

# H.D. Drilling Ltd & H.D. Services Ltd

## Health & Safety Policy Statement

The Health and Safety at Work etc., Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

### **The Company will, so far as is reasonably practicable, ensure that:**

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Risk assessments are carried out and periodically reviewed.
- Systems of work are provided and maintained that are safe and without risks to health.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- Where appropriate, health surveillance will be provided to employees.
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health.
- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The place of work is safe and that there is safe access to and egress from the work place.
- Monitoring activities are undertaken to maintain agreed standards.
- This Health and Safety Policy is reviewed at least annually, amended and updated as and when necessary. Communication of any changes will be made to all employees.
- There are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.
- Detailed reference information for employees can be found in the Employee Information Manual which is kept at the Office in Ashley Green.

### **It is the duty of all employees to:**

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling out statutory duties.

- Ensure their full understanding of the Health and Safety Policy and the employee responsibilities and requirements outlined within it.
- Communicate with the Company regarding any health and safety issue that arises or that they have a concern with.

Signed:.....

Position:.....

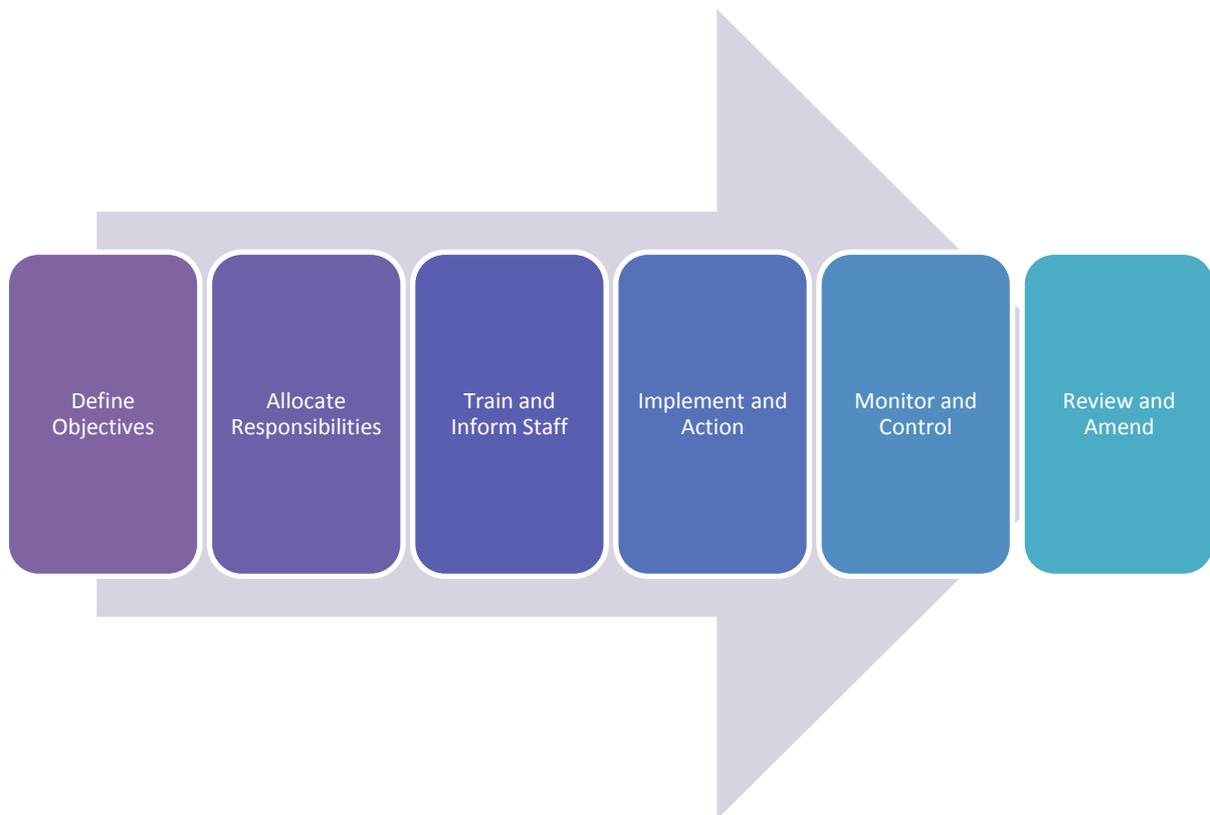
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# Management Control System

## OBJECTIVE

To satisfy legal responsibilities and to exercise a greater control of health and safety within the Company to protect people and control the business.

## SIMPLE MODEL



## HOW DOES THIS SYSTEM ENABLE US TO ACTION THE CONCEPT?

1. Agree a policy.
2. Statement of intent as required by S2 of the Health and Safety at Work Act etc., 1974.
3. The organisation and arrangements also required are included in the system.
4. As a management control system, it gives us a framework or management tool for controlling health and safety issues within our Organisation.
5. As a dynamic document it provides us with information and a structure for the continued management of health and safety, e.g. safe systems of work, general and specific risk assessments, accident investigation.
6. It enables us to measure performance, monitor, review and amend accordingly.

# **Responsibilities**

## **INTRODUCTION**

All employees must be aware of their legal responsibilities and the responsibilities of the Company, and work with the Company to achieve a high standard of safety.

All personnel must know what lines of communication and levels of responsibility exist to ensure that safety matters are dealt with efficiently.

## **MANAGEMENT RESPONSIBILITIES**

The ultimate responsibility for safety rests with the highest level of management. However, responsibilities are delegated to all levels of management identifying those individuals with particular safety responsibilities for their areas of control.

The following individuals have been allocated specific health and safety responsibilities within our Policy and have been provided with individual folders detailing these responsibilities.

**Mr P Harris – Fire Safety Officer**

**Mrs J Stevens – Fire Marshal and First Aid Officer**

**Mrs R Taylor – Fire Marshal and Policy responsibility**

They are to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

The responsibilities for health and safety of the individual should be read in conjunction with the relevant monitoring procedures which have been designed to help in reviewing the success of measures taken.

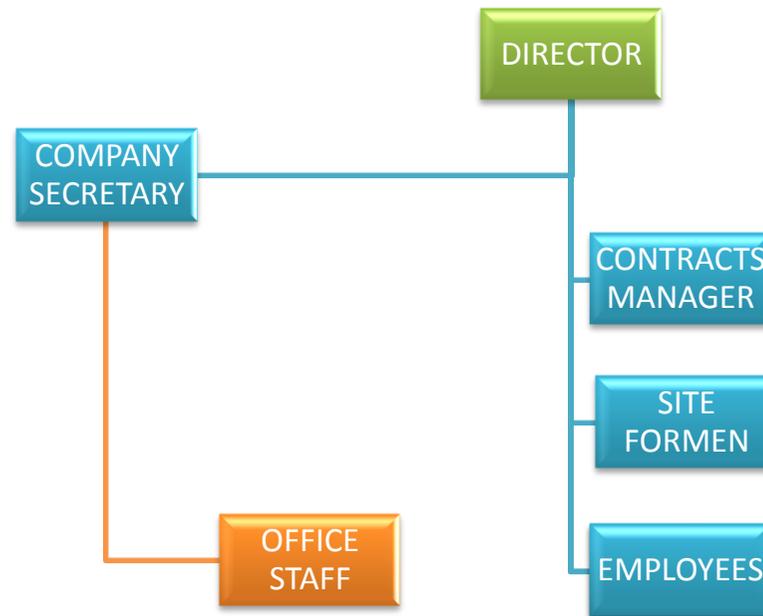
## **EMPLOYEE'S RESPONSIBILITIES**

All our employees, regardless of position or occupation, have general duties under section 7 and 8 of the Health and Safety at Work etc. Act 1974 and other related legislation,

### **We ALL have the legal responsibility:**

- To take reasonable care of our own safety and the safety of any other persons who may be affected by what we do or fail to do at work.
- To co-operate with each other so as to enable compliance with any imposed legal duty or requirement.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.

## Management Structure for H D Drilling Ltd & H D Services Ltd



**PLEASE NOTE THAT THIS MANAGEMENT STRUCTURE RELATES DIRECTLY TO SAFETY AND NOT NECESSARILY TO OTHER MANAGEMENT FUNCTIONS**

# **Health & Safety Rules**

The following covers the main areas of our working environment.

Because of the constantly changing environment in a workplace it is not possible to write rules for all aspects of Health and Safety at Work but if you read, understand and follow the rules you will be helping to comply with your legal duty and contributing to the safe running of our workplace.

If you do not understand what is expected of you or if you are unsure about our safety rules, speak to your Supervisor as soon as possible.

## **GENERAL SAFETY**

### **Workplace**

- Ensure that a clear means of access to and egress from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
- Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used.
- It is important that your work area is kept clean and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste materials.
- Spillages must be cleared up as soon as possible.

### **Machinery and Equipment**

- Do not operate any machinery or equipment unless you have been trained and authorised to do so.
- You must not leave machinery or equipment unattended whilst it is in operation unless you are so instructed or if the machine is so designed.
- You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.
- Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.
- Report any fault or defect in machinery, equipment, guards or safety devices immediately.
- Never interfere with or wilfully damage any guard or safety device.

### **Protective Clothing and Equipment**

- You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost items must be reported as soon as possible.
- Use, store and maintain them in accordance with our agreed instructions.

### **Vehicles**

- Never drive or operate a vehicle if you are not authorised to do so and for which you do not hold the appropriate license or permit.
- Only use vehicles for the purpose for which they are provided and within operational guidelines. Do not overload them beyond recommended capabilities or carry unauthorised passengers or loads.

- If you are authorised to operate a vehicle always check the vehicle prior to use according to any laid down guidelines. Do not try to alter or tamper with the vehicle unless you have been authorised to do so.

## **Accidents and Health**

- All injuries, accidents and cases of ill health caused by or affecting your work must be reported.
- If injured, no matter how slight your injury may appear, always report it to your manager or supervisor and ensure that details of your accident and injury are entered in the Accident Book.
- All dangerous occurrences and near miss incidents must be reported.
- You must report any medical condition or medication you are taking which could affect your ability, especially if you operate machinery, drive a vehicle or work in a dangerous environment.
- You must not work if you have taken any substances which could affect your ability to operate plant or equipment or in any other way to work safely.
- Any damage to Company or client's property must be reported.
- If you see a situation in which a potential accident could occur or an injury could be sustained you should report it immediately.

## **Notices**

- You must read and comply with all notices, instructions, hazard and warning signs provided for your information.

## **FIRE SAFETY**

### **Fire notices**

- Make sure you are familiar with the fire procedures for your workplace. Details of your evacuation procedures and assembly points will be displayed.

### **Evacuation Rules**

- In the event of a fire you must evacuate the building by the prescribed route and proceed directly to your allocated assembly point. Do not run and do not go back for personal belongings.

### **Fire Equipment**

- For your own safety and that of your fellow workers do not prop open fire doors and do not tamper with fire fighting equipment. Ensure that all fire exit doors can be readily opened and are free from obstruction.
- Damage to or misuse of fire check doors, fire exit doors and fire fighting equipment and the use of fire extinguishers must be reported immediately.
- Be aware of the procedure if you discover a fire, i.e. how to raise the alarm.
- In the case of a small fire you should be aware of the position of the nearest fire extinguisher and how to use it, providing you do not put yourself in any danger.

- If you are a smoker, only smoke in designated areas and dispose of smoking materials in a safe manner.

## **HAZARDOUS SUBSTANCES**

### **Information**

- Make sure you have sufficient information on any hazardous substance before you use it – if not ask!
- Always read the instructions and look at the levels marked on containers; and only use substances in accordance with those instructions.
- Only use substances in their original containers and do not transfer substances from one container to another if it does not have the correct labelling and information on it.

### **Storage**

- If you have a designated safe storage area for hazardous substances make sure you return the substances you are using to that area when you have finished working with them.

### **Disposal**

- Only dispose of waste substances as instructed.

# **Employee Hazard Reporting & Recording**

## **HAZARD REPORTING**

**It is every employee's responsibility to report the following:**

### **Fire**

- On discovery of a fire.

### **Health and Safety**

- If you have an accident, injury or illness which affects your ability to carry out your work.
- If you see an accident involving, or injury sustained by a non employee, visitor etc.
- If you see any potential accident, incident or dangerous occurrence.
- If any guards or safety devices are ineffective, defective or have been removed.
- If the protective clothing or equipment provided is inadequate, ineffective, damaged or missing.
- If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- If you have not been properly trained, provided with suitable information with regard to the safe operations of machinery, plant or equipment.

### **Hazardous Substances**

- If you are not provided with suitable hazard information for a substance.
- If you are not aware of the correct way of using and handling a substance.
- If there is a spillage of a hazardous substance.

## **HAZARD RECORDING**

Part of the procedure for reporting hazards includes a system for all employees to record the hazards found in their workplace after communicating them to their supervisor.

### **The Recording Procedure**

- All hazards should be reported to the immediate supervisor without delay. The supervisor will decide what action to take and the priority it will receive.
- The employee reporting the hazard should then make an entry on the Hazard Record Sheet including the particulars of the hazard, the date, to whom it was reported and their own name. The Hazard Record Sheet will be posted in the workplace.
- After the manager has investigated the reported hazard, they will fill in the last section of the Hazard Record Sheet detailing the remedial action taken or explaining why no action has been taken. If that hazard could affect others, the Manager has a duty to inform those other persons of the hazard.
- Senior management will monitor the reports and action taken on a regular basis.

# Penalties

Criminal sanctions apply to the occupational health and safety law, i.e. The Health and Safety at Work etc., Act 1974 and associated legislation.

All employees regardless of position or occupation have a legal duty to co-operate in the compliance with health and safety law. Should an individual choose to ignore the Health and Safety Policy or any associated procedures or deliberately act in an irresponsible or dangerous manner, action will be taken against that person particularly if, as a result of their behaviour, a dangerous incident occurs.

## **DISCIPLINARY ACTION**

Any employee will be liable to disciplinary action if he/she is found to have acted in any of the following ways:

- Unauthorised operation of any item of machinery, plant or equipment; removal or interference with any guard or safety device.
- Wilful damage to, misuse of or interference with any item provided in the interest of health, safety or welfare at work.
- Misuse of chemicals, highly flammable or hazardous substances or toxic materials.
- Smoking whilst handling highly flammable substance; smoking in a designated “No smoking” area.
- Horseplay or practical jokes whether or not an accident occurs.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Under the influence of alcohol or drugs when reporting for or whilst at work.
- Wilful breach of Health and Safety Rules.

**(Please note:** This list is not exhaustive)

Any of the above may be classed as gross misconduct, and could result in the disciplinary action following the outcome of a thorough investigation. Any disciplinary action taken following an investigation could result in the dismissal of the individual, depending on the seriousness of the offence.

## **ACTION TAKEN BY ENFORCING AUTHORITY**

- In the unlikely event that a serious incident occur at work, an inspector from an Enforcing Authority may decide to carry out their own investigation.
- Enforcement officers may visit Company premises for routine inspections and will not necessarily visit just because of an accident or complaint.
- Following an investigation, Enforcement Officers can take action against the Company or an individual (either management or employee) which can result in prosecution within a Magistrate Court (Sheriffs Court in Scotland) or a higher court depending on the seriousness of the offence.

## **POWERS OF THE COURT**

For breaches of health and safety legislation including fire precautions the following penalties can be imposed:

- A fine of up to £20,000 for each offence if the case is heard in a Magistrate Court (Sheriffs Court in Scotland), and/or up to six months in prison.
- An unlimited fine and/or up to two years in prison if the case is referred to a higher court.

# **Communication and Consultation**

## **POLICY ON COMMUNICATION**

We acknowledge the need to have and maintain effective lines of communication to enable health and safety information to be passed to employees and to enable individual employees to speak to us about any health and safety issue.

Effective lines of communication will be maintained, both verbally and in the written form, so that all employees are kept informed of all health and safety issues relevant to their work activities, including the results of risk assessments.

## **POLICY ON CONSULTATION**

The Company recognises the need for regular consultation on health and safety between management and employees.

The Company will hold annual discussions with employees regarding safety performance, including accident investigation and prevention, and measures required to improve safety standards together with proposals for meeting identified training needs.

Regular discussions will take place on issues of health, safety and welfare as well as our overall safety performance. Copies of any correspondence from the enforcing authorities will be brought to the attention of the employees.

# General Risk Assessment

## INTRODUCTION

Health and safety at work can be managed successfully by first identifying the hazards; measuring and evaluating the risks associated with the hazards; removing or controlling the risks, followed by educating all exposed to the risk; implementing an action programme; monitoring and reviewing the performance hazards; and deciding how to control those risks.

“**HAZARD**” is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and the others affected by that work.

“**RISK**” is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

A uniform approach is taken when carrying out suitable and sufficient risk assessments and a typical risk assessment record form is included in the section of specific risk assessments.

Additional technical information in respect of particular risks is contained in the Safe Working Guidance section of this System.

## POLICY

The Company will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and others affected by our work activities, in compliance with the Management of Health and safety at Work Regulations 1992.

The Company will:

- Identify all hazards with a potential to cause harm to our employees and others who may be affected.
- Evaluate the probability and severity of injury or damage.
- Where a risk of serious or imminent danger has been identified:
  - Establish appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk.
  - Nominate sufficient competent persons to implement the procedure for evacuation from the premises.
  - Restrict access to the danger area for all who have not received adequate instruction.
- Analyse the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.
- Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be especially at risk.
- Provide appropriate health surveillance where the risk is an identifiable disease or potential adverse health condition related to work.
- Appoint and inform competent persons and employers of other employees working on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.
- Carry out specific risk assessments in accordance with Regulations and Codes of Practice.

# **Serious or Imminent Danger**

## **POLICY**

It is the policy of the Company to constantly assess our working environments and practices in relation to the potential dangers they present. We aim to determine if there is potential serious or imminent danger to persons at work or if there are any areas in which there may be a need to restrict personnel on the grounds of health and safety unless they have received suitable instruction and training so as not to be at risk.

The remainder of this part contains results of the assessment where we have identified such potential, formulated a procedure and nominated and trained a sufficient number of competent persons to implement those procedures.

## **INFORMATION**

A requirement of the Management of Health and Safety at Work Regulations 1992 is that every employer shall:

- Establish and bring into effect procedures to be followed in the event of serious or imminent danger to persons at work within the organisation.
- Nominate sufficient numbers of competent persons to implement those procedures as they relate to the evacuation from the premises.
- Ensure that no-one has access to any areas within the organisation where it is necessary to restrict their access for reasons of health and safety unless they have received sufficient training.

The procedure shall:

- Require any persons at work who are exposed to serious and imminent danger to be informed of the nature of the hazard and the steps taken or to be taken to protect them from the danger.
- Enable the persons concerned to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and/or unavoidable danger.
- Prevent the persons from resuming work in any situation where there is still serious and/or imminent danger.

A person shall be regarded as competent if they have received sufficient training and experience or have sufficient knowledge and other qualities to enable them to properly implement the procedures.

# **Fire Safety Instructions**

## **FIRE PROCEDURES:**

**Our current fire alarm warning system is by VERBAL WARNING.**

**Our current Fire Safety Officer is PAUL HARRIS and our current Fire Marshall is JILL STEVENS.**

## **IF YOU DISCOVER A FIRE:-**

1. IMMEDIATELY raise the alarm by shouting "FIRE"
2. Vacate the premises by the nearest available exit and proceed to the assembly point indicated below.

**DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.**

**If it is SAFE to do so, tackle the fire with the nearest appropriate fire extinguisher. Always ensure there is a safe exit route before attempting to extinguish any fire.**

## **WHEN INFORMED OF A FIRE:-**

1. Immediately vacate the premises by the nearest available exit.
2. Proceed to the assembly point indicated below and await roll call.

## **OUR CURRENT ASSEMBLY POINT IS:**

**IN FRONT OF THE WOODEN FENCE BY THE CAR PORT.**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY MANAGEMENT, UNDER INSTRUCTION BY THE SENIOR FIRE OFFICER.**

# Reference Chart for Fire Extinguishers



**CARBON DIOXIDE**

For burning liquid and electrical fires

**NOT TO BE USED ON FLAMMABLE METAL FIRES**



**WATER**

For wood, paper, textile, fabric and similar material

**NOT TO BE USED ON BURNING LIQUID ELECTRICAL OR FLAMMABLE METAL FIRES**



**FOAM**

For use on burning liquid fires

**NOT TO BE USED ON ELECTRICAL OR FLAMMABLE METAL FIRES**



**POWDER**

For burning liquid and electrical fires



**FIRE BLANKET**

**LIGHT DUTY**  
for burning liquids and burning cloth

**HEAVY DUTY**  
For industrial use and welding areas, etc.

# First Aid

## **POLICY**

It is our policy to comply with the Health and Safety First Aid Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities.

We will make provision for additional first aid personnel as necessary to take account of specific hazards.

## **Our current arrangements are as follows:**

First Aid Boxes are located in:

**Main Office – Ground Floor**

**Main Office – First Floor**

**Workshop – Shelf in tea room**

**All Site Vehicles**

**These First Aid boxes will be inspected every 6 months for maintenance purposes.**

The following individuals have been appointed and trained to carry out the functions of an Appointed Person:

**Head Office – Mrs J Stevens**

**Site – Mr L Jarrold (Foreman)**

**Site – Mr P Harding (Foreman)**

**Site – Mr B Clayden (Foreman)**

**Site – Mr K Spencer (Foreman)**

# Accident & Incident Reporting & Recording

## **POLICY**

It is Company policy to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

All incidents which result in first aid treatment will be recorded and will be investigated in an attempt to prevent a recurrence.

- Employees must report **all** such occurrences **immediately** after treatment.
- **All** injuries requiring treatment must be recorded in the BI510 Accident Report Book regardless of the severity of the injury. If the employee is unable to make this entry due to their injury, then it is the responsibility of their representative or manager to ensure the entry is made.

Accidents will be classified as minor, “seven-day” reportable or Major reportable in line with the above Regulations and the appropriate action will be taken should they be reportable to the Enforcing Authority.

### **Over-Three-Day Injuries:**

Any injury which results in an employee being absent for more than three days must be recorded in the Accident Report Book and reported to a line manager.

### **Over-Seven-Day Injuries:**

All injuries which result in an employee being absent from work or unable to perform their normal work duties for more than 7 days (not counting the date of the injury) must be recorded in the Accident Report Book and reported to your manager.

It is the responsibility of management to ensure that this injury is reported to the relevant enforcing authority.

### **Major Injuries:**

All injuries, resulting in any of the following, must be recorded in the Accident Record Book and reported to your manager.

It is the responsibility of management to ensure that this injury is reported to the relevant enforcing authority.

- Fracture (other than to fingers, thumbs or toes)
- Amputation
- Dislocation of the shoulder hip, knee or spine
- Loss of sight (temporary or permanent)

- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- An acute illness requiring medical treatment
- Loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin and/or
- Acute illness requiring medical treatment where there is no reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

# Contractors

## INTRODUCTION

The term “**contractor**” in the context of this section of the Safety Policy means:

“anyone (individual or organisation) who enters into an agreement (written or verbal) with us to carry out services.”

This can mean for example, a window cleaner, a builder or a specialist.

## POLICY

It is our policy to ensure the health and safety not only of our employees and visitors but also the health and safety of the contractors we employ.

We will:

- Request information from the contractor on their Health and Safety Policy and Procedures, their Director responsibilities for safety and their site safety supervisor.
- Request copies of their insurance cover certificates in respect of Employers Liability and Third Party Risks.
- Establish rules and guidelines for their operation whilst on our premises.
- Provide information as necessary on risks which may be encountered in carrying out approved work on our behalf and identify activities and actions which must be avoided.
- Supervise their activities to ensure that they are not creating any risks or hazards to themselves or to our employees, visitors and property.
- Define respective responsibilities within the agreement.
- Agree and define the areas in which the work is to be carried out, the approved routes to and from the work areas and the areas which are not accessible to the contractors.

# **Specific Risk Assessment**

## **POLICY**

The Company carries out suitable and sufficient assessments of the risks to the health and safety of its employees and others affected by our work activities for each individual project and planned maintenance projects undertaken by the Company.

Some of the assessments may be in response to specific legislation whereas others may be in response to a specific hazard situation and may therefore require more detailed and specific work.

For all reactive maintenance work undertaken by the company, a reactive maintenance risk assessment form will be completed where necessary.

The legislation is based generally on the principle of risk assessments and controls.

# The Introduction of New Plant, Equipment and Substances

## POLICY

**In order to maintain our health and safety standards, prior to the installation or use of any new plant, equipment or substance, consideration will be given to ensure:**

- Plant and equipment conform to British Standard Specification in respect of safety where applicable, this being a condition specified on the purchase order form.
- All dangerous parts are adequately guarded and all guards are properly secured, effective and functioning.
- Both individual and cumulative noise levels of new plant and equipment are considered when purchasing and agreed noise levels form part of the purchase agreement where necessary.
- The plant and equipment is electrically safe and properly installed by a competent, qualified person.
- Adequate instructions for safe use have been received from the supplier, e.g. required protective clothing/equipment, hazard data sheets.
- All operatives have been adequately trained in the correct use of new plant and equipment.
- All operatives have been adequately trained in the correct use, handling, disposal and storage of new substances.

### **In the case of second-hand equipment:**

- A comprehensive service will be carried out by a competent agent, preferably recommended by the manufacturer and the relevant manufacturer's handbook should be obtained.
- When selling surplus plant, equipment and substances, adequate care will be taken in respect of our Health and Safety at Work etc., Act 1974 Section 6 responsibilities.
- Plant and equipment sold for further use will conform to current British Safety Standards unless the purchaser signs a written undertaking stating that he is responsible for the guarding on receipt.
- All substances will be accompanied by current hazard data sheets where applicable and stored in suitably marked containers.
- Any substance for disposal will only be disposed of in the correct manner using, if necessary, suitable disposal agents who will be given all necessary information to allow for correct disposal.

### **Please note:**

- All new plant and equipment **MUST** be immediately entered into our maintenance schedule to ensure regular services and maintenance in accordance with manufacturer's recommendations
- All new substances **MUST** be assessed. If they could potentially present a risk to health, control measures must be introduced and monitored. (Please refer to the Risk Assessment Section of this System)

# Safe Systems at Work

## **POLICY**

The Company has a general duty under the Health and Safety at Work etc., Act 1974 to provide systems of work that are safe and without risks to health, in so far as is reasonable practicable.

Safe systems of work embrace all our duties and play a major part in the effective management and control of health and safety.

We define a safe system of work as a formal procedure which results from the systematic examination of a task in order to identify all the hazards. It defines safe work methods to ensure that hazards are eliminated or risks minimised by establishing effective control. The system of work can be written or verbal although written systems are preferred.

It must be recognised that the devising and implementing of safe systems of work applies not only to the permanent activities and processes, but also to jobs which can vary day by day as well as to isolated jobs which can occur at infrequent or irregular intervals. High risk activities will require a particular formal system of work, i.e. a permit to work. (section 4.1)

The following steps will be taken when creating our safe systems of work:

1. Task assessment
2. Identification of all hazards associated with the task
3. Assessment of the risk involved
4. Identification of existing methods of control and additional controls necessary
5. Definition of the safe methods of work
6. Implementation of the working system/procedure
7. Regular monitoring and periodic re-assessment to ensure the system is operating effectively.
8. Ensure all persons receive appropriate information, instruction and training on safe systems and procedure relating to their area of work.

# **Permits to Work**

## **INFORMATION**

A permit to work is a formal, controlled safe system of work. It contains the authority to work as well as a check list and reminder intended to ensure the carrying out of a safe system of work when there is a high risk of injury.

A permit is usually a certificate. It may start out as a checklist but the completion of each stage and signature at the end authorise the handing back of the plant, equipment or area which has been worked upon, indicates a certification that the work has been completed.

When used sensibly and properly with competent work, authorisation and supervision, the PERMIT TO WORK SYSTEM can be of invaluable assistance to a successful completion of the potentially dangerous job performed within the confines of the safe system of work.

## **POLICY**

A permit to work system will operate where there is a high risk of injury, for example, in working with or near live electricity or entry into confined spaces and where it is not sufficient to rely on either human behaviour or other systems of work. We will institute a very strict control of the circumstances in which the work is performed, area to be worked in, the activity to be carried out and the people who are to carry out the work, through the use of PERMITS TO WORK.

A permit to work must be obtained prior to the starting of any task which requires the issuing of a permit or any other task which falls into the description detailed above.

## **WHAT IS A PERMIT TO WORK?**

A permit to work is a document which combines:

- A statement of the work to be done, when and by whom.
- A clear description of the plant or pieces of equipment involved and details showing how they are identified.
- Indication of the extent to which the plant has been made safe (if applicable).
- Warning of possible remaining hazards.
- Precautions to be taken against these hazards.
- Notification of release of the equipment to those who are able to carry out the work.
- Acceptance of the tasks concerned and agreement to abide by the conditions and precautions specified.
- Notification that the task is complete.
- Acceptance that the task is complete.
- Notification that the task is incomplete necessitating additional arrangements including the issuing of a further permit to work.

# **Safe Working Guidance Notes**

The following Safe Working Guidance is provided in the Employee Information Manual for your guidance on how certain tasks should be performed. You are advised to familiarise yourself with their instruction.

## **Fire Safety**

## **Electrical Safety**

### **Portable Electrically Operated Hand Tools on Construction Sites**

### **Safe Use and Maintenance of 240 volt Portable Electrical Apparatus**

### **Electricity on Construction Sites**

### **Excavations**

### **Ladders, Step Ladders and Trestles**

### **Gas Welding and Cutting**

### **Electrical Safety in Arc Welding**

### **Electrical Testing of Factory Products**

### **Construction: Excavators as Cranes**

### **Lifting Gear (Construction)**

### **Slinger/Banksman Safety Checklist**

### **A Means of Locking Off and Electrical Isolation**

### **Use of LPG in Building Site Huts and Other Small Buildings**

### **Display Screen Equipment**

### **Cartridge Operated Tools**

### **Manual Handling**

### **Using Compressed Air**

### **Hand Tools**

### **Entry into Confined Spaces**

### **Noise**

### **Pipeline Identification**

### **Lifting Appliances in Construction**

### **Chain Saws**

### **First Aid – Poisoning by Pesticides**

**Underground Cables or Services**

**Signing for Road Works**

**Safety on General Concrete and Bituminous Macadam Road Works**

**Safety of Machinery**

**Petrol Driven Poker Vibrator**

**Hot Work on Tanks and Drums**

**Miscellaneous Plant in Construction**

**Abrasive Wheels**

**Construction of Large Diameter Wells and Boreholes**

**Safe Working in Sewers**

**Avoidance of Danger from Overhead Electric Lines in Construction**

**Use of Timber Pallets**

**Safety of Loads on Vehicles**

**Working near Water**

**Leptospirosis (Wells Disease)**

**Controlling Contractors and Servicing Personnel on Company Premises**

**Cultivators**

**Strimmers/Brush Cutters**

**Pile Driving**

**Head Protection in Construction**

**Builder's Skips**

**Mobile Cranes**

**The Discovery of Asbestos on Site**

**Personal Protective Equipment**

**Portable Pipe Threading Machines**

**Microwave Ovens**

**Safety at Street Works and Road Works**

# Occupational Health

## **INFORMATION**

Where occupational safety is the prevention of accidents and injuries caused by work, occupational health is the prevention of illness and disease caused by the work processes, or environment.

## **POLICY**

Our risk assessment identifies any circumstances where health surveillance of our employees is required.

Health surveillance should be considered where:

- It is required under specific legislation.
- There is an adverse health condition or identifiable disease related to the work and to which the employer is exposed.
- There is a reasonable likelihood that the health condition or the disease may occur in the conditions of work to which the employee is exposed.
- Valid techniques are available to detect indications of the condition or disease.
- The surveillance is likely to provide further protection of the health of the employees covered.

## **IDENTIFYING RISKS TO HEALTH**

### **Task Examination**

To ensure the health at work of employees, assessments must be made of all tasks carried by the Company to identify if they involve activities, processes or conditions which could potentially cause damage to health.

Following the assessment, any potentially hazardous tasks must be controlled, monitored and the effectiveness reviewed.

New activities should also be assessed as they are introduced and any changes in routines, substances used etc., considered ensuring the continuation of complete and effective control.

## **PREVENTATIVE AND PROTECTIVE MEASURES**

The preventative and protective measures to be taken depend on the results of the risk assessment and on specific legislation that applies. Any identified preventative and protective measures will be recorded on the risk assessment form.

# **Training**

## **POLICY**

The Company has a responsibility under Section 2 of the Health and Safety at Work etc., Act 1974, to provide training for employees to ensure their health and safety at work.

It is our policy to ensure that all of our employees are adequately trained in our Health and Safety Policies and Procedures as well as being trained to undertake any task they are expected to carry out and for any emergency that may arise during their employment.

Training includes the identification of risks associated with any hazardous substance they may come into contact with as well as the procedures associated with those substances and the use of hazard data sheets.

Training is given on the risks associated with the fire fighting, the use of fire fighting equipment, the way to sound the alarm should a fire occur and the means to evacuate the building to the assembly area.

Certain employees are trained to take action should someone have an accident and require first aid treatment.

Training schedules are written and adequate records are kept of training undertaken.

## **INFORMATION**

### **Responsibility of the Organisation**

Employers have a responsibility under Section 2 of the Health and Safety at Work etc., Act 1974 to instruct and train employees to ensure their health and safety at work.

Training will prepare employees to work safely as well as effectively reducing accidents, civil damage claims, complaints from members of the public and the likelihood of criminal prosecution by an enforcing authority.

Employers should develop and carry out training in the following general areas:

- Contents of the Health and Safety Policy
- Safe working procedures
- Management/supervisor safety training
- Induction training
- Training to meet specific requirements of legislation
- Regular refresher training as appropriate

### **Responsibility of the Employee**

All employees must have a legal responsibility to co-operate with their company training programme so that its objectives are met. Employees are expected to attend training courses and must put into practice any new instruction or guidance provided.

Employees must also follow any revised working procedures once they are given the appropriate information, instruction and training.