

**Charles Wilson Engineers Ltd**

# **HEALTH & SAFETY POLICY**

for



**2021**



86 High Street, Harpenden, Hertfordshire AL5 2SP

**[www.cwplant.co.uk](http://www.cwplant.co.uk)**

# Charles Wilson Engineers Limited

## Safety Policy Statement

as required under Section 2 (3)  
of The Health & Safety at Work etc., Act 1974.

### **CHARLES WILSON ENGINEERS LIMITED**

will ensure, so far as is reasonably practicable, the  
health and safety of all employees whilst at work.

All employees, likewise, must take reasonable  
care of their own health and safety and that of others  
who may be affected by their work, including  
members of the public.

Signed  \_\_\_\_\_  
**David Gallagher, Managing Director**

Date **1st February 2021** \_\_\_\_\_

# Charles Wilson Engineers Limited

## General Policy Statement

**Charles Wilson Engineers Ltd** will ensure, so far as is reasonably practicable, the health and safety of all employees whilst at work and that of others who may be affected by their activities, including members of the public. All employees, likewise, must take reasonable care of their own health and safety.


The Directors, Managers and Supervisory staff, have the responsibility for implementing the Policy throughout the Company and must ensure that Health & Safety considerations are always given appropriate priority in the planning and supervision of work activities.

All employees and contractors are required to co-operate with the Company in carrying out the policy. They should ensure that their respective work activities are carried out, so far as is reasonably practicable, in accordance with both the general and specific requirements of the policy. These work activities should be carried out without risk to themselves or to others. The Directors are ultimately responsible for the Company's health, safety and welfare. Reference should be made to them in the event of any difficulties arising in the implementation of the policy, and they will ensure that the policy is reviewed annually and revised, if necessary.

Additional monitoring of the Policy will be carried out by: -

**Mr. Mark Wilson – Safety Director**, who will provide necessary advice, recommendation and inspections of work places, in order that employees and the self-employed, may correctly meet their responsibilities, as defined in the policy.

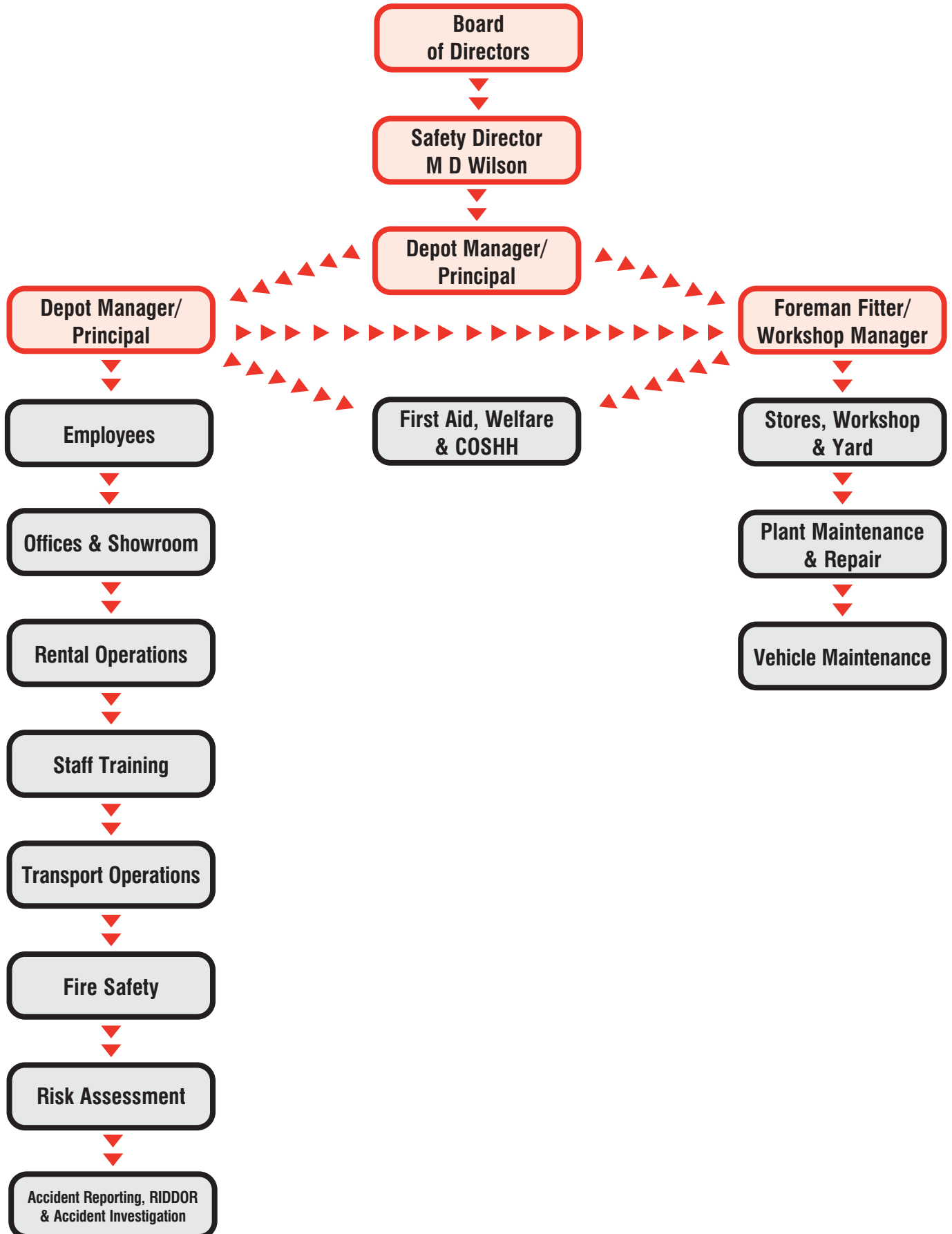
A copy of the Policy Statement shall be displayed prominently in each premises and be issued to all members of staff.

Signed  \_\_\_\_\_  
**David Gallagher**, Managing Director

Date **1st February 2021** \_\_\_\_\_

# Charles Wilson Engineers Limited

## Chain of Supervision



# Charles Wilson Engineers Limited

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# ARRANGEMENTS

1. Overall responsibility for the promotion of the health and safety of employees, non-employees, sub-contractors and the self-employed working for the Company lies with the Directors.
2. This Safety Policy will be issued to all employees and be displayed on all Company notice boards. All employees are required to read this Safety Policy.
3. The work activities of employees should not expose other employees and non-employees to risks to their health and safety.
4. All accidents, dangerous occurrences and near miss events must be reported to the Depot Manager/Principal (or the most senior person on site if the Depot Manager/Principal is absent for any reason) who, will then, carry out an investigation. Following this investigation, all accidents and dangerous occurrences, legally notifiable or otherwise will be reported to the Safety Director. Where necessary, the Safety Director will notify the Health & Safety Executive. (To comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
5. The Depot Manager/Principal will carry out a New Employee Induction for all new members of staff. (A New Employee Induction Form must be completed for each new employee).
6. Depot Manager/Principal should ensure that they make regular inspections of their respective depot to ensure that a safe working environment is maintained at all times. A written record of these inspections will be completed and forwarded to the Safety Director, when requested.
7. The employees and supervisory staff have the responsibility for implementing this policy throughout the Company.
8. Every member of staff should co-operate with the Company, so far as necessary, to enable management to carry out its legal duties relating to health and safety matters and any related legislation.
9. Employees must not intentionally or recklessly interfere with anything provided by the Company in the interests of health and safety.
10. The Depot Manager/Principal will ensure that all plant and equipment is maintained/repaired/serviced to an appropriate standard at all times by a competent person. Any records of test/inspection should be retained.
11. Where applicable, the Depot Manager/Principal should ensure that clients or contractors are aware of the Company's Health and Safety procedures before any work proceeds.
12. The Depot Manager/Principal will have the day-to-day responsibility for ensuring that their staff work in a 'safe' manner and in a 'safe' and 'healthy' environment.
13. The Safety Director will bring to the attention of employees any changes under the Health & Safety at Work Act 1974 etc. (or any other applicable statutory requirement) and any relevant information relating to these changes or revisions.
14. These arrangements will be checked and, if necessary, revised annually.

1.

## **SAFETY ADVICE**

**GOOD HOUSEKEEPING IS THE FOUNDATION FOR ALL SAFE WORKING PRACTICES. IF YOUR WORKPLACE IS UNTIDY, IT IS IMPOSSIBLE TO CARRY OUT ANY JOB OF WORK SAFELY.**

### **REMEMBER:-**

Always ensure that the area in which you are working is safe before starting any work. If you ever have any concerns regarding your safety (or that of others) **DO CONTACT YOUR DEPOT MANAGER/PRINCIPLE OR SUPERVISOR SO THAT THESE CONCERNS CAN BE ASSESSED AND ADDRESSED BEFORE YOU COMMENCE WORKING. DO NOT START WORKING IF YOU FEEL THAT YOU OR ANY OTHER PERSON(S) MIGHT BE AT RISK.**

Always check that you have been issued with correct instructions before commencing a work activity. If you are unsure, confirm with the Depot Manager/Principal or Foreman Fitter that it is safe for work to commence without risk to yourself, work colleagues or others (visitors, members of the public etc).

You must wear the Personal Protective Equipment (PPE) that you have been issued with at all times. If this equipment should get damaged in any way then request an immediate replacement **DO NOT TAKE UNNECESSARY RISKS.**

**DO** move/remove unwanted obstructions when you see them – someone else might not and they could suffer an injury. **KEEP THE WORK PLACE CLEAR** at all times.

Take extra care in bad weather; wear appropriate clothing, gloves etc. In very cold weather check with your Depot Manager/Principal or Foreman Fitter that it is safe for work to continue. Ice and snow can present an additional hazard, **DO NOT TAKE UNNECESSARY RISKS.**

Always keep a careful watch out for and keep clear of all vehicle traffic.

The use of any type of ipod, MP3 player etc. at work is strictly prohibited.

Mobile telephones/handheld electronic devices **MUST NEVER** be used while operating any work equipment **AT ANY TIME.**

Before working on/examining equipment - **ALWAYS** make sure that moving/rotating parts etc. are correctly isolated/shut down. **ALWAYS** follow manufacturers guidance/advice when operating/re-starting equipment.

If you are operating a machine fitted with a roll over protective structure (ROPS), **ALWAYS** wear the lap belt/seat restraint. This will prevent you from falling out of the equipment or being trapped in the event of a roll-over. Make sure that the ROPS bar is in the correct (upright) position and that it is correctly secured before operating the machine.

**DO** ensure that any spillages, especially liquids, are cleaned up without delay. **DO NOT** hope or assume that “someone else will do it”.

Take extra care when handling flammable substances. **DO NOT** handle flammable substances near to naked lights or hot surfaces. Return flammable substance containers to the correct storage area after use. Clean up any spillages. Do not fill engines when they are hot. Ensure that flammable substances are only used in designated work areas where fire risks have been assessed and fire fighting equipment is available.

In the event of any dangerous substances coming in contact with the skin, seek treatment immediately from trained members of staff.

Should an accident or near miss occur, report it as soon as possible to the Depot Manager/Principal or Foreman Fitter. Only administer first aid if trained to do so. **DO NOT MOVE** an injured party unless they are at risk of further injury. Keep them safe until help arrives. **DO NOT** remove or interfere with any evidence unless you are instructed to do so by the Emergency Services or a representative of the Health and Safety Executive (HSE), or if the life of the victim is at further risk.

Check that any electrical tools or equipment have been tested and are within the required test date prior to use. Should they be out of date or damaged **DO NOT USE** them. Always report faults or damages to your Supervisor.

**ALWAYS** inspect equipment before starting work - **DO NOT TAKE UNNECESSARY RISKS.**

If you are suffering from stress and feel that it is affecting your work, you should discuss this with your Depot Manager/Principle so that further advice or counselling can be given.

## 2. MANUAL HANDLING

Manual handling is the “transporting or supporting of loads by hand or bodily force”. This definition includes lifting, lowering, pulling, pushing and carrying.

If possible, try to **ELIMINATE** the need for manual handling by using the equipment (forklift truck, pallet truck, sack barrow etc.) that has been provided to help **REDUCE** its impact.

**If manual handling cannot be avoided, remember the following:**

### STORAGE, STACKING & HANDLING

**Safe moving or manual handling is important with all items, whether large, small or heavy.**

- DO** use suitable shelving systems, cupboards, containers etc. wherever possible when storing.
- DO** store bulky and heavy items at low level.
- DO** store within hands reach wherever possible.
- DO** stack securely.
- DO** take care when stacking or handling heavy or awkward items.
- DO** use lifting equipment when ever possible or seek assistance from a colleague.

### LIFTING AND CARRYING

**If you do need to lift/move something manually:**

- Start in a good stable position with the feet apart and one leg slightly forward to maintain balance. Slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **DO NOT** flex the back any further when lifting.
- Avoid twisting the back or leaning sideways, especially while the back is bent. Keep shoulders level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- Get a good hold and keep the load close to the waist. The load should be kept as close to the body for as long as possible while lifting.
- **DO** keep the head up when handling. Look ahead and not down once the load has been held securely.
- Move smoothly – **DO NOT** jerk or snatch at a load.
- Avoid lifting from floor level or above shoulder height, especially heavy loads.
- **DO** consider how you can minimise carrying/lifting distances – try to reduce them altogether.
- **DO** assess the weight to be moved and whether the load can be moved safely – is assistance required?
- Can the load be broken down into a smaller, lighter component?
- Always consider whether a lifting aid can be used.
- Always remove obstructions for the route of travel.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- If precise positioning of any load is required, put it down first, then slide it into the desired position.

### SLIPS AND TRIPS

**Accidents from slips and trips account for over a third of all major injuries.**

- DO** be careful when walking on wet surfaces.
- DO** report damaged floor surfaces and obstructions.
- DO** wear safety footwear at work.
- DO** report areas that are poorly lit to your Depot Manager/Principal.
- DO** take care getting in and out of items of mobile equipment.
- DO** take care getting on and off items of mobile equipment.
- DO NOT** run, especially when using the stairs.
- DO NOT** trail cables across walkways.



### 3. ELECTRICAL SAFETY

Electricity is dangerous - it can easily **KILL, SHOCK, CAUSE FIRES AND EXPLOSIONS.**

**DO** report any broken or faulty plugs, socket outlets, frayed leads, exposed wiring or faulty equipment. If you are in any doubt, stop what you are doing, isolate the area and report the fault to your supervisor.

**DO NOT** interfere with electrically operated equipment or try to carry out repairs yourself. Report the fault to the Depot Manager/Principal or Foreman. Only trained and competent members of staff should service or maintain electrically operated equipment.

The Depot Manager/Principal, in conjunction with the Foreman Fitter, should ensure that all items of electrical equipment are inspected and tested in line with Company test and inspection procedures.

The Depot Manager/Principal will ensure that **ALL** Company owned electrical equipment is inspected annually by a competent person. The results of all inspections should be recorded. (This inspection procedure refers primarily to non hire fleet equipment).

### 4. WORK AREAS

The responsibility for maintaining the work area and equipment is:

Depot Manager/Principal, Foreman Fitter, Supervisors and Employees.

- The work place must be kept clean and tidy at all times to ensure that a safe working environment is maintained. **A Clean Workplace Means a Safe Workplace.**
- Yard lighting should be properly maintained so that work can be carried out safely at all times.
- Care must be taken to ensure that any spillage of oil, or other liquids are cleared up immediately.
- Walkways, passageways, fire exit routes, fire exit doors and loading areas must be kept free from obstructions at all times.
- Fire fighting equipment must be kept in good working order and checked regularly by a competent person.
- Any bottled gas (oxy acetylene, propane, butane) should be stored correctly and used in a safe manner in accordance with manufacturer's guidelines.
- Welfare facilities should be kept clean at all times.
- Plant and Equipment must only be operated by competent members of staff.

### 5. PROTECTIVE CLOTHING AND EQUIPMENT

Protective clothing and equipment **MUST** be worn, where applicable at **ALL TIMES.**

High visibility clothing **MUST** be worn by **ALL** members of staff while in the yard or workshops.

A record must be kept (by the Depot Manager/Principal) of any Personal Protective Equipment (PPE) that has been issued to members of staff. The equipment must be maintained in good order, and stored correctly when not in use. Any damage must be reported to the Depot Manager/Principal or Foreman Fitter and replaced as required.

If any item of PPE is found to be inadequate either through design or other fit, this should be reported to the Depot Manager/Principal or Foreman Fitter immediately, so that an alternative can be sourced.

## 6.

### TRANSPORT

This is to be the responsibility of the Depot Manager/Principal, Foreman Fitter and all Company vehicle users working in conjunction with the Company Transport Manager.

**Any driver of a Company vehicle will be issued with and must read the Company Driver Handbook.**

**The contents/requirements of this handbook should be adhered to at all times.**

- All vehicles are to be maintained in accordance with statutory requirements and manufacturers recommendations.
- A daily check on safety e.g. tyres, brakes and lights must be made by all drivers.
- All commercial vehicle drivers **MUST** complete an appropriate daily vehicle check and defect book report. Any defects should be noted and reported to the Depot Manager/Principal or Transport Manager immediately so that defects can be rectified.
- Commercial vehicle drivers should ensure that the vehicle bed is kept free from debris (including ice/snow, where applicable). Chains and straps should be secured correctly.
- Drivers **MUST** report any accidents or faults immediately to their Depot Manager/Principal.
- Vehicles should never be overloaded. Loads **MUST** be evenly distributed.
- All loads **MUST** be correctly secured with suitable restraints.
- Vehicle drivers **MUST** ensure that they drive sensibly at all times, in accordance with the Road Traffic Act and The Highway Code.
- No one other than those authorised to do so should be allowed to drive or ride on Company vehicles.
- Where requested to do so, drivers must comply with any safety regulations that are in force on customers' sites that they visit.
- Drivers of commercial vehicles should ensure that they carry out all work activities (manoeuvring, loading, and unloading) in a safe manner. Always be aware of the presence of others when working.
- Commercial vehicle drivers should ensure that no unauthorised person(s) have access to the vehicle loading area.
- Where a side protection system is fitted to a vehicle, it **MUST** be used where possible.
- **ALWAYS** use the correct tools when loading/unloading vehicles. Use the lifting equipment provided (crane, tail lift, winch) at all times to prevent accidents.
- Where applicable, **ALWAYS** load and unload vehicles using the vehicle winch to reduce the likelihood of equipment slipping on vehicle ramps. Ensure that the winch is being used correctly at all times.
- When operating vehicle cranes, **ALWAYS** ensure that the vehicle stabilisers are fully deployed **BEFORE** commencing work. Drivers **MUST** follow any training provided by the Company.
- The carrying of private individuals, family members etc. in Company vehicles while Company business is being conducted is **EXPRESSLY FORBIDDEN**.

### DRIVER HAZARD AWARENESS INFORMATION

When delivering or collecting equipment, **ALWAYS** be aware of any hazards that might limit your ability to carry out your duties safely. You should assess your work area for hazards **BEFORE** commencing work.

Always follow site safety rules when working on a customer's site. Where possible, report to the Site Manager/Supervisor for advice on a suitable location for loading/unloading your vehicle.

Always take care when working on, getting out of or in to your vehicle – be aware of others.

#### **Examples of hazards you should be aware of might be:**

- Overhead obstructions or entrances/exits with reduced height clearance
- Restricted means of access or egress (narrow entrances/exits, the presence of parked vehicles or temporary structures)
- Uneven/unstable ground conditions

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- Oncoming vehicular traffic
- Others who might be affected by your work activity (site staff, work colleagues or pedestrians)
- Reduced visibility (from the equipment being used/operated, parked vehicles, poor lighting)
- Poor weather (high winds, snow or ice)
- Always make others aware of your presence by wearing the correct protective equipment (high visibility clothing, hard hat etc.)

If you have any safety concerns, you **MUST** communicate these concerns to your Depot Manager/Principal **BEFORE** you commence work.

If you encounter problems once you have commenced working, **STOP** working (when it is safe to do so) and contact your Depot Manager/Principal for further advice.

Always ensure that vehicle loads are securely strapped/chained down.

Follow Company risk assessments and method statements at all times.

7.

### **TRAINING**

**The Depot Manager/Principal will have the overall responsibility to ensure that the employees working under their control are trained in accordance with both Company policy and Statutory duty. A record of ALL training should be kept by the Depot Manager/Principal.**

Where applicable, this should include:-

- The safe use of fork lift trucks
- The safe movement of plant
- The safe use of the depot electrical testing equipment
- The use of abrasive wheels
- First Aid
- The safe loading, unloading and securing of vehicles.
- The safe use of vehicle mounted cranes
- The safe erection and use of aluminium tower systems.
- The safe use of Mobile Elevated Work Platforms.
- When any item of high risk has to be used. This would include chainsaws and cartridge hammers.
- Any item where training has taken place or is required for the purposes of Health & Safety under the Lifting Operations and Lifting Equipment Regulations 1998 (L.O.L.E.R) and the Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R.).

8.

### **DRUG AND ALCOHOL POLICY**

It is not permitted to work while under the influence of **NON PRESCRIPTION DRUGS OR ALCOHOL** Even in small quantities, drugs and alcohol will affect work performance and safety and therefore present a risk **TO EVERYONE**. If a member of staff has a problem with any of these substances it **MUST** be reported to the Depot Manager/Principal so that support and advice can be given.

#### **PRESCRIBED MEDICATION**

These can affect work performance and safety. If any individual has been prescribed (or has taken) any form of medication that is likely to affect their ability to discharge their work duties effectively, they **MUST** inform their Depot Manager/Principal straight away.

## 9. FIRE PRECAUTIONS

The Depot Manager/principle will ensure that the depot fire risk assessment and emergency plan is acted upon and reviewed regularly.

**FIRE PREVENTION** – A fire needs three things to burn and spread - fuel, air and a source of ignition. Remove one of these and the spread of fire will be prevented.

**FUEL AND IGNITION**

- Do not leave waste paper lying about.
- Ensure that trade refuse is swept up, bagged and disposed of appropriately at the end of the working day.
- Store flammable liquids in appropriate containers and locations at all times.
- Do not forget to turn off mechanical, electrical and gas appliances at the end of the day or when not in use.
- Obey the company **NO SMOKING** policy at all times.

**AIR** – Tackling fires with appropriate types of extinguishers will eliminate the air supply.

**REMEMBER**, you should only tackle a fire if you have received the appropriate training and there is no risk of personal injury to either yourself or to others.

## 10. FIRE PROCEDURES

### ACTION TO BE TAKEN IN CASE OF FIRE

1. On discovering a fire, raise the alarm and inform the Depot Manager/Principal.
2. Call the Fire and Rescue Service.
3. All staff, together with any visitors, should leave the premises in an orderly fashion - do not induce panic.
4. Proceed to your pre-arranged **ASSEMBLY POINT** outside the premises and check that all staff and visitors are present.
5. **DO NOT** attempt to tackle a fire unless you have received training in the use of fire extinguishers.
6. Follow all instructions issued by the depot fire marshal(s) at all times.
7. Do not re-enter the premises until you have been informed it is safe to do so by the Depot Manager/Principal.

## 11. FIRST AID AND ACCIDENT PROCEDURES

The Depot Manager/Principal will ensure that there are a minimum of **TWO** members of staff in their depot who have been trained to administer first aid.

**First Aid Box/boxes** will be kept and maintained by the depot **First Aider/Depot Manager/Principal**. It/they will be located in the office, workshop and commercial vehicles.

To comply with regulations **NO** Drugs, Medicines, Ointment or Anti-Septic Solutions are to be provided or kept in the **First Aid Box**.

**ALL** accidents must be reported to the Depot Manager/Principal and an record made in the **Accident Book at the earliest opportunity** and an appropriate investigation carried out.

A copy of each accident report, together with any investigation report, **MUST** be sent to the Safety Director as soon as possible.

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Any reported Near Miss incidents must be investigated and recorded on the appropriate Near Miss/Incident Report Form. A copy of the form **MUST** be sent to the Safety Director.

All commercial vehicles owned by the Company must carry a **First Aid Box** and an appropriate **Fire Extinguisher(s)**.

## 12. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (2013) – R.I.D.D.O.R

The Depot Manager/Principal will be responsible for reporting any notifiable work related accidents or dangerous occurrences to the Safety Director who will then report the incident/dangerous occurrence to the Health & Safety Executive. Every effort must be made to ensure that no evidence related to the cause of an accident or incident is removed before a full investigation is carried out.

Any relevant specified occupational diseases should be reported to the Safety Director as soon as possible so that an appropriate report can be made to the Health & Safety Executive.

Each Depot Manager will hold a list of any specified injuries, diseases or dangerous occurrences so that they understand the specific legal reporting requirements.

## 13. SUBCONTRACTORS

The Depot Manager/Principal will be responsible for the welfare of all subcontractors working in their depot and must ensure that the work they are engaged in will not put any other personnel at risk. Prior to the commencement of any work, the subcontractor should prepare a written risk assessment and method statement relating to the activities that are being undertaken. These documents should be read and their contents understood before any work commences. They should then be retained by the Depot Manager/Principal.

The Depot Manager/Principal should make any subcontractor aware of any relevant hazards that exist in their depot. This information should be issued in writing to the subcontractor.

Before any work takes place, all relevant members of staff should be advised of the work to be carried out and be informed of any hazards that could affect them as a result of these activities.

## 14. TESTING AND INSPECTION OF PLANT & EQUIPMENT

The Depot Manager/Principal will ensure that all items of rental/work equipment are correctly inspected by a competent person prior to despatch/use.

The Depot Manager/Principal will ensure that equipment is serviced and maintained in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R) and the Lifting Operations and Lifting Equipment Regulations 1998 (L.O.L.E.R).

The Company has suitable arrangements in place to ensure that statutory inspections are carried out by suitable qualified individuals at the appropriate time.

The Depot Manager/Principal will ensure that all test, inspection and maintenance records are retained.

## 15. RISK ASSESSMENTS/METHOD STATEMENTS

The Company will prepare risk assessments and method statements where hazards are identified so that suitable preventative measures/controls can be introduced.

Risk assessments/method statements will be reviewed annually, in the event of an accident, following a change in working practices, following the introduction of new work equipment or following any changes in relevant legislation.

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## 15. RISK ASSESSMENTS/METHOD STATEMENTS

The Depot Manager/Principal will ensure that all risk assessments and method statements are implemented and acted upon. The Depot Manager/Principal will ensure that Company risk assessments/method statements are adhered to by any member of staff under their control.

If a Depot Manager/Principal has any concern(s) regarding risk assessments or method statements then they should communicate this to the Safety Director for further clarification/review.

All employees are required to follow Company risk assessments and method statements at all times.

## 16. HAZARDOUS SUBSTANCES

Members of staff will be provided with clear information regarding any hazardous substance that they might encounter while carrying out their work activities. Exposure to **ANY** hazardous substance **MUST** be controlled so that occupational ill health can be prevented.

In order to protect employees (and others), the company will adhere to the requirements of the Control of Substances Hazardous to Health (C.O.S.H.H) Regulations 2002.

**Where possible, the use of hazardous substances should be controlled by:**

- Changing the work process so as to eliminate the need for a hazardous substance to be used.
- Substituting the hazardous substance with a safer alternative.
- Ensuring that hazardous substances are used in the safest form.

The Depot Manager/Principal, in conjunction with the Safety Director will ensure that an up to date C.O.S.H.H Risk Assessment has been completed for their depot. Each C.O.S.H.H risk assessment will be reviewed annually.

The Depot Manager/Principal will ensure that C.O.S.H.H data sheets relating to any hazardous substances that are stored or used on the premises (or on site by Company employees) are properly maintained.

The Depot Manager/Principal will ensure that the C.O.S.H.H risk assessment and manufacturers data sheets are located in a C.O.S.H.H file that can be freely accessed by all members of staff.

All hazardous substances should be stored in accordance with manufacturers/suppliers guidelines.

Any substances which are liable to cause an environmental risk, should be disposed of safely in accordance with the Company's Environmental Policy. This would include items such as: Waste oil, Anti freeze, Oil filters, Batteries, Solvents and Light fittings.

Any unknown substances found within the premises or contained in or on any equipment must be reported to the Depot Manager/Principal or the Foreman before an attempt is made to remove or dispose of any such them.

## 17. NEW OR EXPECTANT MOTHERS

A new or expectant mother can be defined as someone who is pregnant, has given birth within the previous six months, or is breastfeeding. This fact **MUST** be communicated to the Depot Manager/Principal in writing.

Once the above information has been provided, the Depot Manager/Principal (in conjunction with the Safety Director) will ensure that a thorough risk assessment is carried out to identify specific workplace hazards that could pose a health and safety risk to a new or expectant mother. Once these hazards have been identified, appropriate action will be taken to control any identified risk(s) to an appropriate level.

**ANY** workplace hazards that are identified will be communicated to the new or expectant mother. In addition, these hazards will also be communicated to any female employees of childbearing age.

## 18. YOUNG PERSONS

A young person can be defined as anyone under the age of 18. The Company recognises that additional precautions need to be taken **BEFORE** a young person is introduced into the workplace. These precautions will include a detailed risk assessment that identifies **ALL** risks that they are likely to be exposed to and the control measures that will be introduced to remove or reduce those risks. This risk assessment will take into account that a young person is likely to be inexperienced, unaware (or have an impaired perception) of health and safety risks.

**The Depot Manager/Principal will ensure that:**

- A risk assessment is completed for any young person **BEFORE** they start working for the Company.
- Ensure that the risk assessment puts in place measures to control risks which will remove them altogether or reduce them to the lowest possible level. If the risks of a specific work activity cannot be adequately controlled, the young person must **NOT** be allowed to carry out that particular work activity.
- Ensure that the young person is correctly trained to use any work equipment that they might need to use during the course of their work.
- Ensure that the young person is supervised by a workplace mentor. This level of supervision should take into account any absences from work of the mentor due to sickness, holidays etc.
- Ensure that **BEFORE** any young person is introduced into the workplace they discuss **ALL** aspects relating to that individuals work with the Safety Director. An appropriate risk assessment relating to the young persons duties will be drawn up by the Depot Manager/Principal and the Safety Director.

## 19. LONE WORKING

Lone workers are those who work by themselves without close supervision. Lone working should be avoided where possible. If there is no alternative to lone working then the Depot Manager/Principal should:

- Ensure that **NO** lone work activities take place in their depot, either during or out of normal Company opening hours.
- Ensure that any individuals working on their own, away from their depot are competent to carry out their assigned tasks.
- Ensure that any lone worker is provided with an adequate means of communication with their Depot Manager/Principal or Foreman Fitter in the event of an emergency or if further advice is required.
- The Depot Manager/Principal will ensure that regular contact is maintained with any employee engaged in lone working duties away from their depot.



## 20. WORK AT HEIGHT

**A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.**

For this reason, the following 'hierarchy of control' should be applied for all situations involving working at height:

- **WHERE** possible, work at height should be avoided (e.g. – by carrying out the task by another means).
- Where work at height cannot be avoided, suitable work equipment (or other means) **SHOULD** be used to prevent falls (e.g. – the use of Mobile Elevated Work Platforms, alloy tower systems or podium steps).
- Where the risk of a fall cannot be eliminated, work equipment or other measures should be used to minimise the distance and consequences of a fall should one occur (e.g. – the compulsory wearing of a full body harness with restraint lanyard when inspecting or using Mobile Elevated Work Platforms).
- **NEVER** attempt work at height by using 'other' means of access such as standing on a chair, desk or table.
- **ALWAYS** take extra care when working at height where adverse weather conditions exist such as wind, rain, snow or ice.

### THE USE OF MOBILE ELEVATED WORK PLATFORMS AND ALUMINIUM TOWER SYSTEMS

If any work at height is to be undertaken using this equipment, it should only be done so by those trained and certified to do so. Those members of staff who are certified to use this equipment will have been trained to:

- Use, operate and assemble the equipment safely.
- Assess the work area for risks. (eg. Ground conditions, overhead obstructions etc.)
- Take into account their responsibilities to others while conducting the specified work activity.
- Wear and use a full body harness with restraint lanyard when testing or operating boom type mobile elevated work platforms. These harnesses should be worn at all times when employees are engaged in this work activity.
- Wear and use a full body harness with restraint lanyard when moving, loading or unloading boom type mobile elevated work platforms. These harnesses should be worn at all times when employees are engaged in this work activity.

### THE SAFE USE OF LADDERS AND STEPLADDERS

When ladders or stepladders are used, always ensure that:

- The ladder or stepladder is only being used for light work (in one position for a maximum of 30 minutes), and that a suitable handhold is available.
- Never overload or overreach when using ladders or stepladders. Always ensure that you keep your belt buckle (navel) inside the stiles and ensure that both feet are on the same rung.
- Never use the top 3 rungs of a ladder or the top 2 steps of a stepladder.
- When working on stepladders, ensure that the steps are facing the work activity (never work side on) and that the restraint devices are fully opened. Any locking devices fitted to the stepladder should be engaged.
- The ladder or stepladder has been inspected by a competent person to ensure that it is safe to use.
- Before starting a task, you should always carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use.

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- Never use a ladder or stepladder if any rungs or treads are damaged or missing.
- Ensure that stiles are not damaged and that safety feet are not missing.
- Ladders and stepladders are used on firm, level ground.
- Locking mechanisms are checked - if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged.
- Ladders extend to a sufficient height (about 1 metre) above any landing place.
- That ladders are secured correctly. If a ladder cannot be tied in, ensure that it cannot slip sideways. If necessary, ensure that someone foots the ladder.
- Ladders should be positioned at an angle of 75° (one rung out for every four up). Always ensure that ladders rest against a solid surface.

### **WORKING ON FRAGILE SURFACES OR ROOF WORK**

There are many hazards associated with working on fragile surfaces or roof areas.

#### **INSPECTIONS**

**NO** employee should undertake this kind of work unless **SPECIFICALLY** authorised to do so by their Depot Manager/Principal or the Safety Director. This work should be limited to **INSPECTING** the roof or fragile surface from a mobile elevated work platform or aluminium tower system. This inspection process **MUST** be carried out by suitably trained members of staff. **NEVER** walk or crawl on any roof or fragile surface.

#### **MAINTENANCE AND REPAIR**

If repair or maintenance work is ever required to roof areas or fragile surfaces it should be carried out by specialist contractors. These individuals will be conversant with the risks involved in this type of work and the measures needed for controlling these risks.

**BEFORE** this type of work commences, the Depot Manager/Principal will **ENSURE** that a suitable risk assessment and method statement is obtained from the contractor appointed to carry out the work in question. A copy of this risk assessment and method statement will be sent to the Safety Director for final authorisation before the commencement of **ANY** work.

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### **VISITORS TO PREMISES**

It is essential that individuals visiting our premises are provided with a safe environment. With this in mind, the Depot Manager/Principal should ensure that:

- Only authorised persons be allowed to enter our premises.
- Visitors should not be allowed to enter any high risk areas thus exposing themselves to the risk of injury.
- If required, visitors should be issued with and use Personal Protective Equipment. This should include high visibility jackets/vests if the yard or workshop areas are being visited.
- Are provided with a safe means of access to and egress from the site.
- A record of any visitors to our premises should be made in the depot visitors book.

## 22. FORKLIFT TRUCK POLICY

Forklift trucks are potentially dangerous pieces of equipment that can cause serious injury both to the operator and others if not used in the correct manner.

**BEFORE** any member of staff is allowed to operate the depot forklift truck, the Depot Manager/Principal should:

- Ensure that the only members of staff allowed to operate forklift trucks are those who are competent and have undertaken and passed a certified training course. Forklift truck training must always be 'in date' for all operators.
- Ensure that the only members of staff allowed to use forklift trucks have been given **WRITTEN** authorisation to do so by their Depot Manager/Principal.
- Ensure that no young workers (those under the age of 18) are allowed to operate forklift trucks.
- Ensure that **ALL** forklift truck operators use the equipment in a safe manner taking into account their own safety and that of others affected by their work activities.
- Lap belt/seat restraints **MUST** be worn at all times when using forklift trucks. This will prevent you from falling out of the equipment or being trapped in the event of a roll-over.
- When a Depot Manager/Principal suspects that an individual is operating a forklift truck in an unsafe manner; authorisation to operate the equipment will be revoked until a further assessment of competence can be made.

## 23. SMOKING POLICY

Smoking (including the use of electronic devices) is **NOT PERMITTED** on Company premises or in Company vehicles at any time. The Depot Manager/Principal should ensure that this policy is enforced.

The Depot Manager/Principal should ensure that there are an adequate number of no smoking signs in place to remind staff and visitors of this policy. (As well as our statutory obligations not to allow smoking in enclosed public places).

## 24. MONITORING

The Safety Director will monitor this Safety Policy to ensure its effectiveness. Successful monitoring will help to reduce accidents and incidents and prevent them from re-occurring. The monitoring process will involve:

### ACTIVE MONITORING

The progress that the Company is making towards meeting its health and safety targets and obligations. This will be achieved by:

- Ensuring that every Depot Manager/Principal conducts a monthly workplace inspection. The findings of this safety inspection will be recorded. A copy of this safety inspection will be given to the Safety Director for review and monitoring.
- The Safety Director will conduct workplace safety visits. The findings of these safety surveys will be recorded and acted upon, where necessary.
- Reviewing the findings of any third party audits such as those conducted by The Hire Association Europe or the International Powered Access Federation.

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**REACTIVE MONITORING**

This will involve the examination of recorded data to examine the causes of accidents, near misses, reportable injuries or occupational ill health. The Depot Manager/Principal will ensure that they provide the Safety Director with:

- A copy of **ALL** accident book reports.
- A copy of **ANY** written complaints or observations that involve health and safety issues.
- A copy of **ALL** R.I.D.D.O.R report forms.
- A copy of any Near Miss or Damage Report that has been completed.
- **ANY** relevant health and safety issue(s) that they feel should be brought to the attention of the Safety Director.

25.

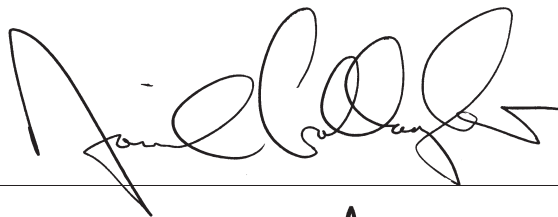
**POLICY REVIEW**

The Directors realise that this policy statement requires regular review if it is to reflect accurately the Company's health and safety arrangements.

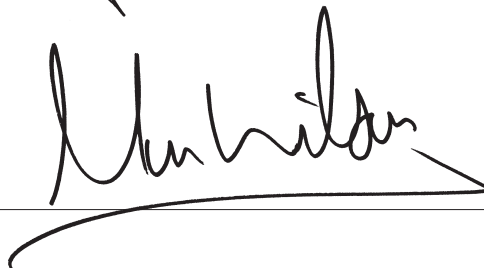
This policy statement will be reviewed by the Company annually. There may however be certain circumstances where the policy statement might need to be reviewed earlier than this. Some of the reasons that might require this review are:

- Following any major organisational change in the Company's structure.
- Following a workplace accident(s) that highlights the need for review.
- Following the introduction of new equipment or working practices.
- Following a change in health and safety legislation.

SIGNED: \_\_\_\_\_

**D A Gallagher**  
Managing Director

SIGNED: \_\_\_\_\_

**M D Wilson**  
Safety Director**1st February 2021**

Date: \_\_\_\_\_



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