

Take care of yourself - eyes etc. are treasured possessions.

2.11 LIFTING AND HANDLING

Back injuries are one of the most common industrial injuries.

Back injuries may be caused by bad posture or poor lifting technique.

The maximum load for an individual depends on their sex, build, health, training, expertise and strength.

To minimize possible back injury when lifting or carrying always:

Wear suitable clothes - no high heels or tight clothes.

Assess the job before commencing.

Consider the use of mechanical or human assistance.

If you must use muscle power, then:

- Consider the use of gloves and other PPE
- Adopt the correct stance
- Keep the back straight
- Tuck the chin in
- Take a good grip
- Keep the arms as straight as possible
- Keep the load close to the body
- Keep the feet apart and lift with the legs

2.12 SAFETY HELMET POLICY

Whilst all reasonable precautions had been taken to ensure the safety at work, the risk of falling objects cannot be guarded against. Safety helmets afford some protection to workers in these situations. Where it is mandatory to use hard hats then this must be complied with. The Company would be failing in the duty to ensure the Health and Safety at Work Regulations if it did not encourage employees to wear the safety helmets provided.

The Company's common goal is to achieve healthy and safe working conditions. Management will actively encourage others by setting example in the correct use of head protection.

2.13 NO SMOKING ARRANGEMENTS

In line with the Health Act it is illegal to smoke at work or in any substantially enclosed public space. This will include company vehicles. To comply with legislation smoking will not be allowed in any premises controlled by the company or in any vehicles. No smoking signage will be displayed clearly on all entrances and in all work vehicles.

2.14 MOBILE PHONE POLICY

It is the policy of Sheffield Refrigeration Ltd to observe and control the mandatory requirements in respect of the use of mobile phones in the workplace and will manage the use of mobile phones by their employees, contractors and sub-contractors to reduce risk. All staff will be advised of the policy upon induction and through refresher training to ensure the risk is reduced to as low as reasonably practicable, mobile phones must not be used whilst operating machinery.

In Company Vehicles use of hands free is only permitted. (see Company Driving Policy).

2.15 WASTE DISPOSAL

In accordance with current legislation Sheffield Refrigeration Ltd are committed to take all reasonable steps to keep and dispose of their waste safely, where waste is passed on to a third party checks will be made to ensure they are authorized to accept and can transport, recycle or dispose of it safely. Registered Waste Carriers will be used and checks will be made to ensure the license covers Sheffield Refrigeration Ltd waste requirements.

At the commencement of works on site, you should:

- Follow particular clients waste disposal procedures or contact the Waste Disposal Officer for the area in which you are working and advise him of your intentions to start work.

The waste disposal authorities are in:

England	County Councils
Wales	District Councils
Scotland	District or Island Councils
London Metropolitan Area	The London Waste Regulation Authority
Merseyside Metropolitan Area	The Merseyside Waste Disposal Authority

- Advise him of the type of waste to be produced and, if possible, the anticipated approximate quantities.
- Advise how you intend to remove the waste.
- Confirm that your chosen waste carrier is regulated.
- Advise where the waste will be deposited

NOTE: Carrying surplus materials back to stores for sorting or re-use does not constitute the carriage of waste.

Documentation

In practical terms, all waste produced by the Company during any contract is disposed of by the use of builders skips hired locally from a competent registered company.

The carrier should always, when uplifting skips, raise and distribute a waste transfer note detailing:

- A description of the waste
- The approximate quantity
- How the waste is packed (either loose or in a container)
- The place of transfer from the Company ownership into the waste site management
- The date and time of transfer
- Contain your signature
- The name, address and registration number of the carrier

The transfer note should be distributed to:

- The Company as a site copy
- The carrier
- The management of their disposal site

2.16 USE OF SKIPS

- Do not place skips in position where contractors cannot easily reach them or where the carriers lorries cannot uplift them.
- Keep all access to skips clear.
- Do not overload any skip: the carrier has every right to insist that you unload it, or even refuse to uplift it.
- Do not load skips above the height of the sides.
- Do not light fires in skips.
- Do not allow persons to climb into or ride in a skip.

Where the Principle Contractor has a Waste Management Policy then the appropriate skips, in line with procedures must be used.

2.17 PERSONAL PROTECTIVE EQUIPMENT

████████████████████ with guidance from Safety 2000 Ltd. will be responsible for the identification and issue of appropriate Personal Protective Equipment.

It will be the responsibility of site supervision to ensure the correct storage and maintenance of PPE. General storage and maintenance will be the user's responsibility.

Loss or defect to any PPE must be reported. All PPE must be stored in accommodation provided. Mis-use is not acceptable.

Eye Protection

Approved eye protection must be provided and worn under all conditions where there is a risk of damage to the eyes e.g. Abrasive Wheels / Use of Chemicals. With each specific Eye Protection Equipment, maintenance details should be provided and must be followed.

Typical BS2092 markings for use:

1	Grade 1 Impact
2	Grade 2 Impact
C	Chemicals
D	Dust
M	Molten Metal
G	Glass

Glove and Hand Protection

Suitable Industrial Gloves (BS 1651) will be provided and **must be worn** when handling abrasive or sharp edged materials, or chemicals (Pr EN 374); which could damage the skin. Suitable soap/hand cleansers and hot/warm water will be readily available and should be used.

PERSONAL HYGIENE IS IMPORTANT

Protective Clothing

Suitable protective clothing should be provided for employees as necessary.

Footwear

Safety shoes/boots must be worn on all sites.

2.18 SCAFFOLDS

Only trained and authorised personnel should erect and dismantle general access and tower scaffolds.

Never remove scaffold ties, boards or crossbraces.

Use the ladder access to stairs to move around scaffolding.

Check:

Working platforms are complete.

All scaffolds must have guardrails, middle guards and toe boards fitted.

If guard rails and toe boards are not fitted, wear a safety harness.

If there is a risk of material falling:

Check that brick guards or netting are in place.

Use a mechanical hoist or rubbish chutes to dispose of material.

The height of a mobile scaffold must not exceed:

Three times the minimum base dimensions when outside.

Three and a half times when inside.

Before using a tower scaffold, check that:

The scaffold is vertical.

It is resting on firm, level ground.

The wheel brakes are on.

The feet are properly supported.

The tower must be rigidly secured to prevent it overturning especially:

When it is loaded with heavy materials.

When it is exposed to high winds.

When it is used for awkward operations.

When moving the tower check that:

There are no power lines.

There are no overhead obstructions.

There are no men or materials on the upper platforms.

It is pushed from the base.

2.19 HAND TOOLS

Never improvise - use correct tool for the job.

Keep all tools clean and in good condition.

Avoid using screwdrivers on work held in the hand.

Use the right size spanner to fit the nut.

Edges of cutting tools should be kept sharp and protected when being stored or carried.

2.20 TRAINING FOR SAFETY

It is the intention of Sheffield Refrigeration Ltd to ensure that all its personnel are adequately trained both in the safety aspects of their job and the skills to do the job safely.

Sheffield Refrigeration Ltd will ensure that all operatives have had relevant skills training before commencing employment. If this is not possible Sheffield Refrigeration Ltd will ensure that such training will be given at the earliest opportunity.

All personnel will have Company Induction Training at the start of their employment and will include safety and safe working practices.

Where practical all operatives including supervisors will attend a recognised safety awareness programme along the lines of the CSCS Safety Awareness Programme.

Where practicable Managers / Foremen will attend any relevant Health and Safety programmes e.g. Manual handling, Noise at Work, Risk Assessment etc. Tool box talks will also be undertaken on a regular basis.

All personnel on site will attend suitable site-specific induction training sessions.

All training will be recorded, reviewed and where identified personnel will attend up to date refresher programmes.

In the event of an investigation in to any incident identifying a lack of knowledge by any member of staff, that member of staff will be required to attend training as a matter of urgency.

Mr. J. Clarke along with Safety 2000 Ltd. will be responsible for the identification of training needs.

The induction procedure outlines the initial safety training requirements for all employees. Where required, employees will be given additional safety training.

Following the introduction of the Health & Safety (young persons) regulations the need to identify all risks to young persons has been highlighted. In particular account must be taken of:

- Lack of Experience
- Immaturity
- Lack of Awareness of Risks

Information instruction and training of young persons will be given prior to any commencement of work, But it is everybody's duty to keep a 'watchful eye' out for the safety of any young person and to ensure a safe place of work, safe machinery and plant and of course the safety of all connected with his/hers acts or omissions.

2.21 HOUSEKEEPING

To aid good housekeeping standards, areas of the site are allocated where storage is permitted and where it is not permitted. Employees are expected to know their areas and comply with the arrangements. Good housekeeping standards not only reduce the risk of injury, but also portray a quality image. All employees, at every level of the Organisation, therefore have a responsibility to ensure that their own work areas are kept clean and tidy.

2.22 ABRASIVE WHEELS

The following checks should be made prior to working on the abrasive wheel:

All markings regarding safe use are in order.

MPS (300RPM) not to be exceeded.

Wheel properly mounted.

Guard in position and in order / secure.

Stop / start buttons in order / clearly marked.

Rest in place and secure.

General condition of machine in order.

Environment clear/ good condition / adequate light etc.

PPE in order.

Appropriate notices clearly displayed.

2.23 PORTABLE ELECTRICAL EQUIPMENT & HAZARDS

██████████ along with appropriate supervision will be responsible for electrical safety.

Portable / transportable equipment will be deemed to be any equipment that is not hard wired to the electrical systems

Portable / transportable equipment will be check for obvious damage by the used immediately before use.

Regular inspections and PAT testing will be carried out in accordance with the recommendations of the electrical contractor.

All portable / transportable equipment will be required to have a current label in a prominent position stating the date of the test and the date of the next test. Master records will be kept at head office.

Do not interfere with anything electrical. Leave it to designated personnel.

Visually check plugs, cables, appliances etc. and report any defects.

Identify switches and emergency buttons.

Never by-pass any safety facility.

Switch off all equipment before removing plugs.

2.24 MECHANICAL HAZARDS

Do not tamper with plant or machinery.

Ensure all safety provisions (guards etc.) are in place.

Ensure all plant and machinery is fit for use.

Only use plant and machinery when authorised.

Comply with safe systems and permits to work.

2.25 SIGNS

Safety signs are displayed around the site. These fall into four categories:

Prohibition (Don't Do)	Red and White
Warning (Risk of Danger)	Black and Yellow
Safe Condition (The safe Way)	Green
Mandatory (Must Do)	Blue

These remind of the need to do or wear something. The instruction signs should be followed by all persons on site.

2.26 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is the intention of Sheffield Refrigeration Ltd to use substances that are not hazardous to health wherever possible. However, where this is not possible Mr. J. Clarke with guidance from Safety 2000 Ltd. will carry out any assessments. It will always be the case that none hazardous materials will be chosen where possible.

COSHH information will be provided to site and contain information regarding the safe handling of substances. All employees are expected to comply with the requirements of this information. Employees will not be allowed to use any substances hazardous to health until an assessment has been completed and information provided to site.

2.27 NOISE

It is the duty of all concerned to ensure that noise levels are kept to, as low a level as is reasonably practicable. Prolonged and repeated exposure to excessive noise can cause hearing problems.

In order to help reduce noise levels the following procedures should be taken:

- Keep compressor covers closed.
- Ensure breaker mufflers are securely fitted.
- Ensure machinery panels do not rattle.
- Segregate noisy processes from other site works by use of screens.
- Carry out noisy processes with the minimum number of workers in the vicinity.
- Do not allow machinery to run unnecessarily.

Hearing protection will be provided for use where the noise levels reach 80dB(A). It is mandatory for employees to wear hearing protection when the noise level has been identified at 85dB(A) and above.

If shouting is necessary to be heard when stood 1m or less from the listener then hearing may be affected. In such cases, unless noise meter reading indicates differently, designate the area a hearing protection zone and sign accordingly. All personnel who work or enter such a zone will wear hearing protection. If ear defenders are worn and they become damaged this must be reported to supervisor and a replacement pair issued. If disposable earplugs are used an adequate supply will be made available.

2.28 BURIED SERVICES

Do not start digging until you have been instructed to and you have been issued with a permit to dig by your supervisor.
Check before digging where, if any, the underground services are located using plans and cable locators.

Do not use power tools with 0.5m of the indicated line of a cable where practicable and never over the line of a cable. Assume all cables to be live.

2.29 EXCAVATIONS

All trenches must be supported.
Fixed barriers or guardrails must be erected to prevent people entering into the excavations.
Do not place materials close to the edge of excavations.
Vehicles approaching the edge of excavations must use stop-blocks.
Use ladders to climb in and out of the trenches.
Use the proper access to cross a trench or gap.
See findings identified in Risk Assessment

Inspections will be carried out prior to work commencing at the start of the day. An inspection will also be undertaken after any event that is likely to have affected its strength or stability and after an accidental fall of rock or earth or other material. Records will be held

2.30 CONFINED SPACES

The Confined Spaces Regulations follow the current trend for Health and Safety Legislation to require elimination of the hazardous activity as the first consideration i.e. work must not be carried out in a confined space unless it is not reasonably practicable to do otherwise.

If it is not reasonably practicable to eliminate work in confined spaces, the employer must then consider (by a risk assessment) the controls needed to ensure a safe system of work.

Be careful on entering confined spaces, check for the following:
An inadequate source of ventilation, deficiencies in oxygen and presence of methane.

Before working in a confined space be sure you are trained in rescue procedures and emergency breathing apparatus.

Avoid the use of hazardous substances and ensure good ventilation.

Do not enter without an attendant. If you see someone in trouble do not enter yourself - summon assistance.

Obtain entry permit from your supervisor before you begin work.

Definitions of a Confined Space

The new regulations define a confined space as "any place, including any chamber, tank, vat, silo, pit, trench pipe, sewer, flue, well or other similar space in which by virtue of its enclosed nature, there arises a reasonably foreseeable specific risk."

The specified risks are as follows:

- Injury due to fire / explosion
- Loss of consciousness due to an increased body temperature (heat stress)

- Asphyxiation
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2.31 PROTECTING THE PUBLIC, CLIENT PERSONNEL AND THIRD PARTIES

RISK ASSESSMENTS WILL BE ISSUED TO SITE (S)
ALL PERSONNEL MUST FAMILIARISE THEMSELVES WITH HAZARDS AND CONTROLS

The significant hazards are:

- A. Erection / dismantling and use of scaffold and other access equipment
- B. Persons falling into excavations, manholes, open edges, stairwells etc.
- C. Slips, trips and falls
- D. Use of plant and equipment
- E. Storage, transportation, use or disposal of hazardous substances
- F. Storage of materials
- G. Energy sources: electricity, bottled gas, fuels etc.
- H. Noise, dust and vibration
- I. Falling of ejected materials
- J. Site vehicular movements
- K. Road and street works

Control measures and precautions are all dealt with.

NB. Special attention must be given to elderly people, the disabled and children.

2.32 ISOLATION OF SERVICES

Where services have to be disconnected from their source of power then the source of power will be isolated. A permit to reconnect will operate on site and the system will be made to fail to safety in the event of accidental reconnection.

2.33 YOUNG PERSONS

Where young persons are required to work then the relevant risk assessments will be undertaken. See separate policy on young persons.

2.34 WORKING TIME REGULATIONS

Working hours will be within the Working Time Regulations unless operatives have agreed to other working arrangements. See separate policy on Working Time.

2.35 ASBESTOS

If during the course of construction operations on site where asbestos is found (or suspected) to be present in any form, any operation, which may cause disturbance of the material, must STOP immediately. The contaminated area must be cordoned off, and screened with appropriate signs in accordance with Control of Asbestos at Work Regulations and approved codes of practice.

The Client / CDM Coordinator / Principle Contractor must be informed immediately (where applicable).