



# HEALTH AND SAFETY POLICY

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# Erskine Electrical Solutions Health & Safety Policy

## Introduction

This document sets out the health and safety arrangements established for this organisation.

## DESCRIPTION OF WORK

Electrical contractor involved in:

- Electrical Installation of single phase and three phase supplies
- Electrical Inspection and testing of all industrial, commercial and domestic installations.

## HEALTH AND SAFETY POLICY STATEMENT

Erskine Electrical Solutions acknowledges and accepts the legal responsibilities for securing the health, safety, and welfare of employees working on their behalf and all persons, livestock and property affected by their activities.

It is the intent of Erskine Electrical Solutions to allocate appropriate resources to develop programmes to prevent occupational injuries and illness.

It is the policy of Erskine Electrical Solutions to promote and support all Health and Safety and Industrial hygiene and to manage it in a manner that seeks to eliminate occupational injuries and illnesses.

In support of this Policy Erskine Electrical Solutions will strive to achieve excellence in all matters relating to Health and Safety. In this respect Erskine Electrical Solutions require all employees:

- Co-operate in ensuring the health and safety and welfare Act 1974.

themselves and their colleagues whilst at work.

- Every effort will be made to provide and maintain a safe, healthy and efficient working environment for all persons.
- To achieve this the active co-operation of all employees is essential so that accidents and damage to the health of themselves and others are avoided.
- The policy may change with the company and legislation, the safety arrangements, will be developed and amended over time with the consultation and co-operation of all involved with Erskine Electrical Solutions.

This Healthy and Safety Policy is therefore, issued to all employees on the understanding that it amplifies the company policy.

## Health and Safety Policy

Erskine Electrical Solutions recognises that the talent and energy of all persons involved with the company are its most valuable assets.

It is our aim to achieve a working environment, which is free of work-related accidents and illnesses.

### We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plan and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence to fulfil their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that competence is maintained through training where necessary.
- Promoting awareness of health and safety and of good practice through effective communication and relevant information.
- Furnishing the resources needed to meet these objectives.

All persons involved with Erskine Electrical Solutions are encouraged to contribute actively towards achieving an accident-free working environment.

### Conclusion

Together with the statutory regulations and the company safety procedure this document is reasonably comprehensive, we realise that site-specific conditions are changing all the time.

It is vital that an attitude to the prevention of accidents is maintained at all times and safe working is imperative.

## RESPONSIBILITY

Due to the nature of the work undertaken by Erskine Electrical Solutions, it is the responsibility of the senior person on site (Keir Erskine) to promote health and safety at work and ensure that working practices are in accordance with the statutory requirements and the company policy.

The Employees' responsibility in this objective is to:

- Comply with all safety procedures and controls as dictated by Erskine Electrical Solutions when at work, so long as these procedures are in keeping with the Statutory requirements and are not in detriment to the law.
- Ensure reasonable care is taken for the wellbeing, health, and safety of themselves and any persons, livestock or property likely to be affected by their actions whilst working for or on behalf of Erskine Electrical Solutions.
- To utilise and respect all the safety devices and protective equipment provided to ensure the safety of personnel.
- To co-operate fully in the investigation of incidents to ensure that these incidents do not re-occur.

### **The Provision and Use of Work Equipment Regulation 1998 (P.U.W.E.R)**

This concerns the safe use of work equipment and systems. e.g. Suitability of equipment - assessment of risk. Provision of protective and preventative measures.

### **The Personal Protective Equipment at Work Regulation 1992. (PPE)**

This regulation clearly states that PPE should be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. Relevant PPE will be provided to all Erskine Electrical Solutions personnel.

### **The Manual Handling Operation Regulation 1992.**

This regulation requires employers to assess the manual handling on site and within the workplace, take an ergonomic approach and where possible change the nature of any manual handling task and provide mechanical aids in order to reduce or lighten the manual handling loads.

### **Safety Training**

Health, Safety and Welfare form an integral part of Site induction and job training to ensure that all employees are aware of general safety requirements and their responsibilities regarding safety to themselves and others who may be affected by their actions or omissions. Specific Safety Training, Information and the use of Safe Systems of Work will also be provided where appropriate.

### **Fire**

Erskine Electrical Solutions personnel will adhere to all site-specific procedures. Evacuation procedures and muster points will be designated by the person responsible for Site Inductions (main contractor).

- No Erskine Electrical Solutions employee will fight a fire.
- No Erskine Electrical Solutions employee is trained to fight a fire

Erskine Electrical Solutions employees will raise the alarm but avoid danger.

In order to avoid fires whilst on site or in silent hours Erskine Electrical Solutions will

Put all combustible materials carefully away.

Observe the NO Smoking signs displayed.

Remove all clothing, paper, etc from near heaters.

Switch off all electrical appliances.

: Ensure in case of fire, exits locations are known.

### **Accident Reporting**

All accidents and near misses no matter how minor must be recorded in the accident book. (Situated in the office and to the rear of the works van)

Erskine Electrical Solutions management will carry out an appropriate investigation.

The seriousness of the incident and circumstances will depend on whether further action is to be taken.

### **Occupational Health**

Where necessary, health surveillance and records will be under the control of Erskine Electrical Solutions Management.

### **Safe Systems of Work**

Safe Systems of Work and Practices take into account all the necessary and relevant statutory obligations, codes of practice and H S E guidelines that concern our business, adhering to Method Statements and Risk Assessments and carry out tasks as instructed.

### **Risk Assessments**

This concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon establishment of the risk preventative measures are identified and introduced, they are periodically revised within the safe system of work.

### **Environmental Control**

Control and disposal of waste and control of substances hazardous to health (COSHH). Assessments and all relevant data sheets will be kept on record. No one associated with Erskine Electrical Solutions is allowed to introduce chemicals or other substances at all.

### **Electricity at Work Act 1989**

The Electricity at Work Regulations will be adhered to and any work undertaken on any electrical system will be performed by a qualified and suitably trained person. The current IEE regulations although not statutory will be used as a guideline. Isolation procedures will be maintained, and no live work tasks will be performed.

### **Isolation Procedure**

- **Disconnect all loads.**
- **Locate the source of supply.**
- **Isolate the source of supply.**
- **Lock off and place warning signs.**
- **Test voltage indicator on a known source (proving unit)**
- **Test the supply is isolated.**
- **Retest voltage indicator using known source. (Proving unit again)**
- **Start work if all the above has been followed and the circuit intended to be worked on is dead.**
- **Keep padlock key and don't allow anyone else to retrieve it until work on circuit is completed.**

### **Working at Height**

As working at height forms a major part of Erskine Electrical Solutions day to day tasks The Working At Height Regulation 2005 will be enforced, personnel will be trained to erect mobile towers and operate MEWPS.

Options considered, following previous assessments are:

- Mobile Tower
- Mobile elevated work platform (MEWPS)
- Fixed scaffolding (by others)
- Step ladder
- Hop ups and trestles

In each case risk assessment should consider other issues to ensure that the chosen method is the safest option e.g. Weather conditions, full body harness, use of stabilisers / securing devices.

### **Noise at Work**

Erskine Electrical Solutions will ensure as far as reasonably practical that no employee is subjected to levels of noise whilst at work that may cause damage to their hearing. Sufficient hearing protection as part of PPE will be provided and used in conjunction with appropriate risk assessments.



## Asbestos

The likelihood of any Erskine Electrical Solutions representative coming into contact with asbestos is very likely.

**The Control of Asbestos at Work Regulation 2006** indicates that all employees must have the site-specific asbestos register made available to them by the client as and when required.

If asbestos is noted within the work area operatives must:

- Stop work immediately
- prevent any dust/ fibres being released by turning off power tools and minimise air movement.
- Evacuate the immediate area and prevent access by others. (Public included)
- Inform those responsible for the premises and Health and Safety Manager.
- Do not return to the area until informed it is safe to do so.
- If you are uncertain as to the content of the material, stop work and seek advice.

## First Aid

Adequate First Aid provision will be made by Erskine Electrical Solutions.

First Aid Box and Eye Wash Station can be found underneath the passenger seat of the van.

All Erskine Electrical Solutions personnel are first aid trained and qualified.

On project sites wherever possible prior to visiting site arrangements are made so that Erskine Electrical Solutions can use the principal contractor's facilities for first aid. All accidents however minor must be reported using the correct site procedures.

Serious accidents, where hospital treatment is required must be reported in accordance with Accident/incident report procedure.

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995

Certain incidents are to be reported to the HSE Incident contact centre (ICC)

In accordance with (RIDDOR)

- Deaths
- Major injuries
- Any work-related injury resulting in 3 consecutive days away from the workplace.

## RIDDOR ctd

- Diseases
- Dangerous occurrences
- Gas incidents

## The major incidents applicable:

- Fractures other than finger, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Burns to the eye (chemical or hot metal)
- Penetrating injury to the eye
- Injury leading to hypothermia heat induced illness or unconsciousness or requiring resuscitation or admission to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or exposure to biological agents.
- Acute illness requiring medical treatment or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin.

**Reportable diseases include:**

- Certain Poisoning
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis / acne.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as, leptospirosis, hepatitis, tuberculosis, anthrax,
- Legionellosis, and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders. Decompression illness and hand arm vibration syndrome.

**Dangerous Occurrences Include**

- Lifting machinery. The collapse of or the overturning of or the failure of any load bearing part of a mobile powered access platform or forklift truck.
- Pressure systems. The failure of any closed vessel (including boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause death of any person.
- Overhead electric lines — any unintentional incident in which plant or equipment either

**Dangerous Occurrences Include ctd**

- Comes into contact with uninsulated overhead electric lines in which the voltage exceeds 200 volts.
- Causes an electrical discharge from such an electric line by coming into close proximity to it.
- Electrical short circuit – or overload attended by fire or explosion which results in the stoppage of the plant for more than 24 hours or which has the potential to cause death to any person.
- Collapse of scaffolding – the complete or partial collapse.

**Young Persons**

A young person is a term given to a person who has not yet reached 18 years of age. An assessment of the activities required of a young person shall be carried out to ensure there is no risk to their health and safety. The assessment shall take into consideration the tasks to be carried out, the person's physical capabilities and their experience of the work required.

Wherever necessary the person shall be supervised by a competent person and shall not be asked or allowed to carry out activities that are beyond their capabilities or present an unacceptable risk to themselves or others.

**Co-operation with Clients**

Employees and sub-contractors will always familiarise themselves with client procedures when first attending site, in particular site access, emergency procedures and high-risk work activities including permit to work systems.

Clients site procedures and specific instructions are to be followed at all times.

## Employees

Section 7 of the Health and Safety Act 1974 states that... It shall be the duty of every employee while at work;

- A) To take reasonable care for the health and safety of them and of other persons who may be affected by their acts or omissions at work and
- B) As regards to any duty or requirements imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

The responsibilities of general employees are to:

Understand the company policy on health and safety and to carry out work in accordance with the requirements.

- Use correct tools and equipment for the work to be carried out in accordance with training, instruction and procedures.
- Ensure all PPE is properly used in relation to any training given.
- Tools and equipment are kept in good condition
- Report any defective tools or plant to the Manager / supervisor.
- Work in a safe manner report hazards and DO NOT take risks that could endanger persons livestock or property.
- Warn other employees, in particular young or new employees of known hazards.
- Report any near misses however minor or accidents to the Manager / Supervisor.
- Report any abuse to Welfare facilities to the Manager or Supervisor.

**I have read and understood fully the Erskine Electrical Solutions Health and Safety Policy.**

**Sole Trader Signature:** .....

**Date:**

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