materials **MUST NOT BE BOMBED**. Any employee found “bombing” materials is subject to instant dismissal
- Materials must not be stacked on scaffold unless structure is capable of taking weight
- Materials must be stacked tidily as dismantled to ensure safe access for others
- The safety adviser must be consulted at an early stage if there are any extensive or unusual scaffolding conditions
- All scaffolding must be checked at end of each working day to ensure that access to the scaffold by children has been prevented
- Scaffold will be inspected before first use, at 7-day intervals, after adverse weather etc., and/or after substantial alterations, by a competent person and the results recorded
- Each scaffold must have a unique identification number and carry a notice for the user indicating the current seven day access period and the load carrying capacity of the scaffold platform
- Alteration to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorized to do so
- Loading towers must be considered special structures and a design drawing available. Suitable access for loading must be provided. Base arrangement must be adequate for the extra loading. Adequate ties must be fitted. Gates must be provided and used on the loading side. Adequate bracing must be fitted
- All other control measures related to the scaffolding work identified in the risk assessment(s) must also be implemented

## **HOUSEKEEPING**

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

Mr J Garner will ensure that access points to the premises and all other routes are kept clear and free from poor housekeeping at all times and provide clearly identified walkways and safe pedestrian routes where necessary.

All employees are instructed in the need to maintain the premises in a tidy condition. All employees will be trained in safe manual handling techniques. Mr J Garner will keep all working areas, where employees are required to work, safe and free from poor housekeeping. Work areas will be kept clear of trip hazards.

Ensure storage areas are clearly defined and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.

GeMech Ltd will ensure deliveries are programmed to ensure that excess materials are not stored on the premises. Mr J Garner will ensure all materials delivered to the premises will be stored safely ensuring that access points and other routes are not obstructed.

GeMech Ltd will arrange for sufficient labour and equipment to enable good housekeeping standards to be reached and maintained and to ensure that all waste materials are cleared and disposed of safely.

GeMech Ltd will ensure welfare areas are subject to both high housekeeping and high hygiene standards.

## **RISK CONTROL MEASURES**

- Access points and walkways are clearly marked and remain free of obstructions at all times
- Clear up waste materials and dispose of correctly. Keep floor areas clean and dry where possible
- Keep materials and items in their correct storage location until required and, if relevant, return them when finished
- Clean up spillages immediately and dispose of waste correctly
- Keep welfare facilities clean and do not use them as storage areas
- Safe manual handling techniques must be employed when moving material and waste in and out of storage
- Keep areas around work equipment and machinery clean and tidy
- Ensure electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage
- Ensure all working areas are subject to ongoing high housekeeping standards

## **INCIDENT, ACCIDENT AND ILL HEALTH REPORTING**

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

All injuries sustained within the workplace to employees, sub-contractors, members of the public and visitors will be entered into the accident book. Mr J Garner is responsible for the routine checking of entries into the accident book.

Non-routine, more serious, or those with the potential to become more serious accidents will be reported by the individual or their line manager directly to Mr J Garner immediately or as soon as it is safe to do so.

An accident book will be available to ensure all injuries are recorded with details of the accident.

All notifications to the HSE will be via the web link <http://www.hse.gov.uk/riddor/>

In the event of a fatal or major injury to any person or dangerous occurrence, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the HSE will be notified immediately by Mr J Garner or Mr C Rutkowski at C2 Safety.

In the case of an employee of another company being killed or seriously injured, this duty is placed on his/her employer. However, in order to ensure that GeMech Ltd has fully complied with legal requirements, the company will either notify the Health and Safety Executive or get confirmation that the other company has done so.

Where any injury to any employee, self-employed operative or person undergoing training (other than those reported above) results in the injured person being absent from work for more than 7 days the Health and Safety Executive will be notified within 15 days of the incident.

Over 3 day injuries must be recorded but are not reportable.

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and with a disease diagnosed as one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the Health and Safety Executive will be notified as soon as possible but must be within 15 days.

Accidents and incidents will be investigated by Mr C Rutkowski of C2 Safety as requested.

Mr C Rutkowski will send a full report of any incident asked to investigate to Mr J Garner together with any photographs, statements or other relevant material for use by the company's insurers or legal advisers.

All fatalities, specified injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded in the accident book and records will be kept for at least 3 years from the date of the last entry.

## **LADDERS**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations. When planning work, the requirements of the relevant standards will be allowed for.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

Mr J Garner will arrange for the required number and type of ladders to be provided and will ensure that the means of securing ladders is planned as far as possible and sufficient materials made available.

Training will be provided to supervisory staff and operatives and will include the hazards and precautions relating to ladders and their use.

A visual check of ladders is conducted before use to ensure that there are no defects and then inspected at least weekly whilst in use. Mr J Garner will ensure that where a defect is noted or a ladder is damaged, it is taken out of use immediately.

Mr J Garner will ensure that ladders in use are secured, have a solid, level base and are being used correctly.

GeMech Ltd will ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.).

Mr J Garner will ensure the methods of use which could result in damage to the ladder are not permitted, e.g. securing a ladder with scaffold clip, placing board on rung to form working platform or ramp etc.

Mr J Garner will ensure that proper storage is provided for ladders, under cover, where possible, and with the ladder properly supported throughout its length.

## **RISK CONTROL MEASURES**

- Ladders with a defective rung must not be used
- Ladders must be in good condition and of adequate length and strength for the work in progress
- Ladders must be secured at the top and be long enough to extend 1.05 metres above the landing place. It is recommended that ladders are placed at an angle of 1:4
- Ladders must be placed on a firm level base
- Ensure that the step-off area is clear of obstructions if using a ladder to reach a platform
- Ladders must be positioned so that over reaching is not necessary and in a position where workers do not need to stand on the top three rungs
- Ladders must be inspected at least weekly when in use and details of the inspection and any findings recorded in writing



## **LIFTING APPLIANCES**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations. When planning work, the requirements of the relevant standards will be taken into account.

The provision of lifting gear is planned taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

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

GeMech Ltd will ensure that all lifting gear provided for use on site is in good order, has a test certificate and thoroughly examined in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and that the relevant records kept, e.g. annual inspection by a competent assessor, 6-monthly examinations of lifting gear, 12 monthly examination of lifting appliances, inspection following repairs, etc.

Mr J Garner will ensure that only authorised operatives are permitted to operate lifting appliances, sling loads or give signals. Authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the site supervisor must be informed immediately.

Areas where mobile cranes are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground an engineer must be asked to confirm that the area is suitable or that additional precautions must be taken.

Rubbish skips must not be lifted by the lifting appliance unless the skip is designed and marked as being suitable for lifting.

Mr J Garner will check that lifting appliances such as gin wheels, pulley blocks, etc. are correctly erected and used.

Any defect noted in any lifting appliance machine, gear or tackle is reported immediately to Mr J Garner and the equipment taken out of use if the defect could affect its safe use.

Work will cease where adverse weather conditions could affect the safety of lifting operations until conditions improve.

## **RISK CONTROL MEASURES**

- All lifting appliances must be secured and left in safe condition at the end of each working period taking into account the safety of children
- Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel
- If it is necessary to inspect the bottom faces of heavy loads then purpose made tested stands must be used

- If any lift, hoist, crane or excavator collapses or overturns on site or any load-bearing part fails, Mr J Garner must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out
- The supervisor will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts
- All necessary training can be arranged by Mr C Rutkowski if required

## **LIFTING GEAR**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations. When planning work, the requirements of the relevant standards will be taken into account.

The provision of lifting gear is planned taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

GeMech Ltd will ensure that all lifting gear provided for use on site is in good order, has a test certificate and thoroughly examined in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and that the relevant records kept, e.g. 6-monthly examinations of lifting gear, inspection following repairs, etc.

Mr J Garner will arrange for proper storage facilities of lifting gear.

Mr J Garner will ensure that where defects are noted or reported with lifting gear, the equipment is taken out of use immediately.

### **RISK CONTROL MEASURES**

- Lifting gear will be checked before use for obvious defects and not used if any are found. Report defects immediately
- Return lifting gear to the storage area after use and put away correctly and neatly to avoid damage
- Only trained and authorised persons will carry out slinging operations
- Slings must be securely attached and take into account the angle of the legs, the centre of gravity, the weight of the load and the attachment method used
- Ensure that all parts can carry the load to be lifted, and that the weight is established before operations commence
- Slings must not be knotted or bolted together
- Slings will be protected at the edges of loads by the use of suitable packing
- Do not drag slings from beneath loads
- Ensure that the safe working load is displayed on lifting gear wherever required or identified to establish the safe working load
- Ease loads from the floor to check the security before the full lift is performed
- Safety helmets will be worn during or near all lifting operations. On no account must any person stand near or under a load during a lift and if necessary suitable, attached guide ropes will be used
- Repairs to lifting gear will only be carried out by authorised persons and not used again until the relevant test certificate has been issued
- Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook and be fitted so that the device operates correctly
- "Dynamo" type eye bolts will not be used, only the "Collar" type will be used
- Ensure loads are securely fixed and covered where loose items are being lifted

## **LIFTING OPERATIONS**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mr J Garner will ensure that lifting operations are planned taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc.

Training will be required for operators of lifting appliances and banksmen, slingers or riggers in accordance with Guidance Notes GS39: Training of Crane Drivers and Slingers. Mr J Garner will ensure that only authorised and, where appropriate, certified operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, report to the Site Supervisor or hire company immediately.

No young person (under 18 years old) is permitted to operate any item of plant or act as banksmen unless being trained and under direct supervision.

GeMech Ltd will arrange for suppliers to provide information on weights, lifting points, safe slinging procedures etc. of materials or articles supplied.

GeMech Ltd will consider any height, weight, overhead service or other restrictions on or adjacent to the site before work starts, especially taking into account the safety of the public.

Mr J Garner will ensure that servicing and maintenance of all lifting appliances is planned before it is taken into use on site. GeMech Ltd will ensure that all lifting gear provided for use on site is in good order, has a test certificate and thoroughly examined in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and that the relevant records kept. e.g. annual inspection by a competent assessor, 6-monthly examinations of lifting gear, 12 monthly examination of lifting appliances, inspection following repairs, etc.

Mr J Garner will ensure that any lifting plant delivered to site is in good order and fitted with any necessary safety devices and guards.

All necessary testing and thorough examination certificates are requested and checked for validity from the supplier or owner of plant. All items of plant requiring weekly inspections by operator or the competent person have the inspection recorded in the site register regardless of any register kept by the operator or plant hire company. Any defects noted in equipment are reported to the Site Supervisor or hire company immediately and is not to be used until repaired or declared safe by a competent person.

Ensure that any defect notified by the plant operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

All plant is to be checked, properly secured and immobilised at the end of each day.

Ensure that plant operators are not allowed to carry out work with a machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

## **RISK CONTROL MEASURES**

- Conduct visual safety checks on plant before use and report any defects. Notify the Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified
- Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements
- Ensure service schedules are available, maintained and recorded accurately in writing
- Only trained, authorised and, where relevant, certificated persons will operate plant
- All guards must be in good order and in position while plant is operating
- Only use the correct item of plant for the work required
- Ensure that work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Banksmen must be trained in slinging and banking
- Secure and immobilise plant when left unattended. Do not leave plant engines running when operator is not present, especially in public areas
- Wear high visibility clothing when working in the vicinity of operating plant vehicles
- Hearing protection must be worn when working in high noise levels
- Plant operators must not drink alcohol during the working day
- All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc.) will be provided with safety helmets and will be required to wear them as directed
- Personnel must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on site outside working hours must be taken, particularly if it is not possible to fully fence the site
- Plant which contains pressure vessels such as air receivers etc. will require specific inspection, tests, examinations of those parts and relevant records kept

## **LONE WORKING**

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

Lone workers are persons who work by themselves without direct contact to supervision or fellow colleagues.

If persons do work alone then a safe system of work needs to be established. Every lone worker must have a system to summon help if required.

GeMech Ltd will ensure that the hazards associated with lone working are identified and a procedure is in place to control any foreseeable risk faced by lone workers including violence and manual handling.

GeMech Ltd will conduct an assessment for the suitability of employees to undertake lone working tasks with regard to the level of their competency and training, their physical health and their supervision needs.

Mr J Garner will ensure that any employee required to conduct a lone working task is trained in GeMech Ltd's procedure, is provided with the correct communication equipment, has the correct PPE, serviceable equipment and tools, is technically competent, trained in manual handling and fit to carry out the task prior to commencement.

Mr J Garner will implement the procedure for lone working.

It will include the following:

Every lone worker is trained in lone working and emergency procedures.

Every lone worker is appointed a point of contact e.g. a colleague, line manager, nominated buddy or central call centre such as the office reception.

Mr J Garner will ensure every lone worker has a serviceable means of communication to their appointed point of contact e.g. mobile telephone or handheld radio.

Every lone worker is required to provide details of their job location and expected completion or return time to their appointed point of contact prior to commencement.

Lone workers are required to check in with the appointed point of contact at set intervals including to advise if the job will overrun the expected end time.

Lone workers are to check in with their appointed point of contact at the end of a job and return to the usual place of work, if applicable.

Management will be informed by the appointed point of contact when lone workers have completed their duties.

When a lone worker fails to check in at set times with the appointed point of contact efforts will be made to communicate with the lone worker.

If communication cannot be established then a representative will attend their last known location to physically check on the status of the lone worker.

## **RISK CONTROL MEASURES**

- Lone workers are assessed by GeMech Ltd as being technically competent, adequately trained and qualified to carry out tasks which require lone working
- GeMech Ltd will not permit employees with known medical and physical conditions to carry out lone working as it may impact on the safe completion of the task
- Check-in intervals and times for lone workers will be pre-set and agreed with the appointed point of contact prior to commencement of the task
- The location of lone workers will be provided to the appointed point of contact prior to commencement of the task
- An expected end time of a task is to be agreed prior to commencement of the task and updated as necessary
- When lone working is carried out in a location known to have no mobile phone reception an alternative procedure is to be implemented if possible

## WORKING WITH NON-LICENSED ASBESTOS

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

The main route of entry into the body for asbestos fibres is inhalation. When working employees will work in such a way as to reduce the production of fibres and ensure systems are in place to limit the spread when released.

This will include:

- Cutting retaining bolts rather than the asbestos containing materials
- Creating enclosures around the work area
- Capping and capturing fibres from drilling processes
- Damping material prior to working

Prior to working Mr J Garner will request a copy of the asbestos register. The asbestos register will be cross checked against the areas in which the company will be working highlighting all areas of concern to employees.

GeMech Ltd may work with non-licensed asbestos with appropriate control measures. The company will not work with licensed asbestos.

All employees likely to be exposed to non-licensed asbestos will be given annual asbestos awareness training as detailed in HSG 210.

In the event of either the discovery, or accidental release, of suspected asbestos the employees will stop work immediately and warn any others working around them of the potential release. They will vacate the work area and ensure that others are not placed at risk, this will be by erecting warning signs and warning tape. The employees will then decontaminate themselves remembering that the priority is to not inhale any fibres.

The suspected asbestos will then be reported to the person responsible and confirmation of asbestos will be sought. If the material is found to contain asbestos the company will plan for appropriate removal / working practices for re-entry to the area.

Mr J Garner will provide employees with all the necessary PPE to ensure their safety and provide adequate training in the use of the equipment. This will include as a minimum FFP3 disposable face mask, disposable type 5 overalls, non-lacing (or laces covered) safety boots. Eye protection and gloves are not required as a standard but may be required on a job specific basis. All equipment will be maintained and stored in a suitable location to protect the PPE from contamination, loss or damage.

All disposable PPE and exposed clothing is to be double bagged and marked as asbestos containing waste and disposed of at a licensed waste facility.

GeMech Ltd will keep records of asbestos exposures for a period of at least 40 years.



## **RISK CONTROL MEASURES**

- All employees likely to be exposed to non-licensed asbestos must have asbestos awareness training
- The provision of appropriate PPE – disposable overalls including head covering, non-lacing safety boots, disposable gloves and FFP3 face mask which has been face fit tested to the individual
- Erection of enclosures, sign and cordon and exclusion area, including taping closed doors and openings to prevent the dissipation of potentially hazardous dust
- Preference for hand tools over power tools and use of HEPA filtered vacuums and extraction systems to minimise and control dust

# MANUAL HANDLING AND LIFTING

All work will be planned taking into account the relevant standards.

Manual handling injuries cause individual suffering and are costly to the organisation in terms of disruption and lost output. More than a quarter of reported accidents each year to the enforcing authorities are associated with manual handling.

Manual handling is the 'Transporting or supporting of loads by hand or bodily force'.

Mr J Garner will ensure that relevant assessments of manual handling operations are carried out. Materials etc. will be handled as far as possible by mechanical handling devices by suitably trained individuals.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads.

All staff will be given training in the correct methods of handling and lifting loads. This training will be reviewed and updated on a regular basis.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Mr J Garner will instruct any operative in the correct handling and lifting of loads as required and will ensure that no operative, particularly the young, pregnant and those with other special needs, is required to lift without assistance a load which is likely to cause injury.

Ensure that a supply of suitable gloves are available for issue as required for the handling of materials which could cause injuries to the hands.

## RISK CONTROL MEASURES

- Wherever possible use mechanical means to lift and transport items
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape, stability and weight of that load
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other
- Avoid twisting, stooping or reaching to lift or deposit the load
- Ensure that access areas are clean and clear and that the lighting is adequate
- Protect sharp edges
- Avoid long lifts and if necessary change grip when the load is at waist height
- Keep the load close to your body
- Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range
- For long distances arrange supports to allow the load to be placed for brief breaks

- If more than one person is involved in moving an item then a suitable person must be nominated to control the job
- If possible, break the load down into smaller items
- If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items which are loose to prevent the load shifting when being carried
- Avoid carrying up and down steps
- Suitable training can be arranged by C2 Safety, as requested

## **MOBILE TOWER SCAFFOLDS**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations. All work involving mobile tower scaffolds will be tendered or negotiated for taking into account the relevant standards.

Mr J Garner will ensure that mobile towers can be used safely and efficiently on site taking into account floor, ceiling heights, roof members, type of work, etc. Where there is any doubt, the Safety Advisor will be consulted for advice.

Training is to be provided to supervisory staff required to carry out inspections and operatives required to erect, alter or dismantle mobile towers.

Mr J Garner will ensure all mobile towers are erected by trained operatives or by operatives under direct supervision of a competent person, and that no person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised.

All mobile towers will be inspected before use by any employees to ensure they are in accordance with relevant standards.

GeMech Ltd ensure all operatives required to use mobile tower scaffolds have been instructed in safe use and movement of scaffolds.

Mr J Garner will ensure all erected mobile tower scaffolds are inspected at 7 day intervals by a competent person, and a record of the inspection made in the relevant register, which will be kept on site.

### **RISK CONTROL MEASURES**

- Check location for overhead electricity cable hazards and other obstructions
- Towers must be erected on firm, level ground with metal base plate and adequate timber sole plates (unless ground is concrete or similar)
- Castor wheels, if fitted, must only be used on level ground and be fitted with brakes
- Components must be correctly fitted together and the tower kept vertical. Manufacturer's instructions must be followed regarding erection, especially for bracing
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted
- Wherever possible the tower must be tied to the structure using secure points. This applies especially in windy or exposed conditions
- When moving a tower, no personnel or loose materials must be on the platform. Always apply pressure at or near the base of the tower
- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted

- All ladder loadings must be carried by the tower i.e. free-standing ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured
- Platforms must be fully boarded, with guard rails and toe boards, and access provided by trapdoors
- Towers must be loaded only in accordance with the manufacturer's instructions

## **MONITORING AND REVIEW OF COMPANY SAFETY POLICY**

All employees will be expected to bring to the notice of their immediate Supervisor any areas where the company policy on Health, Safety and Welfare appears to be inadequate. The suggestions will be passed to Mr J Garner and Mr C Rutkowski for consideration.

Mr C Rutkowski will visit GeMech Ltd sites/premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit.

A copy of this report will be emailed to the offices of GeMech Ltd so that it can be established where the appropriate procedures in company policy have not been complied with or are deficient, and action taken to ensure similar problems do not reoccur.

GeMech Ltd will audit, monitor and review accidents to find trends and put preventative measures in place.

Annually, or at other intervals as arranged, a meeting will be held between Mr C Rutkowski and Mr J Garner to discuss the previous safety performance of the company, including accident prevention, and compliance with its policy to establish areas where improvements in policies, procedures, training etc. could be made, and to review and, where necessary, revise GeMech Ltd's policy for Health, Safety and Welfare.

# NOISE

When planning work, the relevant standards will be taken into account.

GeMech Ltd will ensure that information on the noise level of any plant and equipment which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

GeMech Ltd will ensure that any static plant or equipment to be installed is planned to be in a position which takes account of the effects of noise on the workers or the public. Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

Mr J Garner will ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequency of noise.

Arrange for the following depending on levels of noise and the action levels which apply to that level, i.e.

First Action level        80 dB (A) daily personal exposure

Second Action level    85 dB (A)

## **Above First Action level/Below Second Action level**

- A noise assessment by a competent person in writing
- Ensure that suitable measures to reduce the risk are available to employees

## **Above Second Action level or Peak Action level**

- A noise assessment as above
- Measures to reduce the risk
- Suitable ear defenders must be provided and worn
- Ear Protection Zones must be demarcated and BS5378 signs displayed
- Equipment must be maintained

Instruction and training will be provided to employees required to work in premises or with plant/equipment which is likely to result in exposure to noise levels above the First Action level.

Mr J Garner will ensure that all plant and equipment provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors etc. are used. Any noise control items fitted to plant or in premises must be kept in a serviceable state and that any defects noted are reported to the relevant Supervisor responsible for plant maintenance, or hire company immediately.

Mr J Garner will arrange for supplies of ear defenders or other hearing protection is made available on the site for any operations where it is not practicable to reduce the noise level to a safe limit.

Mr J Garner will arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.

## **RISK CONTROL MEASURES**

- Any site instructions regarding the wearing of hearing protection in those areas designated must be adhered to
- Plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels
- Employees and operatives must be instructed in the use of any equipment provided for hearing protection
- Where possible, site noisy equipment away from working or public areas
- If the noise level exceeds 80dB (A) then hearing protection will be made available
- If the noise level exceeds 85dB (A) then ear protectors will be worn and the compulsory work area clearly identified
- Ear protection supplied will be suitable for the conditions of exposure
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels
- Where prolonged exposure is unavoidable, work must be planned to give operatives adequate rest breaks away from the noisy environment
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided



## OFFICE MANAGEMENT

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons; this will then be communicated to all employees.

GeMech Ltd will ensure that risk assessments are carried out of any substance or work activity hazardous to employees' health and safety and that appropriate control measures, training, instruction, protective clothing etc. have been provided.

Mr J Garner will ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.

All portable electrical equipment in the office will be PAT tested in accordance with current regulations.

Staff who are required to use office machinery will be trained in its use and are not permitted to carry out any repairs unless authorised.

Offices will be laid out and maintained to ensure safety of staff and visitors.

GeMech Ltd will arrange all necessary insurances and carry out any necessary reporting of incidents to insurers. An appropriate accident investigation report to insurers where necessary. All accidents are to be reported in accordance with Company Policy.

GeMech Ltd will carry out a fire risk assessment for the premises and that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.

GeMech Ltd will ensure that adequate first aid facilities are available.

Mr J Garner will ensure that staff work safely and do not take unnecessary risks in performing their duties and that they are within the physical capability of the employee.

GeMech Ltd will ensure all necessary welfare provisions are provided and maintained.

GeMech Ltd will co-operate with Mr C Rutkowski and act on their recommendations.

## **OFFICE WORK**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons; this will then be communicated to all employees.

Mr J Garner will ensure anyone operating office equipment, such as shredders and guillotines, has read and understands the operating manual, has received sufficient training and is aware of the safe system of work, including emergency stop procedures. All new employees will be given appropriate training on the equipment.

All portable electrical equipment in the office will be PAT tested in accordance with current regulations.

All office work areas must be kept clean and tidy with cables covered and not trailing, waste removed regularly and walkways and storage areas kept free from obstruction, allowing workers safe movement around the office.

Suitable and appropriate clothing, particularly footwear, must be worn by employees to prevent strain, discomfort, slips, trips and falls and also being drawn into office machinery causing injuries.

Mr J Garner is responsible for ensuring that all workers are familiar with emergency procedures, locations of first aid provision and firefighting equipment within the office.

## **RISK CONTROL MEASURES**

- Only authorised persons may repair or maintain office equipment and machinery
- Any defect in office equipment or machinery is to be reported immediately and not used until repaired or declared safe by a competent person
- Mr J Garner will ensure the position of the first aid box is known by all employees
- Mr J Garner will ensure the actions to be taken in the event of a fire are regularly practiced
- Report any accident or damage, however minor, to a Supervisor
- Mr J Garner will ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury and employ safe manual handling techniques when lifting
- Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up
- Suggest ways of eliminating hazards and improving working methods
- Only smoke in designated smoking areas and dispose of spent matches and cigarette ends properly
- Warn new employees, particularly young people, of known hazards

## **OVERHEAD ELECTRICITY CABLES**

GeMech Ltd will ensure when planning work that the existence of any overhead cables will be noted and allowed for in accordance with the relevant standards.

At pre-contract stage, Mr J Garner will arrange for any necessary diversions or confirm safe distances, clearances, precautions, etc. with the relevant Electricity Company.

All contractors likely to be affected will be informed of any overhead cables on the site. All staff will be instructed in the necessary procedures for safe working and will have the boundaries pointed out to them before work commences. A daily plan of works will be prepared prior to commencing work with all power cables highlighted to operatives prior to commencing.

Any protection provided will be checked by Mr J Garner, or other responsible appointed person, at regular intervals and maintained for the duration.

Permanent signs indicating the boundaries of hazardous areas will be installed and maintained. Work inside those boundaries will not take place until a specific procedure has been drawn up by either by Mr J Garner or Sub-contractor as relevant.

Where plant or vehicles are required to work adjacent to, or pass under, or any work activity takes place in the vicinity of, overhead power cables then suitable barriers will be erected in order to maintain a safe distance from the cables.

Care will be exercised when handling long objects such as scaffold tubes and ladders which may be inside the barriers provided but may protrude and touch the power cables. The potential for electricity to arc across a gap is to be taken into account.

Where specific work has to take place beneath overhead cables then the cables may need to be isolated.

In certain situations, capacitated or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30kv. Specialist advice must be taken before work commences.

### **RISK CONTROL MEASURES**

- Suitable warning signs and notices etc. will be arranged and positioned as required
- Employees will be informed of the hazards and risks presented by the presence of overhead cables on the site of work
- Employees will receive a daily plan of work highlighting all overhead cables
- Barriers will be in place to retain a safe distance between cables and vehicles
- Protection measures will be routinely checked for effectiveness
- The possibility of arcing will be planned for, especially when using long tools that may reach outside safe zones
- Cables will be isolated when specific work underneath is required
- Specialist advice will be taken when working with overhead cables if required

## PERMIT TO WORK

A Permit to Work procedure may be a requirement by another contractor or may be set up by GeMech Ltd.

In the case of Permit to Work procedures operated by others, detailed discussions will be required between GeMech Ltd management and the organisation of the company operating the procedure.

In most cases, the person who will issue the permit and carry out the precautionary procedures will be the client company or another company, therefore the procedure must be fully discussed and agreed before any work takes place.

If the permit procedure does not cover the requirements, improvements will be made to change the procedure.

Where Permit to Work procedures are set up by GeMech Ltd, Mr J Garner will ensure that the procedures are clearly defined and the personnel who will operate the system have been fully instructed.

All supervisors and operatives must be aware of the Permit to Work procedure and trained and instructed on the type of plant and machinery they are expected to operate.

Mr J Garner will ensure that all persons under their control are aware of the permit procedure and the work for which a permit is required.

GeMech Ltd will ensure that notices, signs, etc. prohibiting access to areas, plant, specific work without permits are displayed and that they are maintained in position and replaced immediately if lost, damaged or become unreadable.

Disciplinary action will be taken against any person disregarding the Permit to Work procedure.

Mr J Garner will carry out regular checks to ensure that the Permit to Work procedure is being followed and that current permits are in the possession of persons in areas/carrying out work covered by the permit system.

The following is to be taken into consideration when establishing the Permit to Work procedure:

- Does the permit procedure satisfy the legal requirements applying to the site/installation
- Is the permit procedure recognised throughout the site/installation as being essential for certain types of work
- Are types of work, types of jobs or areas where permits must be obtained clearly defined and known to all concerned
- Does the permit procedure extend to all other contractors, client personnel, etc.
- Is it clearly laid down who may issue permits and how permits may be obtained
- Are personnel who issue permits properly authorised and trained to undertake the duties placed on them and have sufficient time to carry out the duties properly
- Is the permit procedure flexible enough to allow it to be applied to other potentially hazardous work other than that for which it was originally set up

- Does the permit procedure contain clear rules about how the job should be controlled or abandoned in the event of a major or general site emergency
- Is the issue of a permit by a person to himself constrained by the procedure in force
- Do permits specify clearly the job to be done
- Do permits specify clearly to whom they are issued
- Does the recipient have to sign the permit to show that he has both read the permit and understood the conditions laid down in it
- Does the procedure provide both for the recipient to retain the permit and for a record of live permits to be maintained at the point of issue
- Do permits specify clearly a time limit for expiry or renewal
- Do permits specify clearly the plant or geographical area to which work must be limited
- Does the permit procedure include a handover mechanism for work which extends beyond a shift or other work period
- Is a signature required when the job is complete
- Is there a system of spot checks to ensure permits are being followed
- Is there a procedure for reporting any incidents that have arisen during work carried out under a permit and for reviewing the permit procedure as necessary
- A consecutive permit number must be given to each permit issued

The permit must be completed in duplicate with the carbon copy retained with the record book by the person responsible for the issue of permits.

Permit number, site, date and time issued must be completed on each Permit.

## **RISK CONTROL MEASURES**

- All operatives required to undertake works requiring a permit must be fully conversant with the procedure in place at the site where they are working
- A Permit Record Book must be maintained for permits, with details of each permit issued
- The record book must be kept by the person responsible for issue of permits
- The record book will note that the personnel who will operate the system have been fully instructed
- All permits must be valid and in date when work is being carried out
- The Permit to Work used by GeMech Ltd must be completed as follows:
- Limits of Permit.
- This section of the permit must clearly define the area or m/c to be entered or work to be carried out under the permit.
- Where work has to be carried out under a permit procedure set-up by this company, e.g. entry into confined spaces, work on electrical equipment made dead, then the standard company Permit to Work will be used as part of the procedure.

## **Restrictions**

A permit may be issued for entry into a room or confined space but certain specific work in those areas may require a further permit in which case this requirement must be noted in this section.

Similar restrictions may apply to entry into adjoining rooms or areas, use of power tools, welding operations, etc.

## **Hazards**

Those hazards which do not apply to the area/work should be deleted and details noted on applicable hazards in the space on the permit, e.g.

- "Machinery is controlled by micro-processor and may start without warning",
- "11,000 volts underground supply to adjacent transformer", etc.

## **Precautions**

Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking-off of machinery controls and any other pre-entry or pre-work measures carried out to ensure safety must be noted in this section. If information is given on an additional sheet, this must be noted and the additional sheet attached to the permit.

## **Conditions**

Any protective clothing required, on-going gas testing, radiation monitoring, emergency alarm and escape procedures and any other requirement while work is taking place must be noted in this section.

If information is given on an additional sheet, this must be noted and the additional sheet attached to the permit.

## **Issue of Permit**

When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.

## **Receipt of Permit**

The person receiving the permit, before signing it, will ensure that he understands fully the limits, restrictions and conditions of the permit and will then accept the responsibility for informing all the persons under his control.

Note: The permit will only be valid while the person to whom it was issued is still on the site. If that person must leave the site, then the permit must be cleared and cancelled and another person nominated to receive a fresh permit.

If the person to whom the permit is issued is not satisfied in any way with the precautions and conditions which apply at any time during operations, then all persons under his control must be withdrawn and the permit returned to the person who issued it with details of any difficulties, unsafe conditions, etc. encountered.

When the permit time limit is reached, the work is complete, permit holder leaves the site etc. then this section must be signed and dated before returning the permit.

If the work has been fully completed and all tools and equipment have been removed, then the section which refers to this should be crossed out.

**The permit can only be cleared by the person to whom it was issued.**

### **Cancellation**

The permit cannot be cancelled unless both copies are with the person who issued the permit and the person to whom the permit was issued has cleared the permit by completing section (viii).

Normally, only the person who issues a permit should cancel it but in some cases it may be necessary to authorise other persons to cancel permits providing that the permit record book is maintained up-to-date.

When a permit is cancelled, both sides of each copy must be marked with a clear bold diagonal line from corner to corner and both copies must be filed in a cancelled permit file. The Safety Advisor will assist, as requested, with any training required with the above procedures and any adaption etc. of the permits.

## **PERSONAL PROTECTIVE EQUIPMENT**

Mr J Garner will establish what protective clothing and equipment will be necessary, and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc are ordered and available for use on site, and that subcontractors are made aware of the site requirements for the wearing of safety helmets.

Adequate supplies of all necessary protective clothing or equipment are available on site for issue as required and that are worn when issued to employees.

Mr J Garner will ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders etc.

Inform any person on site observed carrying out any process which requires the use of protective clothing or equipment, of the company policy regarding PPE and instruct them not to continue working until protective clothing or equipment is obtained. This applies to any subcontractors as well as direct employees.

Mr J Garner will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued can be provided by the Safety Advisor as required.

## **RISK CONTROL MEASURES**

- All operatives are required to wear suitable footwear whilst at work on company sites. Suitable footwear may contain some or all of the following features;- steel toecap, steel midsole, waterproof (e.g. wellingtons), oil or chemical resistant soles, electricity insulating
- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn
- When necessary operatives will wear the appropriate hearing defenders issued and be instructed in their maintenance and use
- Operatives will wear the eye and head protection issued as appropriate to the work carried out
- Where necessary, operatives will wear the relevant respiratory protective equipment provided
- All management, supervisory staff, visitors, sub-contractors and employees, shall wear PPE whilst on company sites, other than in areas specifically designated as refuges
- Where other protective measures are not practicable, then for certain operations, the use of a safety belt or harness may be necessary. The equipment must be suitable for the particular purpose intended and generally a full harness is preferable. This equipment will be issued when required and operatives instructed in its use together with any other related equipment such as lifelines, connectors, shock absorbers, fall arrest devices etc.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment



## PLANNING AND CONTROL

Management of health and safety is concerned with the controlling of risks leading to an improved injury and ill-health record. This can be achieved successfully by having a safety policy that fulfils both the spirit and the letter of the law by assisting to preserve both physical and human resources and reduce financial losses and liabilities.

Effective systems use the safety policy as a foundation to influence activities and decisions including those concerned with resources selection, design and operation of working systems, design and delivery of products/services, and the control/disposal of waste.

Structured organisations maintain high standards by putting their policy into effective practice thus creating positive attitudes, involvement and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling all employees to contribute to the effort by good co-operation.

A planned and systematic approach to the policy implementation is aimed at minimising risks created by work activities. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction, by establishing performance standards and identifying specific ACTIONS required. Planning is the important feature of this system, by allowing hazards to be eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.

Performance can thus be measured against the pre-determined standards, and identify objectives for improvements. The control of such risk is achieved by effective monitoring, which looks at the fixed elements of activities such as premises, plant, equipment, substances etc. and the variable elements such as people, procedures and working systems.

Reactive monitoring such as accident/incident investigation can identify failures of control, but proactive monitoring seeks to identify those failures before the accident/incident occurs. In both cases, the objectives are to identify not only the immediate causes of sub-standard performance, but also any underlying causes which may have implications for the health and safety management systems.

Systematic reviews of performance based on data from both monitoring activities and independent audits of the whole management system allows a constant development and improvement in health and safety management. Information produced can then be used to revise the safety policy, implementation and techniques of risk control.

The aims of the above will be achieved by:

- Regular review of the Safety Policy
- Effective communication of the Safety Policy
- Assessment of risks by good forward planning
- Effective and consistent monitoring of performance standards
- Consultation between staff at all levels
- Quick and effective response when deficiencies in work systems are noted

## **PLANT ON A CONSTRUCTION SITE**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

All work will be planned in accordance with the relevant standards.

The Site Supervisor will take all aspects of the work into account to ensure that sufficient information is provided to the hire company or Plant Manager to enable the correct type of plant to be provided.

GeMech Ltd will ensure that competent operators and banksmen are provided to operate plant. Where appropriate, only operators holding a current Certificate or internal competency cards are allowed to operate plant on site. Where necessary full training and instruction will be arranged; the Safety Advisor will advise on training requirements and arrange or provide training as required.

Mr J Garner will consider any preparatory work that is required for the installation and/or use of plant on site and ensure that any requirements are taken into account e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes, lower crane base, mixer set-up, fuel storage, road crossing etc.

Special consideration will be given to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.

Mr J Garner will ensure a planned servicing schedule is prepared for all company plant on site and records kept of repairs, alterations, maintenance etc. All plant used will have valid and in-date inspections as required by Provision and Use of Work Equipment Regulations 1998 (PUWER), any lifting equipment such as a forklift truck is also subject to the requirements of Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) as applicable.

## **PROCEDURE FOR NEW EMPLOYEES**

All new employees will be inducted to the company at the start of their employment.

Mr J Garner will ensure that the induction will include as a minimum the following points:

- Explain to the new employees what he/she will be required to do and to whom he/she will be directly responsible
- Show the new employee where the GeMech Ltd Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities
- Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures
- Warn new employees of any potentially dangerous areas of operation in the workplace
- Ascertain if there are any training requirements for the new employee and ensure that this is provided prior to work commencing
- Inform the new employee of the protective clothing or equipment necessary and the procedure for accessing them
- Mr J Garner will inform employees of the hazards they may face at work and the control measures in place for these
- Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time, and explain that Mr J Garner is responsible for first aid provision within the business
- Explain to the employee what should be done in the event of a fire, where the fire assembly point is and who to report to

### **ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OLD**

- Inform employees that they must not operate any equipment or machinery unless being trained under the supervision of a competent person
- Inform Mr C Rutkowski of the need for an appropriate risk assessment to be completed for the young worker and ensure that it has been communicated to the new employee
- Mr J Garner will let the parents or guardians of any child know the possible risks and the measures put in place to control them

## **PROHIBITION AND IMPROVEMENT NOTICES**

Where a prohibition or improvement notice is issued by an Inspector of an enforcement authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and contact C2 Safety.

Mr C Rutkowski will, if required, provide advice on the measures necessary to comply with the notice.

When remedial measures have been taken Mr J Garner will contact the Inspector who issued the notice to inform him/her of the action taken. This will be confirmed in writing as soon as is practicable.

GeMech Ltd will work with C2 Safety and the enforcing agency to implement the best solution for all parties.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

## PROVISION AND USE OF WORK EQUIPMENT

Provision and Use of Work Equipment Regulations 1998 (PUWER) deal with the work equipment and machinery used every day in workplaces and aims to keep people safe wherever equipment and machinery is used at work.

GeMech Ltd will ensure, so far as reasonably practicable, that any equipment which is used by an employee for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures (protective devices, markings, warnings)

Mr J Garner will implement a procedure to ensure that all equipment is regularly checked by a competent person, the results recorded and any defects rectified or the equipment replaced.

Mr J Garner will ensure a system is in place for the checking of emergency stops and any defects are rectified before the equipment is put back into use.

In addition to PUWER, any lifting equipment is also subject to the requirements of Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and will be subject to thorough and regular inspections as required by these regulations. The maximum this inspection can be conducted is every six months for people lifting equipment and every 12 months for material lifting equipment.

With the assistance of Mr C Rutkowski, Mr J Garner will assess the risk to anyone who might be affected by the equipment, and these assessments will be reviewed on a regular basis.

In the event of any equipment becoming damaged during operation, all employees will report the defect immediately to their Manager, who will then ensure that the appropriate action is taken to maintain the safety of all personnel.

## RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 place duties on employers and the self-employed to take certain actions as summarised below:

- Assess the risks to health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a Safety Policy document will be acceptable provided arrangements for identifying additional risks are in place
- One of the most important aspects of your risk assessment is accurately identifying the potential hazards in your workplace
- Where the risk is considered to be significant, then this must be recorded in writing
- Risk assessments must be reviewed and altered if they are no longer valid or circumstances have changed significantly
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions
- Appoint one or more nominated competent persons to assist in complying with requirements
- Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures
- Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers
- Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with the others' activities, and subsequently pass such information to employees in those areas
- Provide relevant training to employees. The training must be repeated periodically and take account of changes, and also take place during working hours. Training must be provided in respect of:
  - Duties and tasks allocated to them
  - Induction on first being employed
  - When transferred to new work or given increased responsibility
  - When changes in work equipment or methods are introduced

Employees also have duties as follows:

- Use anything provided by GeMech Ltd in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment
- Inform Mr J Garner or other nominated person of any dangerous work situation or any matter that is considered to be a shortcoming in the employer's health and safety protection arrangements

## Definitions:

- Hazard - this is the potential for harm
- Risk - this is the likelihood that actual harm will occur

Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

## General Procedure:

- Identify the hazard and activities
- Assess the risks i.e. what is the nature and extent of the risk?
- Are existing control measures or precautions adequate?
- Is there full compliance with the law?
- Are any further precautions required?
- Record the findings, and arrangements to be implemented if necessary
- Check competence of all staff in their duties

Any work carried out which is not covered by the generic risk assessments within your safety policy will have specific risk assessments carried out and written, along with method statements if appropriate, by Mr C Rutkowski or a competent person within the company in conjunction with Mr J Garner.

## **SAFETY HELMETS**

Before work starts, the Safety Advisor will ensure that any signs relating to the wearing of helmets are ordered and available for use on site, and that sub-contractors are made aware of the site requirements for the wearing of safety helmets.

Personnel are to be informed of the areas where helmets need to be worn and instructed in their use and maintenance.

Mr J Garner will ensure that safety helmets are available, and are worn in all areas unless specifically designated as an area where the risk of head injury is negligible.

Wearing of Safety Helmets is mandatory in areas where signs instruct persons to do so. Failure to comply could result in disciplinary action being taken against offenders.

All supervisory and management staff are required to set a good example, by the wearing of safety helmets, where required.

All persons shall wear safety helmets whilst on a site when instructed to do so, other than in areas specifically designated in writing as being areas where the risk of head injuries is negligible. Information on any areas or working conditions where helmets need not be worn must be displayed in the canteen and site office.

The helmets will be provided with chin straps for use at heights.

Safety helmets must be worn by operatives working in suspended platforms.

Plant operators and vehicle drivers on sites must wear safety helmets when out of their cab or are travelling in an unenclosed vehicle.

Where a site requires the mandatory wearing of a safety helmet; any person failing to comply with this regulation will be required to leave site immediately, and not return that day. Repetition of this action will result in a ban on the individual from re-entering the site.

Safety helmets will only be used for head protection and not for any other purpose.

Hard hats have an expiry date which can be found under the visor. Check with the Manufacturer for the recommended replacement schedule.



## **SITE WASTE MANAGEMENT**

GeMech Ltd acknowledge that a substantial number of workplace injuries are caused by poor housekeeping.

It is our objective to run a professional construction organisation; this desire extends to our waste management system.

All waste generated by us will be sorted by us prior to disposal or via a licensed waste carrier that will perform the sortation process off site.

In the event of GeMech Ltd undertaking work at other organisations' premises; waste will be disposed of as agreed with the client prior to departure from site. Where possible GeMech Ltd will utilise any on-site waste management systems already in place at the host company.

Waste management procedures will be established on a case by case basis and all GeMech Ltd employees and contractors will be briefed by Mr J Garner on the specific arrangements prior to commencement of work.

All waste will be disposed of correctly and at licensed waste disposal facilities. Hazardous and contagious waste will be sorted and handled separately and labelled accordingly.

Dedicated skips, bins and containers will be used to store waste.

Waste will not be permitted to build up and overflow and will be removed as soon as is practicable. Waste must be removed from the working area in a timely manner to prevent a slip and trip hazard. All combustible waste will be removed from the vicinity of any hot works prior to their commencement.

Employees will be trained in safe manual handling techniques in order to safely move waste to the correct designated areas on site.

### **RISK CONTROL MEASURES**

- Waste will not be permitted to build up in work areas on site
- Waste will be disposed of in dedicated bins and skips and stored in dedicated locations until collected
- Waste will be separated based on type e.g. food, paper, plastic, rubble
- Sharps, hazardous waste and waste capable of causing environmental and health contamination, including food waste, will be marked and stored accordingly
- Safe manual handling techniques will be used by all staff when moving waste
- Employees are not permitted to climb into skips and bins to compact or recover waste
- Waste will be disposed of as soon as is practicable to prevent build-up of overflow
- Remove all waste from immediate work area before hot works are carried out

## **STAFF TRAINING**

GeMech Ltd will ensure that all employees are trained to a level that allows them to competently and safely perform their roles.

Mr J Garner will know the competency of individual employees and ensure that they have the required skills in order for them to perform the jobs safely.

A regular assessment of the skills required for each job will be performed.

A regular assessment of the individual's skills will be reviewed and any appropriate shortfalls will be resolved as soon as is reasonably practical.

Skills shortfalls will be resolved via:

- Internal training by a competent manager
- Partnering with a more experienced team member and follow up interview with a competent manager
- Home based study
- College based study
- External training

Training will be prioritised based on risk level mitigated and the training that provides the greatest benefit to GeMech Ltd.

The company will ensure that any employees under the age of 18 have sufficient training, supervision and mentoring in place for the young person to be able to work safely.

Mr J Garner has appointed C2 Safety as an external advisor to assist them in identifying the training needs of the business.

## STEPLADDERS, TRESTLES AND STAGINGS

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

### **The main hazards associated with stepladders include:**

- Unsuitable base, e.g. uneven, debris pieces, loose materials, etc.
- Unsafe use of the equipment, leaning over, overreaching, standing on the top step
- Overloading
- Use of equipment where a safer method should be provided
- Using defective equipment

Mr J Garner will ensure that all equipment is inspected at least every 6 months to ensure that there are no defects and check at least weekly whilst in use. The annual inspection should be recorded on a ladder register noting any findings or action taken.

Training provided to supervisory staff and operatives will include the hazards and precautions relating to this equipment and its safe use.

Mr J Garner will arrange for the required numbers and types of equipment to be provided taking into account the work to be carried out.

A visual safety check is to be carried out by employees prior to use on each occasion to check for cracks, warping, loose hinges, missing screens, loose or damaged stiles or braces. Where a defect is noted, or the equipment is damaged, it is to be taken out of use immediately. Any repairs are to be carried out by competent persons only. Painting of timber stepladders, which could hide defects, is prohibited by Regulations.

Mr J Garner will check that the equipment is being used correctly and not being used where a safer method is available or should be provided. Where a platform is higher than 2 metres then alternative access methods must be considered.

Trestles are intended for light work only. Where trestles are used on scaffold platforms or any location above ground then special precautions must be taken with regard to guardrails, and there must be adequate access width to move around the trestles.

Lightweight staging should be used for platforms. If scaffold boards are used the span should not exceed 1.5m for 38mm boards, and platforms should not overhang the support by more than 150mm.

Platforms will not be higher than two-thirds the height of the trestles, and in no case should the overall height be such that a person can fall more than 4.5 metres.

Equipment should only be used on firm surfaces and should be stable prior to use. If permanent or long term use is required then scaffold is to be erected.

Mr J Garner will ensure that, where staging is being used in roof areas, supported from roof members, only experienced operatives are permitted to carry out the work and that all necessary safety harnesses, anchorage points, etc. are provided and used.

GeMech Ltd will ensure that proper storage is provided for stepladders, trestles or staging, and this is secure and undercover where possible.

## **RISK CONTROL MEASURES**

- A visual safety check is carried out prior to each use
- An inspection of step ladders will be carried out every 6 months and recorded in writing
- Equipment should be placed on a firm, level base
- If a platform is over 2m high alternative access methods must be considered
- Scaffold boards used for platforms must have a max span of 1.5 m and should not overhang the support by more than 150mm
- Trestles are intended for light work and must not be overloaded
- Trestles used on scaffold must have adequate space around them
- Scaffold guardrails must take into account the trestle height
- Platforms will not be higher than two-thirds the height of the trestles
- A platform must not exceed a height where a person can fall more than 4.5 m
- Fall arrest systems will be used when staging is supported by roof members
- Time on stepladders and trestles must be limited to short duration works only
- Wooden stepladders will not be painted

# THE MANAGEMENT OF STRESS

## Employers' duties in respect of stress

Where stress is caused or made worse by work, it could lead to ill-health, and as a result, employers must assess such risks. This does not require any medical knowledge, but simply a method of identifying who is likely to become stressed and recognising signs of the principal stressors.

These are:

- Pressures of work or work load
- Changes in work tasks or organisational arrangements
- The physical environment
- Tension between colleagues
- Poor relationships with clients or patients
- Poor management style
- Inflexible working patterns
- Shiftwork
- Lack of communication and consultation
- Bullying or harassment

The Company is not responsible for stress due to problems outside work, for example, those which are caused by an individual's financial or domestic problems. However, non-work problems can make it difficult for people to cope with the pressures they face at work, which may subsequently affect their performance. It is therefore prudent for the Company to be aware of external personal factors and to show understanding to staff in compromised positions.

## Awareness of the signs of stress

Many of the outward signs of stress in individuals should be readily noticeable to managers or their work colleagues. Changes in a person's behaviour, such as deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism or reduced performance are typical signs. Those suffering from stress may also smoke or drink alcohol more than usual or even turn to drugs. They might also complain about their health, for example they may get frequent headaches. Ways in which such indications can be detected, apart from a direct approach by the individual concerned or one of their colleagues, include:

- Monitoring sickness absence, particularly frequent short spells of sickness
- Monitoring lateness, or other disciplinary problems
- Monitoring the level or quality of service, particularly any client complaints
- Talking and listening to staff in order to identify any work-related pressures

Other techniques are available, such as the use of questionnaires, but be aware that whilst such initiatives can be helpful, they tend to be lengthy, may not ask the type of questions that are relevant to the Company and their interpretation may require specialist knowledge.

## **The physical environment**

Environmental conditions such as extremes of temperature, poor standards of lighting and ventilation, noise and vibration, are recognised contributory factors to work-related stress. They should therefore be considered as part of any stress risk assessment.

## **Tackling work related stress**

Having developed procedures for identifying the causes and symptoms of stress as outlined previously, the Company should put control measures in place to minimise any identified risks from stress. As the range of work-related and personal stressors is very broad, the Company control measures should concentrate on those aspects over which the Company has direct influence.

## **Counselling**

The Company should consider providing advice from external agencies. The relevant information on how to access support should be made available to staff.

If an employee has concerns that they may be suffering from any of the symptoms of stress they should inform their line manager at the earliest opportunity. If they feel that their line manager is a contributory factor towards their symptoms they should escalate to the next level within the organisation or their safety advisor.

## **UNDERGROUND SERVICES**

GeMech Ltd will ensure that all work with underground services will be planned in accordance with current regulations and the relevant standards.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

The Site Supervisor will obtain full details of all underground services from the various service authorities, including:

- Local electricity distribution company
- Local Authority for street lighting cables, and sewers
- Gas company
- Water company for mains water, sewers
- British Telecom
- Adjacent private owners and any other local special circumstances

Where conditions are such that there are a large number of existing services, e.g. in a town centre or large industrial complex, then a Permit to Work system for excavation work will be prepared.

Where it is considered appropriate and necessary by the Site Supervisor carry out a survey for buried services. Selected staff will be trained in the use of service location equipment.

GeMech Ltd will ensure that, before any excavation work commences, all information on existing underground services has been obtained, and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes, or that trial holes are carefully excavated along the line of the proposed trench or area of excavation.

GeMech Ltd will arrange for full consultation to be carried out at all stages with representatives of the various service authorities to agree any precautions required.

Mr J Garner will ensure that all supervisory staff, machine operators and banksmen are instructed in the procedures to be followed. Any sub-contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site are to be instructed in the operation of a Permit to Work system if applicable.

Mr J Garner will ensure that any services installed as temporary supplies or as part of the permanent works are accurately plotted on a site plan and, if temporary, are physically marked along their routes by means of timber stakes and notices, or other appropriate means.

## **RISK CONTROL MEASURES**

- Ensure that plans and locating equipment are available before any excavation work begins
- Do not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers of services
- Use the locating devices provided. Training will be arranged, for those persons required to use this equipment, by the Safety Advisor when requested

- Do not rely on the locating equipment alone. Look for physical indicators such as previous excavations, junction boxes, manholes, cable transmission poles, lamp posts etc.
- Dig trial holes carefully using hand tools only, to confirm the location of services. If pointed implements have to be used, then do so carefully, and avoid thrusting spikes into the ground
- Mark the line of services with paint, crayon, wooden pegs etc. and place signs to indicate their presence
- Do not assume that services will be at their recommended depth. Continue to use the locating equipment as excavations proceed
- Do not use mechanical tools or excavators within 0.5m of any service
- Treat all services as hazardous until safely proved otherwise. Electricity cables and gas pipes can look like water services and both electric and gas services have been known to be laid in pipes or duets etc.
- Where services are believed to be encased in solid material the services are to be isolated before excavation or breaking away commences
- If any service is damaged then it must be reported immediately and the area cleared. If a cable is struck by a machine, the operator must stay in the cab or jump clear, do not climb down
- Water supply and sewage pipes can also be hazardous. Ensure safe exits from the excavation in case of flooding
- All services crossing an excavation must be adequately supported and services must not be used as stepping points for access



## USE OF SKIPS

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons; this will then be communicated to all employees.

Under the Highways Act 1980, it is necessary to obtain written permission from the appropriate Highway Authority before placing the skip on any public highway. This may entail conditions being imposed as to the location sited, dimensions, colour/markings, disposal of contents, lighting/guarding and removal.

Following permission being granted and a skip being placed on the highway then the skip owner must ensure:-

- It is adequately and correctly lit after dark
- It is clearly marked with the owner's name and telephone number (or address)
- It is removed as soon as practicable following filling
- Conditions imposed by the granted permission have been complied with

Mr J Garner will ensure that skips are located on level ground with adequate firm access for vehicle loading/unloading and not cause an unnecessary obstruction.

Mr J Garner will ensure that any skip is correctly coloured and marked in accordance with Builders' Skips (Markings) Regulations 1984. That a plate marked with red and yellow fluorescent reflex diagonal stripes (complying with BS Au/52 Rear marking plates for vehicles), is fitted to the outer edge of each end of a skip parked on the highway. These plates must be kept clean and should be unobstructed so that they can be seen at a reasonable distance by any users of the highway.

Where a front-opening skip is unavailable and employees are using wheelbarrows, then properly constructed ramps of adequate strength will be used.

Mr J Garner will ensure that an adequate cover for the skip is available to prevent debris flying out especially when using chutes.

Materials must not be allowed to spill from the skip, especially during transport and the load may require to be covered. Contents may require occasional dampening to prevent a dust nuisance. Highly flammable, explosive, noxious or other hazardous materials must not normally be allowed to be deposited in skips. This also includes material which could putrefy or cause a nuisance to other users of the highway.

Mr J Garner is responsible for arranging the timely replacing of full skips. This must be carried out as soon as practicable after filling. The highway permit will stipulate the period for which the skip may be left on the highway and no skip may remain after such a permit has expired.

Mr J Garner will ensure a lamp is fitted and working at each corner either on the ground or mounted on the skip.

Mr J Garner will ensure that all skips on highways are correctly coned. A single skip on the highway should have an inclined line of cones on its approach each side (on a main traffic route). At night, these cones should be alternated with road danger lamps. Two or more skips may be guarded as one, provided they are close enough together in a row. The cones requirements may be waived if they would interfere with an access route.

Use of purpose-designed vehicles should be employed for the raising and lowering of skips. Where restricted access precludes the use of a vehicle a skip may be lifted by crane. Mr J Garner must ensure the following procedure is adhered to:

- Consult the skip supplier
- Inspect the skip and lifting lugs to ensure its safe lifting
- Use suitable lifting gear, marked with SWL
- Ensure weight of skip and contents do not exceed SWL of crane at relevant radius
- Ensure structure where skip is to be placed can adequately support the load
- Consider adverse effects of wind during crane operation
- Ensure adequate protection of the public and site personnel during lifting operations

## **RISK CONTROL MEASURES**

- All skips placed on a highway will have a valid permit
- All skips will be marked and coloured in accordance with current regulations
- Lighting will be located at each corner
- Skips on highways will be coned-off in accordance with regulations
- Skips will not block or hinder access of vehicles or pedestrians
- Skips will be emptied before overflowing and will not contain prohibited items of waste
- Skips will be transported on purpose-built vehicles and be covered when necessary
- If lifting skips by crane the SWL is not to be exceeded
- Employees and contractors are not to climb inside skips
- Unserviceable and severely damaged skips are not to be used

# VIOLENCE

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees. A combination of appropriate measures, in consultation with employees, will be implemented to maximise their safety.

GeMech Ltd will follow the advice and guidance provided in INDG 69 “Violence at Work: a guide for employers” issued by the HSE.

Work-related violence is defined as ‘Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.’ Verbal abuse and threats are the most common types of incidents; physical attacks are comparatively rare.

Employees must not accept incidents of violent or aggressive behaviour as a normal part of the job. They have a right to expect a safe and secure workplace.

Employees, visitors, contractors and users of services are all at potential risk. Incidents arise primarily because the work involves contact with a wide range of people in circumstances which may be difficult. Some people may be predisposed towards violence.

Employees involved in the following activities are at increased risk of violence and aggressive behaviour:

- working alone
- working after normal working hours
- working and travelling in the community
- handling valuables or medication
- providing or withholding a service
- representing authority
- working with people who are emotionally or mentally unstable
- working with people who are under the influence of drink or drugs
- working with people under stress

GeMech Ltd will provide employees with training on how to spot the early signs of aggression and management strategies to avoid or cope with it. All employees will be trained in any relevant emergency procedures.

Employees will be provided with information they may need to identify clients with a history of violence or who may be predisposed to violence.

Where possible the number of staff in the workplace will be maintained at a level where a lone worker situation is avoided. Job design will take into account higher risk tasks.

GeMech Ltd will review the physical environment to reduce any waiting times, provide more comfort for visitors, and the implementation of any security measures including personnel access management systems, such as code locked doors, wider counters etc. and CCTV.

GeMech Ltd will continuously review cash control and banking measures and will increase the need to bank money more frequently, accept alternative payment methods to reduce the

amount of cash held on premises or by employees. Money will be banked at varied times to prevent any identifiable pattern forming and reducing the possibility of robbery.

Cash and valuables will not be kept unattended on company premises and in vehicles, and where this is unavoidable adequate security measures are in place including the use of safes and locked equipment cages.

GeMech Ltd's Lone Worker policy will be adhered to in order to assist in safeguarding employees against the risk of violence.

Any instance of verbal abuse, threats of aggression, attempts of, or actual, violence against employees is to be reported immediately to Mr J Garner. All incidents will be recorded in writing and measures reviewed to prevent reoccurrence.

## **RISK CONTROL MEASURES**

- Lone working will be avoided whenever possible
- Information will be provided to employees where a known risk exists and a mitigation strategy will be in place
- Emergency procedures are in place for handling violence and aggressive situations
- Access to non-authorized persons is restricted in the workplace
- Cash and valuables are not left on the premises and in vehicles whenever practicable
- Cash handling and banking processes will reflect the risk

## **WASTE MANAGEMENT**

GeMech Ltd acknowledge that a substantial cause of workplace injuries is caused by poor housekeeping.

It is our objective to run a professional organisation, this extends to include our waste management system.

Wherever possible the company will ensure waste is segregated and recycled.

When disposing of waste the company will only use a licenced waste carrier.

### **RISK CONTROL MEASURES**

- Waste will not be permitted to build up in work areas
- Waste will be disposed of in dedicated bins and skips and stored in dedicated locations until collected
- Waste will be separated based on type e.g. food, paper, plastic
- Sharps, hazardous waste and waste capable of causing environmental and health contamination, including food waste, will be marked and stored accordingly
- Safe manual handling techniques will be used by all staff when moving waste
- Employees are not permitted to climb into skips and bins to compact or recover waste
- Waste will be disposed of as soon as is practicable to prevent build-up of overflow

# **WELFARE, EMERGENCY PROCEDURES AND FIRST AID**

**Welfare facilities** will be provided to all employees, the minimum requirements are:

- Available drinking water
- A means of heating food, or water for hot drinks
- Hand cleanser in dispenser
- Hot running water
- Paper towels or other suitable means of drying hands
- Storage facilities for protective clothing
- Adequate first aid equipment
- Convenient sanitary facilities

## **EMERGENCY PROCEDURES**

GeMech Ltd will ensure that appropriate emergency procedures are in place for all employees.

Employees will be trained on these emergency procedures as part of their induction.

The emergency evacuation muster point is Outside the office by warehouse parking opposite.

Mr J Garner is an appointed Fire Marshal/Emergency Procedure Marshal who shall ensure that a roll call is conducted in order to confirm that no one is missing or left in the building.

Evacuation signage will be in place.

Emergency contact numbers will be prominently displayed either within the evacuation signage or very close to it.

An appropriate level of trained First Aiders will be in place in order to ensure that additional harm does not come to anyone in the event of an emergency evacuation.

## **FIRST AID**

Mr J Garner will oversee and ensure suitable and sufficient first aid provision is in place within GeMech Ltd.

There will be in place appropriate well stocked first aid equipment, which will be checked regularly to ensure its contents are up to and in date.

The First Aiders will be provided with full appropriate training.

The First Aiders will be provided sufficient time to perform their role fully.

## **WORKING AT HEIGHT**

GeMech Ltd will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mr J Garner will be responsible for ensuring that this policy is implemented throughout GeMech Ltd and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process GeMech Ltd will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

The Work at Height Regulations 2005 is in place to protect staff and others against risks to their health whilst working at height.

Work at height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place. This can also include means of access and egress to a place of work.

GeMech Ltd will ensure that staff or others do not work at height where it can be avoided. Where alternatives are not available and employees are required to work at height Mr J Garner will ensure the relevant risk assessment for working at height has been completed alongside any specific assessment that has been conducted for the task at hand. Prior to working at height a written safe system of work, including emergency and rescue procedures, will be in place and where necessary a permit to work issued.

All employees will receive instruction in the use of any safety equipment provided and safe working procedures so they fully understand its content and comply with local procedures and safe systems of work.

Mr J Garner will ensure that all safety equipment, staging, safety belts, harnesses, anchorages etc. are inspected weekly and before use. Any defects noted at weekly inspections or reported by employees shall be attended to immediately.

Employees and their representative will be consulted when assessing the risks and developing systems of work connected with working at heights. Employees will inform their manager if they suspect that the system of work in place is ineffective or inadequate. Mr J Garner will ensure all staff who work at height are fit to do so.

Where work at height is to be carried out close to overhead cables adequate precautions and protection for employees is to be in place.

Mr J Garner will ensure that a safe system for moving equipment and materials to and from the working position is available. No equipment or materials are to be intentionally dropped from height and must be lowered by appropriate means.

A safe means of securing tools and materials at height must be in place whilst employees are using them.

Mr C Rutkowski will be asked for advice on safe working methods, precautions and safety equipment required for any work at heights where standard procedures do not already exist.

Mr J Garner will ensure that PPE is provided to, and worn by, all employees working at height. This will include appropriate safety footwear, safety helmets with a chin strap, safety harnesses and fall arrest devices.

All necessary precautions will be taken to ensure that persons do not walk or work beneath employees carrying out work at high level and that third parties are protected from the risks associated with work at height, including establishing an exclusion zone underneath the working area with barriers and warning notices.

Access to the working areas must be secured or fenced outside working hours or when unattended to prevent unauthorised access.

## **RISK CONTROL MEASURES**

- Avoid work at height where possible and utilise alternative means when available
- Procedures and/or protection for employees must be in place where overhead cables are present
- Ensure that all staff who work at height have information, instruction, training and supervision in their use
- A safe means of securing and moving tools and materials to and from the work at height is to be in place
- Equipment, materials and debris must not be dropped from height
- Report any activity or defect likely to endanger safety, and damaged equipment is not to be used
- Employees must comply with any safe system of work developed through risk assessment and any requirements of a permit to work
- Employees will use all safety equipment supplied including safety belts, harnesses, fall arrest devices etc.
- All personnel on sites where work at heights is being carried out will wear safety helmets



## WORK EQUIPMENT INSPECTION FREQUENCIES

In order to ensure work equipment does not deteriorate to the extent that it may put people at risk, employers, the relevant self-employed and others in control of work equipment are required by PUWER to keep it 'maintained in an efficient state, in efficient order and in good repair'.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'.

Other significant regulations include

- Control of Substances Hazardous to Health (COSHH)
- Pressure Systems Safety Recommendations (PSSR)
- Work at Height Regulations (WHR)
- Electricity at Work Regulations (EWR)
- Age and condition

The frequency and nature of maintenance should be determined through risk assessment, taking full account of:

- the manufacturer's recommendations
- the intensity of use
- operating environment (eg the effect of temperature, corrosion, weathering)
- user knowledge and experience
- the risk to health and safety from any foreseeable failure or malfunction

### Inspection Frequency Guide

<b>Mobile Plant</b>			
<b>Plant</b>	<b>Inspection (Service) Frequency</b>	<b>Certificate of Thorough Examination Required</b>	<b>Regulations</b>
Excavator (With Lifting Eye)	Daily before use and every 12 Months	Every 12 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Excavator	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Lifting Accessories		Every 6 Months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Cranes & Lifting Machinery	Daily before use and every 12 Months	Every 12 months or 6 months if lifting persons	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Forklift truck	Daily before use and every 12 Months	Every 12 months or 6 months if lifting persons	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Telehandler	Daily before use and every 12 Months	Every 12 months or 6 months if lifting persons	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Man Basket	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS

<b>Mobile Plant (cont)</b>			
<b>Plant</b>	<b>Inspection (Service) Frequency</b>	<b>Certificate of Thorough Examination Required</b>	<b>Regulations</b>
Scissor lift	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Mobile elevated platform	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Dumper	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

<b>Small Plant</b>			
<b>Plant</b>	<b>Inspection (Service) Frequency</b>	<b>Certificate of Thorough Examination Required</b>	<b>Regulations</b>
Pedestrian roller	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Plate compactor	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Concrete mixer	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

<b>Local Exhaust Ventilation</b>			
<b>Plant</b>	<b>Inspection (Service) Frequency</b>	<b>Certificate of Thorough Examination Required</b>	<b>Regulations</b>
Dust extraction (wood)	In line with the written scheme of works, but no greater than 14 months	At least every 14 months	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)
Dust extraction (welding)	In line with the written scheme of works, but no greater than 14 months	At least every 14 months	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)
Fume vapour extraction	In line with the written scheme of works, but no greater than 14 months	At least every 14 months	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

<b>Pressure Systems</b>			
<b>Plant</b>	<b>Inspection (Service) Frequency</b>	<b>Certificate of Thorough Examination Required</b>	<b>Regulations</b>
Compressed air pressure equipment		In line with written scheme of works	PRESSURE SYSTEMS SAFETY REGULATIONS 2000 (PSSR)
Compressors		In line with written scheme of works	PRESSURE SYSTEMS SAFETY REGULATIONS 2000 (PSSR)

<b>Electrical Equipment (Fixed)</b>			
<b>Plant</b>	<b>Inspection (Service) Frequency</b>	<b>Certificate of Thorough Examination Required</b>	<b>Regulations</b>
Fixed wiring		Every 5 years or as recommended by the Electrical Installation Condition Report (EICR)	THE ELECTRICITY AT WORK REGULATIONS

<b>General Work Equipment</b>			
<b>Plant</b>	<b>Inspection (Service) Frequency</b>	<b>Certificate of Thorough Examination Required</b>	<b>Regulations</b>
Ladders	Used daily-every month Used monthly-every 3 months Used infrequently-every 12 months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS WORK AT HEIGHT REGULATIONS
Scaffolding	Daily before use and every 7 days when erected		WORK AT HEIGHT REGULATIONS
Hand tools	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Disc cutters	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Construction hoist	Daily before use and every 6 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Vehicle tail lifts	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Pallet trucks	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

<b>Safety Harness</b>			
	<b>Pre-use checks</b>	<b>Detailed Inspection</b>	<b>Regulations</b>
Lanyards	Daily before use	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Harness	Daily before use	Every 6 months and should be subject to interim inspections as per below	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
<p>Note: Interim inspections should be carried out where: risks from transient arduous working environments involving paints, chemicals or grit blasting operations; or acidic or alkaline environments if the type of fabric the lanyard is made from cannot be determined (some fabrics offer low resistance to acids or alkalis).</p>			

<b>Portable Electrical Equipment</b>			
	<b>Formal visual inspection</b>	<b>Combined inspection and testing</b>	<b>Regulations</b>
Desktop computers, DSE screens	2-4 years	No if double insulated, otherwise up to 5 years	THE ELECTRICITY AT WORK REGULATIONS
Photocopiers, fax machines: Not hand-held. Rarely moved	2-4 years	No if double insulated, otherwise up to 5 years	THE ELECTRICITY AT WORK REGULATIONS
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	2-4 years	No	THE ELECTRICITY AT WORK REGULATIONS
Double insulated (Class II) equipment: Hand-held. eg some floor cleaners, some kitchen equipment	6 months – 1 year	No	THE ELECTRICITY AT WORK REGULATIONS
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	6 months – 1 year	Yes, 2-4 years	THE ELECTRICITY AT WORK REGULATIONS
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery charging equipment	6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to	THE ELECTRICITY AT WORK REGULATIONS

<b>Construction sites</b>			
	<b>Formal visual inspection</b>	<b>Inspection and test</b>	<b>Regulations</b>
Fixed	Every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS
IT	Every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS
Portable	Daily before use and formally every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS
Handheld	Daily before use and formally every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS

## **Working during COVID-19**

The emerging evidence based on Coronavirus: COVID-19 is rapidly evolving. Further updates may be made to this guidance as new detail or evidence emerges.

This document provides guidance and information on infection prevention and control procedures for employees continuing to work.

The company will ensure that all staff are briefed on the risks and control measures in place to manage any outbreak.

Employees will only be allowed to attend work or site once they have been confirmed as not suffering from any symptoms or anyone within their household.

Symptoms are as below:

- a high temperature
- a new, continuous cough
- temporary loss of sense of taste and/or smell

Should an employee become symptomatic they must report the sickness in line with the company's normal sickness reporting procedures. They must not attend work until discussed with their line manager or their HR team.

All staff will work to this procedure and highlight any concerns or potential improvements to the management team. The company is committed to ensuring the workplace is a safe environment for all employees.

The company will assess their workforce to determine higher risk categories, typically age and those with appropriate pre-existing conditions. The employee will volunteer information to their employer should they feel that they are in a higher risk category and additional control measures may be required.

The company's emergency management team have compiled a COVID-19 risk assessment, and this will be reviewed on an on-going basis.

The company will ensure that sufficient hand washing facilities including warm running water and soap are in place for all employees to be able to regularly wash their hands, should these not be available hand sanitiser will be made available.

If someone becomes unwell in the workplace the unwell person will be removed to an area which is at least 2 metres away from other people and then self-isolate at home for seven days.

Break areas will be regularly cleaned and wiped down, where applicable they will be well ventilated and as the weather improves and when safe to do so employees will be encouraged to take breaks outside.

Should specific PPE be required to work safely this will be provided at no cost by the company.

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Safety Forms produced by



**For GeMech Ltd**

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ACCIDENT BOOK

ANNUAL SCREENING QUESTIONNAIRE FOR HEALTH SURVEILLANCE

HOT WORK PERMIT

LIFT PLAN AND PERMIT TO LIFT - LOGO

PERMIT TO WORK

PPE REGISTER

SITE INDUCTION

SITE INDUCTION REGISTER

TOOLBOX TALK REGISTER

## **Accidents, Incidents and Near Miss Reporting**

As an employee you have a legal duty to co-operate with your employer in ensuring appropriate and adequate health and safety arrangements are in place. Therefore you must report all accidents, incidents and near misses to your line manager/supervisor and assist where appropriate in accident investigations.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report certain accidents, dangerous occurrences and diseases which occur within the work place.

These reports are used by the enforcing authorities to target enforcement action, identify trends and gather data on a national basis. These reports are a legal duty, they identify for Local Authorities and the Health and Safety Executive events of a serious nature such as those which involve people having time off work, suffer a life threatening illness or major injury, in such cases investigation and legal action may take place.

Reports must be made by the 'responsible person' normally the employer, a self-employed person, or the person in control of the premises where the work was being carried out.

It is a criminal offence for reportable accidents not to be reported within 15 days and failure to report can lead to prosecution and fines being imposed.

### **Reportable Accidents**

The following must be reported to the enforcing authorities:

- Deaths.
- Major injuries.
- Over-7-day injuries (not counting the day of the incident) – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Injuries to members of the public or people not at work, where they are taken from the scene of an accident to hospital.

### **Reportable Diseases**

- Carpal Tunnel Syndrome
- Prolonged cramp of the hand or forearm
- Occupational dermatitis
- Hand Arm Vibration Syndrome
- Occupational Asthma
- Tendonitis or tenosynovitis

## Reportable Dangerous Occurrences

Typical Dangerous occurrences include but are not limited to:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- The failure of any closed vessel, its protective devices or of any associated pipework where that failure could cause the death of any person.
- Any plant or equipment unintentionally coming into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or close proximity with such an electric line, such that it causes an electrical discharge.
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which results in the stoppage of the plant involved for more than 24 hours or a significant risk of death.
- The projection of material beyond the boundary of the site on which explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.
- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- The complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height or any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Incidents that result in an employee being away from work or unable to perform their normal duties for more than 3 consecutive days should still be recorded.



# GeMech Ltd

## Accident Record

### About the person who had the accident

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Age \_\_\_\_\_

### About the Accident

Time \_\_\_\_\_ Date \_\_\_\_\_

Where did it happen \_\_\_\_\_

What happened \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Injuries sustained \_\_\_\_\_

### About the person filing in this record

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Age \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Reportable ? Yes / No

Safety Advisor Informed ? Yes / No

**If you suspect that this incident may be reportable to the HSE  
or you have any concerns contact Mr C Rutkowski at C2 Safety**

# GeMech Ltd

## Accident Record

### About the person who had the accident

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Age \_\_\_\_\_

### About the Accident

Time \_\_\_\_\_ Date \_\_\_\_\_

Where did it happen \_\_\_\_\_

What happened \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injuries sustained \_\_\_\_\_

### About the person filing in this record

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Age \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Reportable ? Yes / No

Safety Advisor Informed ? Yes / No

**If you suspect that this incident may be reportable to the HSE  
or you have any concerns contact Mr C Rutkowski at C2 Safety**

# Annual Screening Questionnaire for Health Surveillance

Name:	
Date:	

This questionnaire is designed to help the Company meet its legal Health and Safety duties, assess whether there are any existing health issues likely to affect you and to find out if any changes need to be made to the workplace under the Disability Discrimination Act 1995. Information given by you will also help us to work out if you need any vaccinations or any health checks as part of your job. The information supplied will remain strictly confidential and can be accessed only by authorised personnel. No information will be given outside of the company. A copy will be available when leaving the company's employment.

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## Section 1 - illnesses that can affect your safety at work

Do you suffer with any health problems that have caused you to have time off work? Please tick Yes or No to each question. Please answer truthfully.

	Yes	No		Yes	No		Yes	No
Stomach/bowel	<input type="checkbox"/>	<input type="checkbox"/>	Back/neck	<input type="checkbox"/>	<input type="checkbox"/>	Mental illness	<input type="checkbox"/>	<input type="checkbox"/>
Bladder	<input type="checkbox"/>	<input type="checkbox"/>	Ears	<input type="checkbox"/>	<input type="checkbox"/>	Claustrophobia	<input type="checkbox"/>	<input type="checkbox"/>
Kidney	<input type="checkbox"/>	<input type="checkbox"/>	Eyes	<input type="checkbox"/>	<input type="checkbox"/>	Vertigo	<input type="checkbox"/>	<input type="checkbox"/>
Hernia	<input type="checkbox"/>	<input type="checkbox"/>	Lungs	<input type="checkbox"/>	<input type="checkbox"/>	Anxiety/stress	<input type="checkbox"/>	<input type="checkbox"/>
Heart	<input type="checkbox"/>	<input type="checkbox"/>	Nose or throat	<input type="checkbox"/>	<input type="checkbox"/>	Nervous disorder	<input type="checkbox"/>	<input type="checkbox"/>
Blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Sinusitis	<input type="checkbox"/>	<input type="checkbox"/>	Skin disease	<input type="checkbox"/>	<input type="checkbox"/>
Blood disorder	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	<input type="checkbox"/>
Jaundice	<input type="checkbox"/>	<input type="checkbox"/>	Fainting/dizzy spells	<input type="checkbox"/>	<input type="checkbox"/>	Drug dependency	<input type="checkbox"/>	<input type="checkbox"/>
Rheumatism/arthritis	<input type="checkbox"/>	<input type="checkbox"/>	Headaches/migraines	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol dependency	<input type="checkbox"/>	<input type="checkbox"/>
Tendons/ligaments/joints	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

# Annual Screening Questionnaire for Health Surveillance

Section 2- Other information that the employer needs to know for health and safety requirements

Do you suffer from:	Yes	No	Are you:	Yes	No
Aches?			Suffer any health problems?		
Pains?			A smoker?		
Tingling?			Asthmatic?		
Numbness/loss of feeling?			Epileptic?		
Skin allergies, eczema or dermatitis?			Diabetic?		
Other allergies of which we should be aware?			Colour blind?		
Any blood borne disease, e.g. hepatitis, HIV?			Dyslexic?		
Section 3 - Other information that the employer needs to know for health and safety requirements					
Do you have any physical disability which could affect your work?					
Do you have difficulty hearing (with a hearing aid if needed) for all normal work purposes?					
Do you have difficulty seeing (with glasses or contact lenses if needed) for all normal work purposes?					
Do you currently take any prescribed medicines that make you dizzy or drowsy?					
Have you ever been told that you suffer from a work related health problem?					
Do you suffer from a frequent health problem that causes you to be off work more than 2-3 times a year?					
Have you ever had an illness or injury that has kept you off work for more than 3 months?					

## Annual Screening Questionnaire for Health Surveillance

Section 4 - Work activities that can affect your health								
In previous jobs, have you had any significant exposure to:								
	Yes	No	Radiation	Yes	No		Yes	No
Dust?			Hazardous chemicals?			Asbestos?		
Noise?			Skin irritants?			Vibration?		
If you have answered 'Yes' to any of the questions in Section 1, 2, 3 or 4 please give details below;								

Please check over this form to make sure you have answered all the questions. Please complete ALL the questions and return the form (with any additional information) to your supervisor.

**Declaration:** I declare that the answers contained in this questionnaire are, to the best of my knowledge, true. I understand that should I withhold information, or lie about any details, my employment may be terminated.

Employee's Signature..... Date.....

# GeMech Ltd

## HOT WORKS PERMIT

VALID FOR DAY OF ISSUE ONLY

**Permit Number:**

This hot works permit is required for ANY operation involving open flames or the production of heat and / or sparks. This includes but is not limited to: cutting, welding, grinding, brazing, soldering, pipe thawing and torch applied roofing etc.

Strictly NO HOT WORK is allowed on any combustible materials including composite panels.

**Before Starting Hot Work:**

1. The Hot Worker MUST prepare the area and complete section 1
2. The Hot Worker the reviews the controls with the Authoriser who completed section 2
3. At the end of works section 3 is completed to close out work

Hot Workers details (name and address)	

Details of work to be undertaken;	
Is there a safer way of doing without hot work ? Yes / No	

Location of works:	

Emergency plan:			
Emergency Co-ordinator		Contact number	

Number of persons on-site		Emergency plan understood by all	Yes / No
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Confirmed	Requirement
	The above location has been thoroughly inspected and all safety precautions implemented
	Where applicable, automatic fire alarm and detection systems / zones have been isolated
	All solid combustible materials have been removed or shielded
	There are no flammable items within 15 metres
	30 minutes checking time after hot works to be observed

<b>Contractors details (name and address)</b>

Date of work:		Start time:		Expiry time:		Duration:	
Supervisor in charge:		Signed:		Date:		Time:	
Authorised by:		Signed:		Date:		Time:	

**Extensions and alterations to this permit will necessitate its closure and creation of a new permit with the alterations included.**

<b>Completion of works:</b> The works have been completed and all persons under my supervision, materials and equipment have been withdrawn, with the location left in a clean and safe condition.							
Supervisor in charge:		Signed:		Date:		Time:	

<b>Return to service:</b> I accept the above area is clear, safe, with all keys returned and the area is secure.							
Authorised by:		Signed:		Date:		Time:	

## Lift Plan and Permit to Lift

Appointed person authorising the lifting plan		Signature	
Competent person controlling the lift		Signature	
Lifting appliance driver		Signature	
Date issued		Signature	
Location of lift (Depot/Site)			
Type of lifting operation	Basic	Standard	Complex - Contract lift required
Description of lifting operation			
Lifting Appliance (make and model)	Safe working load (tonnes)	Certificate number	Date of last 12 monthly inspection
Lifting accessories, slings, chains, shackles	Capacity (tonnes)	Certificate number	Test date
Weight of Load (tonne)			
Max lift radius (m)		Operating radius (m)	
Ground conditions checked at load point yes â–j		Ground conditions checked at unload point yes â–j	
Present hazards checked	Yes / No	By	
Hazard	Control Measure		
Signature of competent person briefing team		Date	
The lifting operations covered by this permit have been successfully completed and the permit is now closed			
Signature of competent person closing permit		Date	



# GeMech Ltd

## PERMIT TO WORK

VALID FOR DAY OF ISSUE ONLY

Permit Number:

<b>Details of work to be undertaken;</b>

<b>Details of access method:</b>

<b>Details of safety precautions undertaken:</b>

<b>Emergency plan:</b>

Emergency Co-ordinator		Contact number	
Number of persons on-site		Emergency plan understood by all	Yes / No

Risk assessment prepared, received & attached	Y	N	Method statement prepared, received & attached	Y	N	Unauthorised access controlled and suitable	Y	N
Weather conditions suitable	Y	N	Lighting conditions suitable	Y	N	Communication equipment in working order and suitable	Y	N
Access equipment inspected and suitable	Y	N	Fall protection equipment inspected and suitable	Y	N	Fall protection connection points inspected	Y	N
Asbestos survey reviewed where required	Y	N	Isolations in place	Y	N			

<b>Contractors details (name and address)</b>

Date of work:		Start time:		Expiry time:		Duration:	
Supervisor in charge:		Signed:		Date:		Time:	
Authorised by:		Signed:		Date:		Time:	

**Extensions and alterations to this permit will necessitate its closure and creation of a new permit with the alterations included.**

<b>Completion of works:</b> The works have been completed and all persons under my supervision, materials and equipment have been withdrawn, with the location left in a clean and safe condition.							
Supervisor in charge:		Signed:		Date:		Time:	

<b>Return to service:</b> I accept the above area is clear, safe, with all keys returned and the area is secure.							
Authorised by:		Signed:		Date:		Time:	



**SITE INDUCTION**

**SITE; Office Copy**

**Project Description**

**Key Members of the Site Management Team**

**Site Layout**

- Boundaries
- Security
- Notice boards
- Parking
- Emergency Exit Route

**Major Risks**

**Health and Safety Targets**

We have set a target of no reportable accidents and less than 5 minor injuries across the duration of the project.

**Minimum PPE required**

- High Visibility Vest
- Safety Boots
- Safety Helmet

**Other PPE that may be required at Site Managers discretion includes**

- Safety Glasses/Goggles
- Hearing Protection
- RPE

**Employers Responsibilities**

Provide Safe System of Work to include:

- Risk Assessments
- Method Statements
- Appropriate PPE
- Employee Training
- Communication with Employees

**Individual's Responsibilities**

- Co-operate with employer in provision of safe system of work
- Take care of themselves and others

## **Accident Reporting and First Aid**

All accidents to be reported to Site Office

In the event of a reportable accident the Site Manager will ensure that it is reported to the HSE and the companies safety advisors advised

There is a first aid box in the Site Office

## **Fire and Emergency Procedures**

## **Smoking Arrangements**

## **Welfare Facilities**

***EVERYONE MUST SIGN THE HEALTH & SAFETY INDUCTION REGISTER TO CONFIRM THAT THEY HAVE RECEIVED INDUCTION TRAINING***

**The Site Manager is here to help you**

**Remember - if in doubt ask!**





## Toolbox Talk Log

Date:

Toolbox Talk Name:

Trainer Name:

The people below are signing to show that they have received and understood the toolbox talk as mentioned above.

Number	Delegate Name	Delegate Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		