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CE Recruitment Ltd Health & Safety Manual

Contents

Item	Page Number
Introduction	3
Safety Arrangements	4
Construction (Design and Management) Regulations 2007	4
Roles/Responsibilities	5
Management of Health and Safety at Work	5
Accidents, Incidents and Near Misses	6
RIDDOR	6
Drugs and Alcohol	7
Work Related Violence	8
Fire Safety	8
COSHH	9
First Aid	9
Personal Protective Equipment	10
Manual Handling	12
Excavations	13
Asbestos	14
Lead at Work	14
Working at Height	15
Workplace Transport - Plant and Machinery	16
Safety Signs	17
Electrical Power Tools	18
Traffic Management	18
Hot Works	18
Welding	18
Entry into Confined Spaces	19
Vibration	19
Visual Display Units	19
General Office Safety	20
Environmental Awareness	21
Health & Safety Checklists for CE Recruitment Ltds' Self Employed Operatives	21

Introduction

For a self employed individual health and safety is a serious business.

Figures released by the Health and Safety Executive (HSE) show that during 2005-2006, 2,477 self-employed people suffered an accident at work serious enough to warrant reporting to the HSE.

When broken down these figures show that 1,174 self employed contractors had an accident at work which led to them being absent for over 3 days.

1,251 self employed contractors suffered a major injury at work and even more regrettable is that 52 self employed contractors lost their lives whilst at work.

Who has responsibility for ensuring your Health and Safety?

The simple answer to this is both you and the controller of the site you will be working in.

The Health and Safety at Work Act 1974 imposes duties on an employer to ensure the health and safety of both their employees and those affected by their activities.

Section 3.1 of the Health and Safety at Work act 1974 states:

“It shall be the duty of every employer to conduct his/her undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his/her employment who may be affected thereby are not exposed to risks to their health or safety”

This means the controller of the Site has a legal duty to ensure not only the health and safety of those in their direct employment, but also you as someone who is working on their site and so affected by their working *activities*”.

You, as a self-employed person have duties relating to health and safety. Section 3.2 of the Health and Safety at Work Act 1974 states:

“It shall be the duty of every self-employed person to conduct his/her undertaking in such a way as to ensure, so far as is reasonably practicable, that he/she and other persons (not being his/her employees) who may be affected are not thereby exposed to risks to their health or safety”

This means that as a self employed person you have a legal responsibility to conduct yourself in such a way as to ensure you're own health and safety as well as any one else's who may be **“affected by your working activities”** i.e. colleagues or the general public.

Every person regardless of his or her job may be prosecuted or even imprisoned for failing to carryout these duties. Penalties may include an unlimited fine and up to two years imprisonment.

Safety Arrangements

We already know that as a self-employed person you have a legal responsibility to ensure your own health and safety as well as those affected by your actions. CE Recruitment recognises that this can be a difficult and challenging task; therefore we have created this guidance booklet to assist you in the management of this issue.

The booklet contains two main sections:

1. **Guidance notes** to provide you with a basic understanding of some of the areas of health and safety you may be involved with.

The guidance notes have been developed to provide generic health, safety and welfare information on a range of associated problem areas and best practice approaches/principles in dealing with issues. They have been designed to help raise your awareness of potential hazards that could lead to an accident or ill health in the workplace.

2. **Checklists** for some of the work situations you may find yourself operating in, ensuring that prior to starting work you are doing all you can to comply with your responsibilities. The checklists have been developed to help you ask the right questions when starting a new assignment.

In addition to reading and understanding this guidebook it is also imperative for your own health and safety in the workplace **to identify and comply with your host client's health and safety policies and procedures to ensure you do not put yourself or others at unnecessary risk.**

Never be afraid to ask questions of your host if you are unsure about any substances, equipment or systems of work that affect you.

Construction (Design and Management) Regulations 2007

The Regulations have been revised and have brought together the Construction (Design and Management) Regulations 1994 and the Construction (Health Safety and Welfare) (CHSW) Regulations 1996 into a single regulatory package. The Construction (Design and Management) Regulations 2007 (CDM2007) came into force on 6 April 2007. The key aim of CDM2007 is to integrate health and safety into the management of construction, refurbishment and/or demolition projects and encourage everyone involved to work together to:

- Improve the planning and management of projects from the very start
- Identify risks early on
- Target effort where it can do the most good in terms of health and safety
- Discourage unnecessary bureaucracy

The Regulations are intended to focus attention on planning and management throughout projects, from design concept onwards. The aim is for health and safety considerations to be treated as an essential, but normal part of a project's development - not an afterthought or bolt-on extra.

All contractors, where required have a duty under CDM to co-operate with the principal contractor and all other contractors on Site. The principal contractor must be informed of any injuries, accidents or dangerous occurrences. All contractors must comply with the directions and rules raised by the principal contractor within the health and safety plan, for the purpose of improving health and safety on site.

Roles/Responsibilities

Client

CDM Regulations define a client as: 'any person for whom a project is carried out, whether it is carried out by another or is carried out in-house.

Designers

Designers are those who prepare designs. CDM defines 'design' as: drawing, design details, specification and bill of quantities in relation to structure and can include: The client, The principal contractor, contractors, civil, structural, mechanical and electrical engineers, architects, building services engineers, building surveyors, quantity surveyor, project managers.

Co-ordinator/Project Safety Co-ordinator / CDM Co-ordinator

The role of Co-ordinator is to aid communication between project team members and to improve the flow of information and relationships between duty holders. The Client will assume the duties of the Co-ordinator if no appointment is made.

Principal Contractors

The Principal Contractor must be a contractor. The person must undertake or manage construction work as all of their business. Examples of principal contractors include: Building or civil engineering contractors, the client, a management contractor, project management company, facilities management company.

Contractors

Contractors are companies or individuals that are contracted to carry out related activities on a specific construction project. Types of contractors include: Domestic contractors (chosen by the principle contractor), nominated contractors (specified by the client), specialist works contractors; and contractors appointed by third parties with no contractual relationship with the principal.

Examples of types of work that can be contracted include:

- Electrical and mechanical installation
- Demolition
- Asbestos removal
- Lift installation
- Earthworks
- Painting and decorating
- Joinery
- Structural steelwork; and Piling

Management of Health and Safety at Work

Risk Assessments

A suitable and sufficient risk assessment should involve identifying the hazards present in any undertaking (whether arising from work activities or from other factors, e.g. the layout of the premises) and then evaluating the risk of being injured or harmed by the hazards present.

Following evaluation of significant risks suitable preventative and protective measures should be implemented into the work activity to reduce the risk of injury/harm to an acceptable level.

Hazard

Something with the potential to cause harm.

Risk

The likelihood of the hazard causing harm x the severity of the injury.

You must request to see all relevant risk assessments from your end client before undertaking any works on their premises. Should risk assessments not be available, you are required to carry out your own risk assessment to determine if the job is

safe to carry out. If you consider the assignment to be high risk, you must contact CE Recruitment before commencing with any works.

Important

Always ask to see the risk assessment for any potentially hazardous exposure before you start work on that activity. See the Risk Assessment for Solutions Employees on the following page.

Accidents, Incidents and Near Misses

All accidents, incidents and near misses which involve people, property, equipment or the environment must be reported in line with the host client's policy and procedure as soon as possible (if only to facilitate an investigation and prevent reoccurrence).

Accident (Personal injury whilst at work)

It is your responsibility to report accidents or injury to your host line manager/supervisor and to ensure that the incident is recorded in the accident book on site, either personally or by someone on your behalf.

Incidents

Typically involves damage to equipment, property or the environment

Near Misses

Typically accidents in waiting.

You must inform CE Recruitment as soon as possible about any accidents, incidents or near misses involving you, when working on a client's site.

RIDDOR

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 which impose duties to report certain types of injuries and accidents.

Fatalities, major injuries and dangerous occurrences must be reported immediately and followed up in writing within 10 days. Work related diseases and over 3 day injuries must be reported within 10 days. Reports must be made to the relevant enforcing authority by the responsible person.

If reporting by phone directly to the Incident Contact Centre (ICC) in Caerphilly, the ICC will complete the relevant forms and send copies accordingly. Guidance can be obtained from the Health & Safety Executive (HSE).

Reporting Responsibilities

As the nature of your work activities require you to operate within other peoples premises the responsibility for undertaking any necessary RIDDOR reports falls to the client. It is therefore very important that you inform the host client immediately if you suffer an accident whilst at work,

Drugs and Alcohol

Alcohol, drugs and substance abuse can represent a serious risk to both people and property.

Alcohol is known to affect judgement and physical co-ordination, drinking even small amounts of alcohol before or while carrying out work increases the risk of accidents.

No alcohol or drugs other than prescribed medicines should be taken onto any assignment.

Substance abuse includes the use of illegal drugs and the mis-use (*deliberate or unintentional*) of any prescribed drugs and substances such as solvents and alcohol. Any person found to be in possession of drugs, or who appears to be unfit through substance abuse can either be refused entry to a workplace, or be removed from one.

All employees are required to comply with any substance abuse policy in force at the site where services are to be provided.

Members who are working in certain defined areas will be required to comply with alcohol, drugs and substance abuse testing procedures that may be instigated from time to time by CE Recruitment and/or its clients.

What happens when you drink alcohol?

Alcohol is absorbed into your bloodstream within a few minutes of being drunk and carried to all parts of your body including the brain. The concentration of alcohol in the body is known as the blood alcohol concentration. Even at blood alcohol concentrations lower than the legal drink/drive limit, alcohol reduces physical co-ordination and reaction speeds. It also affects thinking, judgement and mood. It takes a healthy liver about 1 hour to break down and remove 1 unit of alcohol, A unit is equivalent to 8gm or 10ml (1cl) of pure alcohol. The following all contain one unit of alcohol, although this varies depending on the make of the drink:



- If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (*lie 4 units*), they will still have alcohol in their bloodstream 3 hours later.
- Similarly, if someone drinks heavily in the evening they may still be over the legal drink drive limit the following morning.
- Black coffee, cold showers and fresh air won't sober someone up. Only time can remove alcohol from the bloodstream.

Drugs and Alcohol in the rail industry

If you work in the rail industry, there is a requirement to be screened for drugs and alcohol abuse prior to the start of an assignment and/or when undertaking 'safety critical roles'. Additionally, anyone involved in an accident or incident will be screened for cause and effect of drugs or alcohol. Such screening will be undertaken by an appropriate authority (*commissioned by Network Rail*) and any assignee has the right of appeal when he/she considers his/herself to have been unfairly judged by the screening authority.

Any member who is found to be under the influence of drugs or alcohol in a high risk area such as the rail industry is likely to be found guilty of committing a criminal offence under The Health and Safety at Work Act 1974.

The Transport and Works Act 1992 makes it a criminal offence for certain workers to be unfit through drink and/or drugs while working on railways, tramways and other guided transport systems.

The Road Traffic Act 1988 states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

Work Related Violence

The Health and Safety Executive (HSE) defines work related violence as:

“Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threats as well as physical attacks”

Physical attacks are obviously dangerous, but serious or persistent verbal abuse can be a significant problem too, as it can cause damage to employees' health through anxiety and stress.

All work related violence, both verbal and physical, has serious consequences for employees and for the business they work for. For employees violence can cause pain, distress and even disability or death.

CE Recruitment will not tolerate any work related violence; any employee found to have conducted themselves in such a manner will be subjected to the company disciplinary procedures.

Fire Safety

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can also cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. It is therefore important that you comply with the client's precautionary and preventative fire safety arrangements in relation to drills, evacuations, the use of fire extinguishers, etc.

Fire Prevention Information:

- Do not overload or operate damaged electrical equipment
- Do not allow rubbish and waste to build and dispose in the appropriate way
- Do not block vents on equipment
- Do not smoke other than in designated smoking areas
- Always store flammable substances away from sources of heat and in a secure area

Upon Discovering a Fire:

- Raise the alarm at the nearest alarm point
- Leave the building by the nearest exit route and report to your designated assembly point
- Do not use lifts
- Do not stop to collect personal belongings
- Do not re-enter the building until instructed by an authorised person or similar, i.e. fire marshal/fire brigade. In the event of a fire, follow site policy and safety procedures and strictly observe fire safety signs. Only attempt to tackle a fire with fire fighting equipment provided, if you are certain there is no risk of danger to yourself or others and you have been trained in the use of the fire fighting equipment.

Types of Fire Extinguisher — Colour Coding:

- Red - Water
- Black - Carbon Dioxide CD
- Blue - Dry Powder
- Cream - Foam

All new extinguishers will comply with European Standards and will be Red canisters with a colour coded panel on them.

COSHH

COSHH stands for the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances can be anything that could potentially cause harm to your health when you work with them/use them. Some substances that may appear harmless that is in regular use should still have COSHH guidance available, i.e. bleach. For more hazardous commercial chemicals a warning label will be present on the container itself. If you are in doubt please refer to your manager, supervisor or health and safety representative.



Information you should be aware of when using hazardous substances:

- Product appearance, composition, handling, spillage, waste disposal guidelines, relevant hazard warnings and first aid information.
- Always wear the necessary protective clothing specified on the COSHH assessment.
- Never put substances in unmarked or unsuitable containers
- Always follow the instructions on a COSHH assessment and ensure you have received appropriate training prior to use
- In the event of a spillage refer to the client's policy and procedure for spillage handling.

Some substances can poison you by being directly absorbed through the skin. Certain substances can enter your lungs causing scar tissue and cancers, while others cause skin problems such as dermatitis. Safe systems of work must be used to limit the amount of dust and fumes produced, and to limit skin contact with hazardous chemicals.

If you are given any hazardous substances to use during an assignment, you must request a copy of the COSHH Assessment end data sheet from the client BEFORE using the substance.

First Aid

When you start a new assignment you should find out who the first aiders are, where the first aid centre is if applicable, and where the first aid box is located. YOU must NEVER administer first aid unless you are trained to do so. If you are a trained first aider, you must only administer treatment to the level you are trained.

Medication should never be administered!

Personal Protective Equipment

You must always use protective clothing and equipment; it is required to protect your safety and well being. You can purchase your own Protective Clothing Equipment (PPE) ensuring it is adequate for the required purpose and claim the cost back via expenses. Make sure the protective clothing and equipment you use is of a correct fit, is adjusted correctly and is suitable for the work undertaken.

You must inspect your Personal Protective Equipment (PPE) before each use to check for any damage or deterioration. Take care of any equipment you use — your life may depend on it.

Safety Footwear

Most sites you will work on will require safety footwear to be worn. You must ensure you always have the correct footwear when working on an assignment. Safety footwear with both toe and sole reinforcement is essential on most sites to prevent crush injuries to your toes and to stop sharp objects puncturing the soles of your feet.

Safety Helmets

The law requires that head protection should be worn on sites where there is risk of injury from falling or moving objects, or where you could hit your head on scaffolding, low beams etc. Safety helmets have a lifespan so you must change your helmet:

- At the manufacturers recommended date
- After a significant impact, or
- If it becomes deeply scratched or cracked

Hearing Protection

Regular exposure to excessive noise causes damage to the inner ear and permanent loss of hearing. A single exposure to a very loud noise can have the same effect. Severe ear damage rarely causes pain at the time of the damage; many types of ear defenders are available, from disposable earplugs to earmuffs and system helmets incorporating ear defenders. Suitable protection can be found [or every situation - WEAR IT. As a guide, follow this simple rule — if you can't hold a normal conversation with someone 2 metres away from a source of noise, then you are likely to need to wear some ear protection.

Hand Protection

Gloves must be worn to protect the hands when working with a variety of hazards including: chemicals, metals, dusts, or any sharp or rough materials, etc. Gloves give protection against cuts, toxic or irritant chemicals, and dermatitis. Use barrier creams and always check you have the correct gloves to protect against the particular hazard you face. Should you notice any skin reddening or swelling from using any substances, stop using them immediately and contact CE Recruitment.

- Use the correct gloves for the job.
- Always wash your hands before eating, drinking or smoking.
- Never wear gloves when working on moving machinery they could get caught up.
- Do not use solvents like paraffin, petrol or white spirit to clean your hands and skin — they may take away dirt but they will take with it your skin's natural protective oils — use cleansing creams.
- Don't rub your hands with dirty rags or even your clothing — sharp bits of metal could cut the skin and cause infection.
- Oily or dirty rags can cause disease don't keep them as if they were some faithful old friend

Eye protection

Blindness is a severe and devastating hardship. Always ensure you wear suitable eye protection when there is a possibility of an object getting into your eye. There are several types of eye protectors and its Important to wear the correct type to give the required protection. The following list is an example of instances when you will need eye protection, but is by no means exhaustive.

- Sanding or shot blasting.
- High pressure water jetting,
- Chipping metal, paint, scale, rust or other hard materials.
- Grinding.
- Welding and cutting metals.

Respiratory Protection

Dust, fumes, gases or vapours can cause considerable lung damage. Always first try to eliminate the hazard — dampen down dust, ventilate the area. If this is not possible, some sort of respiratory equipment must be used:

- Use the right equipment for the job, dust masks for dust, fume masks for fumes etc. Masks perform different functions so wear the right one.
- Masks are not always enough and there are times when full breathing apparatus must be worn; make sure you know how to use it and do NOT carry out the job without it.

Use respiratory protection in accordance with a written method statement for a safe system of work.

Special Protection

Careful selection, maintenance, certification and regular training is needed for specialist equipment including:

- Compressed air escape breathing apparatus.
- Artificial respirators.
- Fall arrest and safety harnesses.

Always ensure written safe systems of work are followed, and that the requirements of the Personal Protective Equipment at Work Regulations are implemented.

Harnesses

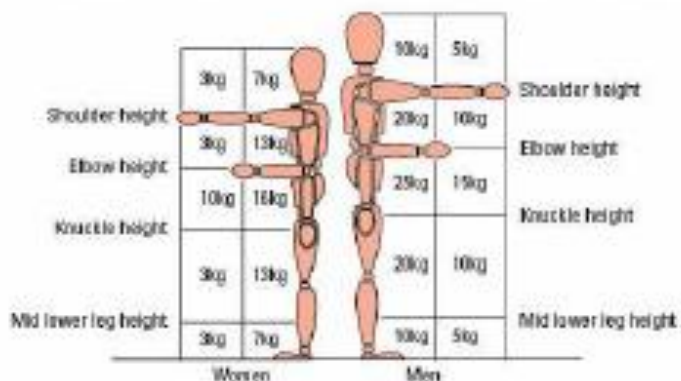
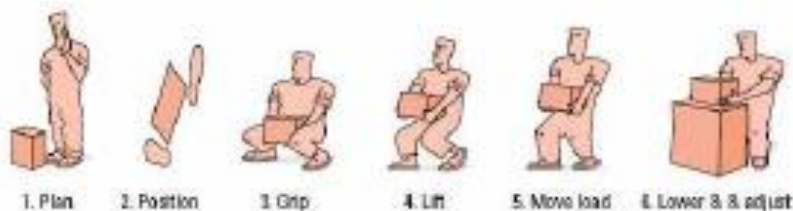
These are required if there is a danger that you could be thrown or fall from heights. You are also required to use one if going into deep manholes or sewers since you may need to be rescued. Make sure it fits correctly and is comfortable.

Manual Handling

Manual handling is defined as: "Any transporting or supporting of a load (*including the lifting, putting down, pushing, pulling, carrying or moving thereof*) by hand or bodily force."

Many accidents and injuries are caused through mishandling loads. Approximately 34% of all reportable accidents are a result of manual handling. You should ensure that no load is heavier than you are capable of properly lifting without risking damage to yourself. When in doubt use mechanical means if available or seek assistance. Where required, wear suitable gloves to protect your hands against rough or sharp edges, and wear safety footwear to protect your feet in case the load is dropped.

Basic Handling Technique



HSE recommended guidelines (source HSE)

Assess the load

- Estimate the weight
- Is the weight distributed evenly
- Are there sharp edges
- Is the load bulky or unstable
- Consider resting the load in mid-lift.

Before the lift

- Remove loose packaging
- Check the area to which the load is to be moved
- Is the floor level
- Check if a system of work is available
- Get help if required.

Posture

- Stand as close to the load as possible with one leg forward of the other
- Bend knees and keep the back straight
- Grip the load firmly
- Wear gloves if the load is sharp or hot/cold
- Be aware of trapping fingers when lowering the load
- Keep the load as close to the body as possible
- Lift smoothly
- Turn using the feet; do not twist the trunk
- Use the leg muscles to lift
- If the load is to be lifted above the head get help.

Excavations

If you are required to undertake excavation work, you must never work alone. Most sites should operate permit to work systems to control the work activities. If so, ensure you understand the system in place. You must request this information before commencing the task.

In any excavation where persons are at risk from collapse or falling materials, proper timbering, trench sheeting or pre-formed trench boxes must be used to safeguard those entering the excavation, unless the sides of the trench are battered back to a safe angle of repose. Where necessary, excavation supports, underpinning or shoring must be designed by specialists. All employees required to enter excavations **MUST** wear a safety helmet and safety boots. The main hazards associated with excavations are:

- Collapse of the sides.
- Persons falling into excavations.
- Striking underground services.
- Persons in excavations being struck by falling materials.
- Building or structure collapsing due to excavations and/or flooding.
- Asphyxiation or poisoning due to ground conditions or fumes from plant.
- Plant running into excavations.

Ladders, securely fixed, must be provided for safe access and egress to excavations. This is the only means of access which should be used. Never climb on the timbering. Excavations will be wet or greasy, beware of slipping. Where health hazards may be encountered, e.g. Landfill sites, industrial sites, sewers, methane gas, carbon dioxide etc specialist contractors or trained personnel of the end client should provide you with information on the precautions required. You must **NOT** get involved with this unless you are trained in the specific areas. You must **NOT** enter any dangerous excavations without authority or without suitable and sufficient training.

If you are responsible for the excavation, the safety of the public, particularly children, must be considered when excavations are left open outside working hours in public areas, Covers, notices, physical barriers, warning lights must be in place — tapes and ropes are not enough. Access must be routed away from the edge. Use care when working close to excavations — never work with your back towards the machine. Do not put undue pressure on the sides of excavations by placing overspill too close. Ensure that all materials, tools, plant and vehicles are kept away from the edge of the excavation.

Inspections of excavation

A competent person must inspect excavations every day that persons are working in any type of excavation that requires support or battering back. Records must be kept of these inspections. Thorough inspections must be made after adverse weather, explosive charges have been fired, to check for damage to timbering or sheeting etc. or following a collapse, and in any case every 7 days. Again records must be kept of these inspections.

Utilities

All underground services should be located before any form of excavating takes place. Most sites should operate a 'permit to dig' system to control work activities.

Gas

The dangers of breaking into a gas main are obvious; however you should be aware, that gas can often be leaked into the ground and remain there until you expose it by digging into it. Explosion could easily follow. Opening manholes, sewers, water drains, trenches are the same. The second you smell gas, alarm others around you and inform whoever is in charge of the site, never smoke or light a naked flame if there is any chance of gas being present

Electricity

If you discover any exposed or damaged cables, stop work and inform the person in charge of the site. Do not continue to work if there are any damaged cables.

Overhead Electricity Cables

The main hazards are contact with the cables by plant or vehicles, or by operatives handling long objects e.g. scaffold tubes, long ladders etc. The fact that electricity can 'arc' across gaps must be taken into consideration. Where work directly beneath cables has to be carried out, e. blasting, or other unusual activity, the cables may need to be locked off and a permit to work system operated.

DO NOT WORK IN THESE AREAS WITHOUT BEING ABSOLUTELY SURE IT IS SAFE TO DO SO. NEVER ASSUME AN ELECTRICITY LINE IS DEAD.

Water

If a water main is or becomes damaged, stop work immediately and inform whoever is in charge of the site. If water is rushing into a trench, evacuate it immediately. The risk of drowning or trench collapse is very high.

Asbestos

Asbestos is a naturally occurring mineral, which has been produced in fibre form for a variety of applications, particularly where fire and heat resistance is important.

Airborne asbestos dust is recognised as a potential health hazard, although danger varies according to type, concentration, fibre size etc. It may only take 1 fibre to trigger off a health problem, and therefore it is of paramount importance that care is taken where it is thought asbestos may be present. The most likely places where asbestos may be present are:

- Pipe lagging
- Roofing materials-- gutters, soffets, roof cladding
- Ceiling tiles
- Flue pipes
- Storage radiators (pre 1975)
- Boiler houses
- Bathroom panels
- Fire doors
- Wall partitions

If asbestos is identified you must NOT continue with your assignment until it has been removed by a licensed asbestos stripping company. No CE Recruitment employee is allowed to undertake any asbestos stripping or removal during an assignment. You must not enter an area where asbestos has been stripped until the area has been certified as safe.

Lead at work

Contact with lead or lead based products is likely to occur in processes which disturb old existing lead installations such as weather proofing, or coated surfaces which may have been treated with a lead based product.

Hazards associated with lead are:

- Inhalation of lead dust, fume or vapour
- Ingestible lead in the form of paints, dust powder and paste
- Absorption of lead through the skin when it is in the form of lead compounds, paint or paste

If you will be exposed to any hazards relating to lead, you must inform CE Recruitment before undertaking the assignment. In cases where lead does not exist in dust or vapour, but rather a solid material and its application is for roofing, removing lead pipes etc, you must first be trained in its safe use.

You must not eat, drink or smoke whilst working with lead until your hands and face have been thoroughly washed. You must not eat, smoke or drink in areas contaminated with airborne lead or in the immediate vicinity of solid lead.

Working at Height

Falls from height continue to be the biggest killer on construction sites. Work at height should be carried out from a platform with suitable edge protection.

Occasionally this may not be possible and a ladder may have to be used. However, they should only be used as a workplace for light work of short duration.

It is tempting to use a ladder for all sorts of work but you should always consider a working platform first, for example, a properly erected mobile scaffold tower or a mobile elevated working platform (MEWP). Jobs such as removing or installing guttering, installing replacement windows, painting or demolition work should usually be carried out from scaffolds or mobile access equipment. Ladders should be in good condition and examined regularly for defects. You must ensure that this is done.

The main hazards associated with work at height and on roofs are:

- Falls from the edge of a roof.
- Falls between rafters/trusses of roofs before tiles/slates are fixed.
- Materials/tools falling from height.
- Contact with overhead electric cables.
- Falls through roof lights.
- Falls through fragile roofing materials.

Risk assessment and method statements

A risk assessment should be carried out for all roof work. Simple jobs may not require a great deal. More complex ones need to be assessed in much more depth. But all roof work is dangerous and it is essential that the risks are identified before the work starts and that the necessary equipment, appropriate precautions and systems of work are provided and implemented.

Fall arrest equipment

Providing adequate platforms and edge protection may not always be possible or reasonably practicable, if so either safety nets or harnesses will be required. It will not stop you falling, but will minimise the potential injuries if you do.

Weather conditions

Do not work on roofs in icy, rainy or windy conditions. Anyone carrying a roof sheet can easily be blown off the roof if they are caught by a gust of wind. Around half of all deaths occur as a result of people falling from height, especially scaffolds. Scaffolds may only be erected, altered or dismantled under the direction of a person who has a formal certificate of competence. Unless you have undergone such training, you are NOT permitted to alter or erect any scaffold; this includes altering toe boards, platform boards and guardrails etc.

If you suspect any part of a scaffold is unsafe you must inform the site manager immediately. If the scaffolding is unsafe, you must not use it. Scaffolding should be checked regularly by a competent person and records should be kept. Scaffold boards must always be in good condition, damaged, rotten or notched boards must be replaced. Platform boards must not overlap and there must be no gaps between them. Scaffolding must always be tied to a building or otherwise designed.

NEVER work on a scaffold that is incomplete, or is being erected or dismantled. You must not climb up or down a scaffold structure — always use a securely tied ladder. All working platforms or edge protection must have a guard rail, a secured panel, or an extended toe board.

You must never throw, tip or drop any materials from any height. Always use a properly constructed chute or hoist. Materials must be stacked carefully adjacent to the standards in small quantities. Heavy loading is only permitted in specially designed sections of the scaffold — loading bays.

Workplace Transport - Plant and Machinery

“Workplace transport” means any vehicle used by employers, self-employed people or visitors in any workplace (*apart from travelling on public roads*), and is the second biggest cause of fatal accidents in British workplaces. The four main types of workplace transport accidents are:

- Moving vehicles hitting or running over people
- People falling off workplace vehicles
- Workplace vehicles overturning
- Objects falling off workplace vehicles

On arrival at Site, you must ensure you familiarise yourself and comply with the workplace transport system implemented by the client. Failure to do so may result in disciplinary action. Areas you must ensure your familiarity with include:

- The workplace
- The routes to be used
- Pedestrian areas
- The vehicles and equipment on site
- Specific hazards
- Other people on site, including other contractors, visiting drivers, etc

Plant

You must be over 18 years old to operate any plant machinery. You must only operate machines for which you have been trained and are familiar with, and for which you carry a certificate of competence. If you do not have a certificate to drive/operate a machine, you must NOT use it. No person is permitted to ride on any part of the vehicle or mechanical plant unless they are in a seat or other secure position provided for that purpose. Plant operators must not be under the influence of drugs or alcohol whilst operating any plant or machinery. If you are required to operate plant, you must check its condition BEFORE you use it.

Fork Lift Trucks

Only qualified and authorised persons are permitted to drive a Fork lift truck.

Appropriate action will be taken by the company against any employee who operates a fork lift truck without authorisation. Hazards identified with this type of equipment are caused by:

- Unskilled operation
- Incorrect use
- Defects in unchecked machines
- Poor maintenance
- Unsupervised reversing
- Carrying of passengers where no proper seat is provided
- Overloading or insecure loads
- Collision with other vehicles

Fork lift truck operators must not be under the influence of drugs or alcohol, immediately before, or during the working day or shift. Any employee found to be under the influence of drugs or alcohol will face appropriate action.

The checklist should include:

- Tyres
- Wheels
- Indicators
- Lights
- Windscreen glass
- brake horns etc

Any defects must be reported to the site manager or person responsible for your area of work.

Machinery

You must only operate machines for which you have been trained and with which you are familiar. All machinery should be guarded where there is access to moving parts. All machine guards must be secured in position when a machine is in use. You must not over ride any safety devices; machines must not be adjusted when in motion. If guards are removed, the machine isolator must be switched off. Never leave a machine running when unattended.

Abrasive Wheels

The main hazards associated with abrasive wheels are:

- Bursting wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc
- Dusts inhaled from certain types of materials
- Loose clothing tangled in discs
- Electric shock
- Noise, fire and explosion

Any operative required to use or change discs or wheels on abrasive wheel tools must be trained and competent. Suitable eye protection, dust masks, and other protective equipment must be worn when operating an abrasive wheel.

Safety Signs

You must always be aware of, observe and follow any safety signs.

What do the signs mean?

Red - this is used in **prohibition signs** to signify dangerous behaviour, and to identify and locate stop, shutdown, emergency cut out devices and fire fighting equipment.

Yellow - this is used in **warning signs** to indicate possible dangers.

Blue - this is used in **mandatory signs** to signify behaviour or actions that are required to be taken.

Green - this is used to show the safety condition i.e. direction of emergency escape routes and exits, and the location and identification of first-aid facilities. It can also be used to indicate a return to normal. i.e. a non dangerous state.

Any pictograms used must be as simple as possible and contain only essential details. Signboards must be suitable for the intended place of use and be easily seen and understood. The designated shapes and colours are described below for the main types of signboards.



Prohibition signs: Round with white background and red border and diagonal cross bar (the red must take up at least 35% of the sign area). Pictograms must be black and placed centrally on the background without obliterating the cross bar. The sign means that something is prohibited.



Warning signs: Triangular with a yellow background (the yellow to take up at least 50% of the sign area) and a black border. The pictogram, placed centrally, must be black. This sign warns of a particular hazard or danger.



Mandatory signs: Round with a blue background (the blue to take up at least 50% of the sign area) and white pictogram. These signs state what specific behaviour or action is expected, or what protective equipment must be worn.



Emergency escape or first-aid signs: Square or rectangular with white pictogram on green background (the green to take up at least 50% of the sign area). These signs indicate safe conditions such as first-aid posts or emergency routes.

Electrical Power Tools

The main hazards associated with the use of electrical power tools are:

- Electrocution
- Tripping over loose wires and cables
- Injury through misuse
- Lack of maintenance
- Electric shock which may cause other accidents

Only trained and qualified persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must not be used, and immediate steps should be taken to have electrical defects remedied.

All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension cables.

Power tools must be regularly inspected, tested and maintained in good condition, with casing intact.

Traffic Management

The main hazards associated with road works are:

- Inadequate information for traffic
- Operatives, plant, transport outside signed areas
- Pedestrians not protected
- Operatives not clearly visible to traffic

Hot Works

Hot works must be planned, controlled and monitored by a competent person at all times; most hot works should be covered by permits to work.

Welding

Use local extraction, take advantage of any natural ventilation, and stand up-wind of the job.

Always use screens or protect persons in the immediate vicinity. Only use goggles or shields with the correct filter when welding. Suitable eye protection must be used for cleaning or de-slugging afterwards. Keep flammable liquids or materials clear from the area where welding is carried out and never weld a vessel which has contained a flammable liquid, or material until all residual liquid materials or vapours have been removed from the inside, cleaned and purged and a certificate issued. If articles have been cleaned with solvents, they should be thoroughly dried before heat application.

Electric Arc Welding

Use insulated electrode holders and keep the welding leads in good condition.

Always connect the welding return lead and the earth connection to the material or plant being welded, never to structural steel work.

Only properly trained personnel are allowed to use electric arc welding equipment. Electrical supply and earthing arrangements must be checked prior to starting work.

All necessary personal protective clothing and equipment must be used at all times when engaged in electric arc activities.

Gas Welding

Cylinders must always be stored vertically and must be used in a vertical position.

Treat gas cylinders with care, do not knock them, drop them or roll them on the ground.

Keep all valves and fittings clean and do not allow oil or grease to come into contact with the regulator, flashback arrestor, valves or fittings on oxygen cylinders. When work is finished or suspended, always turn off the gas at the cylinder valve, never at the torch only.

Never use a naked flame to detect a leak, always use the soapy water technique.

Any doubt over the ventilation of work areas must be brought to the immediate attention of whoever is in charge of the site.

Entry Into Confined Spaces

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to fumes and dusts
- Fire due to flammable liquids, oxygen enrichment etc
- Electrocutation from unstable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces
- Inadequate access and egress

If you have not been trained in working safely in confined spaces, you must NOT work in this area. Where there is risk of poor quality air, fumes, or gases, ensure the person responsible for the site arranges for an air analysis test before commencing work.

DO NOT enter any confined space alone or without necessary protective equipment and clothing. When undertaking work in confined spaces, you must follow any planned procedures, including any permit to *work* system. Only authorised personnel should enter a confined space.

Vibration

Certain types of plant create a large amount of vibration during use (*e.g. pneumatic hammers, drills, grinders, vibrating pokers*). Prolonged exposure to vibration can cause Carpel Tunnel Syndrome and Hand Arm Vibration Syndrome (HAVS). The symptoms of HAVS are:

- Minor exposure - slight tingling or numbness in the fingers
- Intermediate exposure - blanching (whitening of the fingers)
- Major exposure permanent blue - black appearance to fingers which can sometimes turn to gangrene

The symptoms for Carpel Tunnel Syndrome are:

- Tingling, pain numbness in the thumb and fingers, especially at night

It is possible to reduce the effects of vibration by selecting plant with vibration dampeners, by using anti-vibration gloves. Taking regular breaks from routine, keeping the hands warm in cold weather, avoid smoking and by selecting equipment that doesn't vibrate. You must inform CE Recruitment immediately if you spot any signs of HAVS or Carpel Tunnel Syndrome.

Visual Display Units

VDUs have been blamed - often wrongly - for a wide range of health problems. Where problems do occur, they are generally caused by the way in which VDUs are being used, rather than the VDUs themselves. So problems can be avoided by good workplace and job design, and by the way you use your VDU and workstation.

Practical tips to keep you healthy:

Get comfortable!

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal to your keyboard and your eyes the same height as the top of the VDU.
- Make sure you have enough work space for documents or other equipment you need
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you and the screen are directly facing windows or bright lights
- Adjust curtains or blinds to prevent unwanted light
- Make sure there is space under your desk to move your legs freely, Move any obstacles such as boxes or equipment
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched, Move the keyboard out of the way if it is not being used
- Support your forearm on the desk, and don't grip the mouse too tightly
- Rest your fingers lightly on the buttons end do not press them hard

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room
- Make sure the screen surface is clean
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice versa)
- Individual characters on the screen should be sharply focused and should not flicker or move, If they do, the VDU may need servicing or adjustment.



General Office Safety

Office environments are generally less dangerous than other workplaces, but care must be taken to avoid injury and illness.

Electrical products

Defective plugs, sockets and leads cause more electrical accidents than the appliances themselves, You must carry out your own visual inspections of plugs and leads and report any defects to the person responsible for safety on your site, Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating. If faults are found, the repair should be carried out by someone who has the necessary skill and knowledge to complete the task safely. Do not ignore obvious telltale signs such as faulty switching or intermittent stopping. These may indicate an internal fault such as a loose wire which could cause external metalwork to become live.

COSHH

As far as offices are concerned hazardous substances are those with a warning label. If in doubt ask the person responsible for safety on site before using, who should tell you what precautions to take when using the substance.

Slips and Trips

Slips, trips and falls account for most of the accidents in offices many of them when staff are moving or carrying loads, They happen because of the condition of floors, poor lighting or poor housekeeping. Remembering the following points can easily prevent such accidents:

- Do not allow trailing leads to become tripping hazards
- Practice good housekeeping
- Do clear up spillages quickly
- Do not block passageways or corridors

Lifting

Handling, lifting and carrying are another major cause of injuries. If cabinets, desks or other heavy or bulky items have to be moved then do take steps to reduce the risk of injury, by requesting a lifting aid or the assistance of another person to prevent the risk of a back injury

Environmental Awareness

CE Recruitment aims to seek ways of working with all employees to proactively minimize pollution, noise, waste and use of natural resources. To this end, you are expected to familiarize yourself and comply with any environmental rules when on a client's site.

Nuisance

Please be aware that your activities may cause a nuisance to your neighbours. Examples of such activities include - generation of excessive noise, dust and smells. If your activities on site may cause a nuisance, please inform the site manager.

Waste

As a contractor on site, you may not be allowed to use the company's waste management facilities without the prior consent of the site manager. You must not pour any substances down drains or in rivers. You must ensure the disposal of wastes used and generated, use licensed waste management contractors where applicable.

Emergency Situations

If the end client has an emergency response plan in place, ensure you familiarise yourself with it as soon as you arrive on site.

Health & Safety Checklists for CE Recruitments' Self Employed Operatives

Site H&S

- Prior to undertaking your assignment, have you received a full health and safety induction?
- Have you been made aware of the fire/emergency evacuation procedure?
- Do you know the identity of the on site health and safety representative?
- Are you aware of the accident and dangerous incident reporting procedures for the site?
- Do you know the location of the nearest first aider/first aid centre?
- Do you know who to inform if you identify a problem regarding health and safety?

PPE

- Do you have all the necessary PPE for the work you will be undertaking?
- Is the PPE you have suitable for its job & sufficient for the nature of the risk?
- Is it compatible with all other PPE you may be required to use?

Equipment

- Are you required to operate machinery/equipment?
- Do you have the skills and experience to do so safely?
- Is the machinery/equipment in a good state of repair?
- Is the machinery/equipment correctly guarded?

Safe Systems of Work

- Do your working activities require you to work with a permit to work or method statements?
- Have you read and fully understood all applicable safe systems of work that apply to your working activities?

HOUSEKEEPING

When it comes to good health and safety the general level of housekeeping of any given working environment is very important.

- Prior to undertaking a new assignment
- Ask Yourself:
- Can you get to and from your place of work safely?

- Do you have enough space to operate safely in your place of work?
- Are access routes in good condition and well signed?
- Are any holes present, if so are they clearly marked with fixed covers to prevent falls?
- Is there a suitable location for you to safely store your materials lie, tools & equipment)?
- Is there adequate lighting?
- Are you aware of how to report any problems with any of the above if you encounter them?

WELFARE

Good levels of welfare provision are an important part of a healthy and safe working environment. Before you start work on a new site...Ask Yourself:

- Does your site have toilets available and are they clean and well lit?
- Are there facilities to allow you to wash your hands with hot and cold (or warm) running water?
- Are the washbasins large enough to wash up to the elbow and are they kept clean?
- If you are required to do so, is there somewhere available to change and store clothing?
- Is drinking water and cups provided?
- Is there a place where you can sit, make hot drinks and prepare food?

MANUAL HANDLING

Regardless of your shape, size or strength you can suffer serious injury from manual handling activities.

Before you undertake an assignment that involves manual handling...Ask Yourself:

- Can manual handling be avoided?
- If not can equipment be used to aid manual handling activities i.e. trolleys and sack barrows?
- If heavy or awkward loads do need to be lifted by hand, can you get assistance from a workmate?
- If you do need to undertake manual handling do you have the correct PPE, i.e. gloves and steel toe capped boots?
- Is it possible to have the load placed by the machine, so the height from which you have to lift and the distance you have to carry can be reduced?
- Are you fully aware of and do you practice a good lifting technique?

TOOLS & MACHINERY

The use of tools and machinery is a necessary part of working life. With this in mind it's important to ensure it is safe and fit for use prior to using it. Ask yourself:

- Do you have the right tools or machinery to undertake your duties?
- Are your tools and machinery well maintained, in good condition with all safety devices operating correctly?
- Are all dangerous parts guarded, e.g. gears, chain drives, projecting engine shafts?
- Are guards secured and in a state of good repair?
- Are you fully competent in the operation of any tools or equipment this assignment may require you to operate?
- Do you have all specific PPE to safely use the equipment (i.e. safety goggles, gloves, hearing protection)?

EMERGENCY EVACUATIONS

It is important to understand how to raise an alarm and safely evacuate the workplace in the event of an emergency. Before YOU Start a new assignment...Ask Yourself:

- Have you been made fully aware of the emergency procedures for the site you will be working on, e.g. for evacuating the site in case of fire?
- Are you aware of how to raise the alarm in the event of an emergency?
- Would you recognise the alarm if you heard it?
- Have you been made aware of the site procedures for contacting the emergency services?
- Are there identified escape routes and are these kept clear?

FIRE SAFETY

Fire is a constant threat to everybody's health and safety. With this in mind it's important that you take all necessary precautions and act in accordance with any rules and regulations.

Ask Yourself:

- If you are required to use flammable materials or liquids do you have a means to safely store them when not in use?
- If you are required to use flammable materials, do you have a suitable container to store them in while in use?
- If the use of flammable gas cylinders is required are there suitable storage facilities for when they are-not in use?
- When gas cylinders are not in use, are they closed and locked?
- Are all ignition sources (including smoking) strictly prohibited in areas where gases or flammable liquids are in Use?

- Are gas cylinders, associated hoses and equipment properly maintained and in a good state of repair?
- Is flammable & combustible waste stored in suitable containers e.g. bins or skips?
- Are suitable fire extinguishers provided?

HAZARDOUS SUBSTANCES

You can come into contact with hazardous substances through their presence in your workplace or a specific need to use them in your working activities. Before you undertake an assignment Ask Yourself:

- Have you been informed of the presence of any harmful substances or materials (i.e. asbestos or lead) that may be present on site?
- Have you been informed of the affects of these substances and the precautions taken on site to prevent or control exposure to hazardous substances?
- Do you have the necessary PPE to ensure you are safe to operate in the vicinity of any hazardous substance?
- If required, is the equipment you are using fitted with adaptations to assist you to prevent exposure to a substance, i.e. water compression or exhaust ventilation?
- Have you read or received a COSHH assessment for any substances you are expected to work with?

GENERAL ACCESS SCAFFOLDS

If you will be operating from scaffolding it is very important that it has been correctly erected and correctly managed. Prior to undertaking any work on scaffolding... Ask Yourself:

- Has the scaffolding been assembled by competent people who receive their instructions from a competent supervisor.
- Has the scaffolding been placed on a firm base with level foundation that will support the weight of both the scaffold and any loads that may be placed on it?
- Has the scaffolding been assembled by competent people who received their instructions from a competent supervisor, of both the scaffold and any loads that may be placed on it?
- Has it been placed and tied into a permanent structure or otherwise stabilised?
- Are the working platforms being used to support heavy loads, if so, has it been specially designed to do so?
- Does the scaffold hold a dated scaff tag?

LADDER SAFETY

Ladders are some of the most common equipment used to undertake working activities. With this in mind, it is important that they are up to the job. Before you use a new ladder... Ask Yourself:

- Is the ladder you are planning to use suitable for the job, i.e. it isn't homemade or in a bad state of repair?
- Is the ladder you are planning to use painted? (Paint can hide labels)
- Do you have a firm level surface to rest your ladder on?
- Do you have rope or other suitable devices to secure your ladder?
- Are you able to angle your ladder to ensure stability? i.e. 1 out for every 4 up
- Before use is:
 - The top rested against a solid surface
 - Both feet are on a firm footing, which can't slip.
- Is the ladder more than 3m long, or will you be using it as a way to and from a workplace?
 - If so it should be secured from falling by either
 - Fixing it at the top or even the base of the ladder or
 - A second person footing the ladder while you use it
- Does the ladder extend around 1m above any landing place where people will be getting on and off?

WORKING FROM HEIGHT

Working from height is undertaken every day by thousands of people: it is also the" single biggest cause of work place death in the country. Prior to undertaking an assignment which, requires you to work from height

Ask Yourself:

- Is there a safe method of getting to and from the work area?
- Have you decided what particular equipment will be suitable for the work you will be undertaking within the conditions of your working environment?
- Have all work platforms and edges from which people could fall been fitted with guard rails, toe boards or other barriers?
- Do you know who to tell if you spot any defects in the fall protection?

TRAFFIC MANAGEMENT

If your working activities require you to operate in this environment, you should ensure prior to doing so, all precautions to ensure your safety have been taken. Ask Yourself:

- Is there a competent person on site to control the working activities?
- Is there sufficient signage present i.e. road signs, traffic cones, amps and signal which are of the correct size and type?
- Are all plant and vehicles suitably painted or marked for road works and fitted with the appropriate amber flashing lights and warning devices for use when reversing?
- Do you have all suitable protective clothing and equipment including fluorescent/reflective jackets?
- Is there suitable protection for pedestrians?

HOT WORK

If your assignment requires you to undertake such working activities, prior to doing so, ensure you have all the necessary information and all precautions to ensure your safety have been taken.

Ask Yourself:

- Are you fully aware and familiar with all of the fire procedures for your working environment?
- Ensure all plant, equipment or substances classed as 'hot' are suitably labeled and persons not involved in the hot-work activities are protected from the hot work activities.
- Ensure all necessary personal protective equipment is worn.
- Ensure you read and understand the permit to work and safe method of work before you start work.

FORK LIFT TRUCKS

The operation of a fork lift truck is a very specialised activity that requires the driver to hold certain competences and skills. Prior to doing so...Ask Yourself:

- Have you undertaken a full check of the vehicle including
 - Tyres
 - Wheels
 - Indicators
 - Lights
 - Windscreen glass
 - Brake horns etc
- Do you hold a licence that allows you to operate a fork lift truck?
- Are there any reasons for which you should not operate the FLT i.e. injury, alcohol or unprescribed drug intake?