

# HEALTH & SAFETY

Management System Documents.

**JJL Groundworks (Ayr) Ltd**  
*Trading as JJL Groundworks Ltd*

McManniston Cottage,  
Dalrymple,  
By AYR.

# **HEALTH & SAFETY**

**At**

**JJL GROUNDWORKS LTD**

**This document contains the necessary documentation demanded by current health and safety regulations.**

**It is the policy of JJL GROUNDWORKS LTD that the instructions and advice contained in this document should be applied in the carrying out of their day to day business.**

Signed:

Managing Director.

Date:

**HEALTH & SAFETY**  
**AT**  
**JJL GROUNDWORKS LTD**

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# **SECTION A**

## **Health & Safety Management System & Associated Information**

**JJL GROUNDWORKS LTD**  
**McManniston Cottage,**  
**Dalrymple.**

**SAFETY MANAGEMENT SYSTEM STATEMENT**

In accordance with the health and safety at work act sec 2 **JJL GROUNDWORKS LTD** are committed to providing and maintaining safe and healthy conditions and systems of work for all our employees .under the terms of the above section of the health and safety at work act we will also provide such information, training and supervision as is needed for this purpose

**JJL GROUNDWORKS LTD** also accepts their responsibility in accordance with the Health and Safety at Work Act Sec 3(1) For Health, Safety and Welfare of Other People affected by our Day To Day work activities.

Whilst the prime responsibility for safety, health and the prevention of accidents lies with the directors of **JJL GROUNDWORKS LTD** it is emphasised that all who are employed in the activities of the company have an important part to play in this policy. In that we are all responsible for our own health and safety and for that of our colleagues. (HASAWA sec 7a)

The co-operation of all employees is vital to the success of this policy. It follows that any breach of safety rules and instructions, will be viewed by the directors as a serious offence.

In accordance with the demands of the HASAWA sec 2(3) this policy will be revised as and when changes in working practices dictate or annually, whichever is the earliest, to ensure that it addresses current needs.

Signed \_\_\_\_\_

Directors Of: **JJL GROUNDWORKS LTD**

Date:

## **SAFETY MANAGEMENT SYSTEM - RESPONSIBILITIES**

**The Directors of JJL GROUNDWORKS LTD have equal overall and final responsibility for Health and Safety.** To this end they are responsible for ensuring all necessary resources are made available to satisfy the demands of this policy.

The DIRECTOR Mr James Lymburn, will be responsible for the day to day Management of the following:

- Accident recording and investigation including RIDDOR.
- Fire precautions, drills and evacuation procedure.
- Provision of First Aid facilities.
- Registering and recording of action under the current COSHH regulations
- Identification and implementation of employee training needs.
- Arrangements for monitoring by safety audits of the procedures put in place under this policy.
- Ensure that all legal requirements are met in respect of present and future health and safety legislation.

**By the nature of the work being carried out the following employees will be responsible for the supervision of this policy in the day to day running of the following areas:-**

**OFFICE: Miss Marina Andrew.**

**SITES: Mr James Lymburn**

**ALL EMPLOYEES** have a responsibility to co-operate with **JJL GROUNDWORKS LTD** the working out of this policy Sec 7(b) HASAWA.

This can best be done by following a strict safety code as outlined in the company publication **HEALTH AND SAFETY** at **JJL GROUNDWORKS LTD** also by making full use of any protective devices provided.

The **SAFETY COORDINATOR** for all the work areas will be **Mr James Lymburn.**



**SAFETY MANAGEMENT SYSTEM – ARRANGEMENTS AND COMMUNICATION**

**PART 3 ARRANGEMENTS**

1) Risk Assessment

The Management of Health and Safety at Work Regulations call for risk assessments to be carried out for all workplaces and work activities and for significant risks to be documented to enable suitable control measures and safe working practices to be established and applied.

Work activities will be firstly assessed to determine the degree of risk which will be dependent on the likelihood of the accident/incident occurring and the probable severity of the consequence of that accident/incident.

Dependant on the degree of risk suitable control measures and safe working procedures will be adopted to enable elimination/reduction of the identified risks.

2) Training

The maintenance of safe conditions and activities depend upon the motivation and understanding of general principles of safety by staff and operatives at all levels. To enable this level of understanding safety training is required to ensure heightened awareness, safety management and subsequent safe operations in all areas of the Company's activities. This training will be implemented utilising specific external sources and/ or in house safety instruction and briefing sessions.

3) Safe Systems of Work

All operations are fully appraised in conjunction with the Company procedure which then confirms the specific requirements to be adopted during the activities. These specific requirements will be detailed within risk assessments and where necessary method statements.

4) Working at Height

The Company activities will require that persons will be required to work at heights on a regular basis. To ensure the safety of these persons this type of work will be risk assessed and the required control measures fully detailed.

Only suitably trained appointed persons will be authorised to erect or alter any item of scaffold and only suitably trained persons are to operate MEWP's and ensure they

comply with the manufacturer's guidelines and safe operating instructions. When operating `boom` type machines safety harnesses should be suitably attached and utilised.

#### 5) Manual Handling

Every effort will be made to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable a suitable and sufficient assessment of the task will be undertaken to enable reduction of the risk to the lowest level. This will include, where possible, use of mechanical aids and provision of information indicating manual handling techniques to be adopted.

#### 6) Personal Protective Equipment (PPE)

Suitable and sufficient PPE will be provided to employees when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

Safety Helmets, Hi Visibility Vests, Safety Footwear must be worn as a minimum standard on all contracts any non-compliance may be subject to disciplinary action which could lead to dismissal from company employment or activities

It is a legal requirement that employees correctly utilise the PPE provided and report defects or any loss to the Company immediately.

#### 7) Drugs and Alcohol

To assist in the safe performance of our duties, the Company operates a strict policy of NO ALCOHOL and NO DRUGS in the workplace. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry, which may lead to disciplinary measures being taken.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

#### 8) Hazardous Substances - (COSHH)

All substances used by employees or affecting our employees will be assessed with regard to health risks imposed. Health and safety data sheets products will be utilised as the basis for COSHH assessment. Where possible, hazardous substances will be substituted by another less harmful substance.

#### 9) Employee Consultation

Employees are consulted on a regular basis on relevant matters of health and safety in the workplace. Following consultation any substantial measures required to be undertaken are formally adopted and any systems of work modified and briefed to all concerned.

Communication briefings / Tool Box Talks will be such that legislated requirements are adhered to and that employees are made fully aware of matters having an impact on their health and safety.

#### 10) Fire Prevention

All employees are required to comply with company and Principal Contractor fire precautions including any specific risk assessment requirements.

#### 11) Site Housekeeping/ Waste Disposal

All work areas and access routes are to be kept clear of excess materials to avoid trip hazards. In addition regular clear ups of off cuts and debris will be undertaken. This waste shall be disposed of in a controlled, safe and environmentally proper manner.

#### 12) Work Equipment

All work equipment utilised by the Company should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions. All personnel who use work equipment and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instructions in the safe use of that equipment.

Work equipment must be utilised correctly in accordance with the safety instructions and never modified.

#### 13) Accident/Incident Reporting

All accidents/incidents, whether they result in injury or not must be reported to the supervisor or other premises management as soon as possible for recording in the Accident BI 510 Book and to enable investigation to establish the causation and required remedial actions necessary to prevent a recurrence.

Where necessary, notification to the enforcing authority may be required if a person suffers a major injury/over 7 day injury etc. Notification will be carried out in accordance with the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

A meeting will take place, not less than twice a year between representatives from Management and employees, to discuss health and safety issues. The objective of these meetings will be to support, by adopting a proactive approach to health and safety, the company in its " Safety MANAGEMENT System".

**An ACCIDENT DOCUMENT will be readily available in the office for employees to enter accident details.**

All accidents **MUST** be reported and entered into the accident document this must be done as soon as is possible after the accident.

**Any accident that requires first aid or medical attention MUST BE REPORTED TO THE NAMED PERSON OR SENIOR PERSON ON SITE, WHO WILL DECIDE ON THE APPROPRIATE ACTION TO TAKE. THE ACTION TAKEN TO BE RECORDED IN THE ACCIDENT DOCUMENT.**

It is the policy of the company to investigate all accidents. Employees are expected to co-operate in these investigations. The object of these investigations will be to identify the causes and introduce remedial measures.

The result of the investigations and the action taken will be recorded and kept on file.

### **FIRST AID FACILITIES ARE PROVIDED IN THE MAIN OFFICE**

Each employee has a duty to themselves and their colleagues to be “Safety Aware”. In that regard it is part of these arrangements that each one of us has a need to put right any health and safety problems observed during the course of our day to day work. If unable to do this, report the observation to the person with the responsibility for that work area.

### **EXAMPLES OF HAZARDS:-**

- Blocked access to work areas.
- Missing Guards.
- Items not stored in their proper place.
- Accumulation of rubbish.
- Trailing electrical leads.
- Damaged equipment.
- Non-compliance with safety instructions or Safety MANAGEMENT System of the company

### **EQUIPMENT / SUBSTANCES:**

Under the terms of this policy it is part of the arrangements that only items, equipment or substances approved by the Directors will be utilised in our work operations. Suppliers must satisfy Section 6 (1) of the HASAWA and any other related legislation.

## **CODES OF PRACTICE**

Any code of practice applicable to the work of **JJL GROUNDWORKS LTD** will form part of this policy.

## **RULES OF SAFETY**

- **Think before you act.**
- **Plan the job to be done.**
- **Consider safe working to be as important as the quality of your work.**
- **A place for everything and everything in its place.**
- **The state of your work area reflects you as a worker.**

## **KEEP IT TIDY!**

**For more specific information on health and safety issues, Management and employees are directed to the current company publication “Health and Safety at JJL GROUNDWORKS LTD”**

## **PROCEDURE FOR INDUCTION OF NEW EMPLOYEES**

This procedure should be carried out by a member of Management before the employee is given any work to do.

1. Ensure a full copy of the "SAFETY MANAGEMENT SYSTEM" is available to all employees if they require to see it. A copy of the "HEALTH AND SAFETY AT JJL GROUNDWORKS LTD" handbook document must be provided to each employee and the back page signed, dated and returned.
2. Go through the above documents and when the employee is conversant with the contents get them to sign the declaration of acceptance, found at the front of the document "**HEALTH AND SAFETY AT JJL GROUNDWORKS LTD**"
3. Explain to the employee that as a representative of the company it is expected that they will observe all rules of safety in whatever circumstances.  
Carry out the instructions as contained in **Form ICD 1** in section 4/b
4. Ascertain that they have the expertise required for the tasks expected of them. (Certificates, experience, observe them operating machinery etc.).
5. Issue any protective clothing or equipment that is necessary for the tasks to be performed, and get them to sign the PPE. Acceptance form (see section A page 21(d)).
6. If the employee is under 18 years of age explain that under the terms of current legislation they are not allowed to carry out certain tasks. These restrictions are put in place to protect them, they should be informed that the Management of JJL GROUNDWORKS LTD observe these regulations and if they are asked to carry out a restricted task, they should refuse and inform the Management who will support them.

**N.B. Under the terms of the Health & Safety (Young Persons) Regulations a specific assessment of risks must be carried out on all tasks expected to be done by young persons under the age of eighteen. This MUST BE DONE BEFORE THE YOUNG PERSON STARTS WORK ON THAT TASK.**

7. Give examples of the tasks restricted: -
  - a) Must not operate any power equipment.
  - b) Must not access heights unless supervised by competent person.
  - c) Must not use any power tools or equipment unless they have been trained, and then only under the direct supervision of a competent person.

8. Inform the local careers office on the appropriate form

Page 4 (b) Cont.

Name of company: JJL GROUNDWORKS LTD

**Form: ICD 1**

This form to be completed BEFORE an employee is allowed to work.

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Name:

Job Description:

Date:

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The following information / items were given to the above-mentioned person on the date as above. (For actioning and completion.)

**1. Induction as demanded by JJL GROUNDWORKS LTD** (MUST include but not necessarily be limited to the following items.)

- a) **Risk Assessments** appropriate to the job description.
- b) **COSHH Assessments** appropriate to the job description.
- c) **Work Method Statements** applicable to their duties.
- d) **Mandatory Provision of PPE** required by JJL GROUNDWORKS LTD and appropriate to the tasks being carried out. (Must be signed for and a copy kept on file).
- e) **Disciplinary procedure** for breaches of health and safety rules and regulations
- f) **Accident reporting** (Procedure to take when an accident occurs, location of Accident document).
- g) **First Aid** (Location of and access to First Aid).

2. The publication "Health and Safety at JJL GROUNDWORKS LTD (Must be signed for and acknowledgement slip kept on file.)

**3. ADDITIONAL ITEMS NOT COVERED ABOVE:** (Write on back of form.)

**The above requirements have been carried out by me in accordance with my responsibilities at JJL GROUNDWORKS LTD**

**Signed:**

**Date:**

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To be kept on file

## **JJL GROUNDWORKS LTD - Site Induction**

Operatives Name:	Trade:	Date:	Supervisor's Name:
Home Address:		Home Tel No:	Emergency Contact:
Any Medication Being Taken?			
Any Medical problems that could affect safety?			

### **Information**

#### **Tick**

1.	Notify inductee that _____ is the Principal Contractor for the project.	
2.	Notify inductee that _____ is the CDM designer for the project.	
3.	Explain the project objectives, nature of the works, describe the site. Notify arrangements for meals, location of the welfare facilities and site working hours.	
4.	Advise of any present hazards on site.	
5.	Notify inductee that _____ is the Project Manager and _____ is the Site Manager.	
6.	Inform where the Site safety Notice Board is situated and that all relevant documents are displayed (i.e. F10 Insurance Certificate, Fire/Emergency Plan, Project Management Plan , Safety Meeting Dates and Minutes. First Aid Arrangements.	
7.	Inform Inductee of site First Aiders and the location of the First aid Post and Accident.	
8.	Notify inductee of Emergency Procedures and Accidents/Incident reporting Procedures.	
9.	Advise that all Dangerous Occurrences must be reported to the client immediately.	
10.	State that responsibility for Health Safety is shared by all site staff and operatives and that the inductee is obliged to draw to the attention of client site staff any unsafe conditions, working practice or dangerous occurrence observed on site.	
11.	Explain fire extinguishers and where the Fire Points are located, escape routes and the Fire Assembly Point.	
12.	Explain the system for non-compliance of Site Rules and Safety Procedure on site.	
13.	Ensure the inductee has received, read and understood their Company's Safety MANAGEMENT System.	
14.	Ensure the inductee has received, read and understood the Work Method Statement/Risk	



	Assessment for the specific operations they will undertake.	
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## **Site Rules**

### **Tick**

1.	<b>Safety Helmets</b>	Safety Helmets must be worn at all times whilst on the site.	
2.	<b>Hi-Vis Jacket Vest</b>	High visibility Jackets or Vests must be worn when working or moving about the site.	
3.	<b>Footwear</b>	Suitable footwear in good condition incorporating a steel toe cap when moving about the site.	
4.	<b>Eye Protection</b>	Whenever there is potential risk of eye injury, suitable approved eye protection must be worn	
5.	<b>Hearing Protection</b>	If the site noise level or your particular operation exceeds 85dB(A), suitable ear defenders must be worn if the noise cannot be reduced at source.	
6.	<b>Banksman</b>	All lifting Machine/Crane operations and reversing vehicles with restricted rear and side vision must have a trained Banksman in attendance.	
7.	<b>Welfare Facilities</b>	Anyone found defacing or abusing the site welfare facilities will be removed from site	
8.	<b>Smoking</b>	Enter smoking policy here	
9.	<b>Housekeeping</b>	All working areas must be kept tidy. It is your duty to remove your waste to the appropriate skip daily.	
10.	<b>Hygiene</b>	The taking of meals or other refreshments within the building is prohibited. Use facilities provided.	
11.	<b>Fires</b>	The lighting of fires on site is strictly forbidden. A "HOT WORK PERMIT" system may be in use, check and ensure you obtain a permit daily.	
12.	<b>Emergency Exits</b>	All escape routes and exits must be kept clear at all times.	
13.	<b>Hand Tools/ Electrical Tools</b>	Only 110 Volt electrical tools are allowed. Training is required to change Abrasive Wheels/Discs (inc Stihl Saws) and cartridge tools.	
14.	<b>Scaffolding</b>	Do not alter or tamper with scaffold. See the Principal Contractor or your allocated Scaffolders, if you require scaffold alterations.	
15.	<b>Ladders/Steps</b>	You are not allowed to use stepladders on site.	
16.	<b>Excavations</b>	The client may operate a "PERMIT TO DIG" system. Do not proceed without a permit. Ensure the excavation is safe to enter.	
17.	<b>Confined Spaces</b>	Manholes, Ducts, Shafts, Trenches and small unventilated areas can be high risk. You will require a "CONFINED SPACE" permit to enter. If in doubt, ASK!	
18.	<b>Radios/ Personal Stereos</b>	These are not allowed on site at any time	

## **HAVE YOU ANY QUESTIONS TO ASK?**

INDUCTION COMPLETE - PLEASE SIGN BELOW.	
In confirm that I have received and understood the above induction and will comply with all site rules and control measures.	
Signed ..... (Inductee)	
I confirm that on ..... I have inducted .....	
In all the above matters.	Signed ..... site Supervisor/Manager
Ref. No. ....	



## **EMPLOYEE TRAINING**

It is the policy of **JJL GROUNDWORKS LTD** to provide training/instruction that will strengthen the safety awareness of its employees. To that end arrangements will be made to provide all employees with appropriate training/instruction as and when necessary.

Areas will be targeted, indicated by observations taken at site safety inspection, observations of accident trends and by consultation with employees.

Where a particular expertise or skill is required that is not available within the workforce, the Management will seek to supply this by employing outside help.

No one employed by **JJL GROUNDWORKS LTD** will be expected to carry out any task unless they have been trained to do so.

Employees are encouraged to identify any specific training need that they feel is required and relevant to the business of **JJL GROUNDWORKS LTD**

Employees will be expected to attend any training provided for them by Management. Employees will sign an attendance sheet when attending any training session and records will be kept on file in the office.

Any material/information provided for an employee at these training sessions, will be kept by the employee for reference purposes.

If any employee has received relevant training outside that provided by **JJL GROUNDWORKS LTD** it would be helpful if they could provide any certificates/documentation or inform the Management so that it can be recorded.



**JJL GROUNDWORKS LTD TRAINING DATABASE**

<b>Candidates Name</b>	<b>Health &amp; Safety Expiry Date</b>	<b>Manual Handling Expiry Date</b>
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## **SUB-CONTRACTORS**

**JJL GROUNDWORKS LTD** expects a high level of Health and Safety compliance by the companies they employ on sub-contract work. To this end the following criteria will be expected

1. All subcontractors will provide a copy of their Health & Safety Management System for **JJL GROUNDWORKS LTD** to inspect.
2. All statutory provisions in respect of the work being done must be carried out.
3. Equipment used by sub-contractors must comply with all relevant statutory provisions.
4. All power tools or electrical equipment brought on or into to a work area must be in a safe condition, complete with all necessary guards and safety devices and with any necessary certificates.
5. No alterations to work structures or formats to be carried out by sub-contractors without authority from this company's Management.
6. No departure from the original terms of contract unless written authority is given by a director of **JJL GROUNDWORKS LTD** or agent.
7. Sub-contractors employees must comply with any instructions in respect Health and Safety given by this company's site representative.
8. Any injury or damage caused by sub-contractors employees or working operations must be reported immediately to this company's site representative.
9. It is a policy of this company that all people entering a work area, for whatever purpose, will wear appropriate personal protection, unless an area has been designated "No Risk".
10. All Method Statements and Permits to Work **MUST** be strictly adhered to.
11. All sub-contractors must co-operate in any Site Safety Inspection commissioned by **JJL GROUNDWORKS LTD**
12. Any sub-contractor visited by any enforcing agency must report the visit to **JJL GROUNDWORKS LTD** in writing, within 24 hours.
13. Any breach of agreed Health and Safety provisions under the terms of a contract, will be deemed a breach of the contract, and will be dealt with in accordance with the seriousness of the breach.

## **Sub-Contractor Health & Safety Vetting Questionnaire**

**Company Name:**

**Company Address:**

**Telephone No:**

**Contact Person:**

**Position within Company:**

## Sub-Contractor Health & Safety Vetting Questionnaire

<b>SECTION 1</b>		<b>COMMENT</b>
<b>POLICY</b>		
Do you have a Health & Safety Policy Document/Management System?		YES / NO
<b>YES</b>	Attached a signed and dated copy of your policy statement.	
<b>NO</b>	Explain why you have no policy.	
Do you have a health & Safety Management System?		YES / NO
<b>YES:</b> Attached a signed and dated copy of your Management System		
<b>NO:</b> Explain why you have no Management System		
<b>GENERAL SAFETY MANAGEMENT</b>		
Do you have a company safety organisation chart?		YES / NO
<b>YES</b>	Attach a copy of the chart.	
<b>NO</b>	Explain why you do not have an organisation chart	
<b>SAFETY RESPONSIBILITIES</b>		
Do you allocate individual responsibilities?		YES / NO
<b>YES</b>	Attach details of safety responsibilities	
<b>NO</b>	Explain why you do not allocate responsibilities	
<b>HEALTH AND SAFETY ARRANGEMENTS</b>		
Does your policy include arrangements for Implementing the health & Safety MANAGEMENT System		YES / NO
<b>YES</b>	Attach lists of health & safety arrangements	
<b>NO</b>	Explain why you do not have such arrangements	



<b>SECTION 2</b>		<b>COMMENT</b>
<b>TRAINING</b>		
Do you have a health & safety training programme and keep records of training	YES / NO	
<b>YES</b>	Attach copy of training matrix and records.	
<b>NO</b>	Explain why you do not carry out health & safety training	
<b>SECTION 3</b>		
<b>RISK ASSESSMENT</b>		
Do you undertake formal risk assessments?	YES / NO	
<b>YES</b>	Send a sample risk assessment	
<b>NO</b>	Explain why you do not carry out formal risk assessments	
<b>SECTION 4</b>		
<b>METHOD STATEMENTS</b>		
When undertaking work for clients, do you provide method statements covering the nature of the work to be done and the measures to control risk inherent in the work undertaken?	YES / NO	
<b>YES</b>	Send an example of your method statements	
<b>NO</b>	Explain why you do not provide such method statements	

<b>SECTION 5</b>		<b>COMMENTS</b>
<b>CONTROL OF SUBCONTRACTORS</b>		
Do you ensure that all of your subcontractors are competent to undertake the work?	YES / NO	
<b>YES</b>	Send details of how you assess their competence	
<b>NO</b>	Explain why you do not assess your subcontractors	
<b>SECTION 6</b>		
<b>HEALTH &amp; SAFETY ASSISTANCE</b>		
Do you have a full time safety adviser, or access to specialist safety advice?	YES / NO	
<b>YES</b>	Give details	
<b>NO</b>	Explain how you obtain health & safety advice and information	
<b>SECTION 7</b>		
<b>HEALTH SURVEILLANCE</b>		
Following a risk assessment have you ever needed to provide health surveillance?	YES / NO	
<b>YES</b>	Provide evidence of how you monitor compliance	
<b>NO</b>	Explain why you do not monitor compliance	

<b>SECTION 8</b>		
<b>ACCIDENT/INCIDENT RECORDS</b>		
Do you keep accident/incident records?		<b>YES / NO</b>
<b>YES</b>	Please provide your company records for the last 3 years	
<b>NO</b>	Explain why you do not keep accident/incident records	
<b>SECTION 9</b>		
<b>HEALTH &amp; SAFETY NOTICES OR PROSECUTIONS</b>		
Has your company been prosecuted or had a prohibition or improvement notice served against you under health and safety legislation in the last 5 years?		<b>YES / NO</b>
<b>YES</b>	Please provide details	

SIGNED.....

POSITION..... DATE.....

**Failure to observe the requirements set out in this document, or provide the documentation Requested will preclude your company from being placed on the list of Approved Contractors.**

## **EMPLOYERS DUTY TO THOSE OUTSIDE EMPLOYMENT**

Section 3 of the Health and safety at Work Act places a legal duty on employers to make satisfactory arrangements during their working operations, that those outside their employ are not put at risk.

The majority of the work being carried out by **JJL GROUNDWORKS LTD** will be within the confines of a site, our offices and yard area. However there will be visitors onto our premises and so such arrangements as are necessary will be provided. Appropriate signs will be posted to indicate areas with particular hazards (i.e. Noise Areas).

When any work proper to **JJL GROUNDWORKS LTD** is carried out outside the confines of the yard, such as loading and unloading. The safety of others, not in the employ of **JJL GROUNDWORKS LTD** must be a priority.

When employees of JJL GROUNDWORKS LTD are employed at or in premises of clients they must observe all safety control measures to ensure a safe system of work.

Employees must always co-operate with any safety measures introduced by our clients. Section 4 of the Health and Safety at Work Act places a legal duty on our client to provide the necessary safe working environment that will facilitate our safe working.

**WE SHOULD DO NOTHING THAT WOULD PREJUDICE OUR CLIENTS POSITION IN RESPECT OF THAT DUTY!**

**BY CARRYING OUT THE INSTRUCTIONS AND GUIDANCE IN THIS DOCUMENT WE ARE NOT ONLY CARRYING OUT OUR LEGAL OBLIGATIONS, BUT WE ARE ALSO PROTECTING THE LEGAL INTEREST OF OUR CLIENTS.**

## **COMPANY DISCIPLINE PROCEDURE**

**Under the terms of the Health and Safety at Work Act JJJL GROUNDWORKS LTD has a legal duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.**

To this end **JJJL GROUNDWORKS LTD** encourage its employees to bring to its notice any part of its Safety Management System that they feel is lacking in this regard.

However, it must be pointed out that it is not enough that **JJJL GROUNDWORKS LTD** implement the measures of the Health and Safety at Work Act. Without the co-operation of you, the employees, it would be an investment without any return.

**Under the terms of Section 7 of the Health and Safety at Work Act, you the employees have a legal duty to take reasonable care for your own health and safety, also that of your colleagues. It also places a duty upon the employee to co-operate with the employer in enabling them to carry out their legal duties under the Act.**

It therefore follows that **JJJL GROUNDWORKS LTD cannot and will not** take a lighter view of a breach in safety rules and regulations than the Act does. It is for this reason that such a breach will be taken very seriously by the Directors and will be treated in accordance with the seriousness of the breach, under the terms of the company discipline code.

**YOU THE EMPLOYEE ARE OUR BIGGEST ASSET. WE WISH TO SEE YOU COMPLETE YOUR EMPLOYMENT WITH US SAFE AND HEALTHY.**

### **Discipline, Appeals and Complaints**

**Discipline:** All employees have a legal obligation to co-operate with the Company and to comply with the law in matters of Health and Safety. Failure to do so or to follow safe working practices will result in disciplinary action. This is covered in the Terms of Employment.

**Right of Appeal:** Any employee who has received a verbal warning, which he/she considers unjustified, may ask for the matter to be referred to the Director responsible for Health and Safety who, after investigation, may confirm or cancel the warning. Written warnings, suspension or dismissal are covered in the Terms of Employment.

**Complaints:** Complaints of employees concerning Health and Safety must be referred to your immediate Supervisor, who will attempt to settle the problem. If the parties fail to agree, the employee may then refer the matter to the Contract Manager for discussion with the Health & Safety Consultant and others, if appropriate.

**JJL GROUNDWORKS LTD**

**HEALTH AND SAFETY INSTRUCTION NOTICE**

NAME OF OFFENDER:

DATE:

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The following items have been identified as being in breach of current requirements as specified by legislation, code of practice, or instructions contained as part of the company Safety MANAGEMENT System.

**You are therefore instructed to: rectify before work can continue \***

**Rectify by\*** \_\_\_\_\_ **hrs on** \_\_\_\_\_ **\*delete as necessary.**

**Signed:**

**Date:**

**Time:**

---

**Description of breach:**

---

**Specific location of breach:**

---

**Statement of remedial action taken.**

**The above breaches were rectified at** \_\_\_\_\_ **hrs on the** \_\_\_\_\_

**Signed:**

**Date:**

**This form to be sent to the office when remedial work is completed.**

## **GOOD HOUSEKEEPING**

A basic requirement for ensuring the health and safety of the employees of **JJL GROUNDWORKS LTD** is an organised, tidy workplace.

Hazards can be reduced if floors, passages, access routes and stairs are kept clear of materials, tools, rubbish and trailing leads.

All waste roofing materials are removed from the roof and scaffolds as soon as work is completed. All materials must be secured to prevent them falling. **DO NOT THROW MATERIALS DOWN TO THE GROUND.**

Everyone in a workshop, or in an office should think before they place any item in such a position that it could cause an accident.

All rubbish should be cleaned away on a regular basis and not allowed to accumulate.

Broken glass or other sharp objects must be disposed of very carefully and never left exposed in a waste receptacle.

Vehicles should not be so overloaded that their contents drop onto work areas or access routes.

Spilt liquids can cause many accidents, so **always** clear up such spills immediately.

Many accidents can be avoided if only people would think before they acted.

Store your work materials in a safe and orderly manner; it will make your work easier and more effective.

### **REMEMBER A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE.**

If you see something which you think is a potential hazard, you should not assume that someone else is dealing with the problem. Make it your problem and report it to Management to deal with.

If you see something that is actually causing a hazard, **REPORT IT RIGHT AWAY TO MANAGEMENT FOR ACTION TO BE TAKEN.**

## **ALCOHOL AND DRUGS POLICY**

**JJL GROUNDWORKS LTD** recognises that the excessive use of alcohol or drugs can lead to an increased risk of accidents, as well as long term adverse affects on the health of the individual concerned.

In order to prevent the possibility of increased accidents at work, **JJL GROUNDWORKS LTD** requires that no employee or sub-contractor shall:

- a) report or try to report for duty having just consumed alcohol or be under the influence of drugs of abuse.
- b) report for duty in an unfit state due to the use of alcohol or drugs.
- c) be in possession of drugs of abuse in the workplace.
- d) consume alcohol or drugs whilst on duty.

**Employees MUST** inform **JJL GROUNDWORKS LTD** of any medication which may affect the operation of work equipment. i.e. Causing Drowsiness

**JJL GROUNDWORKS LTD** will treat any departure from these rules very seriously.

**JJL GROUNDWORKS LTD** reserve the right to remove from their premises any person who due to drugs or alcohol they feel is unfit to work safely.



## **POSTERS AND DIRECTIVES**

**JJL GROUNDWORKS LTD** have placed around their work site posters that are relevant to the work being carried out. These are indicating the measures that **MUST** be taken by employees working in those areas to maintain their health and safety.

They are not there to make life difficult for our employees, but to ensure their employment with **JJL GROUNDWORKS LTD** is in accordance with the demands placed on the company by current health and safety regulations, and so compliment our Health & Safety Policy Document/Management System in ensuring a healthy and safe working environment.

## **EMERGENCIES AND FIRST AID**

### **EMERGENCIES**

Hopefully we will not have the occasion to put into practice an emergency procedure. However such a procedure will form part of the **JJL GROUNDWORKS LTD** Safety MANAGEMENT System. All employees must make themselves fully aware of the evacuation procedure and location of emergency exits. On evacuating the offices all employees must report to the designated assembly point (e.g. The Main Gate Entrance.) Once there they must report to a member of Management who will take a roll call to ensure all are present. If such an emergency occurs that did or could have caused injury to anyone the Managing Director will determine the level of investigation required.

### **FIRST AID**

Prompt first aid may save a life or lessen the consequences of an injury. If an injury occurs you should make immediate use of any first aid facilities available. All work areas will have access to first aid facilities. (Kept in the office)

An ambulance must be called if the injury is serious or if you have any doubts about the person's condition. If they can walk without pain it may be quicker to use the nearest vehicle to get them to hospital. The ambulance service must be informed if heart failure or exposure to dangerous substances is suspected so that they can arrive appropriately prepared.

Do not move a seriously injured person if it can be avoided, unless resuscitation is necessary. If the casualty must be moved, be very careful with them, particularly if the victim complains of back pain or when broken bones are suspected.

With burns, the affected parts should be cooled with water where possible. This is especially helpful with smaller burns; these should be held under slowly running water for several minutes.

The casualty should be made comfortable, kept lying down and warmed with rugs or coats. These should be placed under and over the patient if it can be done gently.

Unconscious casualties should be placed on their side with the one arm clear of the back This is commonly known as the recovery position and will prevent the tongue from blocking the windpipe and enable any vomit to escape without choking the patient

### **NEVER GIVE ANYTHING TO DRINK!! !!**

**In all emergency situations the professional emergency services should be the first consideration.**

## **ACCIDENT REPORTING**

If you have an accident at work, no matter how trivial it seems, you must report it in the company accident document provided by **JJL GROUNDWORKS LTD**

Unless the accident occurred whilst driving it will normally be regarded as an industrial accident, which means you must report the incident and have it recorded in the accident document within 24 hours. **If you are unable to do this yourself, it is acceptable for someone else to do it for you.**

**It is the company policy to investigate all accidents. The object of this is to try and identify the accident causes so that a repeat of the accident can be avoided.**

To assist in these investigations you will be asked to complete **FORM A. (ICD 5)** It is in all our interests that as much detail as possible is included; from this Management can decide if a visit to the accident site is necessary.

The results of the investigation will be kept on file in the office.

N.B. If an accident is not reported for inclusion in the company accident document within the 24 hour period the company will note the incident, but will not necessarily accept that the accident happened during working operations, unless this can be independently verified.

There are cases where **JJL GROUNDWORKS LTD** has a legal responsibility to report certain injuries to the Health & Safety Executive. This is provided for under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. It will be the responsibility of the Managing Director to ensure a procedure is in place to facilitate such reports.

**JJL GROUNDWORKS LTD**

**INDUSTRIAL ACCIDENT/INCIDENT REPORT (Form 'A')**

(To be completed by the injured person)

**Details of ALL Accidents/Incidents MUST be reported and an entry made in the ACCIDENT DOCUMENT.**

Once this Form 'A' has been completed please hand it to the person supervising your work unit who will forward it to the office for recording.

If the injured party cannot fill in this form then another employee can fill in the details as well as their knowledge of the accident/incident will allow.

**Name of injured person:** \_\_\_\_\_

**Date of accident/incident** \_\_\_\_\_

**Time of accident/incident** \_\_\_\_\_

**Specific location of accident/incident** \_\_\_\_\_

**In your own words explain what happened: (What task was being carried out? What tools were being used? What PPE was being used? What went wrong? etc.).** \_\_\_\_\_

\_\_\_\_\_

**Describe the events leading to the accident/incident: (Was the task planned? Could you access the task without obstruction? Was the task straightforward? etc.).** \_\_\_\_\_

\_\_\_\_\_

**Specific part of the body affected (Left leg, Right hand, etc.).** \_\_\_\_\_

\_\_\_\_\_

**Names of witnesses: (Actually seen or heard something).** \_\_\_\_\_

**Date entered in accident document:** \_\_\_\_\_

Signed: \_\_\_\_\_ (Injured person).

Due to the incapacity of the injured person Form "A" was completed by:

\_\_\_\_\_

**JJL GROUNDWORKS LTD**

**INDUSTRIAL ACCIDENT/INCIDENT WITNESS STATEMENT (Form 'B')**

(To be completed by any witness to an industrial accident/incident)

**As a witness to an industrial accident/incident your comments on what you saw or heard can be a great help in establishing the cause or causes that led to the accident/incident. By identifying such causation we can eliminate them thus ensuring that a similar or more serious accident/incident does not recur.**

**Once this Form 'B' has been completed please hand it to the person supervising your work unit who will forward it to the office for recording.**

**NOTE: YOU CAN ONLY GIVE INFORMATION ON WHAT YOU ACTUALLY SAW OR HEARD YOURSELF!**

**Name of witness:** \_\_\_\_\_

**Date of accident/incident:** \_\_\_\_\_

**Time of accident/incident:** \_\_\_\_\_

**Specific location of accident/incident:** \_\_\_\_\_

**In your own words describe what you saw or heard:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you wish to add more to your statement than this Form 'B' allows please continue on the back of the form and sign at the bottom.

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

Address \_\_\_\_\_

\_\_\_\_\_

**JJL GROUNDWORKS LTD**

**INDUSTRIAL ACCIDENT/INCIDENT INVESTIGATION REPORT (Form 'C)**  
**(For guidance please see the notes appropriate to Form 'C)**

Name of injured person \_\_\_\_\_

Date of accident/incident \_\_\_\_\_

Specific location of accident/incident \_\_\_\_\_

\_\_\_\_\_

Nature of injury: \_\_\_\_\_

\_\_\_\_\_

**1. Had personal protective equipment/clothing been provided as part of a safe system of work for the task being carried out?**

**If so, was it being used/worn at the time of the accident/incident?**

**If not give details?**

**2. Had any procedures or training been introduced to cover the task being performed?**

**3. Were these being carried out?**

**If not please state the omissions:**

**4. Describe your findings of events leading up to the accident/incident:**

**5. What contributing factors/causes led to the accident/incident?**

**6. What action has been taken to prevent a recurrence?**

**7. What other action has been taken?**

**Signature of investigator:** \_\_\_\_\_

**Address of investigator:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The information on this Form "C" is the property of the company and as such can be used as and when litigation is anticipated by or against the company.**

**This Form 'C' should be kept on file for a period of not less than three years.**

**WHEN COMPLETED SEND TO THE OFFICE.**

**REMEMBER THE INFORMATION YOU GIVE IS CONFIDENTIAL.**

## **EMPLOYEE HEALTH SURVEILLANCE**

**JJL GROUNDWORKS LTD** recognises that good employee health is important. The nature of the type of work undertaken by the company and a review of the substances used, would indicate that statutory health surveillance is not required.

However, the company will ensure that during their employment, ill health as a result of exposure to substances and articles used during the course of their work will be identified, then eliminated or adequately controlled.

All substances and materials will be subject to the company COSHH assessment procedures and Personal Protective Equipment (PPE) procedures. These procedures will identify any materials/substances, which could affect employee health, in the short or long term.

It shall be the duty of all Site Supervisors to ensure that all substances used on their site are suitably and sufficiently risk assessed. These assessments must be read and understood by all operatives. The Control Measures indicated must be followed, to minimise exposure, which could lead to ill-health. PPE is a vital part of this control measure, when engineering controls and other safe systems of work have been established.

Health Surveillance will be a requirement under specific health and safety regulations, for example, working with Asbestos and Asbestos containing materials, working with Lead and work involving radioactive substances. Other substances may also require health surveillance. This will be included in the manufacturers Materials Safety Data Sheets (MSDS). Health Surveillance will be introduced where this is the case.

**JJL GROUNDWORKS LTD** will require all new employees to complete a 'New Starter' questionnaire, which includes questions on any ill-health condition that the individual may suffer from. Where Health Surveillance is considered appropriate for an individual or group of employees, a health record will be kept and this will be filed for at least the duration of the individual's employment.



## **PERSONAL PROTECTION EQUIPMENT**

### Personal Protection Equipment at Work Regulations

It is part of the "Safety Policy Document/Management System" of **JJL GROUNDWORKS LTD** that the above regulations are observed. To this end all employees will be provided with the appropriate protective equipment for the job being done.

It follows that any employee issued with such protective equipment **MUST** use it for it to be effective. It is therefore a requirement of employment at **JJL GROUNDWORKS LTD** that such equipment is respected and taken care of.

Each employee on receiving such equipment will be asked to sign an acceptance form (Example attached).

The following information in this section is placed there for your information and protection. It is in every employee's interest that this information is read and acted upon.

Employees **must** report any loss or obvious defect in **PPE** to his supervisor immediately.

## **PERSONAL PROTECTION EQUIPMENT**

Protective clothing and equipment play a vital part in accident prevention and it is the policy of **JJL GROUNDWORKS LTD** to provide that PPE necessary to protect their employees.

It is the duty of the employees of **JJL GROUNDWORKS LTD** to use the equipment/clothing provided when carrying out work, which requires the use of PPE.

### **HEAD PROTECTION**

**The Health and Safety Executive have now given directives concerning the wearing of head protection on sites. Whenever any work is being carried out above head height, or there is likelihood of falling materials, such as in scaffolded areas, such head protection should be worn.**

**ALL EMPLOYEES OF ADAM MCPHEATORS BUILDING CONTRACTORS LTD WILL BE EXPECTED TO WEAR HEAD PROTECTION WHEN WORKING IN SUCH DESIGNATED AREAS.**

### **EYE PROTECTION**

#### **Protection of Eyes Regulations**

Section 11 of the above Regulations place a requirement upon employees to use the protection provided for them by their employer. In simple terms this section states.

"Every person who is provided with eye protection, **MUST** wear the said protection at all times while they are employed on that specific process or while they are employed in a place where there is reasonable foreseeable risk of injury to the eyes".

#### **YOU MUST WEAR EYE PROTECTION IN THE FOLLOWING AREAS OF WORK:**

- **Sanding wood.**
- **Using abrasive wheels.**
- **Wherever airborne particles are released by work operations.**
- **Using chemicals, Solvents and other substances.**

## **EAR PROTECTION**

You must wear ear protection wherever signs indicate you are entering a hearing hazard zone. You must also wear ear protection if the work you are doing is noisy (see section B page 3 (a) & (b)).

**Damage to hearing through noise exposure can be permanent.**

**Ear Protection MUST be worn whenever there is a reasonably foreseeable risk of damage to hearing. If you have to shout to make yourself heard because of the noise, YOU NEED EAR PROTECTION.**

## **HAND PROTECTION**

You only have one pair of hands so look after them.

Gloves are provided for your protection so wear them.

If you wear rings on your fingers you should consider removing them or taping over them before starting work. Rings can all too easily catch on sharp edges or projections so be extra careful, better to be safe than sorry. **Particularly when operating machinery.**

### **ALWAYS USE GLOVES WHEN**

- \* **Loading or unloading vehicles.**
- \* **Handling sharp or rough objects or materials.**
- \* **Dealing with coated materials.**

**Whenever there is reasonably foreseeable risk of damage to hands.**

## **BODY PROTECTION**

Do not let work clothing become impregnated with Solvents or flammable substances. Protect your skin and clothing by wearing overalls.

Solvent impregnated clothing can easily catch fire. Overalls should be cleaned on a regular basis, or if disposable, changed regularly.

**JJL GROUNDWORKS LTD**

**PPE Issue Note FORM ICD 2**

**P.P.E REGS**

As a company committed to your safety **JJL GROUNDWORKS LTD** will provide you with the appropriate personal protection equipment applicable to the work you are doing. The provision and use of this equipment is a part of the company Safety MANAGEMENT System. As such you are expected to use it in accordance with its designed purpose and report any defects as and when they happen so that replacements can be provided. Any misuse of personal protective equipment will be deemed a disciplinary offence.

<b>PERSONAL PROTECTION EQUIPMENT</b>	<b>TYPE</b>	<b>DATE OF ISSUE</b>	<b>DATE OF RETURN</b>
Head Protection			
Eye Protection			
Ear Protection			
Respiratory Protection			
Hand Protection			
Foot Protection			
Overalls			
other (Specify)			

I understand that the above equipment is provided for my protection whilst at work. I also understand that to provide the protection it was designed to give relies on proper care and use, I therefore agree to take reasonable care of the equipment and report any defects as soon as is practicable.

I further acknowledge that the equipment remains the property of **JJL GROUNDWORKS LTD** and will therefore be returned at the completion of my employment or at any time on request.

NAME

SIGNATURE

DATE

- Top copy to file, bottom copy to be retained by employee.

## **PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS**

### **Training Requirements.**

#### **Introduction**

Personal Protective Equipment (PPE) should always be considered the 'last resort' when addressing potential risks in the workplace. **JJL GROUNDWORKS LTD** will provide suitable and sufficient Risk Assessments to ensure any risk to health & safety is properly dealt with through elimination, substitution, engineering controls and safe systems of work, in conjunction with the Principal Contractor's specific site rules.

Where the risk cannot be controlled or entirely eliminated, PPE will be issued and suitable information, instruction and training given by the Site Supervisor.

#### **Contents of the training**

Users of the PPE must be shown the proper use of the protection. How to check its component parts to ensure it is complete and serviceable. How to correctly fit and wear the protection. The training should include elements of theory as well as the practical use of the equipment. This may include recommendations and instructions supplied by the PPE manufacturers.

#### **Reporting loss or defective PPE**

The **JJL GROUNDWORKS LTD** Site Supervisor will, during his company induction with new operatives arriving on site for the first time, check the PPE brought onto site by the new operatives. The Supervisor will ensure the PPE is in good order and suitable for the tasks to be undertaken. **Any PPE not to standard must be withdrawn and replaced.**

The required PPE not in their possession will be issued, recorded and signed for on the standard company form. The recipient will be informed that any defect or loss of PPE **must** be reported to the Supervisor immediately.

Any 'special' PPE not on personal issue must be made readily available by the Supervisor. (i.e. Respirator, safety harness, full face shields etc.).

**'LOSS OR UNAVAILABILITY OF PPE IS NO EXCUSE FOR  
NON-COMPLIANCE'**

**JJL GROUNDWORKS LTD**

**SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING**

<b>PPE</b>	<b>TRAINING NOTES</b>	<b>DATE</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
Head Protection	<p>Regulation 4 of the PPE AT WORK REGS and the CONSTRUCTION (HEAD PROTECTION) REGS requires head protection to be worn in hazardous areas. Most, if not all construction sites will enforce head protection at all times whilst on site. You are responsible for checking your hard hat. Any helmet showing more than superficial ‘scuffing or abrasions’ to the shell should be replaced. You must not deface or paint your hard hat. The head harness must be in good order and correctly fitted to the shell. Remember, head harnesses are not interchangeable between different makes. Check the date of the helmet and replace if beyond the manufacturers recommended time scale. Ensure that any other PPE you may be required to wear, is compatible with your safety helmet. Do not wear your safety helmet with the peak to the rear. When working at height or in high winds, it may be necessary to fit a chin strap to your helmet to prevent it falling. Store helmet in a clean place. Keep away from heat and light. (e.g. rear window of your car).</p> <p><b>SAFETY HELMETS APPROVED TO EN 379 ONLY.</b></p>			

**JJL GROUNDWORKS LTD**

**SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING**

<b>PPE</b>	<b>TRAINING NOTES</b>	<b>DATE</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
Ear Protection	<p>LISTEN! YOU ONLY HAVE TWO EARS, they have to last you a lifetime. Noise in the workplace is the most common cause of hearing impairment and like radioactivity, we can only tolerate a limited daily dosage. How harmful the noise is depends on the exposure time and the 'loudness'. CONSIDER! 5 MINUTES CARELESSNESS DURING A WORKING DAY COULD RESULT IN IMPAIRED HEARING FOR THE REST OF YOUR LIFE. If the noise cannot be eliminated or reduced below <b>85db(A)</b> at source, then ear plugs or ear protectors <b>must</b> be worn. Ensure the ear protectors are compatible with other PPE and are kept in a clean serviceable condition. Also, ensure the protectors will give you adequate protection (i.e. reduce the noise at the ear to below <b>85db(A)</b>.                      If you chose ear plugs, ensure your hands are clean before fitting and removing, to prevent ear infections.  <b>EAR PROTECTORS APPROVED TO EN 352-1</b>  <b>EAR PLUGS APPROVED TO EN 352-2</b></p>			

**JJL GROUNDWORKS LTD**

**SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING**

<b>PPE</b>	<b>TRAINING NOTES</b>	<b>DATE</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
Eye Protection	<p>Your eyesight is precious and cannot be replaced. So look after it. Every effort will be made to eliminate or reduce the hazard at source. Where eye protection is still required by law, or specific Risk Assessment, it will be provided. You <b>must</b> comply by wearing it and caring for it, keeping it in good order and serviceable. It is important to ensure you are wearing the correct eye protection for the task, for both safety and comfort. <b>If in doubt, ask your Supervisor or Safety Adviser.</b></p> <p>Eye protection comes in many forms, to differing standards. (e.g. Safety Spectacles, inc. Prescription. Eyeshields, goggles and full face shields). Providing protection for <b>Dust / Chemicals / Impact / Molten Metal</b>. Do not allow your eye protection to become so scratched / damaged / dirty that you cannot see clearly through them. <b>CHANGE THEM!</b></p> <ul style="list-style-type: none"> <li>*Box goggles are the only protection against dust.</li> <li>*Safety Spectacles must not be used for impact hazards.</li> </ul> <p>Stocks of eye protectors are kept in the site office. Ask your Supervisor for advice.</p> <p><b>EYE PROTECTION APPROVED TO BS 2092</b></p>			



**JJL GROUNDWORKS LTD**

**SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING**

<b>PPE</b>	<b>TRAINING NOTES</b>	<b>DATE</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
Respiratory Protection	<p>Choosing the right respiratory can seem daunting, but the type you will require will be listed in the specific Risk Assessment for the task to be performed. <b>Remember! No respiratory protection gives 100% protection.</b> Generally, in our industry, we use the single shift disposable paper type.</p> <p>This paper type physical face mask may only give limited protection for dust and <b>no</b> protection against fumes or vapours. The Site Supervisor will ensure that you are given the right type and made readily available. As with all other protection measures, the respirator / mask should be considered “last resort”. Elimination, substitution, engineering controls and safe systems of work <b>must</b> be addressed first. Any residual risk can then be controlled with PPE. The chosen Respiratory Protective Equipment (RPE) must suit the hazard, fit the user, be checked prior to donning and worn at all times when the hazard is present. <b>RPE is approved under EN 149. 2001 FFP1, FFP2, and FFP3.</b> FFP1 being the lowest protection factor and FFP3 being the highest protection factor and required as a minimum. Ensure you have adequate protection.</p>			

**JJL GROUNDWORKS LTD****SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING**

<b>PPE</b>	<b>TRAINING NOTES</b>	<b>DATE</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
Hand Protection	<p>Anyone who does a job of work is dependant on their hands. You only have one pair, <b><u>look after them.</u></b> The wearing of gloves in hazardous conditions is a legal requirement and is covered by <b><u>The Personal Protective Equipment Regulations. Regulation 4.</u></b> JJL GROUNDWORKS LTD will provide the appropriate gloves for the hazards. These hazards are categorised as follows:- <b><u>Mechanical Hazards.</u></b> These are associated with the handling of rough or sharp objects, which could abrade the skin. The handling of roofing tiles and slates is an example. Moving machinery <b><u>is not</u></b> classed as a mechanical hazard. In fact, it is extremely dangerous to wear gloves when they could become caught in moving parts or serrated edges. <b><u>Machine guards must always be in place.</u></b> Ensure you wear the approved type of glove for this category of hazard. These will be to <b><u>BS EN 388. with abrasion rating 1 to 5.</u></b> No.1, being the lowest performance rating.</p>			

**JJL GROUNDWORKS LTD**

**SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING**

<b>PPE</b>	<b>TRAINING NOTES</b>	<b>DATE</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
Hand Protection (cont'd)	<p><b><u>Chemical Hazards.</u></b> Whether total immersion, or merely splash is involved, any substance, which would irritate, inflame or burn the skin is classed as a chemical hazard. Some substances can cause the skin to become sensitised over a period of time, while others have an immediate and painful effect. <u>Lead, Mortar, Additives, Petrol, Diesel, Solvents, Coatings, Bitumen Mastics etc.</u> are examples of potentially hazardous materials you may work with. <b><u>Gloves with knitted wrists and / or open backs are NOT suitable for chemical protection.</u></b></p> <p>If you are working with a new or different material or substance, ensure you have the correct hand protection. Gloves for these hazards will be to <b>BS EN 374.</b></p>			

**JJL GROUNDWORKS LTD**

**SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING**

<b>PPE</b>	<b>TRAINING NOTES</b>	<b>DATE</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>
	<p>Falls from height account for approximately <b>50%</b> of all fatalities in the construction industry . The law demands that <b><u>all falls</u></b> must be prevented. A safe system of work <b><u>must always</u></b> be adopted when working off the ground. All edges must be protected. Handrails and toe boards in place on scaffolds. Proper safe access to height.</p> <p>However, there are situations when fall prevention may not be practicable and <b>fall arrest</b> methods are employed. These could be nets or crash bags, which are fitted in place as an overall protection, or a <b>Safety Harness</b> for individual protection.</p> <p>Safety harnesses must be properly inspected prior to use and fitted correctly. <b><u>A thorough inspection by a competent person will be carried out every 2 MONTHS.</u></b></p> <p>When checking a harness ensure all webbing is in good order, with no serious cuts or fraying. All metal rings and buckles must be sound and not distorted. They must be kept clean. <b>Do not use any solvents or chemicals to clean the harness.</b> Check the safety lanyard for damage and ensure the attachment ‘snaphook’ is working correctly and not distorted. Store in a dry place out of direct sunlight.</p>			

## LADDERS & STEPS

Ladders and steps are not a regular tool of the trade being carried out by **JJL GROUNDWORKS LTD** However whenever such items have to be used care must be taken to ensure safe use.. It is for this purpose that the following rules are a mandatory requirement for **ALL EMPLOYEES**.

- Always check the ladder and steps before use. **If in any doubt do not use!**
- Ensure that there is always clear access to top and bottom of ladder
- Ensure angle of ladder is at 4:1
- Use a ladder size suitable for the job. (The ladder should extend approximately 1m. past a landing place).
- Wherever possible secure the ladder by **lashing TOP (LASH BOTH STILES AND NOT THE RUNG) AND STABILISE THE BOTTOM.**
- If unable to lash the ladder have someone stabilise the ladder by footing the base whilst work is in progress from the ladder.
- Always have three points of contact with the ladder when in a working position.
- Never stretch to reach the work in hand. **MOVE THE LADDER.**
- When climbing grip the rungs and not the stiles
- Only one person on a ladder at any one time.
- Never climb or descend a ladder carrying a heavy load.
- Always face a ladder when ascending or descending.
- When using steps never stand on the top step and position steps so that they are facing the work position.

**ALWAYS REPORT ANY DEFECTS ON LADDERS AND STEPS.**

## LADDER INSPECTION CHECKLIST

**DEPARTMENT** .....

**LADDER TYPE** .....

**LADDER IDENTIFICATION NO.** .....

Condition	
<b>OK</b>	<b>Faulty</b>

- Identification** - missing or illegible
- Stiles** - cracked, split or broken
- Stiles** - twisted or distorted
- Rungs** - cracked, split or worn
- Rungs** - loosed (considered loose if they can be moved at all by hand)
- Rungs** - damaged, worn or missing
- Plugs** - damaged, worn or missing
- Clutch (Ext.)** - damaged, worn or missing
- Fittings** - rusted, corroded, damaged, worn or missing
- Fasteners** - rusted, corroded, damaged, worn or missing
- Ropes** - damaged, worn, badly deteriorated or missing

**REMARKS**

**Inspected by:** ..... **Date:** .....



## **WORKING ALONE**

See detailed Risk Assessments.



## **THE WORK AT HEIGHT REGULATIONS**

**During the year 2013/2014 there were 42 fatal injuries to workers in construction, 9% lower than the average figure of 46. The latest rate of fatal injury is 1.98 per 100 000 workers, compared to a five-year average of 2.07.29% of these fatalities were related to work at height.**

**Working at height remains the single biggest cause of workplace deaths and one of the main causes of major injury.**

**This document is written for employers, the self-employed and anyone who works at height. It tells you what you need to do to comply with the Work at Height Regulations, as amended by the Work at Height (Amendment) Regulations. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.**

### **Using this information**

1. This document summarises what you need to do to comply with the Work at Height Regulations. Some industry/trade associations may have produced more detailed guidance about working at height. You can also find more information on the HSE website.
2. It has been written so that in most cases it can be used without access to the Regulations. However, it may be useful to have the Regulations to hand if you require more information.
3. These Regulations have been made to prevent the deaths and injuries caused each year by falls at work.

### **Why are these rules important?**

4. They replace all the earlier regulations about working at height. The Work at Height Regulations consolidate previous legislation on working at height and implement European Council Directive 2001/45/EC concerning minimum safety and health requirements for the use of equipment for work at height (the Temporary Work at Height Directive).

### **What is 'work at height'?**

#### **Regulation 2**

5. A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.
6. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but we would not be inclined to apply the Regulations to a mounted police officer on patrol.

## What do the Schedules to the Regulations cover?

7. They cover the detailed requirements for:

Schedule

Existing places of work and means of access for work at height	1
Collective fall prevention (eg guard rails and toe boards)	2
Working platforms	3
Collective fall arrest (eg nets, airbags etc)	4
Personal fall protection (eg work restraints, work positioning, fall arrest and rope access)	5
Ladders and stepladders	6
Inspection reports (for working platforms in construction only)	7
Revocations	8

## Do the rules apply to you?

Regulations 3 and 14

8. The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (eg facilities managers or building owners who may contact others to work at height) to the extent they control the work.
9. Paid instructors or leaders of caving or climbing activities may use recognised alternative means of rope access and work positioning that does not make provision for two separately anchored ropes, providing they maintain an equivalent level of safety.
10. If you are an employee or working under someone else's control, regulation 14 says you must:
  - Report any safety hazard to them;
  - Use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

## **Special cases**

Regulations 3, 15 and 16 and Schedule 2

11. In certain cases the Regulations can apply outside Great Britain. (For details see regulation 3 (1).)
12. There are some exemptions for shipping, offshore installations, and docks. (For details see regulation 3(4) – 3(6) and 16.) People and organisations acting in the interests of national security may be exempted by the Secretary of State for Defence.
13. You may ask the Health and Safety Executive (HSE) to exempt certain people, premises, equipment, or activity from some of the regulations relating to guard rails and the like, but you will have to show that there is no risk to anyone's health or safety. (for details see regulation 15 and Schedule 2.)

## **What you must do as an employer**

### *Overriding principle*

Regulation 6(3)

14. You must do all that is reasonably practicable to prevent anyone falling.

## **The Regulations hierarchy**

15. The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

### **DUTYHOLDER MUST:**

- **Avoid work at height where they can;**
- **Use work equipment or other measures to prevent falls where they cannot avoid working at height: and**
- **Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.**

## **Dutyholders' responsibilities**

16. The Regulations require dutyholders to ensure:
  - All work at height is properly planned and organised;
  - All work at height takes account of weather conditions that could endanger health and safety;
  - Those involved in work at height are trained and competent;
  - The place where work at height is safe;
  - Equipment for work at height is appropriately inspected;
  - The risks from fragile surfaces are properly controlled; and
  - The risks from falling objects are properly controlled.

### ***Planning***

Regulations 4 and 6(1,2)

17. You must:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- Plan for emergencies and rescue;
- Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

### **Weather**

Regulation 4(3,4)

18. You must ensure that the work is postponed while weather conditions endanger health or safety (but this does not apply to emergency services acting in an emergency.)

### **Staff training**

Regulations 5 and 6(5)(b)

19. You must ensure that everyone involved in the work is competent (or, if being trained is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.
20. Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

### **The place where work is done**

Regulation 6(4)

21. You must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment). Detailed safety requirements about where work is done at height are set out in Schedule 1.

## **Equipment, temporary structures, and safety features**

Regulations 6(4)(b), 6(5)(a,b),7,8 and 12

22. If you rely on the exception in paragraph 21 above, you must provide equipment for preventing (as far as is reasonably practicable) a fall occurring.
23. If the precautions in paragraphs 21 and 22 do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall.
24. When selecting equipment for work at height you must:
  - Use the most suitable equipment;
  - Give collective protection measures (eg guard rails) priority over personal protection measures (eg safety harnesses);
  - Take account of:  
The working conditions, and  
Risks to the safety of all those at the place where the work equipment is to be used.
25. You must ensure that all equipment, temporary structures (eg scaffolding), and safety features comply with the detailed requirements of Schedules 2 to 6.

## **Inspections**

Regulations 12 and 13

26. 'Inspection' is defined by regulation 12(10) as 'such visual or more rigorous inspection by a competent person as is appropriate for safety purposes.....(including) any testing appropriate for those purposes'.
27. You must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.
28. You must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:
  - After it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
  - As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

29. You must ensure that before you use any equipment which has come from another business, and before any equipment leaves your business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

*Note: This does not apply to lifting equipment governed by regulation 9(4) of the Lifting Operations and Equipment Regulations, but since that rule is similar to this one there is little practical difference.*

30. You must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

*Notes: 'Construction work' is defined in detail in regulation 2(1) of the Construction (Health, Safety and Welfare) Regulations but broadly means 'the carrying out of any building, civil engineering or engineering construction work'.*

*'Platform' is widely defined by regulation 2 to include areas like gangways and stairways.*

31. You must ensure that the person inspecting the platform (as required in paragraph 30):

- Prepares a report before going off duty, giving the details listed in Schedule 7;
- Give the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done (eg you or your site manager).

32. You must keep the report of a platform inspection made under the instructions given in paragraphs 30 and 31:

- At the construction site until the work is completed;
- Then at an office of yours for another three months.

33. 'Keeping' a report means keeping it (or a copy) safe from loss and unauthorised interference and so that a printed copy can be supplied when required.

34. You must keep all other records of inspection until the next inspection has been carried out.

35. Paragraphs 31 to 33 do not apply to lifting equipment governed by the similar rules imposed by regulations 9 and 10 of the Lifting Operations and Lifting Equipment Regulations.

## **Fragile Surfaces**

### Regulation 9

36. You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.
37. If anyone does work on or near a fragile surface you must:
- Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk;
  - Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.
38. If anyone working under your control may go onto or near a fragile surface, you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

## **Falling Objects**

### Regulations 10 and 11

39. Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling.
40. If it is not reasonably practicable, you must ensure that no one is injured by anything falling.
41. You must ensure that nothing is:
- Thrown or tipped from height if it is likely to injure anyone;
  - Stored in such a way that its movement is likely to injure someone.
42. If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

## **Vehicles**

### **Vehicle Maintenance:**

All Company vehicles shall be serviced at the frequencies recommend by the Manufacturer of the vehicle. It is the responsibility of the driver to carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedure. Any defects noted must be reported immediately to the Transport Manager who shall co-ordinate servicing of all vehicles and any repairs necessary.

### **Driving Licences:**

The Transport Manager must ensure that drivers have the correct licence for the class of vehicle they have authority to drive. All licences shall be inspected annually and drivers are required to report any convictions, points etc..

### **Mobile Phones:**

The use of mobile phones is prohibited when driving Company vehicles. Drivers, on receiving a call, should pull in at the next convenient spot, identify the caller's number and return the call.

### **Seat Belts:**

All drivers and passengers are required to wear seat belts when using Company vehicles.

### **Traffic Management:**

All vehicles delivering plant and materials onto premises or sites must only do so under the strict control or a nominated responsible employee (Banksman) appointed by Management.

### **Usage:**

Drivers are required to drive vehicles safely with regards to the Highway Code and are responsible for the safe and correct stowage of the loads they transport. They must not carry unauthorised passengers or unauthorised loads, use Company vehicles for unauthorised purposes or overload vehicles beyond the stated capacity.

Vehicles must be kept clean and tidy on the inside and the outside of the vehicle washed at agreed intervals.

Drivers must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability or operate any Plant, Vehicle or Equipment whilst under the influence of alcohol or drugs unless medically prescribed.



## **THE Construction (Design & Management) Regulations (CDM Regs).**

The CDM Regulations were introduced to improve the safety record of work carried out in construction and demolition. Not all our work will fall under these regulations but when they do, we must all ensure that the regulations are strictly adhered to.

The CDM Regs 2015 place specific duties on the following: CLIENT, DOMESTOC CLIENT, DESIGNER, PRINCIPAL DESIGNER, PRINCIPAL CONTRACTOR, CONTRACTORS and OTHER CONTRACTORS. They also introduce a new duty holder, the PRINCIPAL DESIGNER previously the CDM COORDINATOR. When the new regulation comes in to force ON THE 6<sup>TH</sup> April 2015 there will be a 6 months transitional period for the transfer from CDM coordinator to principal designer.

By doing this certain objectives are aimed for:

- Improve co-ordination of health and safety on construction and demolition work between contractors, thus promoting better management of the day to day work being carried out.
- Ensure that all information on identified hazards is provided for those actually doing the work.
- Ensure that checks are made on the competence of contractors engaged to do the work.
- Ensure that employers have competent health and safety advice to facilitate a healthy and safe working environment.
- A requirement for designers to consider issues of health and safety in the construction or demolition of structures under their control.

JJL GROUNDWORKS LTD have a duty as employers, to notify the appropriate office of the Health and Safety Executive when work is being carried out in the following terms.

### Construction Work

1. All work that is expected to last for longer than 30 days.
2. Work that involves the employment of more than 500 person days.

## **Equal Opportunity Statement of Policy**

JJL GROUNDWORKS LTD will provide equal opportunity for all job applicants and workers. All recruitment, promotion and training will be based upon an individual's ability and job performance and will exclude any consideration of an applicant's/worker's religious beliefs, political opinion, sex, sexual orientation, marital status, race or disability, trade union membership or non membership or being part time worker. JJL GROUNDWORKS LTD will not directly or indirectly discriminate on the aforementioned grounds.

To ensure that the Equal Opportunity Statement of Policy is effective the company will:

1. Make this statement known to all workers
2. Consult with workers about procedures required to make this statement effective.
3. Maintain a neutral working environment in which no worker feel under threat or intimidation because of his/her religious belief, political opinion, sex, sexual orientation, marital status or disability, race, trade union membership or non membership or being a part time worker.
4. Provide facilities for any worker who believes he/she has been discriminated against to raise the matter through the appropriate procedure.
5. Ensure the company recruitment and selection procedures outlined below are consistent provide equality of opportunity and are seen to be fair by all worker and job applicants. Selection will be based on ability to do the job in question.
6. Job descriptions and personnel specifications will be used for each post in question
7. All vacancies will be advertised as widely as possible
8. Any advertisement for a vacancy in the company will clearly define duties and necessary requirement for the post in question.

JJL GROUNDWORKS LTD will keep under review the operation of this Equal Opportunity statement of Policy to take account of changing circumstances.

The company will regard any breaches of this statement as misconduct which will lead to disciplinary proceedings.

# **SECTION B**

## **Work Risk Assessments**

## **WORK RISK ASSESSMENTS**

The Management of Health and Safety At Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

**JJL GROUNDWORKS LTD** have carried out this assessment and recorded the findings and action taken as required by these regulations. As new work methods are introduced, fresh assessments will be made as and when necessary.

The main reason for such assessments is to ascertain any significant risk present in a work operation and the degree of injury or damage that could be sustained by reason of this risk. From this a decision can be made if the risk is reasonable and acceptable in the circumstances. If not then action will be taken to remove the risk or reduce it to an acceptable degree.

The findings and results of the "Work Risk Assessment" are recorded and kept in the office. All employees of **JJL GROUNDWORKS LTD** must make themselves familiar with all control measures required by these assessments. Clients of **JJL GROUNDWORKS LTD** can view these assessments on request.

**Work Activity Risk Assessment/Safety Method Statement**

Reference:

Site Location:					
Period of Work:					
Work Description:					
Personnel Affected:					
Hazards:					
Risk:					
Existing Controls:					
<b>RISK RATING (Tick As Applicable)</b>					
<b>LOW</b>		<b>MEDIUM</b>		<b>HIGH</b>	
<i>ADDITIONAL CONTROLS TO REDUCE RISKS TO AS LOW AS REASONABLY PRACTICABLE</i>					
Additional Controls Required:					
<b>REVISED RISK RATING (Tick As Applicable)</b>					
<b>LOW</b>		<b>MEDIUM</b>		<b>HIGH</b>	
<b>Management of Work:</b>					
Communication:					
Control:					
Competence:					
Co-operation:					
Signature:			Date:		

## **NOISE AT WORK REGULATIONS**

Exposure to high noise levels can cause incurable hearing damage. Employees of **JJL GROUNDWORKS LTD** could, at some time, be working in areas subject to the use of mandatory noise protection. This will usually be when working in factory / workshop environment

usually the important factors are:

1. The noise level, given in decibel units. Examples of typical noise levels are:

- |  |                         |
|--|-------------------------|
| * Busy street 80dB                             | * Chainsaw 125dB        |
| * Heavy lorry 7 metres away 90dB               | * Office machinery 55dB |
| * Jet aircraft taking off 25 metres away 140dB | * Grinder 107dB         |

The other factor that has to be taken into consideration is the duration of exposure. **This could be hourly, daily or over a number of years.**

Sometimes the peak pressure of the sound wave may be so great that there is a risk of instantaneous damage. This is most likely when explosive sources are involved such as cartridge and nail guns, or compressed air operated tools.

The regulations place a requirement upon employers to provide protection for their employees when the noise reaches certain levels (80-85dB). **These regulations also place a requirement on employees to use the necessary protective devices provided and to maintain them in a useful condition.**





Areas designated as being at risk should be identified by notices. It is in your own interest to observe the warning and use the protection provided.

**If you are working in a situation where a previous assessment has not been made and therefore warning signs are not posted, the following procedure should be followed:**

1. **Decide whether you may have a noise problem.** (If people have to shout or have difficulty being understood by someone two metres away you could have a problem).
2. **Inform your Supervisor who will form a second opinion.**
3. **If there is any doubt YOU MUST WEAR EAR PROTECTION.**

**IF YOU HAVE DEFECTIVE EAR PROTECTORS INFORM YOUR SUPERVISOR WHO WILL REPLACE THEM**

## NOISE AT WORK REGULATIONS

SOUND LEVEL IN dB(A)		SOUND SOURCE
	<b>PAIN THRESHOLD</b>	
140		Jet Aircraft on Take off 20 metres away
130		Riveting Hammer
	<b>THRESHOLD OF FEELING</b>	
120		Helicopter
110		Chainsaws
100		Metal Fabrication Shop
90		Large Goods Vehicle
80		Busy main road traffic
70		Loud Hi-Fi
60		Normal Conversation
50		Quiet Office
40		Background Music
30		Quiet Library
20		Back ground in Quiet House
0	<b>THRESHOLD OF HEARING</b>	

## **FIRE SAFETY**

All employees of **JJL GROUNDWORKS LTD** are expected to observe good fire precautions such as: -

- Maintaining clear access to escape routes, free from boxes or rubbish and fire doors closed and not obstructed;
- Waste or rubbish cleared promptly and not allowed to accumulate;
- Potentially hazardous materials or flammable liquids stored safely;
- All electrical equipment safely connected to the appropriate mains supply and mains or higher voltage equipment switched off or disconnected when not in use.

All employees should make themselves aware of the location of fire extinguishers, they should also be aware of the different types of extinguishers and their operation.

**ALL Fire Extinguishers now have red cylinders with a label coloured as below to indicate the type and classes of fire for which they are to be used. i.e. A Cream label for a foam extinguisher etc.**

**Older extinguishers STILL have the entire cylinder coloured to indicate the type as shown below.**

<b>CLASS OF FIRE</b>	<b>EXTINGUISHER TYPE</b>	<b>COLOUR</b>
Paper, wood, textile & fabric	WATER	RED
Flammable Liquids	FOAM POWDER CO <sup>2</sup> GAS BCF	Red with CREAM decal Red with BLUE decal Red with BLACK decal Red with GREEN decal
Electrical	POWDER CO <sup>2</sup> GAS HALON	Red with BLUE decal Red with BLACK decal Red with GREEN decal

**FROM THIS CHART IT SHOULD BE OBVIOUS THAT WATER EXTINGUISHERS MUST ALWAYS BE SITED AWAY FROM ELECTRICAL HAZARDS AND EXTINGUISHERS FOR ELECTRICAL HAZARDS SITED NEAR ELECTRICAL EQUIPMENT**



## **FIRE SAFETY Cont.**

**Use the appropriate fire extinguisher only if you feel confident enough to attack the fire. Do not enter smoke filled areas and NEVER LET A FIRE OR SMOKE GET BETWEEN YOU AND THE EXIT.**

**FIRE---FIRE---FIRE---FIRE**

Fire notices state what immediate action is to be taken in the event of fire. Additionally the following procedure should be carried out.

If you discover a fire you should:

- Raise the alarm to warn others and to summon help. Shout “**FIRE**” as loud as possible.
- Call the fire brigade from a safe position. Do not assume that someone else will do this and it does not matter if the fire brigade receive more than one call about the fire.

**If you hear someone shouting 'FIRE' you must react immediately by carrying out the following:**

- **Evacuate the area using the nearest exit.**
- **Assemble in a safe area.**
- **Do not re-enter the affected area until such times as a manager or a fire-fighter gives you permission.**

**THE CAR PARK IS DESIGNATED FOR SUCH PURPOSE. A ROLL CALL WILL BE MADE BY MANAGEMENT**

Any employee working on a client's site **must** make himself or herself conversant with the evacuation process established at the site. In the event of a fire drill taking place on that site employees of **JJL GROUNDWORKS LTD MUST** co-operate in that drill.

### **Maintenance**

All fire extinguishers will be checked every twelve months. These checks will be recorded on the extinguishers.

**FIRE EXITS MUST BE KEPT UNLOCKED DURING WORKING HOURS AND THE AREA AROUND THEM FREE FROM OBSTRUCTION.**

## **SAFE USE OF ELECTRICAL EQUIPMENT**

By the very nature of the business being conducted by **JJL GROUNDWORKS LTD** you will, at some time, come into contact with electrical equipment. The safe and correct use of electrical equipment is vital to prevent the risk of electrical shock or fire. **Always ensure you have received adequate training and instruction in the safe use of the equipment before attempting to operate it.**

When new electrical equipment is installed it must be properly tested and labelled accordingly before it is used. After this it must be tested in accordance with the following:-

- 50 volt equipment...12 monthly
- 110 volt equipment ...3 monthly.
- 230 volt hand held tools etc...6 monthly.
- 230 volt fixed equipment and machines...12 monthly

By a trained person as required by the Electricity at Work Regulations.

In any event the user should **ALWAYS DO A VISUAL CHECK BEFORE USE**, and periodically, during use, ensure that obvious defects such as worn or damaged cables, broken switches or sockets, are reported immediately so that repairs can be undertaken before use.

If any electrical equipment bears an out of date test label or identification at all, you **MUST** inform a member of Management so that this situation can be rectified.

**UNSAFE EQUIPMENT MUST BE TAKEN OUT OF SERVICE UNTIL IT HAS BEEN REPAIRED.**

If electrical equipment develops a fault never attempt to carry out repairs yourself.

All connections to socket outlets must be made by proper electrical plugs and NOT by bare end wire/cables.

Do not carry or drag electrical equipment by its cable.

Do not allow cables or wires to come into contact with moisture.

Keep cables and wires out of the way of other operatives to prevent tripping hazards and to avoid damage to the cable.

Whenever on the spot adjustments or changes in attachments need to be made, power tools must be disconnected from the mains supply.

## **SAFE USE OF ELECTRICAL EQUIPMENT Cont.**

**All hired electrical equipment must be certificated as per the above regulations.**

**All electrical equipment that is hand held and used in an enclosed space must be at an operating voltage of 110v, or battery powered.**

**ELECTRICAL EQUIPMENT IS SAFE IF USED IN ACCORDANCE WITH ITS DESIGN AND PURPOSE. IT SHOULD BE TREATED WITH RESPECT.**

**DO NOT ABUSE ELECTRICAL EQUIPMENT ----- IT COULD SAVE YOUR LIFE!!!!**

## MANUAL HANDLING

Since 1st January 1993 manual handling has been subject to the Manual Handling Operations Regulations: More than a quarter of all accidents reported to the enforcing authorities are associated with manual handling. It follows that extreme care must be taken when employees are carrying out manual handling tasks. By following simple rules and techniques, the employees of **JJL GROUNDWORKS LTD** can ensure that any risk presented whilst manual handling, is removed or reduced to a minimal level.

- Check the load before attempting a lift.
- Use mechanical aids wherever possible.
- Seek assistance when it is available.
- Plan the lift, i.e.
  - Where is the load going to be placed?
  - Is the route clear?
  - What height is the object being placed?
  - When lifting, place the feet apart, giving a balanced and stable base for lifting.
- **Place the leading leg** as far forward as is comfortable in the direction you are to travel with the load.
- **Adopt a good posture.** Bend the knees so that the hands when grasping the load are as near waist level as possible. (Do not kneel or over flex the knees)
- **Keep your back straight** (Tucking the chin in helps).
- **Lean forward a little over the load.**
- **Get a firm grip and lift using the legs.**
- **Carry out the lifting movement smoothly** (keeping control of the load.)

IF IN ANY DOUBT **DO NOT LIFT** BUT SEEK ADVICE FROM MANAGEMENT  
**DO NOT LIFT ANY WEIGHT WHICH IS BEYOND YOUR PERSONAL CAPABILITY.**

## WORK EQUIPMENT

All work equipment comes under the Provision & Use of Work Equipment Regulations (PUWER)1998. They concern the inspection of machinery, both static and mobile and also lifting equipment. PUWER replaces the old regulations of which we were familiar with. Abrasive Wheels Regulations and the Woodworking Regulations being just two of them.

ALL work equipment first provided for use after the 5<sup>th</sup> December 1998 must meet all the requirements of PUWER.

The responsibility for abiding by these regulations falls on employers and also the people who have control of work equipment.

It is the policy of **JJL GROUNDWORKS LTD** to carry out such measures as required by PUWER, and as such will require operators of such equipment, as supplied by **JJL GROUNDWORKS LTD** to ensure the programmed inspections are carried out and recorded. Where expert knowledge is required to carry out such inspections, this will be provided. No one is expected to work on machinery designated as requiring such inspections if such inspections have not been carried out and the equipment been deemed fit for service.

The following demands are placed upon us by PUWER.

- a) **SUITABILITY OF WORK EQUIPMENT:** The equipment must be suitable for the actual work being done. That it is safe to be used in the particular location designated to it and only used for the operations it was designed for and under conditions for which it is suitable. (Regulation 4)
- b) **MAINTENANCE:** The equipment is maintained in an efficient state, in efficient working order and in good repair. A record of maintenance to be kept for all high risk equipment. (Regulation 5). Any machine that cuts, grinds or presses is deemed high risk.
- c) **INSPECTION:** The equipment must be inspected whenever there is a significant risk to employees or other persons resulting from incorrect installation, deterioration or as a result of exceptional circumstances which could effect the safe operation of the equipment. Any equipment hired must have documentation to show it has been subject to such inspections and deemed fit for use. (Regulation 6)
- d) **COMPETENT PERSONS:** PUWER states that persons given the task of inspecting such equipment must be deemed competent to do so. They should have the necessary knowledge and experience. (Regulation 6) It follows that only those designated by the Management of **JJL GROUNDWORKS LTD** will be deemed competent. (Regulation 6).

## **WORK EQUIPMENT Cont.**

- e) **SPECIFIC RISK:** Use of work equipment which involves a specific risk, identified in a **RISK ASSESSMENT**, which cannot be controlled by guards or protective devices **MUST** be restricted to those persons who have received specialised training, information and instruction. (Regulation 7) \* **In the main this means installation and or maintenance engineers. Guards and control devices must always be functioning and in place during normal working operations of work equipment.**
- f) **INFORMATION and INSTRUCTION:** It is the policy of **JJL GROUNDWORKS LTD** that only those employees instructed to, and with relative experience, should operate work equipment provided by them. Any employee who goes against this policy will be dealt with in accordance with the company discipline code. (Regulation 8)
- g) **TRAINING:** Any employee who is instructed to operate such work equipment as necessary for them to do their job will be given appropriate instruction/training that will allow them to satisfy the demands of section (f).  
(Regulation 9)

**There are other demands placed upon us all by PUWER 98 these will be addressed in the appropriate Work Method Statement applicable to the job our employees are carrying out. Such Work Method Statements will be provided to the employees and Management concerned.**

**NOTE: Work equipment first brought into service after 5<sup>th</sup> December 1998 MUST comply with all these regulations. Equipment in place before that date need not have complied until the 5<sup>th</sup> December 2002. However if a significant risk to health and safety is identified under a Risk Assessment.**

**Then the appropriate measures will be put in place to remove or reduce this to an acceptable level at the time of discovery**

**Any employee or manager has a responsibility to ensure any shortcomings on our work equipment, is brought to the attention of the Managing Director.**

## **TESTING and INSPECTING.**

Under the terms of PUWER 98 Regulation 6. JJL GROUNDWORKS LTD have a duty to test and inspect our machinery on a regular basis. This testing will be carried out at intervals decided by Management who will take in consideration the machine, its purpose and the frequency of use. The results of the tests and inspections will be recorded on Form ICD 4.

In addition to the official recorded tests, each operator of power driven equipment is, as part of his regular work, to check the machine he/she is working on before commencing work each day, or when the machine is first operated that day. Such checks that are required will be within the scope of a machine operator and will not require specialised knowledge. In the main they will be visual checking for wear and tear and breakages. Where a machine employs an emergency cut out switch, this **MUST** be checked that it is functioning **BEFORE** work commences on the machine. Such procedures will be indicated in the specific Work Method Statement for each machine and its operator.

**IN ACCORDANCE WITH  
USE OF WORK EQUIPMENT REGS**

# JJL GROUNDWORKS LTD

INSPECTION REPORT

FORM 91

ICD 4

DATE OF INSPECTION

TIME OF INSPECTION

**PLANT OR EQUIPMENT INSPECTED** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**TYPE & MODEL OF EQUIPMENT** \_\_\_\_\_

**IDENTIFICATION MARK OR NUMBER** \_\_\_\_\_

**ANY FAULTS IDENTIFIED**

**ACTION TAKEN TO REMEDY FAULTS  
(INCLUDING NAME OF PERSON INFORMED)**

**DATE REMEDIAL ACTION CARRIED OUT**

**NAME AND POSITION OF COMPETENT  
PERSON MAKING THE REPORT**

**DATE REPORT HANDED OVER**



Page 8 (b)

## **Inspection Reports: Notes**

## **PROTECTION OF YOUNG PERSONS**

There could be times when young persons are employed by **JJL GROUNDWORKS LTD** in such cases we are expected to take particular care of them. To this end it is our policy to protect any such young persons from any risks to their health and safety, which arises out of their lack of experience, or absence of awareness of existing or potential risks within our working environment.

When young persons are employed by **JJL GROUNDWORKS LTD** a specific Risk Assessment **MUST** be carried out for the task being taken up by the young person.

In any event no young person should be asked to carry out any task that is beyond their physical or psychological capacity. Neither should they be exposed to extreme cold or heat, noise or vibration.

If in carrying out a Risk Assessment the control measures required to maintain the health and safety of the young person are not practical with that work process, then that young person **SHOULD NOT** be employed on that task.

This applies to **ALL young persons under the age of eighteen years.**

**There are however times when a young person above the minimum school leaving age would have to do such work as part of his/her training. In such cases CONSTANT supervision, by a COMPETENT PERSON is a requirement of the regulations covering the protection of young persons. It follows that this is also a requirement under our own Health & Safety Policy Document/Management System. ANY BREACH OF THIS WILL BE TREATED AS SERIOUS AND DEALT WITH UNDER OUR DISCIPLINE CODE.**

**As a general principle young persons should not be employed to use any fixed powered machinery with exposed moving parts. Any lifting equipment. Or direct any other work operation being done by others. i.e. Guiding vehicles etc.**

# **SECTION C**

**Control of Substances  
Hazardous to Health**

**(C.O.S.H.H.)**

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH) 2002.**

As an employee of JJL GROUNDWORKS LTD you may encounter some hazardous substances. All of these items must be assessed to ensure that they comply with the above regulations (COSHH), as amended

Examples of some of these are: Lead, Cleaning Solvents, Lead based paints, Thinners, Adhesives, Sealants, and Bitumen Products etc.

Anyone using such items must be made aware of the hazards involved. The manufacturers instructions must be followed and the items used for their intended purpose only.

It follows that only such items that have the approval of **JJL GROUNDWORKS LTD** must be used.

**NO SUBSTANCE MUST BE INTRODUCED INTO THE WORK METHODS OF JJL GROUNDWORKS LTD UNLESS THEY HAVE BEEN ASSESSED AND APPROVED.**

Empty containers or residue must be disposed of as directed in the manufacturers instructions. You should always read these instructions carefully and only use the substance as directed.

Everyone must take care not to allow chemicals to come into contact with their eyes, skin or clothing. In the event of contamination, use plenty of cold water to wash the affected area and seek medical advice without delay.

Only the minimum quantities of solvents or chemicals needed should be kept, these should be stored in suitable cabinets. You must always keep them properly labelled and in the containers which the manufacturers have supplied or approved.

**REMEMBER ONLY SUBSTANCES APPROVED BY THE MANAGEMENT CAN BE USED. IF YOU WISH TO USE SOMETHING THAT HAS NOT HAD APPROVAL, SUBMIT IT FOR ASSESSMENT, (PRIOR TO USE).**

**N.B. A list of approved substances is kept in the office.**

**HAVE YOU SEEN THE ASSESSMENT OF THE PRODUCT YOU ARE USING?**

**ARE YOU APPLYING THE RECOMMENDED CONTROL MEASURES?**

**IF NOT YOU ARE IN BREACH OF THE COMPANY SAFETY MANAGEMENT SYSTEM!!**

# **SECTION D**

## **Control of Asbestos Containing Materials**

## **CONTROL OF ASBESTOS CONTAINING MATERIALS**

### Services in the identification, assessment and control of asbestos risk

Under the Health and Safety at Work etc. Act there is a requirement for any employer to provide a safe workplace. Work on asbestos is covered by its own set of Regulations: *the Control of Asbestos At Work Regulation (CAWR) 2012*. There are duties to prepare a risk assessment and to make written arrangements to protect those at risk in the *Management of Health and Safety at Work Regulations* and to maintain the building/premises to protect occupants and workers under the *Workplace (Health, Safety and Welfare) Regulations*.

The CAWR regulations place a duty on employers before carrying out any work on asbestos to make an adequate assessment of the exposure of his employees and to prepare a written plan of work detailing the method by which the work is to be undertaken.

The new duty to manage asbestos in non-domestic properties will require the employer to make an assessment as to whether asbestos is or is liable to be present. Where asbestos is or liable to be present the employer has to prepare a written plan identifying the areas concerned and specify the measures to manage the risks arising. The risks will vary with circumstances, ranging from normal occupation of a premises, to the repair, refurbishment and removal of the asbestos containing material and they need to be assessed accordingly. The broad requirements on employers and building owners are to:

- take suitable and sufficient steps to determine the location of materials likely to contain asbestos;
- presume materials to contain asbestos, unless a reasoned argument to the contrary can be made;
- make and maintain a written record of the location of the asbestos and presumed asbestos materials;
- monitor the condition of asbestos and presumed asbestos materials at regular intervals;
- assess the risk of exposure from the asbestos and presumed asbestos materials and document the actions necessary to manage the risk;
- take steps to see that the actions above have been carried out.

To manage the risk from asbestos it will be necessary to:

- keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- repair, seal or remove, if the risk of exposure is due to its condition or location;
- maintain in a good state of repair;
- inform anyone who is likely to disturb it about the location and condition of the material;
- have arrangements and procedures in place, so that work which may disturb the materials complies with the Control of Asbestos at Work Regulations
- Review the plan at regular intervals

**Management**

Maintain and update log of  
ACMs;  
Monitor condition;  
Restrict access/isolate;  
Label/colour code;  
Inform;  
Train;  
Define safe systems of work;  
Operate a permit to work  
system

=

**Control**

Clean up debris;  
Repair;  
Encapsulate  
Enclose;  
Remove.

# **SECTION E**

## **Work Method Statements**



**THE MANAGEMENT OF HEALTH & SAFETY**  
**AT WORK REGULATIONS**

**SAFETY WORK METHOD**  
**STATEMENT**

**BY**

**JJL GROUNDWORKS LTD**

**for**

**(state task)**

**DATE**

## **CONTRACTOR SAFETY METHOD STATEMENT**

Contractor:	Description of work to be undertaken:

**Please read this document carefully.**

Complete as accurately as possible making reference where appropriate to Statutory Regulations Approved Codes of Practice, HSE Guidance Notes.

### **COMPLETE ALL SECTIONS**

#### **1.0 CONTRACTOR DETAILS**

1.1	Address:	
1.2	Telephone No: Fax No:	
1.3	Manager responsible for the work:	
	Manager responsible for safety, if different:	
1.4	Start date: Estimated duration of work (weeks):	
1.5	Number of employees on site:	
1.6	List employees occupations:	

#### **2.0 NOMINATED SUB-CONTRACTORS**

Name:	Address:	Activity:
Tel:	Fax:	
Name:	Address:	Activity:
Tel:	Fax:	
Other Contractors:	Fill details on separate sheets:	

## **CONTRACTOR SAFETY METHOD STATEMENT Cont.**

### **MATERIALS/SUBSTANCES/AGENTS/COSHH REGS**

Indicate the nature of hazardous substances on site or to be used on site (Tick Box):

Flammables		Fumes		Toxic	
Corrosive		Irritant and Harmful		None	
Asbestos Cement					

Give a brief detail of all hazardous substances etc. that will be used/produced on site and what safety precautions will be taken to ensure the safety of all personnel in or near the work area, and for the containment of spillage and disposal of waste:

### **SUPERVISION**

Detail the level of supervision to be provided and described their responsibilities with regard to the monitoring of safe working activities:

### **CO-ORINATION OF ACTIVITY**

Indicate others you are responsible for (Tick Box):

Deliveries		Public		Others (set out details on separate sheet)	
------------	--	--------	--	--	--

Describe how the supervisor will ensure the safe co-ordination of activities:

The Supervisor will ensure that his work does not cause a hazard to members of the public who will have access to his work areas. Barrier off the area if required.

## **CONTRACTOR SAFETY METHOD STATEMENT Cont.**

### **PERSONAL PROTECTION EQUIPMENT (PPE)**

Indicate the PPE to be used (Tick Box):

Head Protection	<input type="checkbox"/>	Face/Eye Protection	<input type="checkbox"/>	Hearing Protection	<input type="checkbox"/>
Respiratory Protection	<input type="checkbox"/>	Hand/Arm Protection	<input type="checkbox"/>	Foot/Leg Protection	<input type="checkbox"/>
Fall Arrest Equipment	<input type="checkbox"/>	Protective Clothing	<input type="checkbox"/>	Others	<input type="checkbox"/>

Detail the type of PPE to be used by employees:

### **HOUSEKEEPING**

Detail the arrangements that will be made to ensure high standards of housekeeping:

All the waste created by the preparation of the surfaces must be cleaned up and “bagged” if asbestos waste.

Any spillages of paint or solvents must be cleaned up immediately. No liquid waste to be disposed of by pouring down drains.

Signed:	
Position:	
For and on behalf of:	
Date:	

The completion of this Method Statement does not relieve the contractor from providing the technical details of how they intend to carry out the work they are contracted to do.

Date Issued to Contractor:



## **AIR OPERATED EQUIPMENT**

There may be times when employees of **JJL GROUNDWORKS LTD** will use, or be exposed to those using, air operated equipment.

Equipment powered by compressed air must be inspected to ensure all hoses and couplings are intact with no apparent wear. This inspection must take place each day before the commencement of each work period. If in any doubt as to the fitness of the equipment it **MUST NOT** be used and the defects reported to a member of Management who will arrange a repair. The offending equipment **MUST** be marked **DO NOT USE** until such time as the equipment is deemed fit for purpose.

**Compressed air is a safe medium provided certain rules are strictly observed. It is the policy of JJL GROUNDWORKS LTD that such rules form a major part of the work method statement relating to the use of this type of equipment.**

- 1. Always ensure that equipment is sound and fit for purpose.**
- 2. Never point the equipment in the direction of another person.**
- 3. Treat the equipment with respect.**
- 4. Always uncouple from air supply when work completed.**
- 5. Wear appropriate PPE as indicated in the Risk Assessment and Work Method Statement.**

# SECTION F

## Safety Audits

## **SAFETY AUDITS**

To ensure health and safety standards are maintained, it is an integral part of the Health & Safety Policy Document/Management System of **JJL GROUNDWORKS LTD** that high standards of health and safety are maintained. To that end health and safety audits will be carried out on a regular basis. These will consist of a general audit every month and a specific detailed audit every twelve months. The following check list will be used in the general audits. Any action items identified will be prioritised in accordance with the seriousness of the omission.





# SECTION G

Forms Used  
By

**JJL GROUNDWORKS LTD**

JJL GROUNDWORKS LTD

ICD 8

**Work Activity Risk Assessment/Safety Method Statement**

Reference:

Site Location:					
Period of Work:					
Work Description:					
Personnel Affected:					
Hazards:					
Risk:					
Existing Controls:					
<b>RISK RATING (Tick As Applicable)</b>					
<b>LOW</b>		<b>MEDIUM</b>		<b>HIGH</b>	
<i><b>ADDITIONAL CONTROLS TO REDUCE RISKS TO AS LOW AS REASONABLY PRACTICABLE</b></i>					
Additional Controls Required:					
<b>REVISED RISK RATING (Tick As Applicable)</b>					
<b>LOW</b>		<b>MEDIUM</b>		<b>HIGH</b>	
<b>Management</b>					

<b>of Work:</b>	
Communication:	
Control:	
Competence:	
Co-operation:	

Signature:	Date:
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# JJL GROUNDWORKS LTD

## Site Safety Inspection

Location \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Person Seen \_\_\_\_\_ Safety Advisor \_\_\_\_\_

**Code:** VG = Very Good    G = Good    A = Average    P = Poor    VP = Very Poor

**Action:** A: Within 1 day.      P: Immediately      VP: All work stop

Action : A: Within 1 Day	VG	G	A	P	VP	Comments
<b>GENERAL</b>						
Site Tidiness						
Access to work areas						
Traffic routes						
Protection of public						
Safety Notices						
Working at heights						
Confined spaces						
Defective floors/ceilings						
Fire Extinguishers						
First Aid Provision						
<b>PERSONNEL</b>						
Site Safety Induction						
Use of PPE						
Training & Certificates						
Welfare facilities						
Staff awareness of emergency arrangements						
<b>STORAGE AREAS</b>						
Housekeeping, lighting, space						
<b>COSHH</b>						
COSHH Assessments / PPE						
Storage / Spill Kits / Bunding						
<b>PLANT &amp; EQUIPMENT</b>						
Electrical checks conducted						
Level of Maintenance						
Correct consumables fitted						
<b>LONE WORKING</b>						
<b>DOCUMENTATION</b>						
Method Statements, Risk Assessments, safety plan						
<b>OTHER (site specific Hazards)</b>						

**Site Rating** (VG) (G) (A) (P) (VP)

## LADDER INSPECTION CHECKLIST

**DEPARTMENT** .....

**LADDER TYPE** .....

**LADDER IDENTIFICATION NO.** .....

Condition	
OK	Faulty

- Identification** - missing or illegible
- Stiles** - cracked, split or broken
- Stiles** - twisted or distorted
- Rungs** - cracked, split or worn
- Rungs** - loosed (considered loose if they can be moved at all by hand)
- Rungs** - damaged, worn or missing
- Plugs** - damaged, worn or missing
- Clutch (Ext.)** - damaged, worn or missing
- Fittings** - rusted, corroded, damaged, worn or missing
- Fasteners** - rusted, corroded, damaged, worn or missing
- Ropes** - damaged, worn, badly deteriorated or missing

### REMARKS

**Inspected by:** ..... **Date:** .....





## **JJL GROUNDWORKS LTD - Site Induction**

Operatives Name:	Trade:	Date:	Supervisor's Name:
Home Address:		Home Tel No:	Emergency Contact:
Any Medication Being Taken?			
Any Medical problems that could effect safety?			

### **Information**

#### **Tick**

1.	Notify inductee that _____ is the Principal Contractor for the project.	
2.	Notify inductee that _____ is the CDM Co-ordinator for the project.	
3.	Explain the project objectives, nature of the works, describe the site. Notify arrangements for meals, location of the welfare facilities and site working hours.	
4.	Advise of any present hazards on site.	
5.	Notify inductee that _____ is the Project Manager and _____ is the Site Manager.	
6.	Inform where the Site safety Notice Board is situated and that all relevant documents are displayed (i.e. F10 Insurance Certificate, Fire/Emergency Plan, Project Management Plan , Safety Meeting Dates and Minutes. First Aid Arrangements.	
7.	Inform Inductee of site First Aiders and the location of the First aid Post and Accident.	
8.	Notify inductee of Emergency Procedures and Accidents/Incident reporting Procedures.	
9.	Advise that all Dangerous Occurrences must be reported to the client immediately.	
10.	State that responsibility for Health Safety is shared by all site staff and operatives and that the inductee is obliged to draw to the attention of client site staff any unsafe conditions, working practice or dangerous occurrence observed on site.	
11.	Explain fire extinguishers and where the Fire Points are located, escape routes and the Fire Assembly Point.	
12.	Explain the system for non-compliance of Site Rules and Safety Procedure on site.	
13.	Ensure the inductee has received, read and understood their Company's Safety MANAGEMENT System.	
14.	Ensure the inductee has received , read and understood the Work Method Statement/Risk Assessment for the specific operations they will undertake.	

## **Site Rules**

### **Tick**

1.	<b>Safety Helmets</b>	Safety Helmets must be worn at all times whilst on the site.	
2.	<b>Hi-Vis Jacket Vest</b>	High visibility Jackets or Vests must be worn when working or moving about the site.	
3.	<b>Footwear</b>	Suitable footwear in good condition incorporating a steel toe cap when moving about the site.	
4.	<b>Eye Protection</b>	Whenever there is potential risk of eye injury, suitable approved eye protection must be worn	
5.	<b>Hearing Protection</b>	If the site noise level or your particular operation exceeds 85dB(A), suitable ear defenders must be worn if the noise cannot be reduced at source.	
6.	<b>Banksman</b>	All lifting Machine/Crane operations and reversing vehicles with restricted rear and side vision must have a trained Banksman in attendance.	
7.	<b>Welfare Facilities</b>	Anyone found defacing or abusing the site welfare facilities will be removed from site	
8.	<b>Smoking</b>	Enter smoking policy here	
9.	<b>Housekeeping</b>	All working areas must be kept tidy. It is your duty to remove your waste to the appropriate skip daily.	
10.	<b>Hygiene</b>	The taking of meals or other refreshments within the building is prohibited. Use facilities provided.	
11.	<b>Fires</b>	The lighting of fires on site is strictly forbidden. A "HOT WORK PERMIT" system may be in use, check and ensure you obtain a permit daily.	
12.	<b>Emergency Exits</b>	All escape routes and exits must be kept clear at all times.	
13.	<b>Hand Tools/ Electrical Tools</b>	Only 110 Volt electrical tools are allowed. Training is required to change Abrasive Wheels/Discs (inc Stihl Saws) and Hilti cartridge tools.	
14.	<b>Scaffolding</b>	Do not alter or tamper with scaffold. See the Principal Contractor or your allocated Scaffolders, if you require scaffold alterations.	
15.	<b>Ladders/Steps</b>	You are not allowed to use stepladders on site.	
16.	<b>Excavations</b>	The client may operate a "PERMIT TO DIG" system. Do not proceed without a permit. Ensure the excavation is safe to enter.	
17.	<b>Confined Spaces</b>	Manholes, Ducts, Shafts, Trenches and small unventilated areas can be high risk. You will require a "CONFINED SPACE" permit to enter. If in doubt, ASK!	
18.	<b>Radios/ Personal Stereos</b>	These are not allowed on site at any time	

## **HAVE YOU ANY QUESTIONS TO ASK?**

INDUCTION COMPLETE - PLEASE SIGN BELOW.	
In confirm that I have received and understood the above induction and will comply with all site rules and control measures.	
Signed .....	
Signed ..... (Inductee)	
I confirm that on ..... I have inducted .....	
In all the above matters. Signed ..... site Supervisor/Manager	
Ref. No. ....	
The completed forms are to be retained in a site file and a copy sent to Head Office	

## CONTRACTOR SAFETY METHOD STATEMENT

Contractor:	Description of work to be undertaken:

**Please read this document carefully.**

Complete as accurately as possible making reference where appropriate to Statutory Regulations Approved Codes of Practice, HSE Guidance Notes.

### COMPLETE ALL SECTIONS

#### 1.0 CONTRACTOR DETAILS

1.1	Address:	
1.2	Telephone No:	
	Fax No:	
1.3	Manager responsible for the work:	
	Manager responsible for safety, if different:	
1.4	Start date:	
	Estimated duration of work (weeks):	
1.5	Number of employees on site:	
1.6	List employees occupations:	

#### 2.0 NOMINATED SUB-CONTRACTORS

Name:	Address:	Activity:
Tel:		Fax:
Name:	Address:	Activity:
Tel:		Fax:
Other Contractors:		Fill details on separate sheets:

**MATERIALS/SUBSTANCES/AGENTS/COSHH REGS**

Indicate the nature of hazardous substances on site or to be used on site (Tick Box):

Flammables		Fumes		Toxic	
Corrosive		Irritant and Harmful		None	
Asbestos Cement					

Give a brief detail of all hazardous substances etc. that will be used/produced on site and what safety precautions will be taken to ensure the safety of all personnel in or near the work area, and for the containment of spillage and disposal of waste:

**SUPERVISION**

Detail the level of supervision to be provided and described their responsibilities with regard to the monitoring of safe working activities:

**CO-ORINATION OF ACTIVITY**

Indicate others you are responsible for (Tick Box):

Deliveries		Public		Others (set out details on separate sheet)	
------------	--	--------	--	--	--

Describe how the supervisor will ensure the safe co-ordination of activities:

The Supervisor will ensure that his work does not cause a hazard to members of the public who will have access to his work areas. Barrier off the area if required.

**PERSONAL PROTECTION EQUIPMENT (PPE)**

Indicate the PPE to be used (Tick Box):

Head Protection		Face/Eye Protection		Hearing Protection	
Respiratory Protection		Hand/Arm Protection		Foot/Leg Protection	
Fall Arrest Equipment		Protective Clothing		Others	

Detail the type of PPE to be used by employees:

**HOUSEKEEPING**

Detail the arrangements that will be made to ensure high standards of housekeeping:

All the waste created by the preparation of the surfaces must be cleaned up and “bagged” as asbestos waste.

Any spillages of paint or solvents must be cleaned up immediately. No liquid waste to be disposed of by pouring down drains.

Signed:	
Position:	
For and on behalf of:	
Date:	

The completion of this Method Statement does not relieve the contractor from providing the technical details of how they intend to carry out the work they are contracted to do.

Date Issued to Contractor:



# Toolbox Talk Register

**Job No.** \_\_\_\_\_

**Contract:** \_\_\_\_\_

**Sheet:** \_\_\_\_\_ **of** \_\_\_\_\_

**Details of training session undertaken:** \_\_\_\_\_

**Date session delivered:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End time:** \_\_\_\_\_ **Duration (Minutes)** \_\_\_\_\_

**Details/Topic**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I confirm that I have attended the above noted training session and that I understood my responsibilities outlined during the presentation.

<b>Name (Signature)</b>	<b>Name (Print)</b>	<b>Position</b>	<b>Employer</b>	<b>Score</b>

--	--



# HOT WORK PERMIT

**APPLIES ONLY TO AREA SPECIFIED BELOW**

## PART 1

SITE ..... FLOOR ..... ROOM .....

Nature of the job (including exact location)

The above location has been examined and the precautions listed below have been taken:  
(The person carrying out this check must tick as appropriate those precautions that have been taken. Those that are not relevant should be marked with a cross)

### HOT WORK AREA

- LOOSE COMBUSTIBLE MATERIAL CLEARED
- NON-MOVEABLE COMBUSTIBLE MATERIAL COVERED
- SUITABLE EXTINGUISHERS TO HAND
- OPERATIVES TRAINED IN USE OF EXTINGUISHERS
- GAS CYLINDERS FITTED WITH A REGULATOR AND FLASHBACK ARRESTOR, VALVE HANDLE ATTACHED
- GAS CYLINDERS SECURED IN A VERTICAL POSITION ON A TROLLEY
- OTHER PERSONNEL WHO MAY BE AFFECTED BY THE WORK MOVED FROM THE AREA

### WORK ON WALLS, CEILINGS OR PARTITIONS

- OPPOSITE SIDE CHECKED AND COMBUSTIBLES MOVED AWAY, BITUMEN BOILERS, LEAD HEATERS ETC.
- GAS CYLINDERS AT LEAST 3 METRES FROM BURNER IF SITED ON ROOF, HEAT INSULATING BASE PROVIDED

## PART 2

Signature of person receiving permit .....

Date of permit .....

Time work started .....

Time work finished on clear up .....

(Note completion at least 1 hour prior to site closure).

## PART 3

### FINAL CHECK

Work areas and all adjacent areas to which sparks and heat might have spread (such as floors above and below and on opposite sides of walls) were inspected one hour after the work finished and were found to be clear and clean.

Signature of person carrying out final check. ....

**AFTER SIGNING RETURN PERMIT TO PERSON WHO ISSUED IT.**

**Contract Number:**

**Contract Title/Location:**

**Method of Issue/Control**

1. The Contracts Manager and/or Project Engineer, where appropriate in association with the Client and / or Main Contractor will identify areas within the contract to be controlled by a Permit to Work.
2. All such areas will be clearly identified on appropriate documentation / drawings and to appropriate personnel, both supervisory and operatives.
3. Permits to Work (Appendix PTW1) may only be issued by either the Contracts Manager or the Project Engineer (hereafter called the 'originator').
4. To generate a Permit to Work, the originator will;
  - i) Allocate the next sequential PTW from the Permit to Work Register (PTW2)
  - ii) Generate the Permit to Work (identified with the PTW number)
  - iii) Record details of the Permit to Work in the Register
5. The Permit to Work will detail the following:
  - i) Personnel requiring entry
  - ii) Responsible Person
  - iii) Location/Area of Work
  - iv) Details of work to be carried out
  - v) Equipment/PPE to be used
  - vi) Period of Access – date, time of entry and time of exit
6. The Permit to Work will be signed by the recipient (person in charge of works to be carried out) and the originator.
7. Both entries will be dated and timed accurately.
8. Upon completion and signing of the Permit to Work, a copy will be made and issued to the responsible person.
9. After issue, the originator will enter necessary details on the Permit to Work Register.
 

**N.B. Permits to Work will be issued on a daily basis.**
10. Upon completion of works, the responsible person will report to the Contracts Manager or Project Engineer to inform of completion.
11. The Contracts Manager or Project Engineer will:
  - i) Cancel the original Permit to Work
  - ii) Attach the copy surrendered by the responsible person
  - iii) Record cancellation details on the Permit to Work Log
12. The Permit to Work Register and related Permits to Work, both 'live' and 'surrendered', will be retained in a suitable location on site.

**Contract Number:****Contract Title/Location:****Permit To Work****PTW Number:**

Personnel requiring entry:

Responsible person:

Location/Area of works:

Details of work to be carried out:

Equipment/PPE to be used:

Period of Access: Date:

From:

am/pm

To:

am/pm

**ISSUE OF PERMIT**

P.T.W. received by:

Signed:

Print Name:

Person in charge of works to be carried out and I confirm that one man working will not be permitted at any time.

Date:

Time:

am/pm

P.T.W. issued by:

Signed:

Print Name:

Date:

Time:

am/pm

**CANCELLATION OF PERMIT**

Permit cancelled by:

Signed:

Print Name:

Date:

Time:

am/pm

**PERMIT TO WORK (PTW) PROCEDURE**

**Contract Number:**

**Contract Title/Location:**

**PERMIT TO WORK REGISTER**

Date Issued	Ptw Nbr	Area of Work	Issued to	Work Period	Nbr of Persons	Issued by	Date & Time Cancelled
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			

# **SECTION H**

## **Staff Welfare Facilities**

## **STAFF FACILITIES**

### **1 SANITARY CONVENIENCES**

#### **1.1**

Sanitary conveniences shall be provided in accordance with the requirements of the Workplace (Health Safety & Welfare) Regs

#### **1.2**

Where the number of people employed to work in premises is five or less at any one time (regardless of whether male or female) one toilet is sufficient. In all other cases, separate sanitary accommodation must be provided for persons of each sex and marked appropriately.

### **2 WASHING FACILITIES**

#### **2.1**

Washing facilities shall be provided in accordance with the requirements of the Workplace (Health Safety & Welfare) Regs.

#### **2.2**

In particular, wash basins shall have a smooth impervious surface and have a supply of clean running hot and cold water. Towels or other means of drying and soap shall be provided. Rooms containing washing facilities must be ventilated.

### **3 DRINKING WATER**

An adequate supply of wholesome drinking water shall be provided in all premises.

# **SECTION I**

**HEALTH & SAFETY**

**AT**

**JJL GROUNDWORKS LTD**

EMPLOYEE HAND DOCUMENT

# **CONTENTS**

1. Your guide to Safety
2. Health & Safety MANAGEMENT System
3. Good Housekeeping
4. Manual Handling
5. Ladders / Steps
6. Scaffolds / Towers & Trestles
7. Personal Protective Equipment
8. Accident Reporting & First Aid
9. Vehicles and Plant
10. Fire
11. Liquid Petroleum Gas
12. Abrasive Wheels / Cartridge Tools
13. Hazardous Substances
14. Noise
15. Electricity
16. Machinery
17. Excavations
18. Holes in Floors
19. Discipline
20. Safety Audits



# **YOUR GUIDE TO SAFETY**

The following pages in this document let give basic guidance on what is expected from all who do work for JJL GROUNDWORKS LTD. The information is extracted from the publication Health & Safety at JJL GROUNDWORKS LTD which is a supporting document to our Health & Safety MANAGEMENT System. This publication, along with our Safety MANAGEMENT System, is readily available on all work sites to anyone who wishes to refer to it.

Safety rules and regulations are put there to ensure that we complete our working lives healthy and in one piece, they are not there to hinder, frustrate or make our lives uncomfortable. If we are to do our work in a quality way we cannot ignore safety, for the safety way is the quality way.

JJL GROUNDWORKS LTD by their work to this regard they are committed to providing and maintaining safe and healthy conditions and systems of work for all situations under their control and direction RESPONSIBILITIES.

The directors of the JJL GROUNDWORKS LTD have overall and final responsibility for all Health & Safety issues. To this end they are responsible for ensuring all necessary resources are made available to satisfy the demands of this policy.

All operatives have a responsibility to co-operate with JJL GROUNDWORKS LTD in working out this policy.

All operatives have a responsibility, whilst at work, to take care of the Health & Safety of themselves and others affected by their work.

The Safety Co-ordinator for all work areas will be Adam McPheators Managing Director.

# **GOOD HOUSEKEEPING**

A basic requirement for ensuring the Health & Safety of all employed in the working of JLL GROUNDWORKS LTD is an organised, tidy, workplace.

Hazards can be reduced considerably if floors, passages, stairs and ladders are kept clear of materials, tools, rubbish and trailing leads.

Everyone should think before they place an item in such a position that it could cause an accident.

All rubbish to be cleared away on a regular basis. All materials to be stored in an ordered and structured manner. This will make work easier and more efficient.

If you see something that is causing a hazard, you must not assume that someone else is dealing with the problem.

**REMEMBER - A place for everything and everything in its place.**

# MANUAL HANDLING

More than quarter of all accidents reported to the enforcing authorities are associated with Manual Handling. It follows that extreme care must be taken when employees are carrying out Manual Handling tasks.

By following simple techniques, employees can ensure that any risk presented when Manual Handling is removed or reduced to a minimal level.

- Check the load before attempting to lift.
- Use mechanical aids whenever possible.
- Seek assistance when it is available.
- Plan the lift.
- Where is the load going to be placed?
- Is the route clear?
- What height is the object to be placed?
- When lifting, place the feet apart giving a balanced base.
- Adopt a good posture.
- Bend the knees.
- Keep your back straight.
- Keep your chin in.
- Lift using your legs, **not your back**

**IF IN DOUBT DO NOT LIFT**

# LADDERS AND STEPS

- Always check ladders and steps before use. **If in doubt do not use.**
- Use ladders for short duration work only.
- Ensure the angle of the ladder is **4:1**
- Use a ladder suitable for the job
- Whenever possible secure the ladder by lashing **both** stiles and stabilise the bottom.
- If you are unable to stabilise by lashing, have someone stabilise by footing the base.
- Always maintain the three point contact with the ladder.
- **Never** stretch to reach the work, **move the ladder**
- When climbing grip the rungs, not the stiles.
- Only one person on the ladder at any one time.
- Always face the ladder when ascending and descending.
- Ensure the ladder rises at least 1.07m (3' 6") above the landing place
- **Never** stand on the top step when using stepladders.

**Always report any defects.**

# SCAFFOLDS / TOWERS AND TRESTLES

Ensure that scaffolds are properly boarded and fitted with guard rails appropriate to the job being done. Never remove any boards, guard rails or ties. **Report all defects.**

Never alter the structure of the scaffold. Never overload the scaffold, or stack materials in such a way that they could fall over and cause injury to those below.

**Do not** throw materials down from scaffold, tower or trestle.

Only use to gain access and egress.

If scaffold or tower is in process of being erected or dismantled, **KEEP OFF.**

**All scaffold, tower and trestles not complete and therefore unsafe, MUST carry warning notices.**

Towers must only be erected, dismantled in accordance with the manufacturers instructions. Toe boards and guard rails must be in place.

Before using towers ensure the ground is suitable, firm level.

Always lock wheels before using and **never** move them with people and materials on board.  
(Creates a high centre of gravity)

# **PERSONAL PROTECTIVE EQUIPMENT**

JJL GROUNDWORKS LTD will ensure that you are provided with the appropriate PPE for the task you are doing. **It is of no use if you do not wear it!**

**Head protection** - All operatives of JJL GROUNDWORKS LTD will be expected to wear head protection at all times when on a construction site. Breaches of this rule will be treated as serious. Exceptions to this rule will only be relaxed in areas of work designated as separate from the main "Hard Hat" area. As designated in the site Health & Safety Plan.

**Hand Protection** - You only have one pair of hands, look after them. Appropriate gloves will be provided. If you wear rings on your fingers, tape them up or consider removing them before starting work. Always use gloves when: Loading and unloading vehicles. Handling sharp or hot objects. Dealing with coated materials. Handling rough wood.

**Ear Protection** - You must wear ear protection wherever signs indicated you are in a noisy area. You must also wear ear protection if the work you are doing is noisy.

**Eye Protection** - Regulations are in place that indicates that eye protection must be worn in certain conditions. Type of protection is also specified. These are too exhaustive to list here, but in general terms whenever there is a foreseeable risk to the eyes, protection must be worn.

**Foot Protection** – Protective boots must be worn at all times.

# **ACCIDENT REPORTING**

## **FIRST AID**

If you have an accident at work, no matter how trivial it seems, you must report it to your supervisor and enter it in the Accident Document.

**(EVERY WORK SITE WILL HAVE A COPY)**

It is the company policy to investigate all reported accidents. The objective is to try to identify the accident cause(s) so that a repeat of the situation can be avoided. All employees are expected to co-operate in these investigations.

The slightest cut or splinter can easily turn nasty and cause you to have time off work. Do not ignore small injuries, have them treated by a First Aider.

**FIRST AID KITS ARE KEPT ON ALL WORK SITES**

**All operatives are expected to familiarise themselves with all emergency procedures in place at the work site being attended.**

# **VEHICLES AND PLANT**

You must not operate mobile plant - dumpers, fork lifts, MEWP's cranes etc. unless you have been suitably trained and have authority to do so by site Management.

A high proportion of reversing accidents cause serious injuries. All drivers intending to reverse **MUST** get someone to see that the reversing path is clear, unless they are satisfied **BEYOND ALL DOUBT** that no-one is likely to be struck by their vehicle.

**REMEMBER** - drivers of vehicles and plant may not be able to see you so keep well away.

**Wear your High Visibility vest of jacket!**

All drivers and operators must ensure that the machines under their control cannot be started by others - especially children.

**LEAVE YOUR MACHINE SAFE!**



# LPG (Liquid Petroleum Gas)

LPG is a safe product providing a few simple rules are followed:

1. Always place cylinders in such a position so that a breeze or draught will take away any leakage or fumes.
2. Always use hoses and fitting specified by the manufacturer.
3. Ensure all appliances are fitted with individual closure valves.
4. Keep cylinders away from any means of ignition.
5. Make sure the area being worked is well ventilated.
6. Keep cylinders vertical at all times.
7. All cylinders to be turned off when appliance is not in operation.
8. Storage of cylinders must be marked "**FLAMMABLE**".
9. Before use ensure the means to extinguish a fire is available.

# **FIRE**

Employees should familiarise themselves with areas deemed to be "**FIRE RISK**" and all "**NO SMOKING**" signs must be strictly observed. Flammable materials should be stored in suitable accommodation with access to fire fighting equipment.

Be careful with that discarded cigarette, it could be the cause of a fire.

Employees must familiarise themselves with the location of the fire extinguishers and the type of fire each can be used against safely.

**REMEMBER - ALL FIRE EXTINGUISHERS NOW HAVE RED BODIES.**

Some of the old coloured ones may still be around.

<b><u>Class of Fire</u></b>	<b><u>Details</u></b>	<b><u>Extinguisher</u></b>
Combustible Solids	Paper, Wood, Textiles etc	Water
Flammable Liquids	Petrol, Paints, Oils, Grease etc	Dry Powder, CO <sup>2</sup> , Foam
Flammable Gases	Butane, Propane Acetylene	Dry Powder CO <sup>2</sup>
Electrical Equipment	Anything Electrical	Dry Powder CO <sup>2</sup>

# **ABRASIVE WHEELS/CARTRIDGE TOOLS**

Abrasive wheels and cutting discs must only be fitted or adjusted by persons who have received the appropriate training and formally appointed to carry out this work.

**N.B.** The appointed person will have their name entered into the **ABRASIVE WHEEL REGISTER**.

Guards must always be fitted when in use. PPE must be worn at all times by the operator. Cartridge Tools are for the use of trained persons only. When cartridge tools are being used **ALWAYS** check that no persons are in the vicinity of the work that could be surprised by the sudden noise emitted by the tool.

All cartridge tools and cartridges must be returned to the store immediately after use.

**DO NOT LEAVE THEM LYING ABOUT!**

# **HAZARDOUS SUBSTANCES**

By nature of the work at JJL GROUNDWORKS LTD some of the materials may be deemed as hazardous. JJL GROUNDWORKS LTD have carried out assessments of all such substances/materials to ascertain the effects on their employees and subcontractors.

Whenever possible, materials with no or little risk will be used, however, where a material does present a hazard, appropriate control measures will have been introduced.

**IT IS VITALLY IMPORTANT THAT THESE CONTROL MEASURES ARE CARRIED OUT.**

Most materials we use that are potentially hazardous, are likely to cause skin irritation and minor burns. It follows that if the materials can be kept away from the body when being used, their use is safe.

**You will be provided with the appropriate protection by JJL GROUNDWORKS LTD**

**USE IT!**

**ALWAYS FOLLOW THE MANUFACTURERS INSTRUCTIONS!**

**Only materials provided by JJL GROUNDWORKS LTD must be used.**

**If you wish to use a material not previously provided by JJL GROUNDWORKS LTD you must have it assessed before use.**

# **NOISE**

Noise can seriously damage your ability to hear, particularly if the exposure to the noise is prolonged. Sometimes the peak pressure of a sound wave may be so great that there is a risk of instantaneous damage. This is most likely when explosive sources are involved, such as cartridge tools.

On a construction site noise can be made up of various levels from different work areas.

The general rule is:

**IF YOU HAVE TO SHOUT TO SOMEONE NEARBY TO MAKE YOURSELF HEARD, YOU HAVE A PROBLEM.**

JJL GROUNDWORKS LTD will provide you with the appropriate equipment to protect you from the noise, you are expected to wear it!

**"ONCE YOU HAVE LOST YOUR HEARING IT IS GONE FOREVER"**

# ELECTRICITY

Tools driven by electricity have become common throughout the construction industry. With care electric tools are safe to use, but if abused they can become **LETHAL**.

Treat all electrical tools with respect, check them before use and store them safely when finished with.

- Never lift or pull electric tools by the lead.
- Never allow leads to trail through water.
- Always ensure long leads do not cause a trip hazard.
- Electric tools must be at 110 volts unless special authorisation has been given by JJJ GROUNDWORKS LTD, site supervisor.
- If electrical equipment develops a fault NEVER attempt to carry out repairs yourself.
- All electrical equipment provided by JJJ GROUNDWORKS LTD is checked periodically in according with the Electricity At Work Regulations, and labelled according.

# **MACHINERY**

All machinery must be:

**GUARDED EFFECTIVELY**

**MAINTAINED EFFECTIVELY**

**USED EFFECTIVELY AND SAFELY**

Never interfere with machines or their guards. **REMEMBER**, it is illegal to remove guards from machines in use.

Report immediately any faults when you notice or think they are developing on the machines you are operating.

**IF IN DOUBT, DO NOT USE!**

**DISABLE THE MACHINE AT THE END OF THE WORKING DAY.**

# EXCAVATIONS/TRENCHES

No work to be carried out unless authorised by the Supervisor on site.

There is no limit to the depth of an excavation, which must be supported. All excavations must be risk assessed and collapse prevention applied.

Do not interfere with or alter the positioning of barriers or supports unless authorised to do so.

Never work beyond the supporting sides of an excavation.

Materials and spoil **MUST** be stored away from the edge of the trench.

Before digging, establish the position of all underground services in the work area.

If an excavation machine is in use, always face it.

Ladders must be used to access and egress excavations.

Be careful of slipping when using ladders in trenches.



# **HOLES IN FLOORS**

All holes, openings, manholes etc. **MUST** be protected with proper covers or barriers to prevent falls or trips.

**IF A FOOT CAN FIT, A HOLE NEEDS TO BE PROTECTED.**

**NEVER MOVE HOLE PROTECTION UNLESS AUTHORISED TO DO SO.**

**ALWAYS REPLACE AND SECURE THE COVER WHEN ACCESS IS NOT REQUIRED.**

**WHERE BOARDS ARE USED TO COVER HOLES THEY MUST BE SECURED DOWN TO PREVENT MOVEMENT. THEY MUST ALSO BE CLEARLY MARKED.**

**"DANGER - HOLES BELOW"**

# **DISCIPLINE**

As an employee of JLL GROUNDWORKS LTD you have certain responsibilities in respect of Health and Safety issues. The first is to yourself to ensure that you do not sustain any injury that could be prejudicial to your quality of life. The second is to your colleagues and those who share the working environment you are working in.

The Rules and Regulations in respect of Health and Safety issues are there for a purpose, to this end JLL GROUNDWORKS LTD intend that they should be fully implemented in their day to day work. It follows that any blatant breach of such Rules and Regulations will be dealt with in accordance to the formal procedure for dealing with such matters and all such recorded offences are kept on file.

In many cases it will be a simple matter of reminding an employee of the standard required in Health and Safety matters. However, in cases where a pattern of behaviour is evident that Health and Safety is not a priority with an employee, JLL GROUNDWORKS LTD will not hesitate to treat the matter as a serious breach of discipline and act accordingly.

# **SAFETY AUDITS/INSPECTIONS**

To ensure standards of Health and Safety are kept to a high standard JIL GROUNDWORKS LTD commission regular safety audits of their work. A Safety Adviser will visit work sites on an agreed basis and will report to the site supervisor and Managing Director of any observed conditions that could breach statutory requirements and company standards. It is the responsibility of all employees to co-operate with Management in ensuring such conditions are not allowed to reach a situation where a serious breach is evident.

JIL GROUNDWORKS LTD employees are encouraged to speak to the Safety Adviser for advice and instruction.

**REMEMBER THE SAFETY INSPECTIONS ARE NOT THERE TO MAKE LIFE DIFFICULT, BUT TO MAKE LIFE SAFER!**

# HEALTH AND SAFETY AT

## JJL GROUNDWORKS LTD

The aim of this document let is to highlight some of the areas we all need to look to, if we are to keep free from serious accidents. It is so easy to fall into bad habits that create hazards for ourselves and also for those affected by our work.

**The Health and Safety at Work Act** was introduced as a basis to ensuring that all people at work have legal responsibilities to act safely. By following the advice given in the pages of this document let, you will be doing just that.

**Name:** .....

**Signed:** .....

**Company:** .....

**Date:** .....

# HEALTH AND SAFETY AT

JJL GROUNDWORKS LTD

I acknowledge I have read and understand its contents.

The aim of this document let is to highlight some of the areas we all need to look to, if we are to keep free from serious accidents. It is so easy to fall into bad habits that create hazards for ourselves and also for those affected by our work.

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**Name:** .....

**Signed:** .....

**Company:** .....

**Date:** .....

**(This page is to be signed and handed to the Site Supervisor for filing at the company office)**