

Appx I.

NOTES ON SAFETY FOR THE GUIDANCE OF EMPLOYEES

1. TO ALL EMPLOYEES

It is important that you understand and remember that under the Health & Safety at Work Act etc. 1974 that the Company has a duty, so far as is reasonably practicable, to ensure your health and safety at work. At the same time, you must remember that all employees have statutory duties; to comply with current Regulations, to adopt safe working practices and to co-operate with their employers to create safe working conditions.

The following guidance notes are intended to assist you in fulfilling your duty. They are designed to fit in a tool box top tray. You are urged to read these notes and to heed their contents and spirit at all times. Please remember that our aim is to promote a uniform and satisfactory standard of safety at work by operating in harmony with other trades, clients and other interested parties. You are required to comply with such Acts and Regulations as apply to your works. Further information on Health & Safety is presented in the Company's Statement of Safety Policy.

In cases where your work bounds upon or overlaps areas used by the public or client's personnel or their sub-contractors or livestock, every reasonable care must be taken to safeguard persons from danger arising from your actions. If there is any doubt consult your supervisor for guidance.

2. NOTIFICATION OF INCIDENTS, ACCIDENTS & DANGEROUS OCCURRENCES

In the event of an employee suffering an accident or injury the immediate supervisor, or a senior member of staff on 0118-944-849 should be alerted as soon as possible and when practicable full written statements, containing all salient facts, should be prepared by all parties involved. If a potentially dangerous situation arises, or circumstances which may lead to a dangerous situation become apparent you should inform the immediate supervisor, or senior member of staff, to allow appropriate action to be taken. A pre-printed form Report of Potentially Dangerous Electrical Condition (available from the General Office) should be used to notify any such electrical instances in a standard format. Certain specified accidents and incidents such as three lost working days or worse shall be reported to the HSE on the RIDDOR line (0845 3009923). Details of all accidents shall be recorded in the Company accident book, held at the General Office. A First Aid Box will be maintained at the Company's General Office and also at any site where more than five Company personnel are working. First Aid Boxes should not be tampered with or mis-used. Employees on all sites should consult their Site Supervisor for the location of First Aid provision, generally such information will be available from the Site Office or Mess Room. On arrival at site, the location of the nearest Hospital Accident & Emergency Unit should be established with the Site Supervisor. There should be no hesitation for an accident sufferer presenting at this A&E Unit, if in doubt attend. Travel by taxi if necessary. Send any vulnerable persons remaining on site to a place of safety (such as the General Office), again by taxi if necessary. The Company will meet any such costs to the taxi operator (send them on to Glebe Lane if necessary).

3. WORKS PREMISES

Where work is in progress in existing premises or at existing locations, you are to comply with such Legislation, Quarry Rules, Factory Standing Orders & Notices, Site Rules & Contractor's Safety Rules, Codes of Practices, etc. as are relevant, particularly in respect of Fire Precautions, Protective Equipment, Authorised Work Areas and Access Routes. When reaching site for the first time, ask a responsible person (such as the Project Officer, Site Chargehand or the Client's Representative) for a Site Safety Briefing, in particular ask about any potential health hazards such as ASBESTOS, explosives or sewerage. Precautions against fire and explosion must be maintained at all times. Emergency exits and fire fighting appliances must be kept clear and accessible. The storage of petroleum spirit and other flammable materials must comply with the Petroleum Regulations, the Local Authority and all current rules and orders applying to the materials and the location. Naked lights, cutting torches, welding equipment must not be used in hazardous areas, unless a permit to work certificate has been issued by a responsible person. There shall be strict observance on NO SMOKING signs. Ensure that there is adequate lighting and ventilation in your work area.

4. TIDINESS

Every effort must be made to prevent rubbish accumulating as work proceeds. Sites must be cleared regularly to ensure a safe working environment. Returnable cable drums, packing cases and unused off cuts & materials must be stored neatly away from the work area, in a place approved by the Site Manager. On no account, must loose pieces of timber with protruding nails be left lying around. Nails should be hammered flat and wood stacked neatly and securely. Plant and unfixed materials must be placed where they do not form an obstruction and must be stored in a stable fashion at all times. Where this cannot be avoided, warning notices or lamps are to be so placed as to alert persons working or passing nearby. Openings in any walkway, footpath, floor area, gang way or working platform, etc. should not be left unguarded at any time. Barriers and fencing should be placed to alert persons to the latent danger. Unfinished installations must be safe and secure and be left adequately supported. As far as is reasonably practicable, temporary service cables, etc should be supported neatly above head height or laid below ground.

5. VEHICLES

All vehicles should be operated within the terms of the manufacturer's guidelines and within the bounds of UK & EC legislation. No one, other than the driver, may ride on powered vehicles except on places provided specially for that purpose. Great care must be taken to ensure that any internal or external loads are tied securely and do not work loose during a journey. It may be beneficial to stop periodically and check that any external load has not shifted and is still secure. Cognisance of other uninvolved persons working near vehicles must be taken to ensure that their safety is not compromised, particularly during manoeuvring, loading or unloading operations. Where necessary watchers should be utilised to assist with vehicle operations. Vehicles under our control with high loads (switchboards, control panels, etc.) or mobile cranes or similar must not travel under overhead mains (e.g. electricity powerlines, pipe bridges, etc)

where there is any possibility of collision, unless persons have been stationed to guide the driver from the ground. Routes to be taken by vehicles with large, bulky or heavy loads should be planned and appraised in advance and discussions should be undertaken with interested parties to ensure that roadways, bridges, tunnels, platforms, yards, etc are definitely capable of carrying the vehicles and their load with adequate margin to avoid danger or damage. Where appropriate, guidance from independent parties should be sought.

6. PLANT

All plant shall be erected, used and maintained in good order in line with supplier's instructions. All safety equipment supplied with plant shall be used. Any sections or components not required immediately shall be stored neatly at a safe location and their continued presence shall be checked periodically, especially during visits by other trades. Any defects shall be reported to the General Office. Note shall be kept of associated items of equipment to prevent mis-matching of components. Ladders shall be tied or footed. Where scaffolding is provided by a Main Contractor, their instructions shall be observed and any defect reported timeously to their responsible person.

7. PROTECTIVE SAFETY EQUIPMENT

Safety footwear and overalls shall be issued by the Company. Personal protective equipment (PPE) such as safety helmets, goggles, respirator face masks, high visibility outer clothing, safety harnesses, etc. suitable for the type of work being undertaken shall be provided where appropriate by the Company. Particular attention is drawn to the Protection of Eyes Regulations 1977, operatives engaged in works specified in the act must use safety goggles. Failure to comply may lead to prosecution. You will be responsible for the correct use and care of such protective safety equipment.

8. SERVICES & ELECTRICITY

Live services (e.g. gas, water, electricity, communications, etc.), or services which may become live, must not be opened or connected to or interfered with in any manner except by authorised persons working within the terms of the relevant legislation.

All our electrical works must be undertaken in line with the Electricity at Work Regulations (EAWR) and BS7671:2001 (IEE Wiring Regulations). Communication, verification, isolation, lock offs, permit systems and testing, etc. shall all be employed as appropriate to ensure safety before, during and after our works. Construction Site & Quarry task power shall be 110volt or RCD protected as appropriate. Great care and due diligence to be employed during installation and testing of electrical systems to prevent danger to other persons nearby, or using the electrical system, during and after our works.

GENERAL Further guidance on Health and Safety Matters is given in our Statement of Safety Policy, which you are required to read and retain. Independent guidance is available from the HSE (0141-275 3000) or RoSPA (0121-248 2051) amongst others. Constructive feedback is always welcomed.

