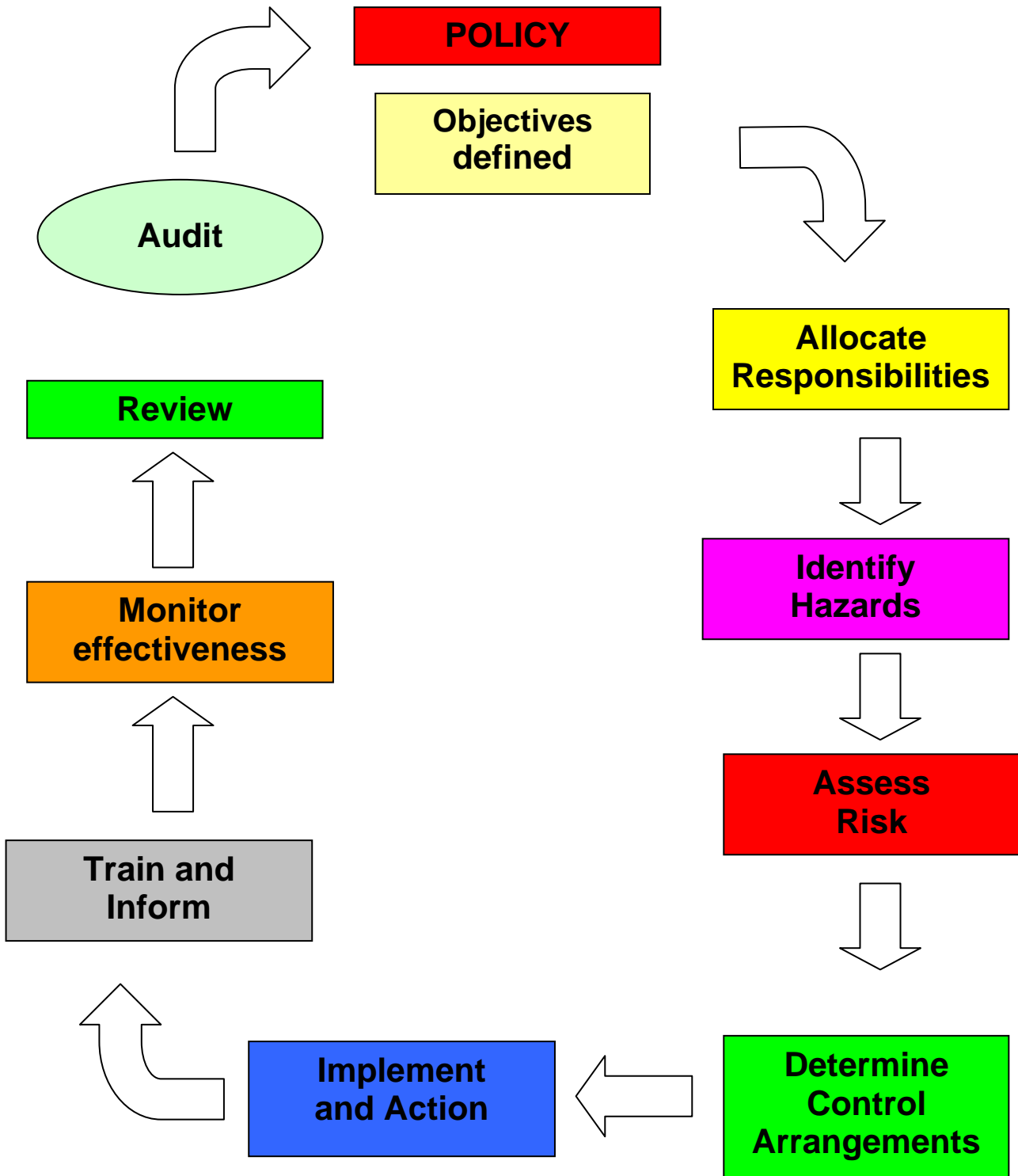


HEALTH AND SAFETY MANAGEMENT SYSTEM





HEALTH & SAFETY

POLICIES AND PROCEDURES CONTENTS

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- B. Organisation for Health & Safety
- C. Responsibilities for Health & Safety
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Health and Safety Management System

SECTION A



HEALTH & SAFETY POLICY STATEMENT

Startright recognises and accepts its duties and obligations in complying with the Health and Safety at Work etc. Act 1974 and associated legislation as it applies to the business conducted by Startright Limited.

Startright also recognises its civil duty of care to its employees and others who may be affected by our business activities.

Startright will so far as is reasonably practicable ensure the health, safety and welfare of its employees and subcontractors whilst at work by ensuring: -

1. The provision of plant and equipment that is safe and free from defect
Or danger
2. The provision of systems of work that are safe.
3. The provision of suitable and sufficient information, instruction, training and supervision for all employees visitors and sub contractors (where applicable).
4. The provision and maintenance of a safe place of work ensuring safe access and egress.
5. The provision of a safe, healthy working environment.
6. The provision of suitable and sufficient welfare facilities for all Employees and visitors.
7. All accidents / near misses are reported and investigated and appropriate actions taken.

Startright recognises the importance of risk assessments as a management tool to identify problems and eliminate or minimise risks to employees and others affected by our act or omissions and as such all work is assessed at least once every 12 months or more frequently where there has been a significant change in the work activity or where the original risk assessments are considered no longer valid.

Startright recognises the importance of effective consultation with its staff, contractors and others and will consult and discuss with them as and when required in the pursuance of improving health and safety standards.

This policy makes reference to employees are included whereby in the pursuance of health and safety they come under the direct control of Startright and any other party that come under the direct control of Startright where there can be an effect on the employees health and safety due to the activities and instructions given by Startright.



Health and Safety Management System

SECTION

B

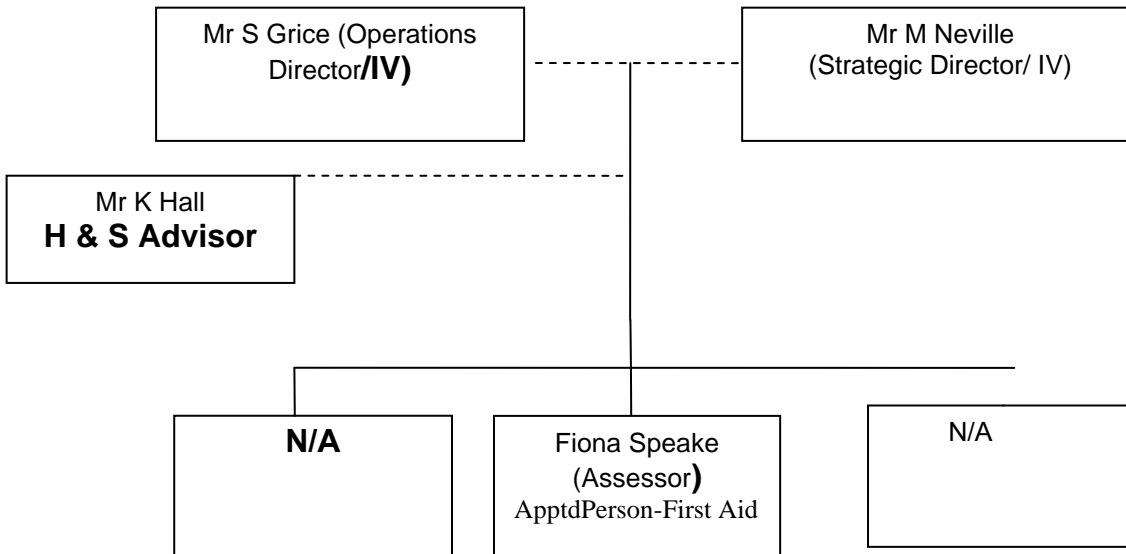
ORGANISATION FOR HEALTH & SAFETY



ORGANISATION FOR HEALTH & SAFETY

Mr S Grice (Operations Director)

has overall responsibility for health & safety throughout the company. The company structure is attached which show clear lines of communication for reporting defects and health and safety issues.





Health and Safety Management System

SECTION

C

RESPONSIBILITIES FOR HEALTH & SAFETY



HEALTH & SAFETY POLICY ORGANISATION

RESPONSIBILITIES FOR HEALTH & SAFETY

All employees and sub contractors have legal duties and responsibilities to comply with statutory legislation and the rules and regulations set by Startright.

Individual responsibilities are detailed as follows:

Directors : Mr S Grice and Mr M Neville

The Directors will ensure Startright Health & Safety Policy has been prepared and effectively implemented and monitored. They will ensure the Policy is revised and updated at regular intervals.

They will ensure sufficient financial provisions are allocated for the implementation of the Health & Safety Policy and for matters arising that affect the health, safety and welfare of our employees and visitors.

They will ensure that he keeps updated on health and safety matters as they affect his employees and will ensure he is updated on current Health & Safety law approved codes of practice and best practices.

They will ensure responsibility for Health & Safety has been properly assigned and is accepted and understood throughout Startright.

They will ensure the Health & Safety Policy is being strictly adhered to and will take the appropriate action when required to ensure the health, safety and welfare of his employees or visitors are not compromised.

They will consult with their employees and visitors any information that is in the pursuance of improving their awareness of Health & Safety at work.

Signed _____ Date _____
Operations Director: Mr S Grice

Signed _____ Date _____
Strategic Director: Mr M Neville



HEALTH & SAFETY POLICY ORGANISATION

RESPONSIBILITIES FOR HEALTH & SAFETY

Health and Safety Adviser

Will report directly to **The Managing Director** on matters relating to the administration of Health and Safety Systems, including maintenance of records.

Monitor the implementation of safe systems to ensure correct working practises can be adhered to by all company employees.

Advise on the measures to be taken that may be necessary in order to comply with, for example;

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Health and Safety Workplace Regulations 1992

The Provision and Use of Equipment Regulations 1998

And any other relevant Health and Safety Statutory Instruments.

Will advise management of legislative changes where applicable and generally contribute advice when and where required which will maintain and enhance the company's good safety record

1. Company Health and Safety Policy Document

2. Risk assessment records as applicable under:

- a) Management of Health and Safety Regulations 1999
- b) Regulatory Reform (Fire Safety) Order 2005
- c) Manual Handling Regulations 1992
- d) Display Screen Equipment Regulations 1992
- e) COSHH Regulations
- f) Personal Protective Equipment Regulations 1992
- g) Electricity at Work Regulations (PAT register)
- h) Accident/incident reports/records (RIDDOR 1995)
- j) Control of Noise at Work Regulations 2005

Will ensure maintenance of the appropriate records and draw the attention of employees to any new working practices and the subsequent implications.

Will ensure that before using a substance defined by the COSHH Regulations as Hazardous to Health, a suitable and sufficient assessment of the risks to the health of the operator with adequate control measure employed is undertaken, together with suitable training of employees.

Ensure that employees are aware of the hazards associated with their work and that they are provided with and instructed in the use of and use safety clothing and equipment.





HEALTH & SAFETY POLICY ORGANISATION

RESPONSIBILITIES FOR HEALTH & SAFETY

Employees

All employees must read and ensure they understand Startright Health & Safety Policy.

The Health & Safety at Work etc. Act 1974 imposes legal duties on employees to:-

1. Take reasonable care for their own health & safety and for the health & safety of others who may be affected by their acts or omissions.
2. Co-operate with Startright Rules and Regulations.
3. Not interfere with or misuse anything that is provided for their or others health and safety at work.
4. Co-ordinate and Co-operate with other employers working on the same site.

If employees do not follow the above duties they are committing a criminal offence and could be prosecuted and / or be subject to Startright's disciplinary procedures not excluding dismissal.

Startright recognises the importance of working together to achieve high standards of health, safety and welfare and will consult with employees and visitors on matters affecting their health & safety at work.

Employees and visitors must be safety conscious and where they notice something they think could be dangerous they must report it to their Supervisor or if they have the authority or ability to remove the danger they must do so as soon as they can.

Where a dangerous situation arises that cannot be dealt with immediately suitable warnings should be given, placing of barriers etc. to minimise the risks.

All employees and visitors should be aware of the risk assessments carried out on their place of work or work activities and must work to the system of work identified.



Health and Safety Management System

SECTION

D

ARRANGEMENTS FOR HEALTH & SAFETY



HEALTH & SAFETY POLICIES AND PROCEDURES

ARRANGEMENTS FOR HEALTH & SAFETY

- HS1** Fire Safety
- HS2** Accident reporting/recording
- HS3** First Aid
- HS4** Manual handling
- HS5** Consultation with Employees
- HS6** Health and Safety Training
- HS7** Electricity at work
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HEALTH & SAFETY POLICIES AND PROCEDURES

HS1

Policy on Fire Safety

Startright recognises its duties under the Regulatory Reform (Fire Safety) Order 2005 and associated legislation and will ensure adequate means are provided for Fire Prevention and for Fire Protection.

During new building, alterations, extension work etc. expert advice is sought when required from the Fire Service and Building Contractor.

Fire evacuation procedures are available on site with clear instructions what to do in the event of a fire.

Startright provides and maintains sufficient quantities of Fire Extinguishers and fire blankets on site as required. All Fire Extinguishers are assessed for their suitability and maintained by a specialist contractor at least once every 12 months.

Emergency escape routes and exits are assessed to ensure they offer the safest and quickest means of escape and Startright will ensure a suitable number of freely and unobstructed fire exits are available at all reasonable times.

It is an absolute duty for all employees and visitors to ensure fire routes are kept clear when working or storing materials on site. Emergency exit doors must not be blocked, or locked to an extent where escape is restricted.

All fire escape routes will be clearly signed and all employees will ensure they know what emergency exists they should use and where the assembly points are.

Where disabled or special needs, people are within or likely to be within the premises, where required, special arrangements will be implemented to ensure their safe evacuation.

Fire doors are provided for the protection of life to hold back fire with intumescent smoke seals to hold back smoke. All fire doors must be kept closed at all times and should not be wedged open or propped open by fire extinguishers, door wedges etc. Employees or visitors doing this may be putting their own life and the lives of their colleagues and others at risk and therefore must refrain from this and also inform their Supervisor when it is being practised.



"Prevention is better than cure" therefore all employees are instructed to prevent the build up of combustible materials where practicable and keep them away from sources of ignition.

Discarded cigarettes and matches are a significant source of ignition.

Startright policy on smoking at work must be observed.

Anyone smoking in a No Smoking Area will be subject to disciplinary procedures or from being excluded from site.

It is everyone's responsibility to ensure fires do not start on site therefore employees and visitors must report anything they feel creates a risk of fire or causes a risk to the safety of people in an emergency evacuation situation.

Use of flammable substances at work is strictly controlled and only the products approved for use at work can be used. Care must be taken to ensure flammable substances are stored away from sources of ignition and good hygiene must be practised to ensure overalls and hands are not contaminated with flammable substances.

Procedure to be followed in the event of a fire

- 1. Raise the Alarm**
- 2. The identified responsible person will call the fire service from a safe place.**
- 3. Leave by the quickest & safest exit.**
- 4. Fire wardens to check their areas to ensure everyone has left safely.**
- 5. Do not stop to collect personal belongings.**
- 6. Take trainees and colleagues with you.**
- 7. Close doors and windows on exit route.**
- 8. Assemble at the assembly point.**
- 9. Take roll call and await further instructions.**

Note where people with mobility problems designated people will be identified to either assist in their evacuation or to assist them to the safe refuge point



HEALTH & SAFETY POLICIES AND PROCEDURES

HS2

Policy on Accident and Incident Reporting and Recording

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises.

It is the policy of the company to identify and investigate unplanned losses (accidents), their source and therefore their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near miss to be defined as:

- Accident-any event that results in personnel injury or damage to property, plant or equipment.
- Near-miss-an event which does not cause injury or damage but could have done so.

Accident Books

All accidents must be recorded in the Accident Book on site at the time or as close to the time of the accident as possible.

These accident books will be reviewed regularly by senior managers to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses must be reported to the Works Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure

- all accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practicable, someone else present at the time.
- An accident report form is also to be completed by the same person who should then give this form to the immediate supervisor of the injured person.
- The immediate supervisor must then:
 - Note that the accident has occurred
 - Ensure that the Accident Book has been correctly and fully completed
 - Immediately pass the Accident Report Form to the Works Manager.
- The Works Manager will then:
 - Ensure that the Reporting procedures outlined below are followed.
 - Ensure that the appropriate documentation is completed
 - Discuss the accident and contributory factors with the Departmental Head
 - Discuss the accident with any witnesses involved
 - Report the findings to the Director
 - With the Director decide if disciplinary action is required
- The Director will then ensure, so far as reasonably practicable, that proper action is taken to help prevent the accident being repeated.



Actions to be taken in the event of accidents/ incidents

The following incidents must be reported to the HSE as indicated by the identified responsible person Mr S Grice Operations Director.

The HSE Incident Contact Centre (ICC) can be called for all reportable accidents on



0845 300 9923 by using this system the F2508 forms will be completed over the telephone and a typed F2508 form will be sent to both the HSE and Mr S Grice Alternatively the traditional way of reporting can still be used which is as follows.

The mode of notification is indicated by  for when an immediate telephone notification is required, or  when an incident is to be notified by posting the incident report form. N.B when forms are to be posted they must be posted by first class external post and must arrive at the HSE Office within 10 days of the incident.

As an alternative to the above the Incident Contact Centre can be contacted online at HSE RIDDOR or by e-mail at riddor@natbrit.com

(1) A fatal accident to an employee or member of the public



0845 300 9923

(2) A major injury to a member of staff (see list on next page) or where a member of the public has been taken from the premises to hospital (as a result of an accident caused by our work activity).



0845 300 9923

(3) A dangerous occurrence (see list on next pages).



0845 300 9923

(4) If a member of staff contracts a prescribed disease at work.



0845 300 9923

If a member of staff is incapacitated for his/her normal work activities for over 3 days (not including the day of the accident but including any days not normally worked i.e. Saturday & Sunday, Bank Holidays etc.



Local HSE Office

(4) Any other accident or incident that caused or could have caused injury no matter how slight the injury.

**Mr. S Grice
(Operations
Director)**

Major Injury

A major injury would include:-

- (1) A fracture of any bone other than in fingers/thumb or toes.
- (2) Any amputation.



- (3) Dislocation of the shoulder, hip, knee or spine.
- (4) Loss of sight (whether temporary or permanent)
- (5) A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- (6) Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- (7) Any other injury leading to hypothermia, heart induced illness or to unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- (8) Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- (9) Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin:-
 - (a) acute illness requiring medical treatment
 - (b) loss of consciousness.
- (10) Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous Occurrence

- (1) The collapse of or overturning of or the failure of any load-bearing part of any:-
 - (a) lift or hoist
 - (b) vehicle
- (2) The failure of a pressure system which has the potential to cause death to a person.
- (3) Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

Where an accident is required to be reported to the enforcing authorities it will be reported by Mr S Grice.

All reportable accidents will be kept for 5 years as required by RIDDOR.



When Accident Books are complete new books will be provided and the old books will be kept for at least 5 years.



**INCIDENT/HAZARD
REPORT FORM
HEALTH AND SAFETY AT WORK**

INCIDENT/HAZARD REPORT

This form is to be used to report:

- a) A specific accidental occurrence which could have caused injury to a person or damaged equipment.
- b) To report a hazard of an on going type which is detrimental to health or likely to cause an injury or damage.

Person making report:

.....

Date:

Person(s) at risk:

.....

Witness:

Supervision notified:

.....

Description of incident/hazard:

.....

.....

.....

.....

Action taken or recommended:

.....

.....

.....

.....

Received by (Name):-

Date: Signature:



ACCIDENT / DANGEROUS OCCURRENCE REPORT.

Ref. No..... Date:

Date of accident/dangerous occurrence: Time:.....

Name of injured person:

Age: Occupation:

Address:..... Clock No:

.....
Department:

Name of Witness:

Address:

Reported to:

Place where accident/dangerous occurrence happened:.....

.....
Name of injury..... (Left/Right) :.....

Fracture (Yes/No) Detained in hospital for 24 hours (Yes/No)

Time stopped work more than three days absences (Yes/No)

What was the injured person doing:

.....
Cause of accident:

.....
In case of major injury or dangerous occurrences notify HSE as soon as possible and report on F2508 within ten days. (HSE phone **0845 300 9923**)

Signature: Date:

Please use the reverse of this form for any sketches, dimensions, etc. which may be useful subsequently. Alternatively affix photograph of scene of accident.



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS3

Policy on First Aid

The First Aid provisions are assessed for Startright site taking account of the level of risk of injury, infection etc. and the number of employees on site.

Only people who have attended an approved course on First Aid are permitted to be called First Aiders and administer First Aid. The First Aiders identified will be responsible for ensuring the First Aid Box has sufficient quantities of suitable equipment and is restocked when required.

Where identified through risk assessment there is a need for supplementary training on specific risk activities or to cover for people with special needs that training will be provided.

Supervisors are responsible for organising the training of First Aiders and ensure the course providers are approved by the Health & Safety Executive under the Health & Safety (First Aid) Regulations 1981.

Where Startright site does not have a trained First Aider (due to holidays, sickness etc) an appointed person will be identified to ensure First Aid Provisions are suitable and sufficient and is responsible for summoning help from medical professionals when required. An appointed person must not administer First Aid.

Only items on the prescribed list must be put into the First Aid Box. Under no circumstances should any medicines, ointments, creams etc. be put in or administered whilst at work.

A list of the trained first aiders is displayed upon the health and safety notice board.

After first aid is administered an incident report form and the accident book must be completed. And where the accident is likely to be reportable (See HS2 Accident Reporting) the appropriate member of management must be informed without delay.

The First Aid Box is a Green Box with a white plus or cross sign on it.



The location of the First Aid Box(es) will be displayed on site.

The minimum stock for First Aid items is :-

- ◆ a leaflet giving general guidance on First Aid
- ◆ 20 individually wrapped sterile adhesive dressings (assorted size) of appropriate type, i.e. blue for food handles
- ◆ 2 sterile eye pads
- ◆ 4 individually wrapped triangular bandages (preferably sterile)
- ◆ 6 safety pins
- ◆ 6 medium sized individually wrapped sterile un-medicated wound dressings, approximately 12 cm x 12 cm
- ◆ 2 large sterile individually wrapped un-medicated wound dressings
- ◆ one pair of disposable gloves

Where risk assessments identify specific needs for additional equipment, that equipment can be stored in or near to the First Aid box.

This will include saline solution (0.9%), antidotes to specific solutions, scissors, disposable aprons etc.

It is the policy of Startright Limited that disposable gloves are always worn to treat any casualty where there is blood or bodily fluids present or if they are aware of a specific risk.



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS4

POLICY ON MANUAL HANDLING

More than 34% of all workplace accidents are attributed to manual handling activities. Not only manual workers contribute to these statistics, those in sedentary occupations such as office workers, and other employees and visitors, are also at risk. Manual handling accidents have been estimated to have cost industry some £90 million per year.

Startright recognises that Manual Handling operations are a significant part of the workload for our employees and recognise our duties and obligations under the Manual Handling Operations Regulations 1992 and fulfil these duties and obligations by:-

- (1) All work activities are assessed with a view to eliminating or minimising the need to manually handle goods.
- (2) Startright Limited where it recognises Manual Handling cannot be avoided, provide lifting and carrying aids to minimise the risk of injury.
- (3) Where lifting and carrying aids are provided, employees must use them, They will receive training on the correct and safe use of handling equipment.
- (4) Startright Limited provides information and instruction in the correct manual handling techniques and where practicable provides information on the likely weights of the loads being handled.

Employees are reminded of their duty to report unsafe situations and where an employee is of the opinion they are at risk of injury due to manual handling they must ask for assistance or contact their Supervisor for further help.

Employees must follow The procedures covered within their Manual Handling training and the guidelines over the page within this policy.

Detailed below are some of the injuries caused by poor manual handling techniques. The correct way to manually handle loads are set out later in this section.

Manual Handling Injuries



Injuries due to manual handling may be classified under the 2 headings of External and Internal.

External Injuries

Examples of these are cuts, bruises, and crush injuries, lacerations to fingers, hands, forearms, ankles and feet. Generally speaking these types of injuries are not as serious as internal injuries.

Internal Injuries

Examples of internal injuries are muscle and ligament tears, hernias (ruptures), slipped discs, and knee, ankle and shoulder injuries. One of the most serious injuries is the prolapsed intervertebral disc (slipped disc) which results in frequent incapacity and may even be permanently crippling.

Assessment Prior to Handling

Before undertaking handling / lifting any load manually, an assessment of the load is essential and several factors should be considered. However, the golden rule on lifting is "IF THE LOAD IS TOO HEAVY FOR YOU - **GET HELP**".

The points to be considered prior to lifting are:-

a) Physical Weight

Employees should be aware of the actual weight of the object to be lifted. Where regular lifting of specific items takes place this is generally not a problem. However, when unusual objects have to be lifted employees should have a method of estimating the weight involved.

b) Size

The overall size of any object, whether it is heavy or light, has considerable importance. Just like any lifting machine, the centre of gravity should be as near to the machine as possible. The wider the arms are located and the further the hands are in front of the body, the greater the tension on the shoulders, chest and back muscles. Often the use of straps, hooks and other handling aids will assist when moving large loads. A distinction must be drawn between handling indoors and outside where the wind could dramatically affect individual ability, especially when handling sheet materials. Finally, large loads can affect the field of vision.

c) Shape



The shape of a load should be closely linked to its size. Again, carrying a load at the point of balance is essential. Often, however, it is difficult to immediately find the point of balance. Many loads are off balance, and in the case of a moving in a container, e.g. liquids, loose items, etc., the point of balance will constantly be changing.

d) Rigidity

If a load is likely to change shape when being handled this will create difficult with the grip or hold. Many of today's materials are packed in bags or sacks and the problem of the load shifting may pull a person off balance.

e) Outside Surfaces

The material in which a load is paced could ease the problems of handling. If a person can get a good grip the problem becomes easier. The use of gloves can serve two purposes in firstly, providing a good grip, and secondly, when handling items with sharp edges can prevent lacerations.

f) Height

The position of the load can provide safer lifting. The hands can perform the task most efficiently when they are placed directly in front of the body, between the shoulders, close to the body and in an area between chest and thigh level. Difficulties increase once a person attempts to lift outside this area. Wherever possible handling loads below the feet or above the head should be avoided.

Handling loads above head level has the added disadvantage of the handler not being able to see the top of the load and thereby risking other items falling onto the head. It is also essential to know the weight of the load when, say, taking it down from a shelf, so that a person is not taken by surprise when initially receiving the load. In this situation the use of steps or staging is an advantage.

g) Ground and Floor Conditions

The surface on which loads may have to be carried will obviously affect safety. Uneven, slippery or loose surfaces should be avoided. Also, suitable footwear should be worn not only to prevent injury if the load is dropped but also to prevent slipping.

h) Headroom

Consideration should be given to the amount of headroom available because once a person has to lower their head there is a tendency to adopt a 'top heavy bending action'. A top heavy bending action may be described as keeping the legs straight and inclining the trunk forwards.



Correct Handling Techniques

The following procedure should be used when lifting:-

a) Position of Feet

The feet should be positioned hip width apart to provide a firm base. One foot should be placed forward and to the side of the object to give better balance.

b) Knees

Bend the knees and crouch to the load. The weight should be gripped with the roots of the fingers and the palms of the hands. This keeps the load under control. Use of the finger tips should be avoided as this will cause loss of grip.

c) Arms

The arms should be kept as close to the body as possible when carrying loads which reduces fatigue in the arms and shoulders.

d) Leg Muscles

Successful lifting should utilise the very strong muscles in the thighs. When lifting straighten from the legs lifting in one smooth and progressive movement from floor to carrying position.

THE FOLLOWING IS THE PROCEDURE FOR SAFE MANUAL HANDLING. ALL STAFF AND VISITORS MUST FOLLOW IT AT ALL TIMES. FAILURE TO FOLLOW CAN CAUSE SERIOUS INJURY AND/ OR DISCIPLINARY ACTION.

1. The initial movement begins with relaxing the knees allowing the feet to adjust, forming a base into which the body lowers in a balanced fashion.
2. One foot is slightly behind the box and one to its side, both feet pointing forwards.
3. The rest of the body begins to lower in a base fashion; ankle and knee flexing are followed by flexing of the thigh and back.
4. Finally the head is allowed to drop, allowing the shoulders to sag and thus the hands and arms to lower, the leading hand can now tilt the box.
5. The leading hand is placed on top of the box on the front edge and pushes it forward. The trailing hand is placed under the box and grips it with the 'palmer' grip. The hand on the top of the box can now be re-positioned to grip it at the side.
6. The upward movement begins with lifting the head and breathing in to inflate the diaphragm and therefore, support the lumbar region of the spine.



7. The action of the thighs pushes the body upwards. The arms draw the box close to the centre of gravity of the body and keeps a firm hold on it, with the elbows close to the body.
8. Thrust from the rear foot begins the follow through as the subject moves away. There should be no loss of stability of the box or the person during the movement.

Other Points on Lifting

- a) Use hand, arm or foot protection where necessary.
- b) Make sure a clear route is available for carrying the load.
- c) If more than one person is involved in the lifting operation ensure that only one person is in charge giving clear instructions.
- d) Where mechanical aids are provided use them.
- e) Extra care is required when lifting awkward shapes.

FINALLY:-

IF THE LOAD IS BEYOND YOUR CAPACITY – GET HELP.



HEALTH & SAFETY POLICIES AND PROCEDURES HS5

HEALTH AND SAFETY CONSULTATION WITH EMPLOYEES

In line with the Health and Safety (Consultation with Employees) Regulations 1996 employees will be consulted where there is likely to be significant change to the risks they face due to, the change in the work process, the introduction of new materials or equipment and where consultation is necessary to ensure staff are aware of the measures to ensure their own safety.

Health and Safety Committee

Startright recognise the importance of consultation with employees on health and safety matters. However due to the number of employees and size of the company it is regarded as un-necessary to hold meetings as a formal committee.

Communication Process

Use of Information

The flow of information is the life blood of the company; if it dries up or if it is ineffective the company will not run as safely or as efficiently as it could. Controlling the flow of information is important for the health of the enterprise and ensuring that the right information gets to the right people is a major feature of a successful and efficient company. This applies in safety as much as in service, sales, finance and administration.

Barriers to Communication

1. Physical Barriers

- Poor timing of giving the information
- Distractions i.e. background noise
- Use of Personal Protective Equipment

2. Psychological Barriers

- Lack of interest in subject/person
- Distractions
- Listening ability

3. Semantic Barriers

- Don't know the right words
- Don't recognise other possible meanings
- Don't understand jargon

Overcoming the Barriers to Communications

There are three main ways in which you can overcome the barriers to communication.

1. **Employ feedback.** If the receiver does not ask questions you should ask him questions, to ensure that he is getting the message you sent and not some distorted version of it.
3. **Know your receiver.** Consider their education background, intelligence, knowledge of the subject and interest in it, as well as any information you may have on their personal feelings towards you as the sender.
4. **Plan your communication carefully.** Ask yourself:

Why am I communicating?

- What do I want people to do as a result of my communication?
- If I am just passing information, rather than stimulating someone to do something, do they really need this information?

Who is the receiver?

- What do they already know about the subject?
- What language will they understand?
- What do they expect me to communicate?

What is the message?



- Should I start with an 'overview' to put the message into context, to give a good reason for making the communication?
- What are the main points?
- What is the logical sequence, building on the receiver's existing knowledge?
- How can I end so as to indicate the action I want to see, as a result?

How should I communicate?

- Is the situation formal or informal?
- Is speed important?
- Is there a lot of detail to be transmitted accurately?
- Is persuasion involved?
- What about the cost of communicating?

Presentation

The three essentials for effective presentations are:

1. Knowledge

Do not overestimate or underestimate the knowledge of your audience.

2. Attitude

Know the likes, dislikes of your audience.

The truth has many faces; therefore, it is only sensible to present the fact or truth which is most appealing to your audience.

3. Needs

What are the expectations of your audience? What are the hopes of your audience?

Only when you know this, will you be able to see what you are up against.

Presentation Preparation



1. Select the essential facts
2. Consider the aim of the talk
3. Must know material
4. Should know material
5. Could know material
6. Arrange in logical order



HEALTH & SAFETY POLICIES AND PROCEDURES HS6

POLICY ON HEALTH AND SAFETY TRAINING

Startright recognises training to be an essential and important part of safety management and as such ensure all employees have received training in their trades and relevant health and safety training to allow them to be aware of risks and how to minimise risks.

When indicated through risk assessment or other means training, information and instruction is provided and recorded with follow up questionnaires on the suitability of the training etc.

TECHNICAL TRAINING

This will include external and in-house training schemes designed to broaden employee's awareness and experience in the technical aspects of their work, and to develop their abilities as their career progresses.

SPECIALIST SAFETY TRAINING

Covers any specific training requirements identified by management through specific risk assessments carried out prior to the commencement of each contract. This will include the use of specialist equipment or processes e.g. abrasive wheels, fork lift truck operation, scaffolding, entry into confined spaces, high pressure water jetting etc.,

All persons need training to enable them to carry out their responsibilities effectively. The company recognises the importance of training of:

1. Induction Training

Induction of persons into a new workplace is a vital activity as regards safety.

The objective of induction training is to enable the recipient to quickly and efficiently fit into a strange, and possible frightening new workplace. They may not understand the local language, but will be expected to quickly perform their tasks smoothly and without creating hazards for their colleagues, themselves or damaging the equipment.

Language problems may not be racial, or regional. A common problem is the terminology developed by, and peculiar to, a trade or workplace.



Induction training should be based on an analysis of who and what the trainee needs to know. A proper induction can help the new employee not only to be safe during his or her first few days within the job, but will assist in quickly identifying with the employer and his/her new workmates.

Induction training is important for a number of reasons:

- It establishes a safety culture;
- Shows management commitment;
- It is required by law (HASAWA and Management Regulations);
- Ensures specific health and safety issues are addressed immediately a person enters an organisation;
- Sets the scene for future performance.

The company also recognises the importance of the following training

2. Job Specific Training

e.g. Persons transferred from one job to another.

3. Health and Safety Training

Comprehensive records of training given should be kept.

Benefits

As a result of suitable systematic training:

- a) Hazard exposure and risk taking will be minimised, resulting in fewer accidents. A trained employee will be aware of the job requirements and how to apply the necessary safe systems of work.
- b) Legal obligations will be met for both general and specific training needs, e.g. abrasive wheels, power presses, fork lift truck operators, etc...
- c) The workforce will be more productive, with higher and more consistent quality standards.
- d) Employee morale and teamwork will improve, increasing job satisfaction.
- e) Managers will have more time for constructive activities. Less time will be spent correcting deficiencies, investigating accidents, and generally supervising the individual's job performance.
- f) A systematic training programme will result in a more flexible workforce.
- g) If it is not already evident, it should be noted; in meeting the aims of workplace safety the employer will achieve benefits in all areas of workplace activity.



The company recognises the importance of induction training and is aware of the vulnerability of new starters and as such provides the following induction course for all new starters

Startright

Induction Training Plan

Introduction

Main Theme

Company background – what service it provides – customer base, etc.

Facilities

Welfare facilities, toilets, changing areas, etc.

First Aid

Where to locate first aider, importance of first aid.

Accidents

Accident recording and reporting procedure.

Machinery / Equipment

Must be trained to operate safety procedures and prohibitions.

Hazardous Materials

Importance of labels – how to handle – how to store, etc.

Heavy Objects

Correct methods – get help if too heavy.

Protective Clothing

How and where to obtain it – how to use it.

Signs and Notices

The meaning and reasons for signs and notices.



Fire Precautions

Fire alarm – how signal is given – means of escape – assembly points.

Question Period

Ask individual for any questions of points for further discussion.

Summary

- Facilities are – rest area, toilets, washing facilities, etc...
- Accidents and injuries must be reported – first aiders are located wherever.
- You have to be trained before operating any machinery/equipment.
- Read all labels on hazardous materials, if in doubt ask.
- Any object that are too heavy for you – ask for help.
- You can obtain personal protective clothing from stores.
- Obey all signs.
- Locate five exits and assembly points in your area

Young Persons Training



Definition

A young person is defined as a person of either sex who has reached school leaving age but has not yet reached the age of 18.

Because of their youth and inexperience all young persons will require closer supervision than adult employees.

The main statutory responsibility for employers is to ensure, so far as is reasonably practicable, that young persons are not exposed to risks to their health and safety. The company will:

1. Ensure that young persons are adequately supervised during their period of training and also after completion of training supervision monitors their attitude to safety.
2. Give necessary information, training and instructions on health and safety and decide on the best method of doing so.
3. The company's safety policy is brought to the attention of the young person and relevant sections emphasised.
4. Supervision must always be ready to give young persons advice backed up by written guidance where necessary and be tolerant if asked a constant stream of questions.
5. Young persons should never be left along with dangerous equipment or left in dangerous situations whilst undergoing training. This may extend into supervision of lunch breaks.

It should be borne in mind that many young persons do not want to appear stupid when undergoing training or talking to people.

It is essential that questions are asked of the young person to ensure that they fully understand and comprehend the information that has been given to them.



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS7

POLICY ON ELECTRICAL SAFETY

Electricity is essential for most businesses and is an essential part of the operation of Startright. Electricity when used properly is safe but when misused or if a fault occurs it can result in death or serious injury.

Startright use only fully qualified electricians to conduct electrical installations, alterations and repairs. The electricians also carry out portable appliance testing throughout Startright. All portable appliances are inspected and tested by a qualified electrician once every 12 months.

All employees and visitors who are using electrical equipment must visually check it before use each day to ensure there are no obvious defects likely to cause a risk to the user or others likely to come into contact with the equipment.

All employees must report any damage to plugs, cables or the appliance as soon as practicable to their Supervisor who must take the appropriate action.

Under no circumstances have employees or visitors to use any electrical equipment that is damaged or defective or use any electrical equipment that is not labelled as having passed its electrical test (usually found on the plug tops but can be on the appliance or the cable).

Employees or visitors are not permitted to carry out any electrical repairs or maintenance (unless they are a qualified electrician and have express permission from a member of senior management).

Employees or visitors must not under any circumstance bring electrical appliances in from home or purchase second hand electrical equipment for use at work.

Only electrical equipment that is new or that has been tested within the last 12 months by competent electricians can be used at work.

Failure for employees or visitors to follow this policy could lead to serious injury or death. Where it is not practicable to use battery operated tools the voltage should where practicable be stepped down to 110volts by way of a centrally earthed tapped transformer. Where electrical power is required on outdoors or in hazardous areas i.e. flammable atmospheres etc suitably rated (IP rating) electrical equipment suitable for the working environment will be used.



There may be occasions where a client's electrical supply will be used and on these occasions a portable residual current device will be used when working with 240 volts or above.

Main Dangers of Electricity

1. Electric Shock

Direct Contact (*contact with live parts*)

Indirect Contact (*Exposed parts*)
 (*Extraneous parts*)

Shock Factors

1. Magnitude
2. Duration
3. Shock path
4. Heart cycle
5. Supply frequency



Magnitude of the Current Flow

<u>CURRENT</u> 50-60 Hz	LENGTH OF TIME CURRENT FLOWS	PHYSIOLOGICAL EFFECTS ON HUMAN BEINGS
0-1mA	<u>Not critical</u>	Region up to threshold of perception. No trace of electrification.
1-15mA	Not critical	Region up to threshold of cramp. Independent loosening of the hands from around objects no longer possible. Also strong, partly painful, effects on the muscles in fingers and arms.
15-30mA	Minutes	Cramp-like effects. Limit of tolerance.
30-35mA	Seconds to Minutes	Strong cramp effects and loss of consciousness. With long times at the upper part of the range heart irregularities, even fibrillation may occur.
50-500mA	Less than one heart period	No fibrillation. Strong shock effects.
	More than one heart period	Fibrillation. Loss of consciousness. Current marks.
Over 500mA	Less than one heart period	Fibrillation. Loss of consciousness. Current marks.
	More than one heart period	Reversible stopping of heart. Loss of consciousness. Burns.

Notes

Fibrillation is a condition from which it is thought most electrical fatalities occur. This is caused by the passage through the heart of the current which disturbs the regular electrical impulses within the heart itself. This results in an oscillating condition rather than the normal regular beating. Blood flow is thus impaired and death follows from lack of oxygen to the brain.

Heart period is approximately 750 milliseconds.

Arcing (Explosion)

Electricity of sufficient pressure (Voltage) can jump an air gap, causing shock effects to person not actually in contact with a conductor. If a high energy arc occurs, the rapid expansion due to the heating effect can cause an electrical explosion.

Fire

Electric flow through a conductor generates heat. If a large flow passes through an unsuitable conductor the excessive heat caused can lead to fires.

Burns

These can be a product of arcing where the intense heat of the arc causes burns to the skin at the entry and exit points on the body, or they can result from an excessive flow of electricity through the tissues of the body causing tissue damage.

Precautions

- Insulation
- Isolation
- Earthing
- Reduced Voltages
- Fuses/Miniature Circuit Breakers (MCB;s)
- Circuit Breakers (RCCB, ELCB, RCD, ELD)
- Competent Electricians

Insulation

Insulation is used in various forms to contain electricity, e.g. PVC as cable insulation, varnish, mica, magnesium oxide powder, etc.

All are liable to breakdown, causing danger by fire or electric shock. A test is made to ensure serviceability to applying a higher voltage than normal between insulated parts, e.g. adjacent cables, live components and earthed parts.

Double Insulation

Double insulation is where two separate layers of insulation are provided. This allows for fault detection where one layer has failed but the second layer still provides protection for the user.



Isolation

This is achieved by separating the electrical equipment from the circuit by a physical air gap. An isolator should have the means of physically preventing accidental or unauthorised connection.

The Earth Path (Reference Conductor)

The earth path has a very important function, the Institute of Electrical Engineers Regulations used the description **Circuit Protective Conductor (CPC)**, the protective inference relates to protection from faults that could cause fire or electric shock, it stands to reason that this conductor must be efficient, that is, be of very low impedance, an electrician would be required to test its efficiency to known values. It is sufficient for us to realise its importance as its function is to provide an easy path for a fault current. The effect of this current being to trip the circuit protective device.

Bonding (Electrical)

Bonding of separate metalwork which is touchable is required to create equal potentials between such metals, thus avoiding the possibility of an electric shock to anyone touching adjacent metalwork.

Bonding is achieved by bridging the metalwork, e.g. pipes, baths, radiators, etc., in bathrooms with a green/yellow cable with 'DO NOT REMOVE' label, sizes of cable vary with conditions.

Bonding is required of the incoming services of water, electricity, gas and other metalwork, e.g. ventilation ducts.

Earthing Systems

Exposed Conductive Parts

The main function of the earthing system of an installation is to minimise the danger of electric shock arising from contact between exposed conductive parts made live as the result of a fault and other conductive surfaces at a different potential. The exposed conductive parts could include the outer metal work of electrical apparatus, conduit, cables and accessories.

Extraneous Conductive Parts

These are exposed conductive parts which do not form part of the electrical installation but may be touched simultaneously (e.g. water pipes and fittings, gas pipes, radiators, ductwork and structural metalwork).



Earth Free Environments

Under special circumstances a transformer can be used to produce an electrical circuit which is not referenced to earth. This has the effect of removing the potential difference between the conductor and earth. As most electrical shocks are caused by a circuit being made between a conductor and earth by a person's body, this system reduces the risk of electric shock.

Examples being a bathroom razor socket and electrical test benches.

Reduced Voltages

Low voltage systems afford safety by utilising low pressure electricity to operate systems. The limitation on voltage should be such that an average person would not receive a shock if contact with the system was made.

Fuses

A correctly rated fuse is chosen to protect the equipment/circuit.

A fuse is a specially prepared safety device which is designed to melt at a pre-determined value of current and as a result open the circuit.

Types include: re-wireable (not to be recommended by choice), cartridge, HRC (High Rupture Capacity), special motor fuses, slow and quick blow types. A fuse must be replaced with the correct type and rating, no makeshift repair is acceptable.

MCBs (Miniature Circuit Breakers)

MCBs are switches which switch off the circuit if a pre-determined current level is exceeded. They can be switched on again after the fault is rectified, removing the need to replace fuses or fuse wire.

Why a fuse has blown should be questioned.

Residual Current Circuit Breaker (RCCB) Earth Leakage Circuit Breaker (ELCB) Earth Leakage Detector (ELD) Residual Current Device (RCD)

Residual current circuit breakers provide protection against leakage to earth and consequential risk of shock by comparing the electricity flow to the equipment with the return flow along the neutral wire. If any difference is detected the equipment is isolated,

The current taken by the load is fed through two equal and opposing coils wound on to a common transformer core. When the phase and neutral currents are balanced, (as they



should be on a healthy circuit), they produce equal and opposing fluxes in the transformer core resulting in no voltage in the trip coil. If more current flows in the phase side than in the neutral side, an out-of-balance magnetic flux will be produced which will be detected by the fault detector coil. The standard trip current and time is 30 Milli/Amps and 200 Milli-seconds, hence the safety of the device. (NOTE: This device will not detect an overload condition).

Electric Shock

In the event of someone receiving an electric shock the following points should be observed.

- a) Do not touch injured person until the current is switched off. If the current cannot be switched off stand on some dry insulating material and use a wooden or plastic implement to remove the injured person from the electrical source.
- b) If breathing has stopped give mouth to mouth resuscitation.
- c) Ensure professional help has been called for.

The Electricity at Work Regulations 1989

Scope

The regulations apply wherever the HASAWA applies and wherever electricity may be encountered, though there are specific applications to prevent overlap and possible conflict with Electrical Safety Legislation applying to sea-going aircraft, hover-craft and other vehicles.

In the main, the regulations are concerned with the prevention of death or injury from electric shock, burns, explosion, arcing or fire initiated by electrical energy. They do not cover the consequential dangers of injury caused by machine behaviour following control circuit malfunction.

Brief Descriptions

- | | |
|-----------------|--|
| Regulation 1 | Citation and commencement. |
| Regulation 2 | Interpretation definitions of wording. |
| Regulation 3 | Duties required of employers and employees. |
| Regulation 4 | Systems, work activities and protective equipment. |
| Regulation 5-12 | Proper design and installation of equipment. |
| Regulation 13 | Precautions for working on equipment made dead. |



- Regulation 14 Work on or near live conductors. Proper justification.
- Regulation 15 Working space, access and lighting.
- Regulation 16 Persons to be competent, to prevent danger and injury.
- Regulation 17-28 Applying to mines and quarries only.
- Regulation 29 Defence in criminal proceedings.
- Regulation 30-33 Powers of exemption by HSE in exceptional cases.

They apply to all persons at work.

Are part of the criminal law (but a breach of them could also lead to a civil action).

Duties are imposed on:

Employers

Self Employed

Employees

In addition to duties already imposed by HASAWA 1974

Regulation 2 Interpretation

Definition has been kept to a minimum: Regulation 12 contains the definition of '**isolation**'.

'**Danger**' means risk of injury.

'**Injury**' means death or personal injury from electric shock, electric burn, electric arcing fire or explosion initiated by electrical energy.

The wide definition of '**Electrical Equipment**' includes everything from overhead High Voltage Lines to a battery hand-lamp.

There are no voltage limits in these regulations.

Regulation 3 Duty Holders and Levels of Duty

Previously mentioned:

Where the level of duty is absolute, regulation 29 defence is provided.

'For any person to prove that he took all reasonable steps and exercised all due diligence to avoid the commission of that offence'.



- Applies only to criminal proceedings, not to any possible civil action.
- The wording is a standard arrangement used in similar defence provisions in other legislation.
- It will be for the court to decide in each individual case whether the requirements for this defence had been achieved.

Regulation 4 Systems, Work Activities and Protection Equipment

This is the 'general' catch all regulation, requiring all **electrical systems to be constructed and maintained**, and all work carried out on or near a system to be such as to prevent danger, so far as is reasonably practicable.

33.1 System Construction

This includes the design of a system as well as its construction and in particular the correct selection of equipment that makes up the system.

System Maintenance

Regular inspection and testing is necessary for all installations and should also be applied to all equipment connected to the installation.

Detailed, up-to-date records of Maintenance Programmes carried out are essential. Note that the maintenance referred to is the maintenance required to ensure the safety of the system, not the actual activity of doing it.

Work Activities

These are dealt with more fully in regulations 12-16.

Protective Equipment

The requirement for protective equipment provided for the purpose of electrical safety is absolute with regulation 29 defence available.

In particular, the equipment must be:

- Suitable for its purpose.
- Maintained in a condition suitable for its use.
- Properly used.

Duty is therefore placed on employer and employee.

Installation Equipment and its Environment



This section covers the 'hardware'.

- The electrical systems and equipment
- The environment of these systems and equipment

Regulation 5 Strength and Capability of Electrical Equipment

'No electrical equipment shall be put into use where its **strength and capability may be exceeded** in such a way as may give rise to danger'.

Two factors need to be taken into account before any equipment is energised:

- **The system**
- **The equipment**

Regulation 6 Adverse of Hazardous Environments

The onus is on the user and specifier, who know the activities undertaken and the environment concerned, to **select the appropriate equipment**.

Regulation 7 Insulation, Placing and Protection of Conductors

Insulation must be appropriate for the voltage of the system. Various types of additional protection are available.

'Other Precautions' may include:

- Placing out of reach
- Safe enclosures, clearances
- Safe working practices, instruction, warning notices
- The need to consider the safety of the general public

A range of precautions may be required in certain specialist industries.

Regulation 8 Earthing or Other Suitable Precaution

Precautions shall be taken to prevent danger arising when any conductor (other than a circuit conductor) which may reasonably foreseeably become charged as a result of either the use of a system, or a fault in a system, becomes so charged...

- Earth Bonding
- Double Insulation



- Earth Free Environments
- Low Voltage Equipment

Regulation 9 Integrity of Referenced Conductors

If a circuit conductor is connected to earth or to any other reference point, nothing which might reasonably be expected to give rise to danger by breaking the electrical continuity or introducing high impedance shall be placed in that conductor unless suitable precautions are taken to prevent that danger.

Regulation 10 Connections

Where necessary to prevent danger, **every joint and connection** in a system shall be mechanically and electrically suitable for use.

This includes terminals, plugs and sockets, etc...

- Portable equipment
- Possible damage from electrolytic action

Regulation 11 Means for Protecting from Excess of Current

Efficient means, suitably located, shall be provided for **protecting from excess of current** every part of a system as may be necessary to prevent danger.

- Normal methods used will be fuses or circuit breakers, to guard against overload, short circuit and earth fault current.
- If an injury occurs then regulation 29 defence will need to show good design and maintenance records.

Regulation 12 Means for Cutting off the Supply and for Isolation

1. Subject to paragraph (3), where necessary to prevent danger, **suitable means** (including, where appropriate, methods of identifying circuits) shall be available for: **Cutting off the supply of electrical energy** to any electrical equipment:
and;
The isolation of any electrical equipment
2. In paragraph (1) 'Isolation' means disconnection and separation of the electrical equipment from every source of electrical energy in such a way that this disconnection and separation is secure.
3. Paragraph (1) shall not apply to electrical equipment which is itself a source of electrical energy but, in such a case as is necessary precautions shall be taken to prevent, so far as is reasonably practicable, danger.

Need for



- Positive air gap (or other means)
- Positive identification of position
- Prevention of unauthorised operation
- Accessible location
- Clearly marked and labelled
-

Regulation 13 Work on Equipment Made Dead

Adequate precautions shall be taken to prevent electrical equipment, which has been made dead in order to prevent danger while work is carried out on or near that equipment, from becoming electrically charged during that work if danger may thereby arise.

An absolute requirement, but subject to the regulation 29 defence:

- Locking off
- Proving test equipment before and after testing
- Permits to work

Regulation 14 Work on or Near Live Conductors

No person shall be engaged in any work activity on or so near **any live conductor** (other than one suitably covered with insulating material so as to prevent danger) that danger may arise unless:

- a) It is unreasonable in all the circumstances for it to be dead; and
- b) It is reasonable in all the circumstances for him to be at work on or near it while it is live; and
- c) Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

The defence (**regulation 29**) is available in any proceedings for an offence under this regulation.

Suitable precautions should include as appropriate:

- a) the use of **people who are properly trained and competent** to work on live equipment safely;
- b) the provision of **adequate information** to the person carrying out the work about the live conductors involved, the associated electrical system and the foreseeable risks;
- c) the use of **suitable tools**, including insulated tools, equipment and protective clothing;
- d) the use of suitable **insulated barriers or screens** (see also regulations 4(4));



- e) the use of suitable instruments and test probes;
- f) **accompaniment by another person** or persons if the presence of such person or persons could contribute significantly to ensuring that injury is prevented;
- g) the **restriction of routine live test work** (for example product testing) to specific areas and the use of special precautions within those areas such as isolated power supplies, non-conducting locations, etc.;
- h) **effective control** of any area where there is danger from live conductors.

Regulation 15 Working Space, Access and Lighting

For the purpose of enabling injury to be prevented, **adequate working space, adequate means of access, and lighting** shall be provided at all electrical equipment on which or near which work is being done in circumstances which may give rise to danger.

Meeting these requirements should be considered at the design stage for new premises.

Safe Systems of Work Competence and Training

This section covers the safety of personnel

- Scope - Levels of Duty – Standards
- Work Activities
- Dangers of Electricity
- Safe Systems of Work

Regulation 16 Persons to be Competent to Prevent Danger or Injury

No person shall be engaged in any work activity where **technical knowledge or experience is necessary** to prevent danger or, where appropriate, injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work.

Scope:

- Adequate knowledge of electricity
- Adequate experience of electrical work
- Adequate understanding of the system to be worked on the practical experience of that class of system
- Understanding of the hazards which may arise during the work and the precautions which need to be taken
- Ability to recognise at all times whether it is safe for work to continue



Employees should be trained and instructed to ensure that they understand the safety procedures which are relevant to their work and should work in accordance with any instruction or rules directed at ensuring safety which have been laid down by their employer.

Portable Hand Held Electrically Operated Apparatus

About a quarter of all reportable electrical accidents involve portable apparatus. The majority are caused by electric shock but many others result in burns from arcing or fire.

Many accidents are caused by faulty cables, extension leads, plugs and sockets.

Accidents are caused by:

- a) Using unsuitable apparatus.
- b) Inadequate maintenance or misuse.
- c) Using defective apparatus.

Typical examples of these are:

- a) Earth wire being pulled out of terminal.
- b) Damage to flexible cable from being run over, dragged on the ground, in contact with hot surfaces, etc...
- c) Badly made joints in cables.
- d) Wrong connections.
- e) Damaged covers.
- f) Insulation failure
- g) Repairing apparatus without disconnecting from supply.
- h) Misuse of equipment.

The precautions required to prevent accidents using portable equipment are:

- a) Apparatus and cable should be protected against overload by fuses and or circuit breakers.
- b) All cables should be insulated and protected against mechanical damage.
- c) Correct types of sheathing to suit working conditions.
- d) Sufficient socket outlets to minimise the need for trailing cables.
- e) The use of cable drums wherever possible.
- f) Correct maintenance and repair.
- g) Correct connection.
- h) Reduced voltage operation.
- i) Use of circuit breakers.
- j) Properly trained operators.



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS8

Safety in the use of vehicles

Currently vehicles are not used. In the future the following would be used if required

Where Startright use vehicles including light commercial and are responsible for the movement of vehicles on site.

The use of Vehicles can be extremely dangerous and must be controlled as follows:

- (1) Only fully qualified Licensed people can drive Vehicles and must hold the required licences.
- (2) All Vehicle Drivers will from time to time be assessed for their competency and if they do not reach acceptable levels of competency they will receive additional training, information, instruction and supervision or may have their authorisation to drive the Vehicles withdrawn.
- (3) All Drivers will complete a daily check routine and record it on the check sheet where provided.
- (4) Vehicle drivers are responsible for the safety and security of their vehicle
The driver must remove the key from the vehicle and ensure no unauthorised people gain access to the keys
- (6) Vehicles must be parked in a safe place.
Its location must not create a trip hazard or restrict passageways.
- (7) When charging electrical vehicles the area should be clear from combustibles and should be free from sources of ignition. The area must be well ventilated and signed, i.e. no smoking or naked flames.
- (8) No Smoking in any company vehicle.

It will be the Vehicle Driver's responsibility to ensure the vehicle is maintained in a safe, clean condition.

Any faults found must be recorded on the operators daily check sheet (when provided by the hire company) and brought to the attention of their Supervisor who must take the appropriate action to deal with the problem or take alternative action.



Drivers may only drive vehicles they have been trained to drive and where additional training is required this must be carried out before the vehicle is driven.

Vehicles must only be used in the way they have been designed to be used and must not be used in any other way. No attachments are to be used unless they have been approved by the vehicle Manufacturer and have been assessed by Startright.

Misuse of vehicles can lead to death or serious injury. People misusing Vehicles may be liable to prosecution in Court.

When delivery drivers are reversing a vehicle it is essential that all staff and the public are kept clear from the rear of the vehicle.



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS9

POLICY ON THE USE OF ABRASIVE WHEELS

Currently abrasive wheels are not used. In the future the following would be used if required

Abrasive wheels are used on grinding machines and on on site for cutting and grinding operations. The seriousness of the risk of injury requires their use to be tightly controlled.

Abrasive Wheels used at work offer a serious risk of injury and therefore must only be operated by trained competent employees.

Employees required to mount abrasive wheels or spindles or to use mounted wheels or points must have been trained and Certificated and be registered on the approved form F2346. Any wheels found to be deformed or badly worn or cracked must be replaced without delay.

The workpiece rest plate gap between the rest plate and the abrasive wheel must be set to 3mm max. to avoid a draw in point.

If a guard is fitted to the abrasive wheel it must be used and properly adjusted.

Eye protection must be worn at all times when operating the abrasive wheel. The eye protection i.e. goggles, safety glasses or face visor must be located close to the abrasive wheel and kept clean and free from defects.

Suitable respiratory protection may be required when cutting items which creates significant dust or fume. The respiratory protection will be assessed and will be provided when required.

Suitable means of disconnecting the power must be clearly identified.

Young people and trainees are not to operate abrasive wheels unless suitably competent and supervised at all times.



HEALTH & SAFETY POLICIES AND PROCEDURES HS10

POLICY ON THE SELECTION, USE AND STORAGE OF PERSONAL PROTECTIVE EQUIPMENT

Although Startright will strive to reduce risks by other means recognising that Personal Protective Equipment (PPE) is to be a last resort we recognise the inevitability of the need to issue and wear PPE.

PPE will be issued when it is identified it is necessary to minimise a risk of injury and/or ill health and after other control measures have been considered.

All PPE will be assessed in accordance with The Personal Protective Equipment at Work Regulations 1992 for its suitability for protecting against a risk and its compatibility with other PPE.

Before issuing PPE staff must ensure it is CE marked and to the appropriate BS/EN standard.

If in doubt check with the supplier.

Employees and visitors must wear PPE provided and must ensure it is stored and kept safely. Furthermore any defects to PPE must be brought to their Supervisor's attention who must ensure the appropriate action is taken.

Where Startright do not provide PPE but arrangements are made for employees and visitors to supply their own it is still a requirement for that PPE to be to a high standard i.e. shoes must have good grip and be suitable for task etc.

All employees and visitors will be instructed and where required will receive training on the use of PPE.

British Standards and CEN Standards or BS EN (European) Standard

Most PPE will be made to an appropriate British Standard. The British Standards Institute prepares standards for products and issues licences to manufacturers only after thorough inspection and testing of individual products.



Manufacturers awarded licences are required to display one or both of the following certification marks on all products for which the relevant licences have been issued:-

1. The Kitemark gives assurance that a product complies in all respects with the requirements of the relevant British Standard.
2. The Safety mark give assurance that a product complies with the safety aspects of a British Standard or a British Standard concerned with safety.

Now being phased out as it was only used for electrical equipment.

3. The CE mark denotes compliance with EU directive on PPE but it may not be verified or tested by any third party since the need for this depends on the type of equipment.

General Notes on PPE

The best type of PPE is that which is worn. Protective clothing is generally a compromise between comfort and protection and wearer acceptability is essential. There is no benefit in issuing top of the range equipment if it is unnecessary for the hazard. A better philosophy is to provide suitable protection for the general hazards and provide and enforce the use of the heavier duty equipment only when needed.

Consideration should be given to the problems that may be created for the worker whilst wearing PPE. Involving the workers in selection of the PPE should be encouraged.

If the workers play a part in selection they will be more likely to co-operate in using the clothing. Training and instruction in the correct use and need to wear PPE should be given.

Consideration also should be given to compatibility of equipment if a worker has to wear more than one type of PPE to ensure they do not interfere with each other

Head Protection

The only current specific legislation for the wearing of head protection is the Construction (Head Protection) Regulations 1989. However, the general requirement of the Health and Safety at Work Act 1974 Section 2 will apply and employers may decide to issue head protection as part of their safety procedures.

The British Standard for **safety helmets is BS EN 397**. The standard lays down tests for shock absorption and penetration of helmets.

The harness of the helmet apart from holding the helmet firmly on the head also absorbs kinetic energy during impact and it is essential that the helmet is properly fitted.



Helmets are made in a variety of materials, the most common being various forms of plastic, fibre glass and aluminium alloy.

Industrial scalp protections known as bump caps are increasingly being used in industry as protection against bruising and abrasion by personnel working in confined spaces. These are manufactured to BS 4033. These caps are only designed to protect against minor risks and are not to be used as protection against falling objects.

Snoods, hairnets, hats and caps made of various materials are available to prevent workers hair catching in moving machinery. Another use is for hygiene purposes in food and other sterile industries.

Eye Protection

The major dangers of injuries to eyes may be:- Solid particles, dust, chemical splash, irritant gases, fumes, molten metal, glare, infra red, ultra violet radiation and laser beams.

There are a number of British Standards that relate to eye protection.

These are:-

BS 2092: 1987 – General Industrial eye protectors covers spectacles, goggles and face shields giving minimum requirements for optical properties: Impact testing is by firing a 6.35mm diameter steel ball at 12 m/s (39 Ft/s) for general purpose, 45 m/s (148 Ft/s) for Grade 2 and 120 m/s (393 Ft/s) for Grade 1, which will be marked on the eye protection. Other markings will denote protection against Hot Solids, Molten Metal (M), Chemicals (C), Dust (D) and Gas (G).

This standard is not being replaced by BS EN 166, BS EN 167 and BS EN 168.

BS 1542 - Requirements for protection against radiation from welding or similar operations. Covers goggles, hand-held and fixed shields, also minimum requirements for thermal conductivity, electrical insulation and size of filters.

BS EN 169 - Covers filters used during welding and specifies minimum requirements for protection against ultra violet and total radiation, optical properties and stability after exposure to ultra violet, moisture and heat.

BS EN 170 – Filters for protection against ultra violet radiation.

BS 1729 - Green protective spectacles and screens for steel work operatives, includes tests for light transmission, chromaticity co-ordinator and colour matching.

Hearing Protection



Basically noise is described as unwanted sound and excessive exposure to noise can cause permanent hearing loss. The Noise at Work Regulations 1989 specify that between 85 dB(A) and 90 dB(A) hearing protection should be available and the wearing encouraged and above 90 dB(A) the wearing of hearing protection is compulsory.

There are many types of hearing protection available. These are:-

1. Individually **moulded ear plugs** or acrylic, silicone and synthetic rubber in a fluid paste which is inserted into the ear canal, hardens in situ forming a permanent individually moulded ear plug of the correct shape.
2. Disposable wax impregnated glass down, deformable foam, etc., which are shaped and inserted into the ear canal.
3. Permanent moulded pre-shaped plugs of rubber or plastic for insertion into the ear canal.
4. **Expandable foam plugs** which are rolled down prior to insertion and then expands in the ear to fill the ear canal.
5. Sonic valves – hollow pre-moulded plugs of rubber or plastic with a valve system to attenuate sounds, but allow speech or other low intensity sounds to pass.
6. **Ear muffs.** These are hard cups which fit over the ear and are sealed to the head with soft cushion seals. They have several advantages compared with ear plugs; one size will fit most people, more protection is usually provided, and they are easy to remove and replace, which is an advantage for people who frequently move from a noisy to a quiet place. It is possible to include ports or valves which can be manually opened during quiet periods, or an electronic device which permits passage of low intensity signals without attenuation. However, they tend to make the ears hot, and are bulky, so that they are rather inconvenient if slipped around the neck when not in active use.

All types of ear muffs are likely to be damaged, and it is an advantage if the individual parts, especially the seals, can be replaced separately and easily, either at the workplace or on the premises.

7. Other types of ear protector, such as amplitude-sensitive and frequency selective types.

The British Standards of hearing protection are:-

* BS 6344 Industrial Hearing Protectors

* BS 5108: 1983 Method for measuring sound attenuation of hearing protectors. See also BS EN 325-1 for ear muffs and BS EN 458: 1994 for selection, use, care and maintenance of hearing protection.



Respiratory Protective Equipment

When harmful materials are present in the atmosphere in the form of dusts, fumes or gas, or there is an oxygen deficient atmosphere; precautions must be taken to control the exposure of employees to any danger.

The aim should be to remove the hazard by isolation and the provision of exhaust systems. Where these measures are not possible then suitable respiratory or breathing apparatus should be used. Correct selection of respiratory apparatus is essential and suitable systems for the care, use, storage and maintenance of the apparatus must be provided.

Respiratory protective equipment can be divided into two basic groups:-

Respirators: These purify the air by drawing the ambient atmosphere through a medium that removes harmful substances, the nature of the medium depending on the contaminating agent.

Breathing Apparatus: Air is supplied from an uncontaminated source, either from cylinders or via an airline. A specific training course is required before this apparatus may be worn.

1. Respirators

- a) There are available many types of simple face masks providing protection against nuisance dusts of non-toxic sprays. They do not provide generally any real measure of protection, and must not be used for dusts which can produce any harmful effects. Cartridge respirators, fitted with suitable cartridges can give protection against very low concentrations of certain relatively non-toxic gases and vapours.
- b) **Dust respirators** basically filter solid particles and aerosol spray, but do not provide any protection against gases. They are generally of the ori-nasal type; a half mask covering only the nose and mouth. The most efficient of these also incorporates pneumatic face-pieces. In factories etc., respirators must of a type approved under COSHH.
- c) **Cartridge type respirators** are also mainly of the ori-nasal type and give protection against low concentrations of relatively mild gases and vapours. BS2091.
- d) **Canister type respirators** incorporate a full face-piece connected by a tube to a replaceable canister which is carried in a sling on the back or side of the wearer. These respirators give considerably more protection



than the cartridge type against larger concentrations of certain specified toxic gases or vapours, generally of 1% concentration or less.

- e) **Positive pressure powered dust respirators** are usually of the ori-nasal type connected by a tube to a battery operated suction unit carried by the wearer in a harness. The air is drawn by the suction unit through the filters and fed to the face-piece at a controlled flow. The ori-nasal face-piece may be replaced by a full face-piece, or various hoods or blouses. The excess of air escaping around the side of the face-piece prevents leakage inwards and helps to keep the operator cool during strenuous work. They are used mainly against disease-producing dusts. BS4558:1970.

Protective Footwear

There is no specific legislation requiring the use and issue of safety footwear. However, under the HASAWA it may be necessary to issue footwear to meet the safety responsibilities under the Act. Furthermore the Management of Health and Safety at Work Regulations 1999 requires control measures to be implemented when risks are identified. A number of organisations have made the wearing of safety footwear a condition of employment and in many cases subsidise the purchasing of the footwear.

Some of the potential injuries to feet and their solutions are:-

- Toe injuries from impact – steel toecaps
- Penetration injuries through the sole, by incorporating a steel midsole
- Slipping, heat, oil and metal swarf, by design of the sole and the tread pattern
- Electric shock – by non conducting soles
- Anti-static – by conducting soles
- Molten metal – foundry boots are designed to protect feet and legs from molten metal splash

Safety footwear is made to a number of British Standards and these include:-

Foot and Leg Protection

BS EN 344: 1993: Requirements and test methods for safety, protective and occupational footwear for professional use.

BS EN 345: 1993: Specification for safety footwear for professional use.

BS EN 346: 1993: Specification for protective footwear for professional use.

BS EN 347: 1993: Specification for occupational footwear for professional use.



Hand Protection

Gloves should be worn as much as possible when handling materials and articles to protect the hands, not only from cuts, punctures, heat and chemical burns or electric shock but also from irritants and contaminants. The kind of gloves will depend on the hazards involved. It is important to remember that gloves should not be used at moving machinery, e.g. drilling machines.

A large proportion of the industrial gloves used in the UK are traditional types made either of leather or cotton, but many other kinds are currently in use. The most common one is the PVC fabric-supported glove, and there are a variety of types available, for example, for use against injurious chemicals; for foundry or comparable hot work a palm-coated type is manufactured; and there is a ribbed design for handling greasy objects. Synthetic fabric, such as nylon, is used for specific light work and synthetic rubber, such as neoprene and nitrile which have the basic properties of rubber, display good resistance to fats, oils, greases, etc., and also (in the case of nitrile) resistance to solvents.

Personal Body Protection

There are no general requirements relating to protective garments or clothing under HASAWA. Certain items of clothing are, however, required by the Personal Protective Equipment Regulations 1992 made under the Act.

When protective clothing is necessary attention should be given to selecting the right type for the required purpose. Where different types of equipment are available work people should be consulted, encouraged to try them out and state their preferences. If work people play a part in selection they will be more likely to co-operate in using the clothing. Persons required to use it should be told why the clothing is provided and when they ought to wear it.

In some cases the law asks for protection in wet conditions, for instance that provided by waterproof aprons or suitable overalls for dirty or potentially dangerous industry work; or where there is danger from acids, oils, caustic substances or other hazardous chemicals, suitable overalls which may need to be chemical resistant must be provided. Additionally, in a few instances head covering may be required. Suitable arrangements should be made for the care, maintenance and storage of protective clothing.

Where dangerous dusts exist, such as asbestos, or silica (in potteries, etc) the most suitable type of overalls to be worn is a subject that needs special consideration and details of the items to be supplied are set out in the regulations.

With some categories of clothing it is most important that great care be exercised in handling contaminated garments which are being removed or changed. In many kitchens, particularly those engaged in the baking of bread or biscuits, food hygiene standards have resulted in the general issue of overalls to all staff and process workers, with suitable arrangements for maintenance and cleaning.



Foul weather outerwear is available in a wide variety of styles and materials; it is required to be provided for outdoor workers under certain regulations.



P.P.E. Regulations 1992

Personal Protective Equipment (PPE) Issue Record

Name of person responsible for issue:		
Type/description of PPE		
Head	Eyes	Ears
Hands/arms	Apron	Overalls
Feet	Other	
Site/location where PPE must be used		
Information, training and instruction relative to PPE	Issued	Date
Correct usage		
Location/processes where PPE must be used		
Cleaning, storage, maintenance and testing procedures		
Replacement (including element replacement i.e., filter, etc.)		
Any other information/training/instruction (give details).		

Regulation 10 (2)

Every Employee shall use any personal protective equipment provided.

Reg. 10 (4) *Shall take all reasonable steps to return it to accommodations provided after use.*

Reg. 11 *Every employee who has been provided with (PPE) shall forthwith report any loss or defect.*

I certify that I have issued with the above mentioned PPE, and have received the necessary information, training and instruction.

Signed: Date:.....



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS11

POLICY ON WORKING AT HEIGHTS

Currently there is no working at height. In the future the following would be used if required

Startright has a policy that where possible working at height will be avoided. If this is impossible work equipment or other measures will be utilised to prevent falls. If the risk of a fall cannot be eliminated work equipment or other measures will be utilised to minimise the distance and consequences of a fall should one occur.

Startright recognises the risks that working at heights offer and although Company staff are unlikely to work at heights except during maintenance operations it is inevitable however that there is a need to work at heights at some point, therefore to minimise the risks, proper access equipment is provided.

Startright approves the use of proper and well maintained stepladders (must be appropriate size), hook on ladders work requiring any other access equipment will necessitate the engagement of an approved contractor.

Many accidents whilst working at heights are due to over reaching or overstretching. It is essential that the access equipment is placed in the most appropriate position to ensure safe access. No employee or other relevant party is allowed to use access equipment they have not been trained to use, and no employee is to use access equipment for a purpose it is not designed for; if it is too short or too high; it is inappropriate to offer safe access without stretching etc. In all of the above cases, employees must consult with their Supervisor who will take appropriate action.

Staff must not use chairs, tables or other non approved means of access and staff doing so will be subject to disciplinary proceedings.

There is an occasion where scaffolding and ladders are used on site by either company staff or contractors and therefore the following policy must be adhered to.

When using a scaffold suitable access to a working place must be provided at the stepping-off point. Persons should not be required to climb over or under guardrails or over toeboards. Gaps in guardrails and toeboards must, however, be kept as small as is practicable to ensure full protection is given to people on the working platform at all times.



Landing places must be provided at no greater distance apart than 9m and they must be provided with toeboards not less than 150mm in height with guardrails not more than 470mm above the top of the toeboards and between 910mm and 1.1m above the platform. A mid rail should be fitted when required to minimise the risk of people falling between the guard rail and the toe board.

Wherever ladders pass through platforms the opening must be no longer than is reasonably practicable and no more than 500mm in width, leaving sufficient platform width for access.

In tower scaffolds the ladders do not go through the opening which allows a trap door to be fitted offering full protection from falling as there is no opening.

Inspection of Ladders

Timber ladders must not be painted as the paint hides cracks, splits and other defects. Coating with a preservative and clear varnish is permitted so long as its finish does not present a slip hazard.

All ladders should be inspected prior to each use and in detail on a programmed basis and the following points should be checked:

1. timber ladders for splits or cracks, splintering, warping or loose rungs. Metal ladders for mechanical damage including twisting.
2. rungs for signs of undue wear or movement. Ladders must not be used when rungs are damaged or are missing.
3. wedges and tie rods for tightness. Metal reinforcement to stiles for correct position and to ensure they are connected in both sides firmly.
4. Feet for splitting and fraying. Timber, rubber or plastic inserts to metal ladders for wear or for splitting, and correctly angled.
5. Ropes for wear, fittings for security and pulleys for freedom.

If a ladder cannot be properly repaired it must be scrapped.



HEALTH & SAFETY POLICIES AND PROCEDURES HS12

POLICY ON THE SELECTION OF SAFETY SIGNS

Startright recognises its duties under the Safety Signs & Signals Regulations 1996 and will ensure all signs provided comply with the regulations.

Where a risk is identified and it is felt that safety signs are required, these will be purchased and displayed in appropriate places warning of the risks.

Where it is impossible to identify by means of signage or if signage is on order, all staff are to be made aware of the risks as are other contractors etc.

If safety signs are required, they should be purchased with the consent of their Supervisor when required.

Safety signs must be clearly understandable to all people and where required pictorial symbols will be displayed.

All employees and visitors must be made aware why signage is being put in place and must be aware of the need to comply with the instructions of the signs.

When visiting other premises staff must be aware of site specific signs and where they are unsure of the signage meaning they should seek clarification from the client or their Supervisor.

Startright recognises that safety signs are provided to bring information to the attention of those requiring the information but recognise that to be effective safety signs must be backed up by effective verbal communication, company policy and staff training.



HEALTH & SAFETY POLICIES AND PROCEDURES HS13

POLICY ON THE SAFE USE OF POWER/ HAND TOOLS

Hand tools are responsible for causing many injuries and therefore must be handled and treated with the utmost respect.

The use of hand tools such as hammers, saws, drills etc. are restricted for the use of the experienced tradespeople and will only be used by competent workers.

When using electric power tools 110v should be used. If this is not possible circuit breakers must be used (refer to HS6).

All tools must be thoroughly checked before they are used and they must be maintained in a safe working order...

Checks to the casing, cable and plug must show no defects.

The equipment must be tested to ensure all safety features are working properly and all guards are the correct type and suitably located on the equipment.

Any defects, the equipment **must not be used**. It will be clearly indicated as damaged and rendered unusable and the fault must be reported to Their Supervisor.

All employees using Power/Hand tools will receive training in the use of the equipment and will be fully aware of the risks in its use. Risk assessments will be carried out on the use of Power/Hand Tools and all employees and visitors must abide by the safe system of work stipulated.

ONLY STAFF WILL OPERATE POWER TOOLS



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS14

POLICY ON DEALING WITH CONTRACTORS/OTHERS ON SITE

Startright recognises its duties and responsibilities to be co-operative and co-ordinate health & safety with others whilst working on the same site.

To ensure continuity of working standards and health and safety standards Startright uses only a handful of specialised contractors who have been approved and vetted as competent. These contractors are required to provide us with their company health and safety policy, relevant risk assessments, method statements and details of their competent person identified under regulation 7 of the Management of Health and Safety at Work Regulations 1999.

From time to time Startright will use other specialist contractor for one off work and on these occasions the same procedure will be followed.

If any problems occur, these must be brought to the attention of Mr S Grice who will take the appropriate action.

The person in charge of the project must ensure the contractor complies with Health & Safety rules and must take appropriate action when employees and others are put in danger.

Contractors must not be allowed on the premises if under the influence of alcohol or other drugs likely to affect their judgement for safety.

Contractors must obey the smoking policy on the premises they are working on and must not work in a manor that is likely to put themselves or others at risk.

When visited by an official from Environmental Health, Health & Safety Executive, Fire service or police, Mr S Grice must be contacted when is available.

Anyone entering premises for the purposes of carrying out specialised work for the company are a 'contractor' to whom duties are owed, and indeed who owes duties with regard to health and safety matter. Because of this, the same control measures must be applied to all who work on premises. Window cleaners, agency staff, equipment repairers and services providers etc



Analysis of investigations into accidents shows that financial pressures, whether real or perceived, are nearly always present. The making and acceptance of the low bid in competitive tendering is often at the expense of health and safety standards. Other major factors include a transient labour force which never gets properly or fully trained, the small size of most contracting companies which claim not to be aware of legislation or safe practices, the inherent danger of the work and work conditions, pressure of work, and poor management awareness of the need for safety arrangements. All the above have been shown to contribute to poor safety standards.

Strategy for the Control of Contractors

There are six parts to a successful control strategy. The extent to which each part is relevant will depend upon the degree of risk and the nature of the work to be contracted. The parts are:

- ❑ Identification of suitable bidders
- ❑ Identification of hazards within the specification
- ❑ Checking health and safety aspects of bids and selection of contractors
- ❑ Contractor agrees to be subject to client's rules
- ❑ Control of the contractor on site
- ❑ Checking after completion of contract

Identification of Suitable Contractors

It is clearly necessary to work out a system aimed at ensuring that a contractor with knowledge of safety standards and a record of putting them into practice is selected for the work.

1. Each contractor wishing to enter onto the companies 'approved list' should be asked to provide his safety policy, risk assessments etc. Arrangements will be required for vetting these for adequacy.
2. A pre-qualification questionnaire should be completed by each contractor, providing necessary information about his policy on health and safety, including details of responsibility, experience, safe systems of work and training standards.
3. At this stage, it should be possible to identify contractors for approval, but feedback will be required to identify any who do not in practice conform to their own stated standards. This means that the list will require regular scrutiny and updating.



Specification

The following checklist will be followed which will give a pointer to most if not all of the common health and safety problems which may arise during the work. These should be communicated to the contractor in the specification before the bid is made. The received bid compared with the checklist to ensure that proper provision is being made for the control of risks identified.

Checklist

1. Special hazards and applicable national or local regulations and codes of practice (asbestos, noise, permits to work).
2. Training required for the contractor's employees.
3. Safe access/egress to and from, the company and to places of work within the company.
4. Electrical and lighting requirements.
5. Manual/mechanical lifting.
6. Buried and overhead services.
7. Fire protection.
8. Occupational health risks, including noise.
9. Entry into confined spaces.
10. First aid/emergency rescue.
11. Welfare amenities.
12. Safe storage of chemicals and flammable substances.
13. Personal protective equipment.
14. Documentation and notification.
15. Insurance and special terms and conditions of the contract.



Checking the Bid

When the bids are returned. It should be possible to distinguish the potentially competent. An 'approved list' of contractors, scrutinised at intervals, can save the need for carrying out a complete re-selection process.

Safety Rules

A basic principle of control is that as much as possible should be set down in detail in the contract. An important condition is that the contractor agrees to abide by all the provisions of the company safety policy.

Often, the contractor may delegate the performance of all or part of the contract to other sub-contractors. In these cases it is essential to ensure that the sub-contractors are as aware as the original contractor of the site rules and safety policy. A condition which can be attached to the contract is that the contractor undertakes to inform any sub-contractors of all safety requirements, to incorporate observance of them as a requirement of any future sub-contract, and to require the sub-contractor to do likewise if he in turn sub-contracts any work.

Written orders containing detailed terms and conditions such as the above should be the basis of the contract and should be acknowledged by the contractor before work starts. The loan of tools and equipment by the client should be avoided unless part of the original contractual arrangement.

Areas of concern which will be covered by general site rules and within the company safety policy will be communicated to the contractor.

They include:

- ❑ Materials storage, handling, disposal
- ❑ Use of equipment which could cause fires
- ❑ Noise and vibration
- ❑ Scaffold and ladders, access
- ❑ Cartridge-powered fixing tools
- ❑ Welding equipment – and use of client's electricity supply
- ❑ Lifting equipment – Certificated, adequate
- ❑ Competency of all plant operators
- ❑ Vehicles on site – speed, condition, parking restrictions
- ❑ Use of lasers – ionising radiation
- ❑ Power tools – voltage requirements
- ❑ Machinery brought on site
- ❑ Site huts – location, ventilation, gas appliances
- ❑ Use of site main services
- ❑ Electricity – specialised equipment required
- ❑ Fire fighting rules



- ❑ Waste disposal procedures
- ❑ Use of client's equipment
- ❑ Permit to work systems in force
- ❑ Hazardous substances in use on site by client
- ❑ Basic site arrangements, times, reporting, first-aid, fire
- ❑ Site boundaries and restricted areas

Control of Contractors on Site

The following measures are essential for all contractor operations, however large or small the contract.

Appointment/nomination of a person or team to co-ordinate all aspects of the contract, including health and safety matters.

A pre-contract commencement meeting held with the contractor and sub-contractors as necessary, to review all safety aspects of the work. The contractor should also be asked to appoint a liaison person to ease later communication problems which may arise. Also, communication paths should be developed to pass on all relevant safety information to those doing the work. Any permitted borrowing of equipment should be formally discussed at this time.

1. Arrangement of regular progress meetings between all parties, where health and safety is the first agenda item.
2. Regular (at least weekly) inspections of the contractor's operations by the client.
3. Participation in safety committees on site by contractors will be a condition of the contract.
4. Provision by the contractor of written method statements in advance of undertaking particular work, as agreed. Work which this would apply to includes demolition, asbestos operations, work which involves disruption or alteration to main services or other facilities which cause interruption to the client's activities, erection of false work or temporary support structures, and steel erection. An essential feature, but one often missing, is the stipulation that, in the event of the need for a deviation from the method statement, no further work will be done until agreement has been reached and recorded in writing between the client and the contractor on the method of work to be followed in the new circumstances.
5. The formal reporting to the company by the contractor of all lost-time accidents and dangerous occurrences, including those to sub-contractors.
6. It is essential the company sets a good example by following all site rules.
7. Provide adequate safety literature, including posters and handbooks.



8. No machinery allowed on site until documentation on statutory inspections has been seen, including details of driver training and experience.
9. Monitor the contractor's safety training programme.

Contract Completion

The contractor should leave the work-site clean and tidy, removing all waste, materials, tools and equipment. This should be checked.

UK Legal Requirements

Failure to manage contractors has wide implications under the Health and Safety at Work etc. Act 1974, where Sections 2,3 and 4 can be applied to occupiers and contractors, depending upon the circumstances. Similarly, civil claims and damages can be made against the company as well as contractors.

Further the Management of Health and Safety at Work Regulations 1999; the Construction (Design and Management) Regulations 1994 (as amended) and the Construction (Health, Safety and Welfare) Regulations 1996 all require co-ordination and co-operation between contractors who share sites.



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS15

POLICY ON DEALING WITH HAZARDOUS CHEMICALS

Startright recognises its duties and obligations under the Control of Substances Hazardous to Health regulations 2002 (as amended) and will strive to always:-

1. Select and use the safest products available so far as is practicable to protect our employees and others.
2. Ensure products are assessed on their use, handling, storage and disposal to ensure the safety of our employees and others.
3. Will issue information, instruction, training and supervision as required on the safe use etc. of the substances.

To this end Startright will

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health
- Take into account all relevant routes of exposure-inhalation, skin absorption, and ingestion when developing control measures
- Use control measures proportionate to health risks
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health
- Where exposure cannot be achieved by other means provide suitable PPE in conjunction with other control measures
- Check and review control measures in terms of their effectiveness
- Inform and train all employees on the risks and hazards from substances with which they work together with the control measures in place
- Ensure control measures do not increase the overall risk to health and safety

All products used by our employees and visitors are assessed to ensure employees and visitors are aware of the risks and the safe system of work in the use of the product. The prescribed C.O.S.H.H assessment form will be completed by the approved assessor and the product safety data sheet attached to the back of the assessment. All employees and



visitors using the substances must read and be aware of the safe use of the products. If an employee is in any doubt they must ask their Supervisor.

In practical terms substances are purchased from various suppliers due to the specific needs of Company site.

Before products are used they will be assessed and the assessment will be kept on site available for inspection by all employees and visitors.

No employee or other relevant party is expected to use chemicals they have not received information instruction or training on.

Employees and visitors are strictly not allowed to mix chemicals (except where the manufactures instructions state it is safe, such action is very dangerous and could cause serious injuries.

Where products need to be diluted it must be diluted to the exact amount as stated in the risk assessments.

There is no need for employees and visitors to use chemicals unsafely - if in doubt ask. If any employees or other relevant party require technical information, they should contact the supplier of the product who will advise.

Listed below are the forms of health hazards which can affect staff and visitors at the company.

- | | |
|-------------|---|
| Physical: | Noise/Vibration
Radiation
Climate, i.e. temperature, humidity, air movement, ventilation/extraction |
| Biological: | Micro-predators, i.e. insects, mists, mould, spores, bacteria, etc.
Drugs, enzymes |
| Ergonomic: | Lighting
Posture
Monotony
Fatigue |

The occupational health problem is at least the same magnitude as the occupational accident with approximately 900 deaths attributed to industrial diseases and about 300,000,000 man-days lost yearly due to sickness and ill health from all sources UK national statistics).

A large majority of these illnesses are caused by:

- Dust, fumes, mists, gases, vapours



- Toxic materials
- Corrosives

Monitoring

In order to ascertain what the problems are, it is vital to develop a monitoring programme/system. This is essential because:-

All environments are subject to change, people make mistakes. All hazards and stress causing factors cannot be planned out of an environment. Standards change. Each monitoring system will have the following key points:-

1. **Recognition** of the hazards (situations and materials which can have an adverse effect on the employees) which may exist due to chemical, physical, biological and ergonomic aspects of the workplace.
2. **Measurement** of the environment by direct reading instruments or sampling followed by analysis.
3. **Evaluation** of measurements using standards, i.e. information on the effects of materials, employee exposure, employee health training, performance, legislation and codes of practice.
4. Instigate **Control** measures to limit employee exposure. To meet the requirements of HASAWA, these control measures must firstly, adequately control the hazard, and secondly be suitable for the user.
5. Instigate **Training** and communication programmes to obtain user assistance in limiting their exposure to hazardous substances and conditions, and to assist in the maintenance of the control programme. This will include gaining social and economic acceptance from operators and obtaining economic and priority acceptance from management.
6. **Re-measurement** and re-evaluation to check for effectiveness of the control measures and to assist in the fine tuning of these controls.

Measurement

There are now a considerable amount of simple and easy to use sampling and direct reading equipment on the market. Your company and work situation will determine the equipment chosen, and the distribution, duration, frequency and number of samples taken to:

1. Identify the suspected problem
2. Give warning of the exercise of dangerous conditions



The Skin

The human skin is relatively thin, soft and flexible. One of the main functions of the skin is to serve as a barrier between man and his environment. It protects the internal organs and tissues from injury and infection and also prevents them from drying out. The skin also helps to regulate body temperature and blood pressure and some of the excess water and salts via sweat glands. In addition, the skin is an important sensory organ.

Toxicology

Toxicology is defined as 'the study of how different materials affect the human body'.

Toxicity

Toxicity is defined as 'the potential of a substance to cause harm to living things'.

In the Control of Substances Hazardous to Health Regulations 1999 (COSHH) the terms Hazard and Risk are given definite meanings. These are:-

Hazard

The HAZARD presented by a substance is its potential to cause you harm.

Risk

The RISK from a substance is the likelihood that it will harm you in the actual circumstances of use, coupled with the degree of harm.

Before any substance can exert a toxic effect it must enter the body. The vital factor therefore, is the DOSE which is defined as '**how much of a substance you are exposed to and how long the exposure to the substance lasts**'.

This produces the RESPONSE which is **how the body reacts to the exposure**.

This can be represented as a graph showing a Dose/Response Curve.

Effects of Exposure

The effects of exposure can be divided into the following two areas:-

- a) Acute Effects
- b) Chronic Effects

a) Acute Effects

These result from a brief but high exposure to the substance and normally appear very shortly after the exposure takes place.

The results may be:-

1. Headaches



2. Dizziness
3. Nausea
4. Inflammation
5. Eye Irritation
6. Unconsciousness
7. Death

Some effect may be temporary with no permanent damage although exposure to some chemicals may lead to permanent damage.

b) Chronic Effects

These result from prolonged or repeated exposure to low concentrations. Effects may not be evident for many years. Some possible chronic effects are Cancer and Cirrhosis of the liver.

Hazardous Substances

Hazardous substances are classified into the following headings under '**The Chemical (Hazard, Information and Packaging) Regulations 1999**' (CHIP Regulations).

The important differences between classes of substances are '**the nature of the hazard and the dose/response relationship**'.

e.g. a strong acid would be corrosive
a weak acid would be an irritant

Toxic

A substance which, if a small quantity gained entry to the body, may involve serious acute or chronic health risks and even death.

Examples:- Mercury, Nicotine, Phosgene, Benzene

Harmful

A substance which, if a small quantity gained entry to the body, may involve Limited health risks

Examples:- Iodine, Toluene, Trichloroethane

Corrosive

A substance which on contact will destroy living tissue.



Examples:- Caustic Soda, Nitric Acid, Formic Acid

Irritant

A non-corrosive substance which through immediate, prolonged or repeated contact with the skin or mucous membrane can cause inflammation.

Examples:- Sodium Carbonate, Acetaldehyde

Toxic substances are also classified under the following headings:

a) Carcinogens

Defined as '**any cancer producing substances or agent which can cause growth of abnormal tissue or tumours**'.

Examples are **Coal Tar** which can cause skin cancer and **Vinly Chloride** which can cause liver cancer.

Carcinogen packaging must carry the risk phrase 'may cause cancer'.

b) Mutagens

Substances which may cause changes in human cells and may be handed down from generation to generation.

c) Teratogens

Substances which may adversely affect an unborn child. An example of this is Thalidomide.

d) Reproductive Poisons

Substances which affect Male and Female reproductive systems any may impair the ability to have children.

e) Target Organ Poisons

Substances which can cause damage to specific organs. An example is Carbon Tetrochloride which can cause liver damage.



f) Neurotoxins

Substances which can affect the nervous system of the body and slow the ability to control various parts of the body. Examples are Lead and Mercury.

g) Sensitisers

May cause allergic reaction after repeated exposure.

h) Narcotics

Substances such as alcohol, solvents, which may cause impaired judgement, dizziness, etc...

Physical Properties of Hazardous Substances

Hazardous substances take many forms the most common being the following:

Dusts

These are **solid airborne particles**, often created by operations such as grinding, crushing, milling, sanding and demolition. Two of the principle harmful dusts encountered in industry are asbestos and silica.

Fumes

Fumes are **solid particles which usually form an oxide in contact with air**. They are created by industrial processes which involve the heating and melting of metals, such as welding and smelting. A common fume danger is lead poisoning associated with the inhalation of lead fume.

Smoke

Smoke is the **product of incomplete combustion**, mainly of organic materials, and may include fine particles of carbon in the form of ash, soot and grit that are visibly suspended in air.

Mists

A mist is a **finely dispersed liquid suspended in air**. Mists are mainly created by spraying, foaming, pickling and electro-plating. Dangers arise most frequently from acid mists produced in industrial treatment processes.

Gases

These are **formless fluids** usually produced by chemical processes involving combustion or by the interaction of chemical substances. A gas will normally seek to fill the space completely into which it is liberated. One of the classic hazardous gases encountered in industry is carbon monoxide. Certain gases such as acetylene, hydrogen and methane are particularly flammable.

Vapours

A vapour is the **gaseous form of a material normally encountered in a solid or liquid** state at normal room temperature and pressure. Typical examples are solvents, such as trichlorethylene, which release vapours when the container is opened. Other liquids produce a vapour on heating, the amount of vapour being directly related to the boiling point of that particular liquid. A vapour contains very minute droplets of the liquid. However, in the case of a fog, the liquid droplets are much larger.

Solids

Certain substances in solid form can cause injury. Classic examples are cullet (broken glass), silica, asbestos and lead.

Liquids

Numerous dangerous substances are produced in liquid form including caustic and acid-based detergents, solvents and fuels.

Routes of Entry

Chemicals enter into the body in 4 ways. These are:

1. Skin contact (absorption)
2. Direct entry (injection)
3. Swallowing (ingestion)
4. Breathing (inhalation)

1. Skin Contact

There are two types of reaction to chemical contact with the skin.

a) Local Damage

This occurs at the place on the skin where the chemical lands. The effects of the chemicals can vary in the speed and severity of their actions. Some produce an effect within moments such as nitric or sulphuric acid whilst other such as acetone and methanol may take several days before an effect occurs.



The main hazard in this area is from corrosive substances such as acids and alkalis and the eyes are extremely sensitive to damage from corrosive substances and must be well protected when using these substances.

A major problem created by contact with the skin of hazardous materials is that of NON INFECTIVE DERMATITIS.

The two types of dermatitis are:

1. **Contact Dermatitis** attacks the surface of the skin. Produces skin redness, roughness, blisters. Heals when contact ceases. It will not stop until exposure to the causative agent ceases. Subsequent small exposures may be tolerated without further trouble. A return to work with possible exposure to the chemical can be allowed provided caution is exercised. After a number of recurrences, arrangements which prevent all further contact with the substances in question should be considered.
2. **Sensitisation Dermatitis** follows an activation of the skin's natural immunological processes, often after a symptom free period while the body's defences are being primed. Once this threshold is reached, dermatitis will occur if contact continues. Healing is often prolonged and only occurs when the sufferer is completely removed from further contact. The body's immune system is slowly activated to the chemical. Dermatitis is then produced by the slightest exposure. May also affect sites distant from the point of contact. Once sensitisation dermatitis has been diagnosed, no further exposure should be permitted.
3. Dermatitis can be prevented by:
 - ❑ Clean working conditions and properly planned work systems
 - ❑ Careful attention to skin hygiene principles
 - ❑ Prompt attention to cuts, abrasions and spillage's onto the skin
 - ❑ Use of protective equipment
 - ❑ Barrier cream can help, as will after work creams

b) Skin Absorption (Percutaneous)

Certain substances can be absorbed through the skin and it is essential that protective measures such as gloves are used, examples of these are:

1. Phenol

Rapidly absorbed through the skin giving skin burns. Phenol attacks the central nervous system causing headache, rapid breathing, and may lead to collapsing and even death.



2. Glycol Ethers

These can cause damage to the reproductive systems and may also cause kidney damage.

2. Direct Entry (Injection)

Hazardous substances may enter directly into the body through cuts, wounds, etc... Good hygiene practices are essential to protect against direct entry.

3. Swallowing (Ingestion)

This is a rare occurrence in industrial situations and it tends to occur when there is a failure of basic Health and Safety Standards.

Many substances that are ingested may be de-toxified by the digestive system although particular care must be taken with products such as Lead, Mercury, Antifreeze, etc...

4. Breathing (Inhalation)

Inhalation is the most important and likely route because of the surface area of the lungs and the large volume of air which is inhaled each day.

Obviously all gases and vapours can be inhaled and it is convenient to classify them under the following headings.

a) Physical Asphyxiates

Gases such as Nitrogen, Methane and Carbon Dioxide cause ANOXIA (lack of oxygen by physically reducing the amount of oxygen entering the lungs).

b) Chemical Asphyxiates

Chemical asphyxiates such as carbon monoxide, cyanide and hydrogen cyanide act by interfering with the body mechanisms for providing oxygen to the tissues.

c) Upper Respiratory Irritants

These materials irritate the nose, throat and trachea; in addition they irritate the eyes. Examples of these compounds are ammonia, sulphur dioxide and formaldehyde.

d) Pulmonary Irritants

The site of action extends throughout the respiratory tract and the result of exposure may be pulmonary oedema. Agents within this category are chlorine, bromine, toluene diisocyanate, ozone and phosgene.

e) Toxic Gases and Vapours

Following inhalation, these are absorbed into the blood and carried to other tissues or organs. They can sometimes be absorbed through intact skin. Two examples are carbon disulphide and hydrogen sulphide. Hydrogen sulphide has a characteristic odour of rotten eggs in low concentrations (0.1-1ppm). As the concentration increases to around 20-30ppm, the odour tends to disappear owing to fatigue of the sense of smell. Exposure above 600ppm leads to respiratory failure through the blocking of the respiratory centre.

Inhalation of carbon disulphide, a solvent used in the production of man-made fibres, can result in blurred vision, nausea, psychotic behaviour and paralysis of respiration through its effects upon the central nervous system.

Another major health problem is caused by the inhalation of dust, e.g. coal dust which builds up on the lungs leading to the lung disease called PNEUMOCONIOSIS.

Other problems concern the inhalation of fibres such as asbestos fibres which can lead to diseases such as ASBESTOSIS and MESOTHELIOMA

Occupational Exposure Limits

The Health and Safety Executive publish levels for substances which the majority of the population could be repeatedly exposed without any adverse effects. They are expressed in terms of concentration, i.e. the quantity of a substance per unit volume. These are usually given **in the HSE publication EH40** which is updated every year. The standards are:

Occupational Exposure Standard (OES)

The OES is the concentration of an airborne substance averaged over a reference period at which, according to current knowledge there is no evidence that it is likely to be injurious to employees if they are exposed by inhalation day after day to that concentration. For a substance which has been assigned an OES exposure by inhalation should be reduced to that standard. However, if exposure by inhalation exceeds the OES then control will still be deemed to be adequate provided that the employer has identified why the OES has been exceeded and is taking appropriate steps to comply with the OES as soon as is reasonably practicable.

Maximum Exposure Limits (MEL)



An MEL is the maximum concentration of an airborne substance averaged over a reference period to which employees may be exposed by inhalation under any circumstances.

The control of exposure shall, so far as inhalation of that substance is concerned, only be treated as being adequate if the level of exposure is reduced so far as is reasonably practicable and in any case below the MEL.

Preventing or Controlling Exposure to Hazardous Substances

To prevent or control exposure to hazardous substances the company will follow the following hierarchy.

1. Eliminate

Wherever possible elimination of the use of the substances should be achieved.

2. Substitution

Substituting a less hazardous substance or the same substance in a less hazardous form.

3. Enclosure

Totally enclosing the process and hand.

4. Local Exhaust Ventilation (LEV)

Providing LEV at the source to remove the hazardous substances.

5. Dilution Ventilation

Provide sufficient general ventilation.

6. Restrict Employee numbers

Restrict the number of employees who may be exposed to the hazardous substances.

7. Period of Exposure

Reduce the period of exposure.

8. Cleaning

Regular cleaning of contamination from walls, etc., and disinfection where necessary.



9. Safe Storage

Provision of safe storage and disposal of substances.

10. Personal Protective Clothing (PPE)

Suitable PPE for the hazard involved.

11. Prohibition

Prohibiting eating, drinking and smoking in areas where contamination occurs.

12. Hygiene

Provision of adequate facilities for washing and storage of clothing and including where necessary arrangements for washing contaminated clothing.



HEALTH & SAFETY

POLICIES AND PROCEDURES

HS16

POLICY ON GENERAL SAFETY

Avoiding Slips, Trips and Falls

Slips, Trips and falls are the second most common accident following closely behind manual handling accidents.

All cables and leads should be secured and should be covered to prevent a tripping hazard. All other items should be stored in such a position that others cannot trip over them.

When cleaning the extension cable must be placed in such a position to protect it from damage and to prevent creating a trip hazard.

Floor / Ground Conditions.

The floor surface itself can create a slip or trip hazard due to the floor being wet, greasy, un even or poorly maintained therefore suitable footwear with ankle supports when required must be worn.

Where staff identify defective floor coverings they must contact their Supervisor and ensure it is logged on the appropriate form and appropriate action to make the area safe is instigated i.e. contact the cleaners, put up warning signs, cordon off the area etc...

Stairways and Walkways

- On Stairways, use handrails, and take one step at a time.
- Report worn treads and broken or loose stairs.
- Carrying of boxes etc on stairways should be avoided where possible.
- If loads need to be carried special care must be taken.
- You should never obstruct your vision with large loads.
- Employees and visitor must not run especially on stairways or in walkways near bends etc.
- Boxes etc must never be stored on stairways or in walkways.

Staircases being cleaned must be cleaned where there is no one using them and it is essential that there is not excessive cleaning solutions used as this can cause the floor to become very slippery.



Lighting

Lighting in the workplace including stairways etc must be sufficient enough to allow the job to be done safely. Where lights have failed or are flickering they must be repaired or reported to the relevant person. Lighting is especially critical where intense concentration is required.

Doors

Where there is glass panels or glass doors the glass will be clearly identified in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Employees and visitors should not loiter or converse near to doors where there is the potential for the door to be opened causing injury.

Remember fire doors must not be propped open; they must remain closed at all times.

Door in corridors etc where there is a risk of people being hit by the door due to poor visibility it will be assessed to whether there is a need to fit a vision panel in the door.

Housekeeping

It is essential from both safety and appearance that good housekeeping is maintained. Ensuring the workplace is kept in a tidy order with things being replaced after use minimises the number of hazards and therefore the potential for accidents.

Broken Glass

Use a broom and dustpan not your fingers to pick up glass - wrap it in paper. Ensure the area is cleaned as soon as possible to pick up splinters etc. Dispose of glass in a bin well covered to prevent secondary cuts etc.

Use of Guillotines

A guillotine must only be used where the blade is properly guarded. The operative must keep their fingers well away from the cutting blade at all times. Any defects in the guillotine must be reported immediately and it must be taken out of use until the defect is sorted.

Use of Shredding machine

When using a paper shredder the operator must either remove or tuck out of the way their tie and any loose clothing which can be caught in the shredder. People with long hair must ensure their hair is kept away from the shredding mechanism by at all times.



HEALTH & SAFETY POLICIES AND PROCEDURES HS17

RISK ASSESSMENTS

Risk assessments are an essential management tool to ensure employees and visitors are aware of specific hazards and risks in their work place.

Startright also recognises the importance of compliance with statutory legislation and as such ensures the following assessments are carried out, monitored and reviewed on a regular basis.

1. General risk assessments.
2. C.O.S.H.H assessments.
3. Manual handling assessments.
4. Display screen equipment & ergonomic assessments.
5. Personal protective equipment assessments.

All employees and visitors must ensure they read and understand the risk assessments and bring to their Supervisor's attention any points they wish to be clarified or if they wish to express a point in relation to the assessments.

Risk assessments are carried out to protect employees and visitors health and safety at work. It is essential employees and visitors follow the assessments or they risk serious injury.



HEALTH & SAFETY POLICIES AND PROCEDURES

HS18

SMOKING AT WORK

Tobacco smoke is considered to be harmful to health and the effects of passive smoking could be injurious to health and prejudice people's right to breathe fresh non polluted air.

Startright has a strict **NO SMOKING** policy within any part of the building.

Any employee found smoking in those areas will be disciplined. The act will be considered to be serious misconduct. This could lead to dismissal.

All visitors to the premises will be made aware of this **No Smoking** Rule.

Anyone found smoking in the designated **No Smoking** areas will be asked to safely extinguish the smoking materials immediately or leave the premises.

HEALTH & SAFETY POLICIES AND PROCEDURES

HS 19

WELDING OPERATIONS

Currently there is no welding. In the future the following would be used if required

Welding Operations

The two main forms of welding are gas welding and electric arc welding. Whilst the hazards peculiar to each form of welding are considered later, the following hazards are common to both forms.

Fire and explosion

Arcs, flames, sparks and metal spatter are sources of ignition which will readily ignite waste and other flammable materials in close proximity to the welding operation. Welding on systems or vessels under pressure can result in explosion. Welders should therefore, ensure that welding arcs and flames do not come into contact with flammable materials. Moreover, care should be taken to ensure that welding does not take place in areas where flammable gases and vapours may be present. This is particularly appropriate in painting and degreasing areas which should always be purged with an inert gas prior to welding commencing.

Burns

Engineers are provided with protective clothing to protect them from burns i.e. face shield and helmets, gauntlets and aprons. Any newly welded work should be segregated from the workforce by barriers or screens, along with the display of warning notices.

Toxic Fumes and Gases

Inhalation of welding fumes and gases can lead to the condition known as 'welder's lung' or siderosis. Metallic fumes in the form of oxides can be evolved according to the nature of the base metals and electrodes in use. This is also true of fumes and dusts from flux coatings. The action of heat and ultraviolet leads to the evolution of ozone, carbon monoxide and oxides of nitrogen. Heavy particulate matters in the form of respirable dusts can be created as smoke and metal spatter. Many of the gases, vapours and dusts evolved during the welding process are visible, colourless and odourless, and so considerable care should be taken during welding in confined spaces or unventilated areas. The operation of a permit to work systems is, will be necessary with such operations.

Precautions during welding operations

- a. Welding workshops should be provided with effective mechanical ventilation capable of achieving 6 – 10 air changes per hour, together with local exhaust ventilation in a designated welding area.

- b. Portable extraction and filtration units should be used where welding is undertaken *in situ* on production machinery and plant.
- c. Environmental monitoring should be undertaken in welding workshops wherever there is evidence of dust and fume accumulation.
- d. Welding in confined spaces, particularly, can present a noise hazard. Hearing protection will be provided and worn.

Gas Welding

Fuel gases commonly used are acetylene and propane, both of which are inflammable and form mixtures with air or oxygen. Any leakage of fuel gas is potentially hazardous, as ignition may lead to rapid or explosive combustion, particularly in confined spaces or unventilated areas. Being heavier than air, propane can accumulate at floor level and will readily ignite. Acetylene, an unstable gas, can decompose explosively when subjected to heat or shock. This can occur in the absence of oxygen and under pressure.

A further hazard associated with gas welding is oxygen enrichment. Most welding and cutting operations use oxygen to support combustion of the fuel gas. Accidental leakage of oxygen has, therefore, considerable hazard potential. Oxygen enrichment will cause a change in ignition characteristics of all combustible material, including those considered non-combustible. Any oxygen should, therefore, never be used to purge or 'sweeten' the atmosphere of a confined space or vessel interior. Accidental leakage should be avoided by frequent inspections of hoses, valves and regulators.

Electric Arc Welding

Hazards can arise from poor standards of maintenance and/or repair of equipment, improper use, and use of unsuitable materials, e.g., insulation tape to effect repairs to equipment and connections. Other dangers arise in the use of portable welding sets as a result of inadequate power supply, absence of isolating switches in the other supply circuit, the need to remake earth connections for each job, and strain or damage to terminals and connections of the welding set. A system for frequent examination, maintenance, and repair of equipment is, therefore, essential. Such a system should ensure that:

- a) the equipment rating is adequate for the job;
- b) the equipment is installed in accordance with the latest IEE (16th edition) *Regulations for Electrical Installations*; relevant British Standards and manufacturers' instructions;
- c) isolation switches are readily accessible;
- d) the set is frequently examined by a competent electrician;
- e) all mains and secondary cables, terminals and cable connectors are of adequate size and construction for the maximum welding current;
- f) terminal and live components are adequately protected;



- g) there is a separate earthing conductor in addition to the welding current return cable;
- h) earthing circuits are of adequate capacity;
- i) any damage to the insulation of cables, electrode holders, torches, etc., is repaired immediately or the item replaced;
- j) the amount of trailing cable is minimised to avoid impact damage and the danger from tripping.
- k) there are no exposed metal parts in clothing and protective equipment;
- l) accidental arcing is avoided;
- m) correct equipment is worn so that skin is protected, e.g., visor, gloves, apron, safety boots;
- n) Extra care is taken when working in wet, hot or damp conditions, in confined spaces or areas where access is difficult, and when working at heights;
- o) records of equipment examinations and subsequent repairs, replacements etc., are kept in the general register;

Another hazard associated with arc welding is that from ultraviolet radiation. This can have an acute effect on the eye, causing burning of the conjunctivae with attendant irritation and a painful feeling of grittiness ('arc eye'). Chronic effects can include permanent vision damage or, in extreme cases, blindness following prolonged exposure. The effect of ultraviolet radiation on degreasing solvents can be phosgene evolution. Phosgene is a highly toxic gas.

Helmets and shield should be kept in good condition and fitted with the correct grade of filter. Non-reflecting welding screens, e.g., matt green canvas, should always be placed around welding areas, and reflected glare should be reduced where possible by the use of non-reflective surfaces for wall finishes in welding workshops. Notices should be displayed in welding areas giving warning of arc flash, and welders should be instructed to warn other people present prior to striking an arc. Moreover, degreasing solvents should be excluded from welding areas.

HEALTH & SAFETY

POLICIES AND PROCEDURES

HS20

MONITORING AND REVIEW



The Safety Adviser will make regular inspection tours of the factory, offices, warehouse and yard, looking out for any health and safety hazards. During these tours he will ask every employee for any comments on Health and Safety. He will bring to the notice of the Managing Directors and the Supervisor any Health or Safety hazards which he finds.

The results of the tour, plus any action taken or required in order to reduce the risks from those hazards will be recorded.

An annual meeting will be convened, involving the Managing Directors, Supervision and Health and Safety Adviser in order to review the Health and Safety Management Systems, and the effectiveness of control measures implemented.

The results of these meetings will be recorded.

HEALTH & SAFETY POLICIES AND PROCEDURES

HS 21

POLICY ON WORKING WITH FORK LIFT TRUCKS



Currently fork lift trucks are not used. In the future the following would be used if required

A Lift truck is used to handle goods, these vehicles present special hazards and all personnel must keep clear of the unit when it is in use.

The operators have special responsibility when using these machines and are given special training in the safe control of them.

Only **Authorised personnel** are allowed to operate or re-fuel this equipment, anyone else caught using trucks will be disciplined.

The trucks will be checked for safety by the operator at the beginning of the working day or before the truck is used for the first time.

Ignition keys shall not be left in the trucks whilst parked. This encourages untrained operators to attempt to use them, with possible fatal consequences.

It is the policy of the company to comply with the current legislation ie: **Health & Safety At Work Act 1974 etc.**, and the **Approved Code of Practice Training of Fork Truck Operators.1989.**

HEALTH & SAFETY
POLICIES AND PROCEDURES
HS22



ASBESTOS

Control of Asbestos at Work Regulations (CAW) 2002

Regulation 4. Duty to Manage asbestos in non-domestic premises (from 21/5/04).

Definitions of duty holder:

- Person who has by virtue of contract or tenancy an obligation to maintain or repair non-domestic premises OR has to any extent control of premises.
- If more than one duty holder – the duty is shared
- Duty on everyone to co-operate with the duty holder
- Dutyholder to ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or liable to be present.

See separate assessment records.

If a Company's employee suspects that asbestos is present and could be disturbed by the work, the employee must report to his immediate supervisor and not commence the work until the decision is made that it will be safe to continue.

If the presence of asbestos is suspected in any part of a structure on which Company's employees are likely to be working, an assessment will be made before any activities are allowed to take place. **The assessment will be carried out by competent and licensed parties.**

The results of this assessment will be examined and all control measures, as required, will be implemented before work begins and will be monitored for effectiveness thereafter.

THE NATURE OF ASBESTOS

Asbestos is a general term for several naturally occurring fibrous mineral silicates.

There are six distinct types of asbestos:

actinolite, amosite, anthophyllite, crocidolite, tremolite and chrysotile. Each is different in physical and chemical properties, depending on the other components of the rock, such as calcium, magnesium or iron.

Physical Properties

Asbestos has a high thermal stability, excellent tensile strength (stronger than steel), resistance to chemical attack, good thermal and electrical resistance and ability to be subdivided into fine fibers.



colours: green, grey, bluish grey, brown, black, or white.. And are usually found in metamorphic rocks. Between cross-polarized light it "flashes" meaning it is an anisotropic mineral.

Q. What are some examples of asbestos-containing products found in buildings?

A. The following table indicates the purpose and general location of such product types.

Product type	Purpose	Generally found
Acoustic:	Sound control	Ceilings in classrooms, halls, multi-purpose rooms
Thermal insulation	Safety-energy conservation	Pipes and boilers
Steel	Fire protection fireproofing	Covering structural steel
Asbestos cement board	Fire protection	Near furnaces and boilers
Tile and sheet	Cleanability-decor flooring	Floors, classrooms and halls
Textiles	Fire protection	Auditorium curtains, laboratory aprons and gloves

Asbestos – Health information for employees.

Breathing in asbestos fibres can lead to **asbestos-related diseases**. These are mainly cancers of the chest and lungs and they **kill more people than any other single work-related cause**. There is usually a long delay between exposure to asbestos and the onset of disease. This can vary between 15 and 60 years. **Smokers who are exposed to asbestos have an increased risk of developing an asbestos-related disease.**

The exact level of exposure that causes asbestos-related diseases is unclear. But we do know the more asbestos fibres breathed in, the greater the risk to health. That is why it is important that everyone who works with asbestos should take the strictest precautions to reduce exposure to asbestos fibres as low as possible. This will include choosing the right respiratory protective equipment (RPE) for the job, making sure that it is used correctly and maintained in good condition.



The vast majority of people now dying of asbestos-related diseases were exposed to asbestos during the 1950s and 1960s when its use was widespread.

However, there is still a lot of material containing asbestos around, and if you suspect that asbestos may be present and the activity you are about to carry out involves disturbing the material, e.g. cutting, drilling, breaking up, stripping out;



HEALTH & SAFETY POLICIES AND PROCEDURES

HS 23

POLICY ON WELFARE ARRANGEMENTS

The policy of the Company is to provide adequate and appropriate welfare facilities for its staff so far as is reasonably practicable.

This policy will extend to

Toilets

The review and provision of adequate numbers of toilets and washbasins

The provision where possible of separate male and female toilets or rooms with lockable doors

The provision of clean facilities (cleaner employed)

Adequate supplies of toilet paper and for female employees a means of disposing of sanitary dressings

Facilities that are well lit and ventilated

Adequate soap and other agents

Hot and cold running water

Adequate sized bowls

Adequate drying facilities

Showers where necessary although at present these are not required

Consideration of the needs of those with disabilities

Drinking Water

Startright will ensure the provision of drinking water that is free from contamination and accessible to all employees. Cups will be provided for use by staff.

Where required water supplies will be identified as drinking water.

Meal Breaks

An area is supplied for staff to take breaks and eat meals. This area is maintained in a clean and hygienic state and has facilities for washing and preparing food.



Changing and Storage

Startright provides lockers and a changing area for use by staff. This changing room is readily accessible; leads to washing facilities; has seating; has hooks to hang clothes.

Pregnant Women

It is the policy of Startright that in the event of a member of staff's pregnancy that rest facilities will be provided where it is reasonably practicable to do so.

Review and Maintenance The provision of Welfare facilities will be reviewed and monitored on a weekly basis by the Works Manager and office Manager. Any areas for concern will be reported immediately to the Director to enable action to be taken.

A cleaner is employed who will monitor the facilities on a daily basis.

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HEALTH & SAFETY POLICIES AND PROCEDURES

HS 24

POLICY ON EQUIPMENT SAFETY ARRANGEMENTS

It is the policy of Startright that all work equipment is maintained in an efficient state, in efficient working order and in good repair.

The Works Manager will ensure that critical safety features of work equipment are checked frequently to ensure they are functioning correctly. These checks will form part of the organizations regular maintenance activities.

All equipment is risk assessed and then appropriate maintenance management techniques selected. These techniques include planned preventative maintenance to replace parts at preset intervals where required; condition based maintenance to monitor the condition of safety critical parts and carrying out the necessary maintenance to avoid hazards; and breakdown maintenance which is reactive after faults or failures have occurred-this will only be used in cases where the failure does not prevent an immediate risk and can be corrected before risk occurs.

The policy extends to:

- Provision of training in the use of work equipment
- Selection of the right work equipment for the task
- ensuring that maintenance records and logs are kept and are up to date



Document Amendments Record

Subject / Item	Comment	Date amended	Signed



All appointments are made subject to the satisfactory completion on an initial trial period.

PERSONAL DETAILS			
<i>Name :</i>		<i>Commencement Date</i>	
<i>Job Title:</i>			
INTRODUCTION			
<i>Introduction to the company, its history, products and services</i>			
<i>Explain the overall organisation structure (Health & Safety/ Quality/Environment)</i>			
<i>Issue employee with *Job Description & Explain</i>			
<i>Issue *Statement of Employment Particulars explain :-</i>			
<i>Pay – how and when paid, obtain P45 & bank details</i>			
<i>Hours of work</i>			
<i>Holidays and holiday pay</i>			
<i>Sickness & Injury procedure</i>			
<i>Pension arrangements</i>			
<i>Grievance procedure</i>			
<i>Issue *Company rules & procedures & explain</i>			
<i>Issue *General Disciplinary Procedure and explain</i>			
<i>Explain system of performance appraisal (at end of probationary period & annually)</i>			
<i>Explain requirements of company quality system, procedures</i>			
TOUR OF THE PREMISES			
<i>Indicate the location of cloakrooms, lockers, exits, entrances, car parks, emergency & fire exits, fire alarm points and extinguishers, first aid points, canteen, prohibited areas, hazards, notice boards and any areas to which the employee will need to go during the course of their job.</i>			
<i>Introduce staff in other departments with whom the employee will have personal or telephone contact.</i>			
HEALTH & SAFETY			
<i>Health & Safety Policy – explain duties & responsibilities.</i>		<i>Issue Personal Protective Equipment – trained in correct use.</i>	
<i>Fire procedures & drills</i>		<i>Health & Safety protective / preventive measures</i>	
<i>First Aid / Accident procedures</i>		<i>Security arrangements</i>	
<i>Smoking Policy</i>			
EMPLOYEE ACKNOWLEDGEMENT			
<i>I confirm that I have received instruction pertaining to the above mentioned topics, and that all *documents have been issued to me and fully explained.</i>			
<i>Employee Signature:</i>		<i>Name: (Please print)</i>	<i>Date:</i>
EMPLOYER ACKNOWLEDGEMENT			
<i>I hereby acknowledge that I have issued to the above named employee all the required *documentation and provided the induction training detailed on this form to the above named individual.</i>			
<i>Employee Signature:</i>		<i>Name: (Please print)</i>	<i>Date:</i>



Health and Safety Induction Checklist

Employee Name

- **SafetyPolicy**
- **Employee Handbook**
- **Any specific hazards in the new workplace**
- **First Aid**
 - Who the first aiders are;**
 - Where the equipment is kept**
- **Fire safety:**
 - Fire evacuation;**
 - Fire exits;**
 - Fire extinguishers.**
- 6. **The Building or Fixed workplace:**
 - Where anyone can go**
 - Places normally off limits**
- 7. **Work equipment:**
 - What can be used by anyone;**
 - What may only be used after training**
 - What may only be used by an authorised person.**



8. Hazardous Substances

What can be used by anyone;

What may only be used after training

What may only be used by an authorised person.

Disposal and the control of waste materials

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9. Noise and the prevention of occupational deafness

10. Personal Protective equipment

Issue (See pro – forma HS 10 – Manual).

Care and maintenance including cleaning

Replacement.

11. Injury / Hazard reporting (See section HS 2 - Manual).

12. Self Inspection Procedures

Signature

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Date

/ /



Health and Safety Policy Questionnaire

Please answer the following questions by reading the company's health and safety policy and writing the answers in the boxes identified.

1. If an employee breaks their arm due to an accident at work what is the correct reporting procedure for such an accident	
2. Identify 4 typical manual handling injuries	
3. What is the correct manual handling technique when lifting, to prevent injury	
4. What must you check when selecting and using electrical equipment at work	
5. What is the procedure in the event of discovering a fire at work	
6. What precautions must be taken when working at heights to prevent falls	
7. Give two reasons why the workplace should be kept clean and tidy at all times.	
8. What are the employees legal duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999	
9. Where is the accident book kept	
10. Where is the fire assembly point	
11. Where can you find the employer's liability insurance and the health and safety law poster.	
12. What personal protective equipment must be worn at work	

I confirm I have read the health and safety policy on site which is located in _____ and will follow the procedures identified within the policy manual.

Employees name (block capitals) _____

Employees signature _____

Date _____

Signed _____