



Health & Safety Guidance

This guidance details the rules and standards which relate to all assignments. It is the responsibility of all to follow these rules and to behave in a safe manner.

Working Practices

- No machine item of plant or equipment is to be operated by any person unless they have been trained and are authorised to do so.
- All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- Any fault, defect, including damage or malfunction in any item of machinery is to be reported immediately.
- No machine plant or equipment is to be left unattended whilst in motion unless you are authorised to do so.
- No machine plant or equipment is to be cleaned whilst in motion unless you are authorised to do so.
- No repairs, maintenance or adjustments to machine plant or equipment are to be carried out unless you are authorised to do so.
- All substances are only to be used in accordance with the written instructions.
- All substances are to be stored in accordance with written instructions and are to be returned to the storage after use.
- All hazard notice or warning signs displayed on the premises are to be obeyed.
- All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
- All Safety equipment, signs, notices and facilities provided in the interests of Health, Safety & Welfare are to be used or followed and must not be misused or willfully damaged.
- Protective clothing and safety equipment is to be stored in accordance with the instructions.
- The work area is to be kept clean and tidy at all times.
- All waste is to be disposed of in the correct container.
- All liquid spillages are to be cleaned up immediately.
- All emergency procedures relevant to your work area are to be obeyed.
- Emergency exits and equipment are not to be obstructed.
- Any use or damage to fire fighting equipment is to be reported immediately.
- Prompt medical assistance must be sought for any injury received at work and the injury must be reported instantly.
- No person is to attend site under the influence of alcohol or non-prescription drugs.
- No person is to operate machinery, drive or carry out work that may be affected by any prescribed medication taken.
- Whilst on site there is likelihood that random and routine drugs and alcohol tests will be conducted by either the main company you are working for.
- Refusal to take the Drugs and Alcohol test when requested will be considered as admission of guilt.
- Failure of either the Drugs or Alcohol Test, or refusal to take the test, will result in immediate termination of assignment.

Health & Safety Welfare

To help you understand some of the main Health, Safety & Welfare matters, please familiarise yourself with the common terms listed below.

C.O.S.S.H

- Control of Substances Hazardous to Health. You should make yourself aware of any risks attached to the materials you are using that could cause you an injury and what equipment you should be issued with and wear when working with these materials. Information should be provided by the client or marked on the product.

R.I.D.D.O.R.

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. You are responsible for reporting any accidents that cause injuries or diseases or any dangerous occurrences which could have led to injuries or diseases immediately to the client. These must be recorded in the site register and you must also report the incident to your branch office.

Risk Assessment

- Under the latest regulations the client is required to have evaluated the risks or hazards appertaining to the work you are carrying out. This information should be made available to you. You are also required to have evaluated all risk or hazards and to take all precautions possible to reduce or eliminate the risk or hazards involved.

Method Statements

- Where identifiable risks or hazards exist in carrying out works then the client should issue a method statement as to how sections of work must be carried out (you should also assure yourself as to the accuracy of the statements. They will not eliminate you from your duties of responsibilities to carry out your work in a safe manner).

Manual Handling Regulations

- Under the latest regulations, guidance lines have been added to reduce the number of injuries caused by the improper lifting of heavy materials. You should avoid lifting materials where there is a risk of injury. Additional help or mechanical assistance should be asked for. Think Before You Lift!

Temporary Electrics

- All temporary electrical systems and appliances should be maintained and serviced by qualified electricians. It is not your duty to wire appliances or alter existing services. All appliances should have a tested/approved fob attached confirming the appliance has been checked and approved with a date of the next test. If this is not attached then the appliance should not be used. Cables should not be laid in water or where there is a risk of water or damage.

Hot Work Permits

- Before any hot works are carried out i.e. welding etc, a permit must be obtained from the client prior to the works taking place. This permit should include all necessary precautions and inspection procedures required.

Scaffold Awareness

- You should make yourself aware of the safety aspects of what a scaffold or scaffold tower should consist of with regards to safety and stability. NEVER go on or work on a scaffold or tower that is or looks unsafe. Get a site supervisor to inspect it if in doubt.

Underground Services

- You should not carry out any excavation works until you have assured yourself by asking a site supervisor that checks and searches have been done in order to ascertain if any services exist in the area of your work and what the services consist of. You are responsible if you dig and cause injury or damage without checking first.

Discovering Asbestos

- If before starting work or during the course of work you discover what is or looks like material that contains asbestos, you should STOP work immediately and notify a site supervisor. You should not carry on working on or around this material unless proof of non-asbestos is given.

Confined Spaces

- Working in confined spaces can be very hazardous due to:-
 - Build up of gases/vapours in sewers, manholes and pits etc.
 - Gases/vapours leaking into the areas of work from adjoining areas.
 - Gases/vapours being released from the actions of carrying out the works.
- Working in confined spaces, you must ensure the following:
 - Areas of work have adequate ventilation to make the air fit to breathe.
 - A "safe system of work" i.e. Method Statement and Risk Assessment established
 - Before entering or commencing the work.
 - Testing of the air has been done prior to entering or starting work.
 - Proper breathing and safety equipment is provided and worn.
 - Someone is outside keeping watch in case of any emergencies.

Equipment

- Please note: There is no provision made for tool insurance. Therefore, if tools are left on site and subsequently stolen, there is no provision to claim, against either ourselves or our clients.