



Health and Safety Handbook



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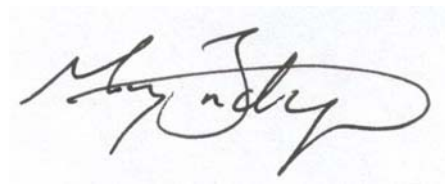
Welcome to Bridges

I would like to offer you a warm welcome to the team at Bridges; I hope that you will enjoy working with us. At Bridges, we aim to create a dynamic, challenging, safe and enjoyable work environment. We can deliver first class customer service and pioneering electrical and mechanical solutions to our customers.

I am committed to developing long term relationships with our customers based on trust, flexibility and understanding their needs. Through this approach the business has retained some prestigious clients as well as attracting new clients in a variety of sectors. It is important to remember that our reputation is built on high standards of reliability and service. As an ambassador of the company it is important that you maintain these standards and promote these qualities to our customers.

We have prepared this handbook to ensure that you are familiar with the company's policies and procedures. It is designed to be both informative and interesting. You should retain it throughout the duration of your employment.

I hope that you find Bridges a rewarding place to work and will no doubt see you in the future.

A handwritten signature in black ink, appearing to read 'Matthew Bridges', written in a cursive style.

Matthew Bridges
Managing Director

VISION & MISSION

WHO WE ARE:

An Industry leading; Mechanical, Electrical, Instrumentation, Controls & Automation business incorporating our unrivalled engineering skills in Water, Waste, Nuclear & Aggregates

WHY WE EXIST:

To Incorporate great people to engineer us into the future

OUR VALUES:

SAFETY

Nothing is more important to us than keeping our team, our customers, our partners and the public free from harm. We all work to continuously improve standards of safety in everything we do

FAIRNESS

We're reasonable in our expectations of each other, our customer and our partners. We treat everyone fairly and are consistent in our approach to performance management, career development and reward

HONESTY

We are clear in what we say and straightforward in what we do. We always act with integrity –acknowledging our mistakes, giving honest feedback and being sincere in our praise

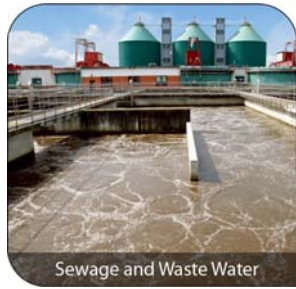
SUPPORTIVE MANAGEMENT

We are approachable and co-operative - actively supporting each other, our customers and our partners. Rather than micro-managing, we put our energy into listening, coaching and creating the conditions for our people to succeed

TAKING RESPONSIBILITY

We take pride in getting things done to a high standard. We hold ourselves personally accountable for our decisions and actions and never pass the buck.

Industries Covered by Bridges:



Bridges Safety

The following information is to communicate hazards and risks that you may encounter while working on our sites and guidance to help you to remain safe while carrying out your work.

The best person to look after your Health and Safety is YOU!!

“Near Miss & Positive Interventions” – don’t be afraid to report hazards and positive interventions. These can be reported using the following methods:

- Verbally to a supervisor
- By completing a near miss card
- By phone
- By email
- By app

If the hazard presents an immediate risk either make it safe, if you are able to do so safely, or notify a supervisor immediately.

At Bridges we strongly promote a **STOP WORK** policy and if you don’t feel safe or you believe a situation to be unsafe **STOP** and notify your manager, you will not be judged, you will be congratulated.

If you feel a health and safety issue is not receiving appropriate action, large or small please contact your Project Manager. If you still aren’t satisfied, then please contact any member of the senior management team or more specifically the Bridges Health & Safety Advisors on 07941032919 or 07807787933 or 07794027995

We can assure you that your matter will be dealt with using the utmost discretion.

Safety Saves Quality Pays

Abrasive Wheels

- You must ensure you are trained to use an abrasive wheel
- If changing a wheel or cutting disc you must be trained to do so
- Ensure equipment is in good condition and that the wheels are not fractured or damaged
- All guards and handles must be fitted
- Appropriate eye protection must be worn along with PPE when using the equipment
- Be aware of vibration
- Select the correct wheel for the job – speed and type
- When not in use leave face up

Aeration Lanes

Aeration lanes are found on sewage treatment works as part of the waste water treatment process. Air is pumped into the waste water so bacteria have oxygen to break down micro-organisms, the effect of this is that buoyance is significantly



reduced. The turbulence of the water reduces the density of the water, if you were to fall in you would be at significant risk of drowning.

When working near or over aeration lanes the principles of working at height, avoid, prevent, arrest must be adopted.

If life jackets are required they must be self-inflating and 275N.

Alcohol & Drugs

The company will not tolerate employees reporting to work under the influence of alcohol and drugs. Any employee who is suspected of doing so or believed to have taken alcohol & drugs during working hours will be immediately removed from the work environment and dealt with in line with company disciplinary procedure.

Bridges & its clients reserve the right to carry out random drug and alcohol testing.

All employees who are prescribed or who are taking any medication must inform their immediate supervisor immediately of the effects the medication may have on their ability to work safely.

All employees must not drive whilst under the influence of alcohol and/or drugs.

Asbestos

Asbestos fibres can cause irreversible lung damage and cancer. There is no known cure for asbestos related disease.

Asbestos products can be found in any structure, building and pipework, should you find any material which you suspect or know to be asbestos stop work immediately and inform your supervisor.



If asbestos is located within your work area it should be identified within the RAMS. The location should be identified by signage on site.

Never attempt to remove asbestos, it must only be removed by licensed contractors.

Carriage of Dangerous Substances

Transporting a dangerous substance on the public highway presents a number of risks. Accidental release of the substance could present a risk to drivers, members of the public or the emergency services.

The substance could also harm the environment by entering water supplies, watercourses or polluting the atmosphere.

All substances must be sealed, secure and in correctly labelled containers.



Cement

Cement is widely used within the construction industry, cement however can cause injury and ill health through:

- Skin Contact – wet cement causes severe burns and dermatitis
- Eye Contact – cement powder or wet cement will cause burns, irritation and inflammation possibly leading to loss of sight
- Inhalation – cement powder can irritate the nose and throat and may lead to long term effects on breathing

When working with cement you must always:

- Wear appropriate PPE including waterproof gloves, overalls or waterproof trousers depending on the depth of the cement, waterproof footwear such as wellington boots and eye protection.
- Always stop work and wash any skin that comes into contact with cement

Construction Design & Management

- The Construction Design & Management Regulations 2015, (CDM Regulations) apply to all construction projects no matter how big or small. Under these regulations, construction projects may become notifiable, in which case additional duties and responsibilities apply. The regulations not only apply to construction work but also to the planning, design and management of the work.
- The purpose of the CDM Regulations is to focus the attention of the project team on the health and safety aspects of the project, to improve the planning and management of projects, to facilitate the early identification of hazards, and to place responsibilities and efforts where they can most benefit health and safety.
- To achieve the objectives of the CDM Regulations duties are placed on everyone involved in the construction work, particularly on key members of the project team such as the client, designers and contractors. The CDM Regulations also require the appointment of a Principle Contractor on notifiable projects and place a number of key duties on the principle contractor for the safe management of the work.
- A project becomes notifiable if the construction works on a construction site is scheduled to:
 1. Last longer than 30 working days and have more than 30 workers working simultaneously at any one point in the project
 - Or
 2. Exceed 500 person days

Chlorus

Sodium Hypochlorite (Chlorus) can be available in the following forms, powder, tablet, gas and liquid. It is used for the disinfection of portable and waste water.

Chlorus products contain various quantities of usable chlorine. The chlorine content of each product will reduce over time as it is exposed to the atmosphere, therefore all products must be stored in line with the manufacturer's recommendations to minimise deterioration.

Competency

The minimum competency for all working for Bridges is:

- CSCS / ECS
- CCNSG

Other competencies will be required on an individual basis such as CPCS, IPAF, PASMA, City & Guilds Confined Space etc.

Conduct

Everyone is expected to conduct themselves in a responsible and professional manner, you are an ambassador of the company. Anyone using violent or abusive behaviour will be removed from site.

Confined Spaces

Confined spaces include pits, trenches, chambers etc. Two features which determine a confined space;

1. A substantially, but not entirely, enclosed space
2. There is a reasonably foreseeable specified risk

There are five main hazards associated with confined spaces;

1. Suffocation
2. Fire & Explosion
3. Poisoning
4. Drowning
5. Temperature extremes

You must not enter a confined space unless you have been trained, certified and in possession of all the correct kit.

A confined space permit must be completed prior to entering a confined space.

Do not attempt a rescue unless you are specifically trained to do so.



Control of Substances Hazardous to Health (COSHH)

If you are required to use any chemicals, they should have been COSHH assessed. The COSHH assessment should be available on site.

Please ensure you:

- Do not use any chemical unless you have been briefed on the COSHH assessment
- Wear the correct PPE as defined in COSHH assessment
- Use the substance for its intended purpose
- Store the substances in suitable containers that are correctly labelled and away from sources of heat
- Dispose of the substance as described in the assessment



Harmful /
Irritant



Explosive



Highly
Flammable



Corrosive



Toxic



Toxic to the
Environment



Long term Health
Hazard



Pressurised Gas

Deliveries

If you receive a delivery of materials you must check that what you are signing for is what has been delivered. If the materials are wrong or damaged, reject them immediately and make the supplier take them back and replace them. Ensure a copy of the delivery note is returned to the procurement department.

Display Screen Equipment (DSE)

Computer workstations or equipment can be associated with neck, shoulder, back or arm pain as well as fatigue and eye strain. The Health & Safety (Display Screen Equipment) Regulations 1992 aim to protect the health of people who work with DSE.

Good posture is important, you should adjust your workstation so that you do not need to twist or over reach to use desk based equipment and paper documents.

Long periods of repetitive work in one position should be avoided. You should take regular breaks to get changes in posture and rest your eyes from looking at the computer screen.



Driving

Driving plays an integral part of our daily lives, not just during working hours but also out of working hours. Regular maintenance checks can save your own life and that of other road users.

- Check the oil and water levels
- Check your lights are all in good working order
- Always obey speed limits
- Park in designated areas
- Always wear your seatbelt
- Check the treads of the tyres, ensure they are inflated correctly and that there are no bulges
- Do not use a mobile phone whilst driving
- Don't smoke in company vehicles
- Do not drive whilst under the influence of drink and/or drugs
- All company vehicles have telematics equipment fitted



Duties & Responsibilities

All staff, whether employed by Bridges or contractors are expected to:

1. Ensure that RAMS are in place for the work being carried out, that they have been communicated to you and that you have signed to say you understand them.
2. If you feel the task being carried out is unsafe to you or to others STOP and consult your supervisor
3. Act in a responsible manner and take reasonable care of themselves, their colleagues and anyone else who may be affected by the activities of the company
4. Carry out work in accordance with company policy, safe working practice and other instructions at all times.
5. Use the tools, materials and equipment safely, inspect it before use to ensure its safe to use
6. Use and wear designated PPE for the task being carried out
7. Where work operations change from those prescribed in the RAMS, ensure the RAMS are reviewed, amended and communicated to the team
8. Ensure welfare, first aid and emergency facilities are adequate
9. Immediately report any hazard that may affect health, safety and the environment and not to undertake any works until matters have been resolved
10. Always be aware of the dangers of the chemicals being used if in doubt consult the COSHH assessment.
11. Not use any equipment unless you have been authorised, are competent and carry appropriate training cards/certificates.
12. Avoid careless behaviour
13. Ensure safety is made a priority on site at all times
14. All near misses are reported
15. Ensure all accidents are reported, no matter how minor
16. Ensure all vehicles used on the public highway are made road legal

Emergencies

An emergency is a situation where life, the environment or property is at significant risk or someone including a member of the public has been sufficiently hurt to require hospital treatment.

- If the emergency services are required call 999
- Contact the first aider on site to attend any casualties
- Advise your supervisor / project manager immediately

Report all accidents / incidents no matter how minor, this is a vital part of our culture.

It is important that all accidents / incidents are reported so that they can be investigated to prevent them occurring again. They also provide learning opportunities so that we can apply changes to our working practices, plant and equipment or training regimes to prevent further incidents.

Emergency contact numbers

Steve Spencer	HSEQ Director	07841 032919
Jason Clarke	Delivery Director	07896590862
Matthew Bridges	Managing Director	07712 772221

Excavation

Every year in the UK, a high number of persons are killed in excavations, most are buried alive.

Neither the shallowness of an excavation, nor the appearance of stable ground should ever be taken as indications of safety.

No work involving penetrating the ground should be carried out unless steps have been taken to identify and prevent any risk of injury arising from underground services.

The safety of members of the public, other contractors and workers is paramount, excavations left open must be suitable protected. Suitable and sufficient equipment to support an excavation shall be provided and installed by a competent person.

A permit to break ground must be in place prior to works commencing.

Fire

All employees must;

- Smoke in designated areas only
- No fires are allowed on site
- Complete a hot works permit prior to carrying out any cutting, grinding, welding or burning
- Ensure that all flammable liquids are stored correctly
- Ensure flammable materials such as paper and scrap material are not allowed to accumulate
- Ensure all escape routes and fire exits are kept clear of any obstructions
- Familiarise their self of the nearest firefighting equipment, alarm point and evacuation route

In the event of a fire:

- Raise the alarm and ensure you are safe
- Evacuate the premises and go to the designated muster point
- Only attempt to tackle a fire if you have been trained and it's safe to do so
- Never place yourself in danger

KNOW YOUR FIRE EXTINGUISHER COLOUR CODE

Cylinder Colour Coding and Contents

Classification of Fire Risk	Water	Foam	CO ₂	Dry powder	Watermist
	Red	Cream	Black	Blue	Green
A Paper, Wood, Textile and Fabric	✓	✓		✓	✓
B Flammable Liquids		✓	✓	✓	✓
C Flammable Gases				✓	✓
Electrical Hazards			✓	✓	✓
Vehicle Protection		✓		✓	✓

COLOUR CODING IN ACCORDANCE WITH BS 5422: 1987-SPECIFICATION FOR PORTABLE FIRE EXTINGUISHERS
FLAMMABLE GAS FIRES MUST BE EXTINGUISHED BY THE EMERGENCY SERVICES ONLY

April 2016

First Aid



In the event of an accident the correct prompt action may save a life or reduce suffering.

You must call for trained first aid assistance immediately.

Do not attempt to give first aid yourself unless you have been trained.

Ensure your safety and the safety of others before tending to a casualty.

When instant action is required;

- Do not move the injured person unless they are in danger
- Get someone to call the emergency services
- Stay with the injured person, keep them warm and ensure that they can breathe freely
- If there is serious bleeding, apply pressure near to the wound, but do not touch the wound itself
- Do not allow the injured person to eat or drink
- In the case of an electric shock do not touch the injured person until power is switched off
- Ensure they can breathe freely and do not allow the injured person to eat or drink
- Make sure you know where the first aider(s) and first aid boxes

All fleet vehicles must contain a first aid and eye wash kit.

All injuries however slight must be reported to your line manager and health and safety department.

Hand Arm Vibration

Hand arm vibration syndrome is a disorder which affects the blood vessels, nerves and muscles of the hand, wrist and forearm. It can be severely disabling and is better known as vibration white finger, the symptoms are tingling, numbness and in the cold and wet the fingers go blue and then red and are painful as well as loss of strength and dexterity. This long term permanent injury can result from the misuse of vibrating tools and equipment.

There is a maximum time per day that you can safely use such equipment.

Before starting to use vibrating tools/equipment;

- Check the risk assessment for trigger times
- Follow the controls in the risk assessment for time and other PPE required
- Do not exceed the trigger time in any one day
- Keep your hands warm and maintain circulation
- Ensure equipment is maintained
- Report any problems / plant defects
- Use the right tool for the job
- Keep blades and cutting edges sharp

Hand & Power Tools

Many injuries are caused by the misuse of hand and power tools. Other injuries result of wrong selection of tool for the job.

Employees must ensure;

- You are trained in the proper use of hand and power tools
- Always use tools in accordance with manufacturer's instructions
- Check that power tools have a valid Portable Appliance Test before use, items must have a test every three months.
- Check that tool casings, cables, plugs or connections are in good condition
- Use only battery operated or 110v power supply tools
- Make sure all guards are fitted, working and correctly and adjusted
- Use saws and knives with the action directed away from yourself
- Maintain good housekeeping that allows balance for the task
- Use the correct PPE for the task

Hot Works

Hot works includes the use of blow torches, oxy/acetylene, oxy/gas, electric welding, cutting and grinding.

A hot works permit must be completed before any hot works are carried out. Hot works activities must stop one hour before the end of the day and a site walk around must be carried out to check for fires before leaving site.

Hydrogen Sulphide

At waste water sites there is the potential for high levels of hydrogen sulphide. Hydrogen sulphide smells of rotten eggs, however the longer you are exposed to it the harder it becomes to smell.

High concentrations can lead quickly to death, low concentrations can give rise to acute symptoms.

If a gas monitor alarms due to hydrogen sulphide leave the area immediately.

Ladders

Ladders may be used as place of work but only after safer alternatives have been considered in the first instance.

Before using a ladder:

- Check to make sure it's in good condition with no defects
- Make sure it is suitable and sufficient for the job
- Make sure the ladder is raised at least 1.1m above the landing place
- Follow the 1 out 4 up rule
- Ensure ladders are properly secured by tying off or being securely footed by a second person
- Never carry tools etc. up a ladder
- Maintain three points of contact at all times
- It is erected on firm level surface
- Ensure it is not erected in front of a doorway or access route

Do not erect a ladder:

- On a sloping surface
- On moveable objects
- On a slippery / unstable surface
- In front of a door that may be opened
- In the path of mobile routes unless the base is adequately protected.

Leptospirosis (Weil's disease)

This is a serious and sometimes fatal disease transmitted to humans through contact with soil contaminated with the urine of rats and cattle, foxes and other wild animals. The disease enters your body through cuts and scratches or through the mouth, throat or eyes.

Symptoms are similar to flu with a persistent and severe headache but you may experience fever, chills, severe muscle aches and tenderness, redness of eyes, loss of appetite, vomiting and sometimes a skin rash. The symptoms can occur up to 10 days after exposure. If you experience these symptoms you should visit your doctor advising them of your occupation and possible contact with bacteria and contact your supervisor.

To prevent contacting the disease:

- Use the correct protective clothing for the task and replace any damaged items immediately
- Wash thoroughly before eating, drinking and smoking
- Ensure cuts and grazes are properly cleaned and treated immediately
- Keep any damaged skin covered with a waterproof plaster



- Do not take contaminated clothing home
- Avoid rubbing your eyes, nose or mouth during work activities
- Clean all protective clothing such as footwear and other equipment after work has ceased with a strong disinfectant

Lifting

Lifting operations are dangerous activities if not properly planned and managed by competent persons.

Lifting operations will not commence unless:

- A lift plan has been completed by a competent person
- All lifting appliances and accessories have an in date thorough examination certificate
- All appliances and accessories are inspected prior to use
- The operator of the appliance must be trained, competent and authorised
- All slinging must be carried out by a competent person
- The load is within capacity of the equipment

Do not:

- Attempt to control or instruct the operator if you are not the designated competent, trained and authorised individual
- Move a load above a person
- Position yourself below a suspended load



In accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), all lifting equipment is subjected to annual thorough inspection, all lifting accessories a six month inspection.

All lifting equipment and accessories must be subjected to a 7 day visual inspection. These inspections must be recorded and records retained.

Lone Working

The company does allow lone working in certain situations and you must have permission from your project manager. Lone working will not be permitted on activities that are classified as high risk. The company operates a “carer” based system to ensure the safety of the individual lone working.

The lone worker must follow the safe system of works for the job. They must ensure that they maintain communication with their “carer” and must not place themselves in a potentially difficult situation.

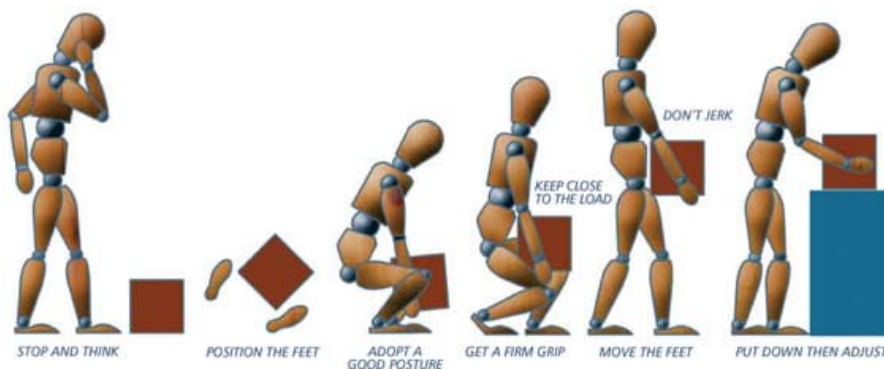
Manual Handling

Manual handling is one of the most common types of injuries in the work place causing over a third of all injuries. Manual lifting operations should be avoided wherever possible.

Take the following steps to help reduce accidents:

- Ensure a risk assessment is in place
- Try and eliminate manual handling, use mechanical lifting aids such as sacks trolleys, mobile cranes, manhole lifters etc.
- If you have to lift by hand ensure you have been trained do so

- Ensure you know your physical limitations and never put yourself at risk if injury
- Consider use of team lifting
- Where possible, split the load to reduce size and weight
- Ensure your route is clear
- Bend with the legs and address the load
- Keep the back straight and look up
- Lift the load keeping in close to the body. Keep the load close to the body whilst moving
- Use the legs and keep the back straight when putting it down
- Try not to twist whilst lifting or carrying



Mobile Phone

Mobile phones issued to employees by the company are for company use only. Never use a mobile phone whilst driving, there is significant evidence that drivers of vehicles and/or plant are distracted.

Under no circumstances should messages and emails be sent or read.

Only hands free kits are to be used.



Noise, Light & Dust

The Control of Noise at Work Regulations 2005 are in place to ensure employees hearing is protected from excessive noise.

Where an item of plant or equipment emits noise greater than 80dB (A) there shall be clearly marked with the blue mandatory “Wear Ear Defenders” sign and hearing protection whether it be ear plugs or ear defenders shall be made available for use.

Where noise levels exceed 85 dB (A) then hearing protection must be worn.

Excessive noise, light and dust can present a hazard to workers, annoy neighbours, disturb wildlife and lead to prosecution. Screens can be erected around noisy equipment, ensure noisy activities are undertaken during site working hours only. Ensure site and direct lighting are positioned so as to avoid nuisance. Haul roads and areas of bare soil can be dampened down to prevent dust.

Office Safety

- Fire drills must be carried out at least twice a year
- Office notice boards should be kept up to date with fire procedures and first aid details
- Keep office areas free of clutter use recycling bins provided
- Avoid slips, trips and falls caused by boxes, cables and bags left carelessly in walkways.

Overhead Services

Overhead power lines are extremely dangerous and contact with them is often fatal.

Check for the presence of overhead lines before starting work, especially when using cranes or large items of plant or carrying large objects upright.

- Ensure goal posts are in place to control plant height
- Ensure the operating heights of your vehicle ensuring it is within distance of any overhead power lines
- All work must be properly planned, managed, supervised and carried out in a safe manner.
- Never assume power lines are dead, isolated and earthed
- Do not use tools, plant and equipment which can come into close proximity with overhead services unless controls have been put in place.
- Ensure appropriate signage in place
- Do not move vehicles with raised tippers in the vicinity of overhead power lines.

Permits

Certain high risk activities cannot be undertaken unless a permit has been completed and issued.

Bridges operate permits for the following activities:

- Hot Works
- Confined Spaces
- Mechanical & Electrical Isolations
- Lifting
- Working at Height
- Breaking the Ground
- Pressure Testing



Personal Protective Equipment (PPE)

All employees will receive appropriate PPE and it will be replaced when necessary.

Mandatory PPE for Site



Protective footwear must be worn



Eye protection must be worn



Safety gloves must be worn



High visibility jacket must be worn



Hard hat area

Mandatory PPE for Workshops



Protective footwear must be worn



Eye protection must be worn

Mandatory PPE for Office Compounds/Yards



Protective footwear must be worn



High visibility jacket must be worn



Safety gloves must be worn

- Gloves should be appropriate to the task. Kevlar gloves must be used for all manual cutting activities
- Safety footwear incorporating toe and mid sole protection
- Eye protection must be suitable for the work operation
- Shorts are prohibited
- All respirators must have an FFP 3 filter type minimum.

Additional PPE is identified through risk assessment & Method Statement.

MEWP

In order to operate a MEWP (Mobile Elevated Working Platform) you must be in possession of valid IPAF card for the correct category of MEWP to be used. MEWP's are designed to provide a safe working platform for temporary work at height. If a MEWP is to be used the ground conditions, the presence of overhead power lines and structures must be considered.

A harness must be worn when operating a cherry picker or boom type MEWP, except when working over water. For scissor lifts safe working should negate the need for wearing of a harness.

Plant & Vehicles

- Never operate plant & equipment that shows defects
- Ensure you are competent and trained to operate the plant
- Carry out daily inspections, record and report defects
- Ensure a banksman is in attendance where required
- Do not leave the keys in the ignition
- Keep clear of any working plant, machines or vehicles
- Do not walk under items that are being lifted
- Approach machines only once the operator has seen you
- Always wear seat belts
- Secure all loads

The “Wave Hello & Say Goodbye” Campaign

The campaign encourages everyone passing plant to make positive contact with the driver to ensure that the driver realises that you are in the vicinity of the machine.

You must only pass the plant once positive contact has been made and the driver halts movement of the plant and in the instance of an excavator, the bucket must be lowered to the ground.

Every year there are on average 7 fatalities as a result of accidents involving vehicles and mobile plant on construction sites with many more seriously injured.

Pre-Start Checklist

Prior to commencing works each day, the pre start checklist must be completed including recording checks on all tools and equipment used.

Pressure Testing

Pressure testing is a high risk activity, when applying stored energy to an assembly for the first time, there is the potential for unintended pressure release as a result of:

- Test assembly rupture
- Component or connection failure
- Sudden release of test medium
- Water rather than air must be used unless a specific process prohibits its use

A permit must be in place prior to the testing being carried out.

Quality

The quality of the work you do and the plant and equipment we build and install is very important for the success of the business. Taking care and pride in your work will ensure that you get it right first time, eliminating cost implications of having to redo work.

Risk Assessment & Method Statement

The company is required to assess the risks from any hazardous activity and adequately control these risks through safe systems of works including permits to work, training, providing safe plant and equipment and safe places of work.

The risk assessment and method statement must be communicated to all relevant individuals through a briefing to ensure that they understand and work in a safe manner using the precautions described, the briefing must be recorded.

You must continually assess your working environment, if you are unable to follow the precautions set out in the risk assessment and method statement you must stop work.

Never undertake any works without a risk assessment and method statement in place.

Safe Use of Knives

Injuries of any nature are unacceptable, especially ones that can be avoided by safe systems of work. In order to try and prevent any further accidents from the use of knives please ensure you apply the safe use of knives as outlined:

- Where special tools are available such as cable strippers, these must be used
- All cutting and stripping activities must be conducted in such a manner that the cutting action is performed away from body
- Cut resistant gloves must be worn when using knives
- Folding knives and pen knives that can close onto the fingers during use are not to be used.
- All knives must be maintained in a safe condition at all times
- All knives must be stored in a safe manner in order to prevent injuries when going into tool boxes
- The use of knives with break off blades is forbidden
- Always carry knives in a safe manner, some knives are supplied in sheaths for this purpose
- Keep blades sharp as this reduces the risk of slipping during use
- Always visually inspect knives prior to use, never use a damaged knife
- Only side cutters or similar should be used to cut-off cable ties

Scaffold

All scaffold must be erected by a competent person. The scaffold must be inspected every 7 days by a competent person and recorded. A scafftag must be displayed with the last date of inspection recorded.



All scaffolds that are incomplete, partially dismantled or not capable of being used, prominent warning signs “Incomplete Scaffold – Do Not Use” must be displayed. As well as warning signs, all access points must be effectively blocked to prevent unauthorised access.

The scaffold must be re-inspected when it has been modified, affected by an incident such as being struck by a vehicle, subjected to adverse weather conditions.

Scaffold should be fitted with guard rails and toe boards, any defects must be reported, you must never remove guard rails or toe boards, alter the scaffold in anyway, do not throw materials from scaffold down, never jump from or climb a scaffold you must use the ladders/steps provided.

Scaffold Towers

You must hold a valid PASMA card to erect and dismantle tower scaffold. They must be erected and used in accordance with the manufactures guidelines and must be fitted with toe boards and guard rails. Towers must be erected on firm level ground and should never be moved whilst people are on it. Always lock off wheels before use. Beware of overhead services when moving tower scaffold

Sharp Objects

Contamination from contact from sharp objects such as hypodermic needles, glass and metal fragments may result in infection or illness such as hepatitis / AIDS etc.

- Report to local authority, water company or asset owner for removal
- Do not remove sharps

If your skin has been punctured with such an item, place the wound under running clean water if available, if not clean with cleansing wipes, and apply a sterile dressing or plaster, do not attempt to suck the wound. Seek medical attention immediately. If possible, take the sharp with you to hospital.

Signing In & Out

All staff and visitors must sign in and out each day, this includes any trips off site.

Silica

Silica is always present in the aggregates and sand used in making concrete. The health hazards of silica come from breathing in the dust which may lead to permanent disability and premature death. You may be exposed when cutting or drilling concrete. Whenever possible you should suppress the dust at source and always wear an FFP3 respirator.

Site Tidiness

Slips and trips are the most common accident and cause serious injury.

One of the most common causes of accidents is poor housekeeping. You must always:

- Keep access routes clear and free from trip hazards
- Store all materials in designated area, stacked safely
- Ensure that you leave your work place in a safe and tidy condition
- Never leave trailing cables without protection
- Ensure any upturned nails are removed or knocked down

- Take care when working in muddy or wet conditions as they increase the risk of slips and trips, always clean off boots before using access
- Keep scaffold clear and free of obstructions



Remember - A Tidier Site is a Safer Site

Smoking Policy

All site welfare facilities, plant and company vehicles are designated non-smoking.

Smoking on site will only be tolerated when in designated areas. Cigarette ends must be extinguished and disposed in an appropriate manner.

Underground Services

Breaking the ground includes; mechanical & manual excavation, drilling, driving earth rods, pins & posts & surface cutting

Contact with buried services can cause severe injuries and death both to those involved and others who maybe close by. The main risk from electrical contact is severe burns and possibly electrocution, gas services may result in explosions and multiple injuries. Most service strikes are avoidable.

Prior to breaking the ground;

1. Obtain up to date service drawings
2. Carry out an inspection of the area to be excavated – visually look for evidence of cables such as markers, covers, trench lines
3. Use a CAT & Genny to locate service, mark out location on surface using spray paint – trained & competent

4. Excavate trial holes manually to establish exact location & depth of services
5. Only once cables are positively identified can mechanical excavation begin
6. Complete a permit prior to works to break the ground

Waste

Bridges will implement the waste hierarchy, giving top priority to prepare waste for reuse, then recycling, the recovery and lastly the disposal of all waste.

Waste skips will be used for the disposal of waste on sites. In certain circumstances waste will be brought back to a company office where the waste will be disposed of in the segregated waste skips and bins provided



Hazardous waste such as used spill kit and Waste Electrical and Electronic Equipment (WEEE) must be segregated and disposed of separately.

Welfare

The welfare facilities provided will be dependent on whether it is a fixed location, the length of the contract or the availability of onsite existing facilities.

It is your responsibility to consider others and keep the facilities in good and clean condition at all times. Report any problems to your supervisor or project manager.

Details of welfare facilities will be given during the site specific induction or noted with the risk assessment or method statement.

Working at Height

Falls from height remain one of the most common causes of fatality and major injuries. All work at height should be properly planned, risk assessed and supervised. Arrangements must be in place for safe access and egress and suitable systems in place to prevent falls whilst this is taking place.

- Never alter scaffold unless you have been trained to do so
- All equipment is subject to inspection prior to use
- Any defective equipment is taken out of use
- Rescue measures and emergency have been planned
- Fall prevention and fall protection measures are in place
- You must ensure that safety harness lanyards are the correct length
- You must not climb out of a MEWP basket
- Never put yourself or anyone else in danger
- Report and hazards or unforeseen problems
- Working at Height requires a Permit

Working with Sewage

You may at some point be exposed to raw sewage with this comes the risk of contracting hepatitis or tetanus.

To prevent illness:

- Thoroughly wash and then cover any cuts and scratches with a waterproof plaster
- Wear protective clothing, gloves and footwear etc.
- Thoroughly wash your hands as soon as possible after potential exposure and before eating, drinking and smoking
- Please advise your doctor of the risks associated with your work.



Working on Water Supply Sites

Anyone visiting a water supply source, treatment works, service reservoir or supply distribution site must minimise the risk of bringing on to site any contamination, especially faecal material on clothing, footwear, tools, equipment and vehicles. All persons therefore must have a separate set of PPE for water supply sites.

If you or any of your household suffer from stomach pain, prolonged fever, food poisoning, infective hepatitis or jaundice you must tell your project manager as soon as possible, you will be unable to attend work at water supply site due to the possibility of water contamination.

Bridges are NOT authorised to operate valves or equipment on Water Supply sites. These operations can ONLY be carried out by client staff.

All personnel working on potable water sites or networks must hold a valid EUSR National Hygiene Water Card.

