



Health & Safety Policy

Reviewed 09/10/2024

Next Review Date 08/10/2025

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Company Registration No: 6180435.
V.A.T. Registration No: GB996932743

DOCUMENT CONTROL SHEET

Revision History

Revision	Description
1	2023 with additions
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STATEMENT OF COMPANY SAFETY POLICY

It is the policy of Grove Electrical , hereafter referred to as the Company to ensure that all risks arising from its range of activities are properly managed to maintain a safe and healthy working environment.

In furtherance of this aim, the Company will assess the nature of all possible hazards to ensure that all stages of our work activities which includes plant operation, transportation, maintenance and suction excavation are carried out in a safe, effective and coordinated fashion with all necessary plant, equipment, information and training being provided.

The Company recognise the importance of safety, health and welfare in the successful operation of its activities and believes in the active participation and co-operation of its employees, and subcontractors, in order to achieve and maintain the highest possible standards.

The activities of the Company will be conducted in accordance with relevant statutory requirements, appropriate safeguards being implemented to prevent exposing employees and the general public to risks to their health and safety. This Policy will be actively pursued by the Director and line management.

The requirements of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999, and the Construction (Design & Management) Regulations 2015 shall be regarded as the minimum standard of safety, health and welfare to be accepted.

The Company recognises the need to consult with its workforce on health and safety matters in order to achieve policies that are both safe and acceptable when put into practice. It welcomes suggestions from its employees which serve to improve and promote these aims. Such suggestions may at any time be brought to the attention of line and senior management.

Whilst overall responsibility for health and safety matters must rest at the highest management level with the Company, employees should recognise that they have duties under the Health & Safety at Work Act 1974. These duties include the taking of reasonable care of their own safety and the safety of others who may be affected by their acts or omissions and also to co-operate with the Company in its arrangements to comply with statutory safety obligations.

To ensure that its health and safety risk management systems remain effective this Policy and how it is operated will be reviewed on an annual basis. Any revision will be brought to the attention of those affected by the changes.

Signed: *Vince Newcome*

Date: 09/10/2024

Vince Newcome
Managing Director
Grove Electrical

Responsibilities for Health & Safety

In order that the Company Health & Safety Policy can operate effectively, it is essential that all levels understand their individual and collective responsibilities. These have been defined and are set out as follows:

The Company/Employer

The Company will, so far as is reasonably practicable, achieve the aims of this policy by providing and maintaining:

1. Safe plant and equipment to carry out the work.
2. Safe access and egress to the site with adequate provision for the safe storage of materials.
3. A safe place to work free from undue risk with effective methods of carrying out the work.
4. A healthy working environment with adequate welfare facilities.

This will be achieved by:

1. Assessing, preventing and managing health and safety risks liable to arise during all construction activities.
2. Allocating adequate resources to ensure compliance with health and safety legislative requirements.
3. Developing effective health and safety plans to co-ordinate and manage the activities of all contractors for the purpose of risk reduction.
4. Providing trained competent staff and employees.
5. Selecting competent and adequately resourced contractors to carry out work, where it is subcontracted.
6. Monitoring and reviewing the health and safety performance of the Company.
7. Ensuring that all workers are properly informed instructed and consulted.
8. Providing for site safety inspections and taking advice from the Company's Safety Manager.
9. Amending the Safety Policy from time to time as it becomes necessary and at least annually with any amendments being brought to the attention of those affected.

Managing Director

The Managing Director has ultimate responsibility for the overall health and safety policy of the Company. Whilst day to day responsibility for health and safety is delegated to the General Manager, the Managing Director will work to promote health and safety within the Company by:

1. Ensuring that there is at all times an effective policy for health and safety within the Company and that responsibility under the policy is assigned and accepted at all levels.
2. Ensuring that duties and responsibilities imposed by the Construction (Design & Management) Regulations 2015 are suitably delegated and assigned within the Company.
3. Ensuring that adequate channels of communication are maintained within the Company so that information concerning Health & Safety matters, which may affect any or all employees, is effectively communicated.
4. Ensuring that adequate resources are made available in order to meet health and safety requirements.
5. Ensuring that all plant, equipment and vehicles are maintained and inspected in accordance with statutory requirements.

6. Demonstrating close personal involvement and support for the Company's Health & Safety Policy.
7. That the Company at all times holds and complies with the Employers Liability (Compulsory Insurance) Act 1969.
8. That it holds sufficient Indemnity Insurance to cover its range and breadth of activities.
9. That any reportable accidents, diseases, or dangerous occurrences are notified to the enforcing Authority and that appropriate records are kept.
10. That all personnel within the Company receive appropriate training for the roles that they undertake and maintain an up to date training matrix which should be reviewed on an annual basis with all records of training being maintained within individual HR folders.
11. Establish a close liaison with any Principal Contractor to ensure that all relevant health and safety factors are taken into account in order to comply with the requirements of the Construction (Design & Management) Regulations 2015.
12. That the office is organised and maintained to ensure the health, safety and welfare of all administrative staff.

General Manager

The General Manager will take responsibility for the day to day implementation of the Company Safety Policy and organisational arrangements for putting it into effect. In particular, the General Manager should:

1. Implement the Company Safety Policy and ensure that all Departmental Managers and other Supervisory grades appreciate their responsibility and accountability for the health, safety and welfare of the Company's employees and others who may be affected by the Company's activities.
2. Ensure that the management team are sufficiently resourced in terms of plant, equipment, experience and technical knowledge for the nature of the work being undertaken.
3. Determine that all risks liable to be accounted during the working on Customer sites or within Grove Electrical premises are evaluated and that appropriate safe systems of work have been established and communicated to all relevant personnel, taking advice as necessary from the Company's Safety Advisor.
4. Carefully appraise the experience and competency of contractors to ensure that such contractors are adequately resourced to comply with health and safety requirements.
5. By a system of regular monitoring, ensure that proper and safe systems of working and means of avoiding dangerous or potentially hazardous conditions are adopted on-site.
6. Ensuring that the required statutory thorough examinations with respect to plant and equipment are carried out with appropriate records being maintained and that any necessary remedial action identified is promptly rectified.
7. Monitor the effectiveness of the policy and the individual performance of the Company's Site Supervisory staff to ensure that the Company complied with its legal obligations.
8. Demonstrate close personal involvement and support for the Company's Health & Safety Policy and set a personal example by the wearing of appropriate protective clothing and equipment.

Supervisors

All Supervisors are responsible for the direct control of their respective department's activities and for ensuring compliance with health & safety requirements. They will achieve this by ensuring:

1. That they fully familiarise themselves with the Company's Safety Policy.
2. That they adhere to the RAMS drawn up in accordance with the requirements of the Construction (Design & Management) Regulations 2015.
3. That they confer with the General Manager in order to evaluate any health & safety implications should there be a need to deviate from our Health & Safety Policy.
4. That they confer with the General Manager and the Company's Safety Advisor on all matters of safety and in connection with the Company's Safety Policy should the need arise.
5. That they co-operate with the Safety Advisor to rectify any matters that are in conflict with the Health & Safety at Work Act 1974, the Construction (Design & Management) Regulations 2015, or with other statutes currently in force.
6. That they organise the department so that all operations are carried out with a minimum of risk to employees, equipment and materials.
7. That appropriate precautions are taken to protect members of the public and prevent unauthorised access by non-site personnel and in particular children.
8. The delivery and storage of materials are carried out in such a manner so as not to endanger employees or members of the public and to avoid double handling wherever possible.
9. That the Grove Electrical premises welfare facilities are adequate and that First Aid Boxes are adequately stocked.
10. That all plant and equipment supplied to the Grove Electrical premises or Customer site, whether owned or hired to the Company is in a safe condition before being put into service and that in the case of lifting appliances and hoists that the appropriate tests and examinations have been carried out.
11. That when hiring excavators for lifting duties over 1 tonne, check valves and automatic safe load indicators are fitted.
12. That when hiring crange appropriate information is given concerning the load and lifting radius.
13. That they clearly lay down the responsibilities of subcontractors and ensure that a system exists for the co-ordination of safety activities between Grove Electrical personnel and subcontractor and any other individual contractor who may be working on the same site.
14. That any subcontractor who consistently fails to comply with health and safety requirements is reported to the General Manager to decide whether to discontinue using their services.
15. That they carry out or arrange to carry out, the required statutory inspections and examinations in respect of excavations, lifting equipment, etc and that the prescribed particulars are recorded and kept available for inspection.
16. They prevent employees from taking risks and shortcuts in working methods.
17. By their own conduct discourage horseplay and reprimand those who fail to consider their own health and safety and those of others, whether employees of the Company or otherwise.
18. That appropriate plant and equipment are only operated by competent trained persons.
19. That new employees are adequately supervised and trained for the task allotted and that they are made aware of known hazards on site.
20. That employees wear appropriate protective clothing particularly safety helmets and eye protection where required on Grove Electrical premises as well as at Customers Sites
21. That all employees wear high visibility clothing when working in the vicinity of plant or within workshop areas.
22. That they set a personal example to all others on Grove Electrical premises and Customer Sites. This includes the wearing of protective clothing and equipment.

Health & Safety

The Company's Safety Manager's/Consultant's main responsibilities are to:

1. Act jointly with the Managing Director to fulfil the role of a competent person for the purposes of the Management of Health & Safety at Work Regulations 1999.
2. Advise senior management of any new safety legislation or changes in existing legislation.
3. Advise senior management of any HSE enforcement initiatives or new guidance.
4. Provide interpretation of safety legislation so that the company fully understands the actions required in order to meet the requirements.
5. Assist with the initial implementation of changes in health and safety legislation.
6. Promote good working relationships between Client, Customer, Contractors and others to ensure the effective and safe co-operation and co-ordination of all activities.
7. Suggest suitable training for all levels of employees and to provide awareness of accident prevention hazardous to health.
8. Carry out regular audits with the preparation of an associated report identifying any defects and recommended action for improving working conditions and/or procedures.
9. Investigating reportable accidents or dangerous occurrences and submitting to the Company a confidential report.

Employees

All employees including self-employed persons working under the direction and control of the Company shall:

1. Co-operate with management as far as is necessary on safety matters to promote health and safety at work.
2. Read and familiarise themselves with the Company Safety Policy and in particular the duties contained in this section.
3. Realise that they have a legal duty whilst at work to take reasonable care for the health and safety of themselves, that of their fellow employees and others who may be affected by their activities.
4. Observe all safety rules and only use the correct and recognised methods and systems of working.
5. Use the correct tools and equipment for the job, keep their tools and equipment in a good and safe condition, and report any defects in plant, tools, or equipment to their immediate manager without delay.
6. Use and take care of all other safety equipment such as goggles, ear defenders, safety harnesses etc.
7. Wear safety helmets at all times whilst on Customer sites.
8. Report any loss or defect in any safety equipment to their manager. This is a specific legal requirement placed upon individuals under the new legislation relating to the wearing of safety helmets and EC legislation relating to the use of personal protective equipment.
9. Refrain from horseplay and acts which could cause hazards to themselves and others eg do not hitch rides on dumpers or 'bomb' materials from heights.
10. Develop a personal concern for the safety of themselves and others whilst at work. Remember each year up to 100 people die because of site accidents and many thousands are severely injured or crippled. DO NOT become another statistic.
11. Report all accidents and damage or near-miss incident to the manager whether persons are injured or not.
12. Keep their working place in a safe and tidy condition.

13. Suggest to the manager ways of eliminating hazards or improving standards of health and safety.
14. Remember that wilful and knowing disregard of safety instructions may result in disciplinary action.

Arrangements for Health & Safety

Workplace Transport

1. All Customer sites traffic regulations should be upheld and any speed limit adhered to if appropriate signage is displayed at the site.
2. On Grove Electrical premises, Engineers and Workshop vehicles have been parked responsibly in appropriate parking areas and staff vehicles parked within the designated car park areas.
3. Segregated parking is provided together with pedestrian routes across to the offices.
4. Where vehicle reversing is unavoidable this should take place in the car park area where there is low pedestrian/plant interaction. With regards to plant, reversing will be under the direction of a trained engineer unless the plant has a rear-view camera system.
5. All Material Storage areas and offloading points have been located as far as is reasonably practicable from pedestrian areas to reduce interaction between staff and workshop movements.
6. Where the Company acts in the role of a sub-contractor whilst it is on a customer site, it will liaise with the Principal Contractor to follow any instructions/rules with regard to pedestrian routes and traffic management.

Monitoring, Auditing and Review

1. It is the responsibility of the General Manager and Supervisors to monitor the health and safety compliance of both its directly employed workforce and any subcontractors on a day-to-day basis.
2. Any employee who persistently fails to adhere to safe working practices will be subject to the Company's disciplinary procedures taking appropriate HR advice and consultation with the Company's external Health and Safety Advisor.
3. Any subcontractor who fails to perform to the required health and safety standards will be reported to their Head Office and a meeting is required between the Company's Managing Director or Operations Director, the Subcontractor's Director responsible for health and safety and our external Health and Safety Advisor. Any persistent non-conformity will result in the sub-contractor being removed from the job and from the Company's list of preferred contractors.
4. An annual review of the Company's Safety Procedures and Safety Policy is carried out by the Safety Manager, with a report being prepared to the Managing Director following which an action plan is drawn up to rectify any identifiable non-conformities if applicable.
5. Our external Health and Safety Advisors are also responsible for ensuring that the Company is kept up to date with any new legislative requirements, safety alerts, or HSE initiatives. These will also be discussed at the monthly Board meeting and, where appropriate, the Company's Health and Safety Policy and Procedures amended and briefed out to all personnel.

Consultation with Employees

1. Employees and self-employed persons working under the Company's control will be informed of their rights under the Health & Safety (Consultation with Employees) Regulations 1996 and the need to regularly communicate with the workforce and to consider their view when taking decisions about health and safety.
2. The HSE Poster "Health & Safety Law" must be displayed within the Grove Electrical site and also on the employee information notice board at Head Office.
3. Due to the size of the Company and the close working partnership between management and the workforce, it is the Company policy to directly consult with its employees and welcomes suggestions aimed at improving health and safety performance at any time.
4. It is the responsibility of the Supervisors to regularly canvas the views of the workforce on health and safety issues and to keep them updated with regard to any HSE initiatives or advice provided through the Company's Safety Advisor.
5. A formal health and safety employee consultation meeting will be held every 6 months and employees are invited in advance to submit any concerns or any suggestions aimed at improving health and safety via their Supervisor or the Company's Safety Advisor.
6. It is the Company Safety Advisor's task to meet with and discuss any health and safety issues arising with the workforce during routine inspections/audits.
7. The Company operates an open-door policy on all health and safety issues.

Training

1. The Company will, so far as is reasonably practicable, ensure that all employees and any self-employed persons acting under their control:
 - Received adequate and appropriate training for work they are called upon to do.
 - Are competent to carry out these tasks and;
 - Observe sound working practices in all activities over which they have control.
2. It is the responsibility of Vince Newcome (Managing Director) to ensure that training records are maintained for each employee detailing training (both in-house and external) and qualifications on all aspects of safety, plant operation, first aid, entry into confined spaces, skill development, etc.
3. The Company is committed to ensuring that all plant and workshop engineers obtain certification under the Construction Skills Certification Scheme (CSCS) and undergo training to qualify for SPA Quarry Passport or an equivalent qualification.
4. Specialist training is given to all engineers where identified e.g. Plant Equipment Manufacturer product ranges, NVQ's in Plant Equipment, Asbestos Awareness, etc.
5. New employees receive formal induction and progress is monitored closely to ensure that the new employee understands and shows a responsible attitude towards health and safety and that they are capable of undertaking the work, particularly with regard to the skills associated with their respective duties such as the safe operation of computer equipment, mechanical plant, etc.
6. Health and Safety awareness training seminars are imparted by the Company's external Safety Advisor where there is a new legislative requirement. This is backed up by personal one-to-one briefings by the Safety Advisor together with toolbox talks imparted by Management.

Selection & Monitoring of Subcontractors

1. It is the policy of the Company wherever possible to utilise its directly employed, trained and experienced workforce. Where this is not possible due to the specialist nature of the trade then the prospective subcontractor should be assessed utilising the Company's health and safety competence assessment questionnaire which mirrors the Stage 1 & 2 assessment criteria within the HSE's CDM Approved Code of Practice & Guidance.
2. Information should also be obtained with regard to the experience of carrying out similar work including trade references.
3. A copy of the subcontractor's Health and Safety Policy should be obtained together with any relevant contract specific risk assessments/method statements seeking advice as appropriate from the Company's external Health and Safety Advisors.
4. Information should also be sought with regard to their health and safety performance including accident statistics, any HSE enforcement action and management procedures for health and safety together with details of their competent person.
5. Documentary evidence should be provided with regard to employers' liability, public liability and contractors (all risks) cover.
6. Information must also be sought with regard to the level of resources to be allocated to the site particularly in terms of supervision.
7. All subcontractors should be provided with an adequate amount of planning/mobilisation time commensurate with the task to be performed and any relevant information contained within the existing Health and Safety File.
8. All subcontractors must be issued with the Company's Rules for Subcontractors (contained in the Safe Working Procedures Section of the Company Safety Policy).
9. Any subcontractor who fails to adhere to the recognised safe working practices, who operate unsafe plant or who fails to co-operate with other contractors on safety matters should be referred to the Managing Director who will seek an urgent meeting with the sub contractor's Director(s) to rectify the matter(s). Failure to properly respond to this request will result in the subcontractor being removed from the site.
10. The performance of the selected subcontractors must be monitored throughout the contract and the post-contract appraisal carried out between the Company's Managing Director and relevant Site Manager to determine whether they should be put onto the Company's preferred list of contractors for future use.

Risk Assessment

1. It is the responsibility of the General Manager to ensure that a suitable and sufficient assessment has been carried out on all potential hazards liable to arise during any on-site working carried out by Grove Electrical .
2. It is important to be systematic in the carrying out of this task and to understand the concepts of hazard and risk. A hazard is something that has the potential to cause harm e.g. moving vehicles or plant, hot works, excavations, entry into a confined space, work at height, etc. Risk is the likelihood that harm will arise from a hazard in the form of inadequate personal protective clothing, injury, or ill health.
3. The severity of risk is a function of the probability of an event occurring and the degree of injury or ill health liable to arise. In assessing the risk consideration must be given to the level and adequacy of the existing precautions. Where an activity is of a potentially hazardous nature then in-depth planning in the form of a detailed method statement must be carried out. If in doubt seek advice from the Company's Safety Advisor.
4. The purpose of the risk assessment is to ensure that the level of controls reduces the risk to the lowest level that is reasonably practicable. Any assessment which determines an activity

to have a medium or high risk should not be commenced until consultation has been made with the Company's Health and Safety Advisor who will provide advice with regard to additional controls or an alternative method of performing the activity.

5. All measures necessary to adequately control those risks identified as being of significance must be implemented and incorporated into the Grove Electrical Method Statement which must be positively briefed out to all employees and/or subcontractors on a recorded basis.

Fire Precautions & Fire Risk Assessment

1. The Regulatory Reform (Fire Safety) Order 2005 puts an obligation upon the responsible person (Company) to carry out a fire risk assessment to identify fire risks that can be removed or reduced and to assess the nature and extent of the general fire precautions that are needed.
2. In order to discharge the Company's obligations the following arrangements are in place:
 - Emergency fire notice displayed adjacent to emergency exits and within entrance foyer and on staff notice board.
 - All new staff undergo an induction which includes familiarization with emergency exits, evacuation procedure and assembly point.
 - Automatic fire detection system installed throughout Grove Electrical premises and serviced by external Specialist Company.
 - The fire alarm tested weekly.
 - Emergency lighting tested monthly.
 - Emergency evacuation carried out 12 monthly.
 - All extinguishers serviced annually by a specialist contractor.
3. A fire risk assessment must be carried out in relation to any new building being constructed together with the site accommodation if required.
4. All new site accommodation must be provided with at least two extinguishers, one of which should be dry powder or CO2.
5. Means of raising alarm normally in the form of an air horn must be provided together with a designated assembly point.

Personal Protective Clothing

1. It is the policy of the Company to issue free of charge all necessary PPE and to give safe instruction in its maintenance and use.
2. All employees have a duty to wear the PPE with which they have been issued, to take proper care of it and to immediately report any damage or loss.
3. All employees will be issued on employment (recorded basis) with a basic set of PPE to include:
 - hi-vis vest conforming to a minimum of EN471 class 2;
 - lace-up safety boots conforming with EN345 with 200-joule toecap and steel midsole penetration protection;
 - safety helmet conforming with EN397 with internal fabric head harness for additional comfort during summer months;
 - goggles conforming with EN166A.
4. The site/task specific risk assessment will identify any additional PPE such as;
 - cut resistant gloves conforming with EN388 class 2 or above;
 - disposal earplugs conforming to EN352-2 or ear protectors;

- full body harness with fall restraint lanyard (maximum 1 metre) attached to approved anchorage point when using MEWPS;
- disposable respiratory protection to FFP3 standard where temporary high levels of dust are liable to be encountered.

First Aid

1. It is the policy of the Company to provide or have access to at least one qualified first aider for all Grove Electrical premises notifiable under The Construction (Design & Management Regulations) 2015, as well as its Head Office. The Company will always endeavour to maintain a ratio of First Aiders to the workforce which significantly exceeds HSE requirements. All First Aiders must hold a current certificate.
2. In assessing the level of first aid cover the Company will take into account such factors as the nature of the current work, the risks involved, size and nature of the workforce, facilities provided by Head Office and the distance from external emergency services.
3. It is the responsibility of the First Aiders to regularly check and replenish the First Aid boxes. It is also their responsibility to ensure that the B510 Accident Book is completed and the tear-off report form sent to Head Office for confidential safekeeping.
4. Operatives when working on Customer Sites will necessarily place reliance upon their emergency first aid provision and should make themselves familiar with arrangements on-site prior to commencing work.
5. Operatives and Engineers working on Customer Sites however small will be provided with an adequately stocked first aid container kit to be stored with the Engineers Mobile Workshop Vehicle which should be looked after for restocking by the General Manager.
6. The name of the First Aider(s) and directions/contact details for the nearest A & E Hospital must be displayed in all Grove Electrical premises and on the Head Office Employee Notice Board.

Health Surveillance

1. Health surveillance is a requirement for all persons who are liable to develop or contract an occupationally related illness as a result of their work activities.
2. In order not to expose prospective employees to potential risks that could exasperate a pre-existing condition and/or to protect other employees, all prospective employees are required to complete the Company's health declaration form in advance of employment. Persons who declare existing conditions such as long-term musculoskeletal problems may be required to undergo a pre-employment medical with a certificate of fitness being issued prior to employment.
3. The Company is in consultation with their external Safety Advisors and by reference to the HSE Trade-related health risk information, has identified allergic contact dermatitis through contact with lubricants and hand/arm vibration syndrome together with noise-induced hearing loss as potential hazards. There is also a low potential hazard through skin contact with used lubrication oils where trace carcinogens may be present.
4. It is assessed that the risk of allergic contact dermatitis is very low provided good hygiene procedures are adopted by engineers and they wear the correct PPE as instructed. Noise and vibration exposure is both intermittent and of short duration and a risk of either hand/arm vibration syndrome or noise-induced hearing loss occurring is assessed as very low.

5. It is therefore not considered necessary to provide on-going health surveillance for either hand/arm vibration syndrome or hearing loss, although any employee with a declared pre-existing hearing problem will be required to undergo periodic audiometric testing in accordance with the recommendations laid down by an Occupational Hygiene Physician.
6. Dermatitis through contact with lubricants is considered to be a low health risk provided that Service Engineers wear the correct PPE and adopt good hygiene procedures. They have been instructed to report any skin problem to the Head Office First Aider for referral where appropriate to an external Occupational Health Physician.

Accident/Incident Procedures

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)

1. Details of all injuries incurred at work should be entered into the relevant Company Accident Book i.e. the site accident book for contracts.
2. Employees must immediately report by the quickest practicable means, any injury, or dangerous occurrence (including near-miss) to the Supervisor/General Manager.
3. The Supervisor/General Manager should immediately inform the Managing Director of the incident and if of a serious nature, they will, in turn immediately inform the Safety Manager, who will arrange a site visit to investigate the cause of the incident and to advise the Company as to their legal liabilities.
4. All accidents resulting in the death of a person, specified injury to workers, non-fatal accidents requiring hospital treatments to members of the public and dangerous occurrences must be notified to the Enforcing Authority without delay by the on-line reporting procedure Health and Safety Executive <https://www.hse.gov.uk/forms/incident/>
5. All injuries resulting in incapacity from work or inability to perform their normal work duties for more than 7 days consecutive days (not counting the day of the accident) must also be reported on-line to the Enforcing Authority.

Incident/Accident Management Procedure

1. In the immediate and aftermath of an accident, it is important to ensure that the situation is safe before attempting any rescue, rendering of first aid or investigation. The Supervisor/General Manager should be immediately contacted (if necessary, by mobile phone) who will provide suitable instruction taking advice if necessary, from the Company's Safety Advisor.
2. The Supervisor/General Manager should immediately attend the scene of the incident/accident and instruct a nominated person to go to a designated point to meet the emergency authorities and to direct them to the scene.
3. The Supervisor/General Manager should also alert the Managing Director as to the nature of the incident, any implications for other site workforce and what assistance may be required including the provision of emergency first aid.
4. As soon as the situation has been stabilised and any injured parties treated/removed from the scene, the immediate area is to be cordoned off where appropriate, taking advice from the Company's Safety Advisor and/or Supervisor/General Manager and where applicable, the Health & Safety Executive.
5. No plant or equipment is to be moved and all witnesses are to remain on premises until the arrival of the Company's Safety Advisor and Managing Director.
6. The Company's Safety Advisor will carry out a detailed investigation, liaising with the Supervisor/General Manager and where applicable, the Health & Safety Executive recording all measurements, sketches, photographs, details of witnesses, plant equipment etc.

7. Witness statements will be taken from relevant parties, following which a detailed report will be prepared for presentation to the Company's senior management.
8. The Company's insurers should be promptly informed of the incident by the Company Secretary and all necessary reporting information promptly conveyed to the Loss Adjuster.

Analysis of Information to implement any additional risk control measures

1. Both reportable and non-reportable accidents/incidents are to be discussed at the monthly Board Meeting.
2. The General Manager/Company Safety Advisor shall collate all the facts and complete a report which will include conclusions to his findings and recommendations to be taken (if any) which will be discussed at the Board Meeting.
3. Where it is considered that there should be an alteration in the light of the incident to any Company procedure then this will be amended and implemented across all Grove Electrical premises with a positive record of action taken.

Provision & Use of Work Equipment Regulations 1998

1. It is a requirement of the above Regulations that all work equipment be so constructed and maintained to be suitable for the purpose for which it is used or provided. It is the duty of the Grove Electrical Directors to ensure that suitable arrangements are in place to achieve compliance.
2. The definition of work equipment is very wide and includes in the context of the Company's activities, conventional plant such as excavators, telescopic material handlers and also such equipment as ladders, breakers, pressure water cleaners together with hand tools.
3. The Company has its own Maintenance Department with time served Engineers with extensive knowledge of the maintenance and inspection of all construction plant.
4. All plant when purchased must be accompanied with a CE Certificate of Conformity and thereafter maintained and examined in accordance with the manufacturer's recommendations including hours of use with a plant log being kept.
5. All equipment subject to the requirements of the Lifting Operations & Lifting Equipment Regulations must be thoroughly examined on a 12-monthly basis (6 monthly when used for lifting persons). All lifting tackle must be examined on a 6-monthly basis with records being maintained by Directors at Head Office and a copy of the certificate accompanying the equipment on Customer's premises.
6. All hired plant should come from a reputable national plant supplier and a copy of its pre-delivery safety inspection sheet obtained and retained by Grove Electrical personnel.
7. No persons shall be permitted to operate any plant unless they have a relevant CPC or United Kingdom Contractors Association equivalent Approved Training Qualification. Copies of these certificates should be retained by Grove Electrical for inspection by the Enforcement Authorities.
8. Persons erecting and using tower scaffolds must have a PASMA certificate or equivalent.
9. Persons utilising abrasive wheels or cartridge tools must undergo appropriate training either from a CITB Accredited Training Source or from the manufacturer/supplier prior to use (see Safety Working Procedure Section for Abrasive Wheels and Cartridge Tools).
10. All equipment must undergo a weekly recorded plant inspection with any defects being recorded on the equipment log sheet for remedial action by the Company's Engineers.

Electrical Equipment including Portable Appliances

1. It is the responsibility of the Grove Electrical Directors, to ensure that there is full compliance with the Electricity at Work Regulations 1989 with appropriate inspections and records maintained.
2. It is Company policy to ensure that the fixed electrical distribution system of the Head Office and Workshops are inspected and tested in accordance with the recommendations of the IEE Regulations on a 5 yearly basis.
3. All Grove Electrical premises should undergo a 12 monthly inspection and test of the distribution system by an N.I.C.E.I.C electrician who should also check that the supply is routed via a 30 milliamp RCD.
4. Portable appliances are defined as any electrical equipment having a plug and socket and which is capable of being moved.
5. Portable appliances should be subject to the following inspection/test regime:

Type of equipment	User checks	Formal visual inspection	Combined Inspection & Test
Head Office double insulated equipment e.g. computers, photocopiers, etc	No	2 years	No
Handheld, double insulated equipment e.g. kitchen equipment floor cleaners, etc.	Yes	1 year	No
Office earthed equipment e.g. electric kettles	Yes	1 year	1 year
Workshop cables, plug and extension leads	Yes	3 months	1 year
Construction site 110-volt equipment	Weekly	Monthly	Before first use on-site, then 3 monthly











6. It is Company policy that only 110 volt or low voltage/battery hand tools be utilised on Customer's site and Grove Electrical Workshops.
7. Further guidance with regard to the safe use of portable electrical equipment is contained within the Safety Working Procedures of the Company Safety Policy which should be periodically briefed out via a "Toolbox" talk to all site operatives.

Control of Substances Hazardous to Health

1. The Company is aware of its duties to control employees and non-employees, exposure to substances hazardous to health as defined within the Control of Substances Hazardous to Health Regulations 2002.
2. A 'substance hazardous to health' means any substance (including any preparation) which is:
 - a) a substance listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which an indication of danger specified for the substance is very toxic, harmful, corrosive or irritant;
 - b) a substance for which the Health and Safety Commission has approved a Workplace Exposure Limit as listed in the HSE publication EH14;
 - c) a biological agent such as pigeon fouling, sewage, rats urine, legionellosis, used syringes and Aspergillus mould;

- d) dust of any kind, (except substances in (a) or (b) above) when present at a substantial concentration in air equal to greater than i) 10mg/m³, 8-hour TWA inhalable dust, or ii) 4mg/m³, 8-hour TWA respirable dust.
 - e) a substance, not mentioned in (a) to (d) above, which because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a health risk.
3. Health and safety data sheets should be obtained for all hazardous substances prior to use to enable a suitable and sufficient assessment to be made of the risk to health taking into account the following factors:
 - a) Hazardous properties and potential mechanism of exposure (ingestion, skin contact, inhalation, etc).
 - b) Type, nature, quantities and form of substances being used.
 - c) Degree of exposure (duration x concentration).
 - d) Existing control measures.
 - e) Individuals at risk including susceptibility.
 4. Dependent upon the level of exposure the residual risks should be reduced via the COSHH hierarchy of elimination/substitution, dilution, engineering control such as LEV, PPE, hygiene procedures and training.
 5. A recorded assessment must be completed on a site-specific basis and when any new substances/preparations are introduced.
 6. The significant findings of the COSHH assessments including any necessary controls must be positively briefed out to all operatives and/or subcontractors prior to use. If there is any doubt as to the required controls or if a specialist assessment e.g. atmospheric monitoring to determine compliance with a Workplace Exposure Limit is considered necessary, the Company Safety Advisor must be immediately contacted.
 7. Where work is proposed in a landfill site or in contaminated ground the Company's Safety Advisor must be contacted in advance to give advice/interpretation of the geotechnical soil contamination report.

Hazard Warning Symbols

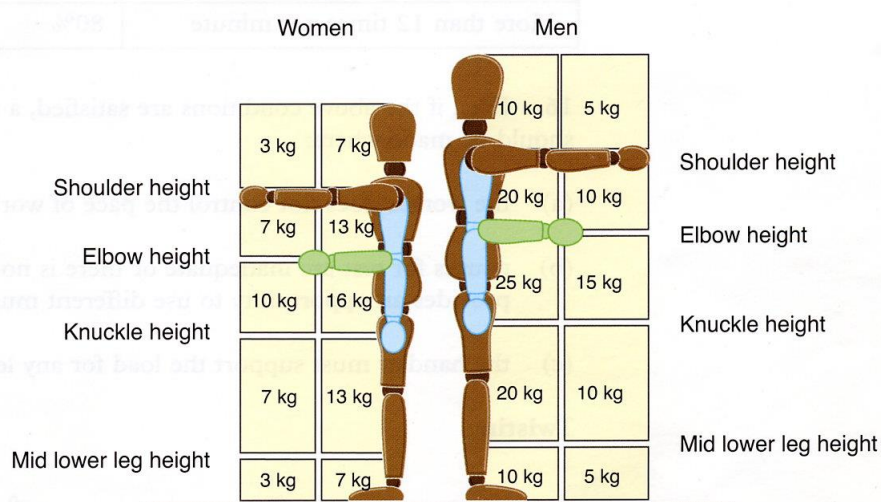
	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

Manual Handling

1. Lifting and moving loads by manual effort are the largest single cause of injury in industry. It is an obvious and particular concern within the construction sector.
2. The Manual Handling Operations Regulations 1992 require that hazardous manual handling operations are avoided wherever possible e.g. by the use of a mechanical lifting aid such as a forklift truck.
3. The HSE have produced guideline weights for lifting and lowering, often referred to as threshold values, above which there is an increasing risk of injury and the need for careful assessment. A chart illustrating these guidance thresholds is issued to all sites together with HSE Guidance leaflet: Lighten the Load.

Lifting and lowering



4. Due to the high risk of injury associated with the handling of heavy materials, for example, building blocks, kerbs and drainage materials a maximum weight limit of 20 kg should be adopted wherever reasonably practicable.
5. Where it is not reasonably practicable to avoid hazardous manual handling operations then the Regulations require that the risk of injury be assessed. Dependent upon the level of risk arising, precautions should then be taken to reduce the risk to an acceptably low level.
6. This may involve the need to reconsider whether mechanical means should be provided such as in the form of a bottle jack, pull-lift, block and tackle, or other lifting equipment sourced from the Client or hired. Alternatively, the risk may be appropriately reduced by splitting the load into smaller units, utilising two or more operatives to perform the task, rotating the task amongst a number of operatives, providing improved handholds, additional training, selection of individuals with above-average lifting capability, etc.
7. Where the manual lifting of an object is unavoidable the following procedure will reduce the risk of strained muscles and back injury:
 - Think before you lift.
 - Keep the load close to your waist.
 - Adopt a stable position.
 - Ensure a good hold on the load.

- At the start of the lift, moderate flexion (slight bending) of the back, hips and knees is preferable to fully flexing the back (stooping) or the hips and knees (squatting). Do not flex your spine any further as you lift.
- Avoid twisting the trunk or leaning sideways, especially while the back is bent.
- Keep your head up when handling.
- Move smoothly.
- Do not lift more than you can easily manage.
- If working as a lifting gang designate one person to give instructions.

Work at Height

1. The Company recognizes that falls from height continue to be the single largest cause of fatal and serious personal injury on sites and is committed to reducing the risks involved through work at height to their operatives and subcontractors.
2. It is the duty of the General Manager/Supervisor to ensure:
 - all work at height is properly planned and organized;
 - those involved in work at height are competent;
 - the risks from work at height are adequately assessed in advance and an appropriate method statement drawn up which should detail the required work equipment;
 - equipment for work at height is suitable, properly maintained and inspected at the required intervals.
3. The Work at Height Regulations require the following hierarchy of control which must be considered and applied wherever possible:
 - Avoid work at height.
 - Use work equipment or other measures to prevent falls where work at height cannot be avoided.
 - Where the risk of a fall cannot be eliminated use work equipment or other measures to minimize the distance and consequences of a fall should one occur e.g. safety net.
 - Wherever reasonably practicable collective fall protection e.g. guardrails and work platforms should be utilised.
 - Where this is not possible collective fall arrest e.g. nets, airbags etc. should be utilised with personal fall protection as a last resort.
 - Where personal fall protection is employed, fall restraint should always be utilised in preference to fall arrest.
4. Ladders and stepladders should only be utilised for intermittent, short-duration use where it is not reasonably practicable to provide alternative equipment e.g. podium steps, MEWP, etc. When utilising ladders/stepladders, three-point contact should be maintained.
5. The Company's Safety Advisor has supplied an HSE Height Aware training CD which contains an interactive toolbox talk on the safe use of ladders/stepladders and this is to be issued to all Managers to enable toolbox training to be given on a periodic basis.

Asbestos

1. Asbestos exposure is presently responsible for 3000 deaths a year. This is predicted to rise to 10,000 within the next few years, with the construction industry being most affected. It is essential that strict precautions are taken to avoid exposure.

2. All employees who are liable to encounter or have to work with asbestiform materials must be provided with suitable and sufficient information, instruction and training with regard to:
 - The properties of asbestos and its effects on health including its interaction with smoking.
 - The types of products or materials likely to contain asbestos.
 - The operations which could result in asbestos exposure and the importance of preventative controls to minimise exposure.
 - Safe work practices, control measures and protective equipment.
 - The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment.
 - Emergency procedures.
 - Hygiene requirements.
 - Decontamination procedures.
 - Waste handling procedures etc.
3. All employees will complete a UKATA Asbestos Awareness course and received annual refresher training via a toolbox talk.
4. Service Engineers are unlikely to encounter any asbestos-containing materials when servicing or repairing plant as the use of asbestos in friction linings such as clutch and brakes ceased over 25 years. It is possible however that Engineers may be called to service or repair plant which is being operated at one of the few remaining tips where asbestos-containing materials are deeply deposited. In such circumstances, it is the responsibility of the Client to make the Service Engineer aware of the potential hazard and that appropriate precautions have been adopted to decontaminate the plant prior to work commencing. Should Service Engineers be called to one of these sites, advice must be sought from the Safety Manager as to the correct procedure to be adopted.

Noise at Work

1. The Noise at Work Regulations 2005 requires the Company to carry out an assessment of personal noise exposure whenever the daily personal noise exposure level of an employee is liable to exceed the 80dB(A) Lower Exposure Action Value. If people have difficulty in speaking to each other over 2m, using normal speech levels, it is likely that a noise assessment will be required. Further advice is given in the HSE Guidance Leaflet: Noise in Construction issued to site.
2. Wear ear protection if exposed to high noise levels. If the daily personal noise exposure is liable to exceed the 85 dB(A) Upper Exposure Action Value then ear protection must be worn.
3. Should work be undertaken involving exposure to high levels of noise for a prolonged period of time, eg use of chipping hammer or grinders, then consultation should be made with the Company's Safety Advisor who may visit the site and carry out an octave band analysis of the noise levels in order to advise as to the correct selection of hearing protection.
4. Whenever hiring or purchasing plant and equipment insist that silencers are provided, acoustic enclosures fitted to compressors and that breakers are supplied with exhaust mufflers.

General Rules

1. Make sure you fully understand the safe and proper way to do any job. If you are in any doubt, go to your Supervisor for advice and further instruction.
2. Always wear a safety helmet, safety footwear and high visibility garments whilst you are at work.
3. Wear suitable eye protection and ear defenders where there is a risk of eye injury or noise levels are such that you have to raise your voice to speak to someone standing 2 m away.
4. Always work safely – the Company does not want you to take chances or to work in hazardous conditions which could result in injury.
5. Is the work to be undertaken and the necessary controls covered by the general risk assessment and has a task-specific work method statement being completed by yourself identifying potential hazards and the required safety controls.
6. Is the machine or vehicle upon which you are to work currently in a safe position.
7. Do you have adequate equipment for the task in hand or do you need to obtain assistance from the Client or to hire in additional equipment.
8. On certain sites, before any welding or burning operations are carried out a hot work permit may be required. Check with the Supervisor.
9. Do not attempt to use or drive any items of transport, plant or equipment unless you have been trained, registered and authorized to do so by the Company.
10. Are you aware of the precautions to be taken when handling hazardous substances and do you have available the correct PPE.
11. All injuries, regardless of how minor they are, must be reported immediately to the person in charge of the first aid facilities, and also to the injured person's immediate superior.
12. Unsafe conditions of work should be reported to your Supervisor and where appropriate to protect others the Manager of the site.
13. Always remember our Clients expect us to work safely and efficiently and always treat them with courtesy and consideration.

Safe Access and Housekeeping

1. It is essential that you keep your working area as tidy as possible to avoid slips, trips and falls. It also makes for a more pleasant and productive working environment.
2. Ensure your work area is as free as possible of trip hazards and clean-up any spillage as it occurs.
3. Tidy up after completing a task, disposing of any debris in accordance with site rules and legislation.
4. Remove oil, ice, frost and excess water from surfaces before standing on them and use the prepared anti-slip surfaces wherever possible on plant.
5. Check the condition of your footwear soles and remove any excess mud.
6. When climbing on/off machinery, face the machine and use the standard access features of the plant maintaining three points of contact wherever possible.
7. Do not stand on machine components unless they offer a secure and/or level foothold which is free from oil, grease, or other contaminants.
8. Do not attempt to jump down from machines, use the ladders or platforms provided.
9. Adequate artificial lighting should be provided when work is being carried out in poor light conditions or after dark.

Machine Movements and Working Environment

1. Many of the most serious including fatal injuries have arisen through the movement of large, heavy and powerful plant with sometimes restricted visibility when compared to ordinary motor vehicles.
2. Never walk close to any mobile plant or vehicle which might possibly move off especially in reverse unless you are sure that the driver is aware of your presence. Remember the rule 'If you cannot see the driver's wing mirrors, he cannot see you.'
3. If called to repair/service an item of plant which is in a live working area, drive it to a quieter safer area if the machine is capable of being driven. If not contact the site management and request that standoff barriers be erected in the form of high visibility netting or bunting.
4. Do not stop or park vehicles behind machines or within the swing radius of the counterweight or boom.
5. Never follow too close behind a machine moving up a grade – allow sufficient room to get out of the way if it starts to roll backward.
6. Always wear full high visibility PPE issued to you by the Company and any additional PPE required by site rules.
7. You must be competent and authorised before driving any item of plant.
8. Obey all site rules, posted speed limits and traffic signs. Observe a maximum limit of 5mph whilst working in the Yard and Workshop area, or lower if imposed by local rules.
9. Be aware of ground conditions and the location of any overhead cables.
10. Never reverse unless you are satisfied that it is safe to do so, use the visibility aids if fitted to assist. If in any doubt use a competent person to act as a banksman. When reversing in confined areas or close to blind spots, e.g. in and out of workshops, checking behind you before climbing into the cab is not sufficient. Always have someone to direct you.
11. Never under any circumstances move your vehicle whilst anybody is standing, sitting, or hanging on the outside.
12. Never carry passengers unless there is a passenger seat provided by the manufacturer.
13. Never drive a vehicle that you suspect has been overloaded. Get the weight checked on a weighbridge if possible. If not, refuse to drive it.

Hammering and Sledging

1. Hammering, particularly sledging has resulted in many injuries by hitting either a workmate or yourself. It has also resulted in loss of eyesight through deflection of the drift or other metal parts e.g. burrs on the end of chisels or drifts flying off at high speed.
2. Always consider whether there is a preferred alternative method e.g. the use of liquid nitrogen or hydraulic press.
3. Always wear eye protection and gloves.
4. Always use a handled drift or a suitable gripping device such as a pair of long-handled grips to hold the drift.
5. Use a drift-free of burrs (they can come off like bullets).
6. Ensure the hammer is sound with no cracks or damage to the handle or head and that it is securely attached.
7. Be aware of what will happen to the component that will be released.
8. Make sure you have a good secure footing and stance when using a sledge hammer.
9. Never start with a full swing, build up your swing over the first 3-4 hits and do not attempt to use the sledge beyond your natural ability.

Gases Handling and Storage

1. A variety of gases are used for heating, cooling and welding purposes. They can produce a variety of hazards ranging from toxic effect, asphyxiation and fires and explosion.
2. Always understand the properties of the gases you are using.
3. Ensure that gas bottles are secured in the upright position, especially in vans and have the appropriate warning stickers in full view on the outside of the vehicle.
4. Never leave any cylinder in a horizontal position.
5. Segregate and store gas bottles in accordance with client local rules.
6. Do not smoke or allow any other source of ignition into the vicinity of the storage areas.
7. Never keep oil or grease, impregnating materials e.g. rags, spanners, close to any possible source of oxygen in a combination that they can self-ignite.
8. Position cylinders in a well-ventilated area with the supply valves turned off when not in use.
9. Never smoke or allow any other sources of ignition in the area whilst connecting or disconnecting cylinders.
10. Always check that the cylinders, hose and fitting are in a good sound condition prior to use.

Hot Work

1. Hot work including welding, cutting and heating of components such as bearings and sleeves can be potentially dangerous both from the process itself and the retained heat within the component. Hazards include fires and explosions of fuel/hydraulic tanks and tyres have been known to explode with fatal consequences when wheel studs/nuts are heated or burnt off.
2. Only competent and approved Service Engineers are permitted to use welding and cutting equipment.
3. Before commencing work, check to see whether the site hot work permit is required and follow the site procedure.
4. Remove flammable material from the immediate and surrounding area. Where this is not possible ensure that it is protected with a fire blanket or damped down to prevent combustion.
5. Ensure that two fire extinguishers (dry powder or foam) are close by.
6. After completion of hot work, check the area for smouldering and again 30 minutes later.
7. Do not weld or cut into fuel or oil tanks. Tanks that require repair or modification should be mechanically removed and taken off-site to a competent contractor.
8. Do not weld or cut into pressurised systems (even if no pressure exists at the time of repair).
9. Do not attach lifting eyes or weld on any structure that could be used for lifting.
10. When using a gas torch, make sure the surfaces are heated evenly and that overheating does not occur.
11. Ensure the use of eye protection and leather welding glove with forearm protection when handling the heated metal even if the heated unit is being handled using suitable tongs.
12. Do not use equipment in poor condition and check prior to use for damaged gauges, burnt and perished hoses and that flashback arrestors are fitted to gas cylinders.
13. Cordon and screen off area to protect others.
14. Ensure adequate ventilation and if necessary, wear a welding mask, particularly if working on coated material.
15. Do not use even a properly gloved hand to 'push' on the component. The combination of time (even if relatively short) and pressure can cause heat to transfer quickly resulting in burns.

Hydraulics

1. Hydraulic oil is used widely as a method of transferring energy around plant and machinery. It is all too easy to forget the potential for harm that is present where leaking/failed components, frayed hoses and faulty test equipment, etc may discharge a high-pressure jet of oil without warning into the skin or eye leading to serious injury. Hydraulic oil also gets extremely hot during operation which can result in serious burns.
2. Always wear eye and preferably face protection (visor) and other suitable PPE whilst inspecting live hydraulics, this includes oil resistant gloves.
3. Ensure that pressuring system has been vented before dismantling any part of them.
4. Always be aware of the potential for residual pressure and gradually crack open a hydraulic circuit.
5. Where possible, allow the system time to cool adequately before working on it.
6. Should your clothing or overalls become soaked in oil, then arrange to change your clothing and thoroughly wash any contact area of your body as soon as possible.
7. Rectify oil leaks and change frayed hoses as soon as possible.
8. Where appropriate, use a vacuum pump before opening hydraulic systems.
9. Always plug in the pipe and ports on removed components immediately after removal and clear any spills or releases of oil.

Cooling Systems

1. Cooling systems get extremely hot when working and the system is pressurised. If the system filler cap is removed before the system has had time to cool and/or depressurise a sudden release of scalding water and steam may occur resulting in serious burns.
2. Always allow sufficient time for the cooling system to cool adequately.
3. If the system ie radiator/header tank is still not cool enough to touch but work needs to proceed due to time and circumstances, ensure other workers are clear before cracking open the system.
4. This should be performed wearing a welding glove and face shield whilst the filler cap is covered with a rag to absorb any steam or liquid that may be vented due to remaining pressure. Remove very slowly maintaining a downwards force on the cap at all times.
5. If cooling system component, such as hoses or plug have to be removed, always remove the filler cap first and then drain the system.
6. Never taste coolant to check for presence of anti-freeze

Compressed Air

1. Compressed air can be extremely dangerous and many injuries have resulted in over-pressurisation of system and disassembly of the system without adequate venting of residual pressure. Injury has also resulted from horseplay with pressurised air system damaging eyes, ears and in extreme cases injecting air into the bloodstream which can be fatal. There is also the potential for dust and particles to be blown from considerably distance, again leading to eye injury.
2. Always ensure the pressure in the air system is correct for the tool being used.
3. Always ensure that tool(s) are in good condition and suitable for proposed work.
4. Never disassemble any part of a compressed air system without ensuring residual pressure has been vented and if possible, isolate from the source of supply.
5. Do not kink and/or tie off the hose to stop airflow unless it is an emergency situation. Wherever possible use wheel valves and not lever valves to isolate.
6. On no account use an airline to blow dust from a body of clothing.

7. Horseplay should never be engaged in as has the potential to cause serious even fatal injury.
8. When blowing clean components wear eye protection (and gloves if you are holding the unit) and ensure anyone downstream are protected.
9. When removing nuts and bolts with an air tool, always use sockets that are designed for that work.
10. Never use compressed air to pressurise a system to check for leaks unless the system/receiver is designed for that purpose and/or the supply is regulated down to a safe pressure.

Tyre Inflation

1. Serious including fatal injury has resulted during tyre inflation through a damaged or incorrectly fitted split rim or locking device being released under pressure and through tyre explosion due to tyre damage and/or over inflation.
2. Always inspect tyre, rim and locking device before inflation.
3. Never inflate the tyre if the tyre, rim or locking device is damaged.
4. When inflating the tyre always use an inflater with a sufficiently long hose to allow you to stand a safe distance away from the side wall/split rim area of the wheel/tyre assembly.
5. Ensure that other persons are prevented from entering the danger area.
6. Never inflate a tyre in excess of the manufacturer's specifications.
7. If you suspect that an object has penetrated the tyre, never remove this object whilst the tyre is still pressurised.

Batteries and Battery Charging

1. Batteries give off explosive hydrogen gas when in use when being charged and particularly when a cell is failed. They also contain corrosive sulphuric acid and there is a risk of electrical short circuits, particularly when disconnecting/connecting batteries charging/starting aids.
2. Always follow the Service Manual procedure for disconnecting/connecting batteries and charging.
3. When connecting leads, always connect earth (-ve) last and when disconnecting always disconnect earth (-ve) first.
4. When working with electrical circuits on machines, remove metal jewellery eg watch straps – they have been blown off people's wrists causing burns.
5. When topping up with acid, use electrolyte of the correct diluted and wear PPE, including impervious gloves and goggles/face visor cover.
6. When charging batteries, always ensure that the cover of the battery compartment is raised and that charging takes place in a well-ventilated position.
7. Never have a source of possible ignition close to the battery, particularly during charging.

Liquid Nitrogen

1. Liquid nitrogen may be used to freeze components to facilitate the removal and fitting of pins. Remember the temperature of liquid nitrogen is minus 196oC. This temperature will freeze flesh virtually instantaneously causing severe burns. It will also affect the physical properties of metal making them brittle.
2. Ensure the liquid nitrogen storage vessel is stored in the open air.
3. Only carry out freezing operations in open well-ventilated areas and never in or close to pits or trenches in similar places.
4. When using liquid nitrogen always wear thick insulated gloves eg welding gauntlets and a face shield to protect the face from splashing.

5. When freezing pins, enclose liquid nitrogen in an insulated open-top enclosure of sufficient size to accommodate pin.
6. Remove pin etc with tongs or other similar tool.
7. Do not strike the frozen pin until it has regained ambient temperature.

Belly/Undercover Plates

1. When working under the machine there is a risk of crushing during the release/removal of belly undercover plates.
2. Follow the Service Manual procedure for the release and removal of the belly undercover plate.
3. Access the size, shape and thickness checking to see if there is a build-up of debris.
4. Check that all retainers are fitted and the pivot points of the plates are secure.
5. Determine if there is a fuel tank attached and if there is, then it must be drained.
6. Try loosening the securing bolts a little way and then carry out a trial lift to establish the weight.
7. Do not attempt to lower a belly plate without mechanical assistance such as jacks or slings if you are unsure about its weight or how to arrest its fall.
8. If working with another Engineer, ensure that no part of you is ever underneath as he may be about to release the last retainer.

Leptospirosis (Weil's Disease)

1. Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water or surfaces.
2. Wear protective clothing, including impervious gloves if called to repair plant where rats are known or liable to be present.
3. Wash your hands and contaminated clothing before eating, drinking or smoking.
4. Cover all cuts and broken skin with waterproof plasters before and during work.
5. The infection starts with a flu-like illness with a persistent and severe headache. If you think that you may have been infected, immediately visit your Doctor and tell him about your work and that you may have contracted Weil's Disease.

Ladders

1. Ladders should only be used for short term access where it is not reasonably practicable to utilise a safer alternative such as podium steps or tower scaffold.
2. All ladders should be of good construction, sound material, adequate strength and properly maintained. Ladders which have badly worn or broken rungs or split stiles should never be used. Rungs should not be repaired by a piece of timber nailed to the stiles or by the insertion of a short length of steel tube or reinforcing rod.
3. Ladders should be placed at a suitable angle to minimise the risk of slipping and ideally at about 75 degrees to the horizontal i.e. about 1 metre out from the building for every 4 metres in height.
4. Ladders should extend to a height of at least 1.05 metres above the landing place or above the highest rung on which the user has to stand unless there is an equivalent handhold.
5. Wherever practicable the top of the ladder should be securely fixed to the structure so that it cannot slip.

6. The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on other equipment to gain extra height.
7. Ladders should only be used as a work platform where the work involved is light, of short duration and at least one hand can be kept on the ladder.
8. Care should be exercised to ensure persons do not over-reach whilst working from a ladder.

Stepladders

1. Stepladders should only be used for short term access where it is not reasonably practicable to utilise a safer alternative such as podium steps or tower scaffold.
2. Before using a stepladder, ensure that it is in a good and sound condition, then open it to the maximum extension of the stays which should be of equal length.
3. Check that the stepladder is of adequate height for the work carried out. Ideally, there should be a hand-hold on the stepladder at chest height in order to achieve maximum stability.
4. Three-point contact should be maintained wherever possible.
5. Stepladders are not designed for side loading and this should be avoided by placing the stepladder at right angles to the work.
6. They should only be used on a level surface and work should not be carried out from the upper treads or platform unless specifically designed for this purpose.
7. Only one person should use a stepladder at any one time and if steps are to be used adjacent to a doorway, the door should be wedged open securely.

Electrical Safety: Tools and Equipment

1. Portable, handheld tools and lighting should operate on 110 volts or lower.
2. A portable electrical appliance is any equipment supplied by a cable and plug and which is capable of being moved.
3. Cables feeding portable equipment should be routed to prevent damage and not run along floors and stairways. They should be adequately supported if run overhead.
4. A pre-use check should always be carried out on electrical equipment to see that the supply cable is in good condition and has not been subject to damage. Plugs should be properly made off into the gland secured by the cable grip. If there are any signs of overheating or charring of the equipment or supply cable then it should not be used and reported to the Manager.
5. Only qualified electricians are permitted to test and repair electrical equipment.

Electrical Safety: Overhead Lines

1. Contact with overhead electric lines can be lethal even if they are carrying a voltage as low as 240 volts. Any work near electrical overhead cables must be carefully planned to avoid accidental contact.
2. Electric shock and/or burns arising from contact with overhead lines have occurred in the past through the use of lifting equipment, raising the body of tipper lorries, the skip of dump trucks, the use of mobile elevating work platforms or when handling long items such as scaffold tubes or aluminium ladders.
3. Wherever possible, all work which could possibly lead to contact with overhead lines should be done in an area well clear of the line itself, normally at least 9 m if the lines are supported by wooden poles and 15 m if suspended from steel pylons.
4. In all situations where work is necessary near overhead lines assume that all lines are live.
5. The local Electricity Board should be consulted for advice who will then screen i.e. insulate the lines, cut off power or lay down a minimum clearance distance with the erection of ground-level barriers, goalposts, etc.

General Transport

1. The site should be organised to segregate pedestrians and vehicular traffic as far as is reasonably practicable. Where possible, a one-way system should be installed to reduce the risks arising through reversing. Where reversing is unavoidable and takes place in proximity to other site operations, a banksman should be utilised.
2. Vehicles should be maintained in good repair. Drivers of vehicles must report defects such as faulty brakes, faulty steering, etc, immediately.
3. It is forbidden for any person other than the driver to ride on dumpers or other items of plant not constructed for the carriage of passengers.
4. All vehicles should be safely loaded within their capacities and where appropriate correctly lashed.
5. Vehicles and machinery must not be left running whilst unattended and if unattended must be left in a safe position and must be immobilised.
6. Any vehicle used for towing must be equipped with a towing point.
7. Tipping bodies should normally be lowered whenever the operator leaves the machine. If for any reason it is necessary to leave them in the raised position, the equipment should be securely blocked. Tipping bodies should be lowered prior to moving off.
8. No one shall drive or operate any vehicle or plant unless qualified and authorised to do so.
9. No one shall operate a forklift truck unless they have completed an Approved Course of Basic Training.
10. Vehicles liable to be used where there is a risk of falling material should be provided with falling object protection.
11. Vehicles liable to be used where there is a risk of overturning e.g. rollers, dumpers, etc should be provided with roll-over protection and seat belts.
12. All plant having a rear 'blind spot' e.g, telescopic material handlers, etc should have rear visibility aids such as cameras or mirrors, etc. so as to give the operator a clear view to the rear of the plant item.

Lifting Accessories

1. All chains, ropes and lifting gear and other lifting accessories must be thoroughly examined at least once every six months of use, and all lifting gear other than fibre rope slings must be tested and certified before use and after repair.
2. An accurate record of all items of lifting gear should be retained on site.
3. All lifting gear must be marked with its safe working load.
4. Only use properly tested and marked tackle.
5. Slings must never be used for towing.
6. Always visually check lifting tackle for damage prior to use.
7. Only ever attach a sling, chain or rope to an approved lifting point and always use a shackle.
8. All hooks must be fitted with a safety catch unless they are of a closed configuration i.e. of the 'C' type.

Cranage - Contract Hire

Simple or 'basic' lifts involving the lifting of loads well within the crane's capacity and line of sight, may be carried out under the CPA Contract Hire option. A competent person (Manager or Engineer) must, however, draw up an advanced method statement/lifting plan taking into consideration the following matters;

1. Selection of crane based on weight of load (including the crane hook block and any lifting tackle), the maximum height of lift and maximum radius required with reference to the rated duties chart supplied by the manufacturer or Hire Company.
2. Location of the operation, taking into account the access and egress required for the crane and the presence of any overhead cables or other obstructions.
3. The load-bearing characteristics of the ground to take the down thrust of the outriggers (available from crane manufacturer handbook / Hire Company) referenced where appropriate to CPR tests with suitable sized mats provided.
4. Selection of appropriate lifting accessories (tackle) including their method of attachment to the load and any protection to prevent damage.
5. Safe means of access for the attachment and removal of lifting tackle.
6. Means of communication between slinger/supervisor and crane driver.
7. Ensuring that the crane is not operated in wind speeds in excess of those given in the instruction manual for the crane.
8. The wind area of the load to ensure that its movement does not present a hazard, applying tag lines where required.
9. Means of excluding non-essential personnel from lifting zone.
10. Checking that the crane has been thoroughly examined within the last 12 months and all lifting accessories within the previous 6 months.
11. Checking that the automatic safe load indicator is in functional order prior to commencing the lift.

Cranage - Contract Lift

1. Difficult and complicated lifts, particularly those involving multi-crane use, should be carried out under the CPA Contract Lift option. In these circumstances, responsibility for the planning and supervision of the lift is transferred across onto the Crane Company, although there will remain a duty upon Grove Electrical to check that this has been done.
2. In order to facilitate the preparation of the lifting plan, it will be necessary to provide the Crane Hire Company with the following information.
 - The weight of the load to be lifted.
 - The radius at which the crane has to operate.
 - The ground bearing characteristics of the site.

Mobile Elevating Work Platforms

1. All mobile elevating work platforms including cherry pickers, scissor lifts, etc must have a current six monthly thorough examination certificate. A copy of the last certificate must be obtained from the Hire Company or subcontractor prior to use on-site.
2. Whoever is operating it should be fully trained and competent.
3. Always ensure that it is used on firm level ground away from open excavations, and;
4. That the tyres are properly inflated and any outriggers extended and chocked as necessary before raising the platform.

5. Avoid operating close to overhead cables and do not allow any part to protrude into a traffic route.
6. Fall restraint harnesses should be worn when using mobile elevating work platforms.

Hand Tools

1. All shafts and handles must be in good condition, free from splinters or splints and must be adequately secured to the tool. All tools having a point or edge must be kept properly sharpened.
2. All tools having a point or edge must be stored and transported in such a way that the point or edge is not damaged.
3. The head of all hammers, chisels, etc., must be kept free from mushrooming.
4. Where a file has a sharp pointed tang at one end, it must be fitted with a protective handle.
5. Only the correct sized spanner may be used and no spanner should be used with the jaws distorted.
6. Spanners should not be fitted with lengths of tube to give them greater leverage.

Air Tools

1. All spindles, driveshafts, fanblades, fanbelts, etc., on all compressors must be completely guarded, likewise any dangerous part of any tool driven by air pressure.
2. All joints on airlines must be made with the properly matched connectors and improvisation must not be permitted.
3. Air jets must never be directed at any person, and should never be used for cleaning clothes.
4. When an airline is being used for blowing out it must be fitted with a valve, and all personnel in the vicinity, including the operator, should wear goggles.
5. The air supply to all air tools must be switched off when the tool is left unattended, before it is disconnected, when it is being transported or when it is being repaired.
6. Before any air tool is used the airline should be inspected for any splits or holes.
7. The operator must ensure that the tool is maintained in a satisfactory condition, and notify site management of any defects.

Petrol/Diesel Power Tools

1. All starting spindles and flywheels must be effectively guarded.
2. These machines must always be refilled in the open air taking care that there is no spillage of fuel being used.
3. Machines must be stopped before refuelling.
4. Smoking is not permitted during refuelling.
5. Any person working with a rammer, roller or other compaction device must wear boots with protective toecaps.
6. These machines must not be used in any confined space where a dangerous build-up of combustion gases could occur.
7. The operator of the machine must ensure that the machine is maintained in a satisfactory condition and report any defects to site management.

Abrasive Wheels

1. No person should mount any grinding or abrasive wheel/disc unless they have been properly trained and appointed.
2. Wheels must not be used unless they are marked with their running speeds.

3. A wheel should not under any circumstances be run faster than the maximum operating speed shown on the wheel.
4. Wheels must only be mounted on the type of machine for which they are intended. The wheel should fit easily, not loosely, on the spindle. A wheel that fits too tightly should not be used, as the heat of the operation will cause the spindle to expand and possibly crack the wheel.
5. Wheels must not be mounted on makeshift apparatus.
6. If cutting off wheels are used, it is essential that they are of the reinforced type and only mounted on machines designed especially for their use.
7. When the wheel is secured by a single central spindle nut, tighten the nut only sufficiently to ensure that the flanges drive the wheel and prevent slip.
8. Dropping a wheel or disc on the floor or bench, knocking it against an obstruction, or other similar incidents may damage it to such an extent that breakage will occur when the wheel or disc is brought up to speed.
9. Any abrasive wheel or disc found to be damaged, it must not be used.
10. A wheel or disc which is too fine or hard can result in glazing. The operator is then forced to use excessive pressure on the wheel or disc. This is a contributory cause of wheel or disc breakage and must not be allowed. As a rough guide, soft wheels or discs should be used on hard materials and hard wheels or discs on soft materials.
11. Grinding on the sides of straight wheels is dangerous. They are not designed to withstand side pressure and if a groove is worn on the side of the wheel, it can be seriously weakened.
12. Always wear goggles/visor when operating portable cutting/grinding machines. Where practicable erect screens to protect other people, particularly members of the public.

Waste Disposal

All engineering and construction waste is classified as 'Controlled Waste' and must be handled and disposed of in accordance with the requirements of the Environmental Protection Act 1990.

In particular:

1. Waste awaiting disposal must be stored safely and securely, loose material loaded in a vehicle or skip should be covered.
2. Waste may only be carried by an authorised person i.e. a registered waste carrier or a person holding a waste management licence.
3. Before handing waste on to someone else first check that the person is legally authorised to receive it.
4. Hand over to the person a written description of the waste, and fill in and sign a transfer note.
5. Repeated transfers of the same kind of waste between parties e.g. building waste being taken to a disposal site may be covered by one transfer note for up to a year.
6. If in doubt seek advice from your manager or the Company's Safety Advisor.

Driving

1. As a Company, we drive a significant number of miles in any one year and statistically, drivers are more liable to suffer a significant injury through a road traffic accident than when carrying out plant servicing. Whilst the Company accepts its responsibility to take suitable steps to protect drivers and ensure that vehicles are properly maintained and appropriate for the task, individual drivers have a duty of care to protect themselves, their passengers and other road users.
2. Obey the law and rules of the Highway Code and relevant speed limits.
3. Drive considerately and carefully at all times.

4. Wherever possible pre-plan and map out your journey to take into account traffic and weather conditions and allow an adequate time to complete the journey.
5. Avoid driving more than 2 hours without a break and always allow sufficient time to reach your destination. If running late, don't take risks, better late than dead.
6. Always consider whether it would be safer and more efficient to stay overnight in accommodation rather than attempt to drive long distances to and from a service call.
7. Always ensure the vehicle is not overloaded and stow heavy objects as low down as possible to make the load secure.
8. Do not drive under the influence of alcohol, drugs or medication where warning is given that it could impair your concentration or reaction time.
9. Do not allow distractions to interfere with your concentration whilst driving eg mobile telephone, even hands-free, radio, CD players, eating and drinking.
10. Do not use the phone unless hands-free and only accept a call if safe to do so telling them that you will immediately ring back as soon as you find a place safe to park.
11. Do not make a call to anyone who is driving if it is likely to be any more than simple and brief.

Plant Isolation (Lock-out)/Tag-out) Procedure

Many serious and fatal injuries have occurred when one person turns a machine on only to find that another is still working inside or in a position where danger could result. There is also the potential for injury to occur through failure to properly isolate and/or de-energise the plant.

1. Only trained and authorised service engineers are permitted to carry out work on plant and it is imperative that they always adhere to the Company Isolation (Lock-out/Tag-out) Energy Control Procedures.
2. Before commencing work on a machine ensure that the boom, bucket, skip, body etc is lowered to the lowest position of rest and adequately supported by the ground, built up temporary stockpile or manufacturers' props or tie bars.
3. Use temporary fencing and/or signs to segregate off the working area where there is the potential for unauthorized persons to approach.
4. Before commencing any maintenance or servicing work, isolate the battery to prevent the engine from being started. Dependent upon the design of the machine, this should be achieved by using your personal padlock to lock the isolator in the off position. Where this facility does not exist due to the design of the machine, then the battery isolation link should be removed and placed within either a locked toolbox or pocket. A sign should be displayed warning that men are working on the machine and that the plant is isolated.
5. In addition, where the plant incorporates an additional safety feature such as the driver 'cut-off' lever adjacent to the driver's seat, this should be lifted into the off position. When working on loading shovels the lockable toggle switch should be locked off.
6. Where there is the potential for residual pressure to be left in the system, then the hydraulic pressure should be vented to the dump tank or in the event of compressed air, safety vented to atmosphere.
7. Where there is the potential for gravity descent of part of the plant such as a raised skip or body when working on dump trucks, then use must be made of the manufacturer's prop and/or tie bar.
8. When leaving a machine to take breaks or overnight, in addition to the isolation procedures detailed above, a sign should be displayed within the cab warning that the machine is under repair. The operator's door should also be locked and the keys removed to a secure location under the control of the Service Engineer.
9. On completion of the work, all guards and safeguards should be replaced and checked to be in a functional condition.

10. The plant may then be re-energised by reinserting the battery fuse link or removing the battery isolation padlock(s) together with the 'Work in Progress' Notices.
11. Prior to starting up the plant, a final 'positive' communication check should be made between the Service Engineers that they are accounted for and clear of any potential danger area(s).

Subcontractors

General Requirements

All subcontractors visiting or working on premises which Grove Electrical , hereafter referred to as the Company, is working or in control of shall:

1. Provide written confirmation that they have received a copy of the Company's Safety Policy relating to subcontractors and confirm that they understand and accept their responsibilities and obligations.
2. At all times comply with the provisions of the Health & Safety at Work Act 1974, the Construction (Design & Management) Regulations 2015, the Lifting Operations & Lifting Equipment Regulations 1998, Work at Height Regulations 2005 and the Provision & Use of Work Equipment Regulations 1998 and all subordinate or associated legislation and any such additional measures which may be deemed necessary by management.
3. Take all necessary precautions, at their own cost, to ensure the safety of their own and other employees, the general public and any other person who may be affected by their activities.
4. When working on Third Party Premises comply with any special health and safety requirements issued by the Company and/or Customer's Management.
5. Have suitable and sufficient indemnity insurance to cover their liabilities to the Company and any other persons, plant, equipment, or property who may be affected by their activities.
6. Provide a written risk assessment and method statement on request, if engaged in engineering, welding, plant equipment maintenance and repairs, or any other high-risk activities.
7. Ensure that all their employees and any other persons working under their direction or control are instructed as to any hazards which exist at their place of work and are given such training and information as is necessary.
8. Ensure, by a system of regular site inspection, that Statutory Requirements and safe systems of work are being observed.
9. Not use without prior authority any plant, tools, lifting gear, hoists, lifting machines, cranes, or other equipment owned or hired to the Company.
10. Report any defect in plant, tools, equipment, scaffolding, or any other potential hazard to the Company without delay.

11. Supply to their employee's such protective clothing and equipment including eye and head protection as is necessary to comply with Statutory Requirements or any requirements made by the Company.
12. Familiarise themselves with all relevant fire precautions and procedures as are applicable to the premises or site and observe them at all times.
13. In the event of any of their employees sustaining a reportable accident to report it to the Health & Safety Executive and to submit a copy of the report form F2508 to the Company. In the event of a specified major injury or dangerous occurrence such as crane overturn, contact with power lines, etc then the Company must be informed immediately.
14. Carry out all necessary risk assessments required under the requirements of the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002, Noise at Work Regulations 2005, Work at Height Regulations 2005, Manual Handling Regulations 1992 and Personal Protective Equipment Regulations 1992.
15. In order to comply with the requirements of the Construction, (Design & Management) Regulations 2015 the Company may require contractors to provide information as to their experience and competency. They may also be required to provide information relating to staff training, allocation of resources, accident statistics and past involvement with the Enforcing Authorities.

Specific Requirements

1. All works must be carried out in a safe manner.
2. All scaffold and towers must be erected by competent persons, should be stable, sound and provided with guardrails and toe boards. No alteration or adaption should be carried out to any scaffold, which affects its safe use.
3. No work shall commence under or adjacent to any overhead lines until management has been informed and agreed on a safe system of work.
4. All portable electrical tools and equipment should be supplied from 110v transformers.
5. All plant and equipment must be maintained in a good and safe condition and only trained and competent persons shall operate plant.
6. Test and Examination Certificates, Registers and Insurance Documentation should be available on-site for all lifting appliances including, cranes and hoists before they are used.
7. NOTE - Excavators should not be used as cranes unless they comply with requirements of the Lifting Operations and Lifting Equipment Regulations 1998.
8. The carrying of passengers on dumpers, trailers, tractors, etc is strictly forbidden.
9. No person shall mount any grinding or abrasive disc unless he has been properly trained and appointed by his employer.
10. Cartridge operated fixing tools should only be operated by trained certificated operators.
11. The position of underground services must be ascertained from the Service Utilities and/or Public Authorities prior to excavation being carried out. When replacing soil, a suitable warning trace should be positioned above the buried service to indicate the type and position of the service(s) being covered. Any existing traces that are damaged during excavation must be replaced.
12. When working at a height where injury could result from a fall suitable safe means of access, e.g. MEWP must be provided with safety harnesses used as a means of last resort.
13. All machinery used by contractors must be suitable, operated and maintained in accordance with the requirements of the Provision & Use of Work Equipment Regulations 1998.
14. The required statutory inspections of excavations, scaffolds, lifting appliances (cranes, excavators, hoists, etc) and lifting tackle (chains, ropes, slings, etc) must be carried out and appropriate documentation kept available.

15. All scaffolds must be erected in accordance with the requirements of the National Access & Scaffolding Confederation's Code of Practice SG4:00 "The use of fall arrest equipment whilst erecting, altering and dismantling scaffolding".

Office Safe Working Procedures

Slips, Trips & Falls

Slips, trips and falls account for most of the accidents in Offices, many of them when staff are moving or carrying loads. They generally happen because of the condition of floors, untidiness, or poor lighting. Such accidents can be easily prevented by remembering the following points:

1. Do not alter the position of desks or computer workstations if this creates a tripping hazard from trailing, telephone, data, or electric cables.
2. Ensure that cables are tied together and routed beneath desks and along walls utilising cable ties and tidiers.
3. Do not stack files, boxes, stationary, etc on the floor where they create a tripping hazard or obstruct thoroughfares.
4. Do not overcrowd a room with equipment, files, materials, etc - someone, including you, may trip over them.
5. Flooring must be kept in a safe condition - report any loose or worn floor coverings.
6. Do clear up immediately any spillages e.g. within the kitchen.
7. Extreme care should be taken under wintry conditions when walking across the external concrete yard.

Electrical Safety

Electricity can cause fires as well as electric shock and burn. Always remember that:

1. Only trained electrically Competent Persons are authorised to carry out repairs.
2. Any defect in electrical equipment, frayed leads, overloaded outlet, etc, should be immediately reported.
3. That leads are kept off the floor or other areas so far as is practicable where damage can occur.
4. That no unauthorised personal electrical equipment is brought into the Office.
5. That you always check the equipment working voltage with the supply voltage and the condition of the supply lead when using the equipment.
6. That a plug is never forced into the wrong socket.
7. That you make sure that cables are in good condition and of adequate length for the job.
8. That you know what to do in the event of someone suffering an electric shock. If the person is still in contact with the electric current - switch it off (or remove the plug). Take special care if the power cannot be cut off - stand on a dry non-conducting surface and pull the casualty away using a length of non-conducting material. If and when free apply artificial respiration.

Fires

Lives, as well as the Company's future, can be jeopardised by fire. Always ensure:

1. In the event of a fire, you leave promptly by the nearest exit and go to the assembly point in the car park at the front of the Grove Electrical building.
2. In the event of discovering fire, raise the alarm and ensure the Fire Brigade is called. (Only attempt to tackle the fire, if you can do so, from a place of safety).
3. Both storage and convector heaters can become very hot. Please take particular care not to drop or place paper on top of these heating devices where they may obstruct the vents. Care should also be taken if using a fan heater with a thermostatic control as the heater may come back on when the office is vacated.
4. That combustible material and rubbish is not allowed to accumulate under benches, in corners, etc.
5. You report any defect in electrical equipment, frayed electrical cable, overloaded outlet, etc.
6. You are familiar with the position of fire exits, the fire alarm and the location and operation of fire extinguishers.

Computers & Screen Equipment

Continued use of a keyboard, mouse, or viewing a computer screen has been a cause of a number of ill health effects e.g. Repetitive Strain Injury, eye strain, headaches and other so-called upper limb disorders. These may be avoided by:

1. Ensuring the screen is a comfortable distance from your eyes. Where an employee has reasonable cause to suspect that the use of a computer screen will cause eye or eyesight related problems, they may request an appropriate free eye and eyesight test to be carried out which will be arranged by the Company. Where the results of any such eye or eyesight tests show that eyesight correction may be necessary, the company will contribute towards the costs for basic corrective spectacles.
2. The screen's height should be such that the viewer's neck is comfortable. The screen should not flicker and should be free from annoying reflections, contrast and brightness should also be properly adjusted.
3. The workstation should be adjustable with:
 - A chair with adjustable height and backrest (tilt and height). Armrests should be removable.
 - A footrest if required.
 - Sufficient space to allow un-cramped conditions.
4. You should adjust and re-adjust as necessary to ensure your comfort. Guidance on the initial set-up is provided by the computer manufacturers.
5. Prolonged spells at the keyboard/mouse should be avoided with breaks or the carrying out of other activities.
6. If you suffer discomfort on a regular basis, report this to the Operations Director so that advice/further investigation may be undertaken.

Safe Storage of Stationery, Archives, Records, Books, etc

Injury can arise as a result of poor storage of books, materials, etc or during the placement of archives into storage cupboards. Always remember to ensure:

1. That all shelves are secured to the wall and progressively loaded from the bottom upwards.
2. That heaviest objects should be placed on the mid/lower shelves, both to increase stability and reduce the risk of manual handling injury.
3. That filing cabinets should be loaded from the bottom draws upwards and only one draw opened at a time.
4. That you fill or remove the contents of the archive boxes within the cupboards themselves rather than attempting to lift a filled heavy box.

Stepladders

Persons can easily fall if stepladders and other access equipment are not used correctly. Always ensure that:

1. Before using a stepladder, that it is in a good and sound condition, then open it to the maximum extension of the stays which should be of equal length.
2. Check that the stepladder is of adequate height for the work carried out. Ideally, there should be a hand-hold on the stepladder at chest height in order to achieve maximum stability.
3. Three point contact should be maintained at all times.
4. Stepladders are not designed for side loading and this should be avoided by placing the stepladder at right angles to the work.
5. They should only be used on a level surface and work should not be carried out from the upper treads or platform unless specifically designed for this purpose.
6. Only one person should use a stepladder at any one time and if steps are to be used adjacent to a doorway, the door should be wedged open securely.

Hazardous Substances

All chemical substances and chemical preparations should be handled with caution. Always ensure:

1. That Health & Safety Data Sheets are obtained from the Supplier at the time of purchase and they are read and thoroughly understood, together with the risk and safety phrases on the containers.
2. That an assessment is carried out as to any possible health risk associated with their manner of use and necessary safety precautions.
3. That on no account that acid-based toilet cleaners are mixed with bleach. This can result in the evolution of chlorine gas.
4. If in doubt, always ask for further information.

This overview provides general guidance and a brief summary of the requirements of the Construction (Design and Management) Regulations 2015 (CDM) in relation to Contractors; it should not be taken as being a definitive guide to the regulations or their statutory requirements.

The Principal Contractor

The Principal Contractor must be a contractor in his own right, he will be responsible for planning, managing and controlling health and safety during the construction phase of the project.

Site works should not commence until the principal contractor has developed a satisfactory construction phase health and safety plan, this should be based upon the information provided in the pre-construction information pack.

The key duties applicable to the Principal Contractor under the regulations include:

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer (PD) for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan (CPP) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

Contractors

The term contractors is used to cover all other contractors (other than the Principal Contractor) irrespective of whether they are a sub-contractor or not. It also covers self-employed persons in most instances. On non-notifiable projects, there is no Principal Contractor and the client will generally appoint a contractor to oversee and manage the works.

The general requirements of contractors are to:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them

- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction unless this has already been provided by the principal contractor (PC).
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on-site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer (PD) or principal contractor
- comply with parts of the construction phase plan (CPP) relevant to their work

Where a contractor is the only contractor working on a project, they must ensure a construction phase plan (CPP) is drawn up before setting up the site.

Additional requirements:

- Provide the principal contractor with information about the hazards and risk assessments associated with their works, how they intend to carry out the works and their general safety management proposals.
- Co-operate with the principal contractor.
- Comply with any directions given by the principal contractor.
- Manage their work to comply with any site safety rules and the provisions stated in the Construction Phase Health and Safety Plan
- Inform the principal contractor of any reportable accidents, illness or dangerous occurrences.
- Provide details to the principal contractor of any contractor who he engages in connection with carrying out the work.
- Supply the principal contractor with any information relevant to the health and safety file.

The Health & Safety File

The Health & Safety File is a record of information for the client or end-user. The Principal Designer is responsible for ensuring the Health and Safety File is prepared and passed onto the client. The File should give details of health and safety risks that will have to be managed during maintenance, repair, renovation or demolition, together with information concerning those who built the facility, how it was built and how it should be maintained. It does not need to repeat information contained in other documents such as Operation and Maintenance Manuals, though where necessary it should make reference to them.

DUTIES RELATING TO HEALTH AND SAFETY ON CONSTRUCTION SITES

Part 4 of the Construction (Design and Management) Regulations 2015 specifies specific requirements that all contractors and principal contractors must comply with insofar as they affect him or any person carrying out construction work under their control. Naturally, not all items will be relevant to all projects. The following list provides only a very brief summary of the main points, full details are provided in L153 – Managing health and safety in construction.

- **Safe places of work** – ensure that working environments are safe, including access and egress to the site.
- **Good order and site security** – sites shall be maintained in a safe and tidy condition, whilst being properly signed to warn of any dangers and secure from unauthorised entry.
- **Stability of structures** – all necessary measures shall be taken to prevent harm to any person from any unstable structure.
- **Demolition or dismantling** – all demolition or dismantling work must be carried out without risks to any person, it must be carefully planned and all arrangements for carrying out demolition/dismantling work **MUST** be recorded in writing.
- **Explosives** – all explosives must be carried, stored and used safely in accordance with current legislation and best practice arrangements, explosives shall not be used where a risk exists to any person from the explosion or any flying or projected material.
- **Excavations** – these must be regularly inspected by a competent person, adequately shored and measures are taken to prevent persons, materials or equipment falling into excavations, measures must also be taken to prevent excavations collapsing and no work is to be allowed in an excavation where the risk of injury exists.
- **Cofferdams and caissons** – these must be regularly inspected by a competent person and be properly designed, maintained and equipped with all necessary equipment for the safety and evacuation of any person(s) working within them.
- **Reports of inspections** – these must be recorded and where unsatisfactory items are identified, the person in charge must be informed and the problem rectified before work is allowed to recommence, reports must be available for inspection by an HSE inspector.
- **Energy distribution installations** – measures and precautions must be taken to prevent persons coming into contact with installations such as electricity cables, this may involve disconnecting the source of electricity, diverting the cables away from the working area or where this is not possible, providing warning signs and barriers.
- **Prevention of drowning** – measures to prevent persons from falling into any body of water or liquid must be implemented, together with the provision of rescue equipment and procedures.
- **Traffic routes** – dedicated pedestrian accesses and routes should be provided where practicable to ensure that vehicles and personnel do not come into conflict with each other, all traffic routes (pedestrian and vehicular) must be suitable and sufficient for their intended use.

- **Vehicles** – all vehicles should be properly maintained and operated by competent persons, be fitted with means of preventing unintended movements, give warnings to any operative to others in the vicinity of such vehicles, and no vehicles are to carry passengers unless specifically intended for that purpose, operatives should also leave the vehicle whilst being loaded unless the vehicle has been designed to provide a safe place of work for such persons.
- **Prevention of risk from fire etc.** – suitable and sufficient steps shall be taken to prevent any risk from fire, flooding, explosion or any substance liable to cause asphyxiation.
- **Emergency procedures** – suitable procedures must be developed and implemented to deal with any foreseeable situation, this must address any specific risks and hazards on the site and the precautions that may need to be taken by those working for the emergency services.
- **Emergency routes and exits** – emergency exits and routes shall be provided on the site, indicated by suitable signage, to enable any person on the site to quickly leave the site and access a safe location.
- **Fire detection and fire-fighting** – where necessary suitable and sufficient fire fighting and detection equipment shall be provided, indicated by suitable signage, to safeguard the health and safety of anyone on the site.
- **Fresh air** – a suitable source of fresh or purified air must be provided on all construction sites.
- **Temperature and weather protection** – workplaces must be maintained at a suitable temperature, though where this is not possible, suitable protective clothing must be provided.
- **Lighting** - every place of work and approach thereto and every traffic route shall be provided with suitable and sufficient background lighting, this should be supplemented with task lighting where necessary to enable any work to be carried out safely and with risk to the health and safety of those doing the work.

Health Safety and Welfare requirements

Under CDM 2015, all contractors and principal contractors must also provide satisfactory welfare arrangements for those carrying out the works on site, this should include:

- **Sanitary conveniences**
- **Washing facilities**
- **Drinking water**
- **Changing rooms and lockers**
- **Facilities for rest**

Full details of the specific provisions are outlined in Schedule 2 of the CDM Regulations 2015.