

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

Business Name:

Worksite:

**It is a criminal offence to breach health and safety law.**

Therefore:

- We expect people attending our worksites to comply with our health and safety rules and responsibilities.
- The senior management will expect people, to act responsibly and abide with all reasonable verbal instructions site managers, or supervisors provided.
- The Site Manager (or Foreman) may remove people from the site, if they do not comply with worksite rules, and where appropriate, will face disciplinary measures.
- All people who visit or reside at the site must ensure they are aware of, and comply with its safety rules and emergency evacuation procedures.

**Please Note.** The Principal Contractor's rules will take precedence over other organisations on the worksite. Moreover, the Site Manager has overall authority on site, over its health and safety matters.

# HEALTH AND SAFETY RULES AND RESPONSIBILITIES

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### **Definitions.**

**“Competent”**, means the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone’s competence.

**“Work Equipment (Equipment)”**, means any vehicle, plant, machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not) and includes personal and respiratory protective equipment, and office equipment.

### **Employee Responsibilities.**

Employees have legal duties to fulfil at work.

Employees shall:

- 1). Take reasonable care, to ensure the health and safety of themselves, and others their act, or omission, may affect;
- 2). Cooperate with their employers, and others, as necessary to enable everyone to fulfil their legal duties at work;
- 3). Use, work equipment, and any hazardous substance their employer provides, in accord with their instruction and training, and;
- 4). Never intentionally or recklessly, interfere or misuse anything that their employers provide in the interests of health, safety and welfare at work.

Employees’ have legal duties to report health and safety failings, to their employer, or to an employee representative, who has specific responsibility for the health and safety of their fellow employees.

Employees shall:

- 1). Report a work situation, that with their training or instruction, they consider a serious and immediate danger to health and safety, and;
- 2). Report a shortcoming in the Organisation’s arrangements for health and safety.

### **Site Safety Rules.**

People, must:

- 1). Notify their supervisor or manager, if not already aware, when going to a site, and, for what reason, and of when they will return;
- 2). The site is normally closed on Bank Holidays;
- 3). Attend a site induction, prior to work at a site for the first time, or otherwise as soon, as it is practicable: Inductions will usually take place at the site office;
- 4). Sign in, each time they attend site, if its rules require, and sign out when they leave;
- 5). Obtain 'permits to work', if they are required, from the site office.
- 6). Wear safety footwear on site at all times;
- 7). Make full and proper use of all personal and respiratory protective equipment, and protective clothing, as provided and instructed;
- 8). Adhere to all site health and safety signs, signals and notices;
- 9). Park vehicles, and use pedestrian, and vehicle access and egress routes as instructed, and;
- 10). Ensure they are aware of site, first-aid arrangements, fire prevention and reporting procedures, and emergency evacuation procedures;
- 11). Ask whether a radio is allowable; people working near a radio, may not hear shouting in an emergency;
- 12). Ensure personal work equipment is safe, and appropriate for use.
- 13). Make full and proper use of work equipment, and;
- 14). Never use, and if appropriate seek replacement, and report lost or damaged, faulty or unsuitable work equipment to their supervisor, or to the site manager.

## **Construction Worker Responsibilities.**

The Organisation expects its workers to fulfil the following responsibilities:

- 1). Workers must only carry out construction work, for which, they are 'competent', and they must:
  - Recognise the standards needed for the work, and never become complacent;
  - Adopt an attitude, which ensures no harm comes to themselves, or others;
  - Understand one's limitations, to what work, can, or cannot be done, safely;
  - Know when, and, how, to get help;
  - Recognise how their work affects others, on the worksite, and;
  - Warn others, if necessary, about hazards created during their work.
- 2). Workers must report obvious risks to their supervisor;
- 3). Serious and imminent danger:
  - Workers should stop their work, immediately, if they spot that if work were to continue there would be a dangerous situation, where the risk of injury or ill health is serious, or life threatening;
  - Thereon, the workers must follow the worksite procedure, or;
  - Should there be a breakdown in procedure, they should alert others, their supervisor, and go straight away to a safe place.
- 4). Workers must cooperate with others, and coordinate work so as to ensure their and other peoples' health and safety, who the work may affect;
- 5). Workers must follow health and safety rules and procedures, and;
- 6). Workers should ask for training, information or supervision, if they feel they need it.

## **Ways for a worker to demonstrate competence.**

- 1). Provide details of training courses;
- 2). Provide copies of certificates, for any qualifications;
- 3). Show a portfolio, of their previous work;
- 4). Provide references;
- 5). Show time served elsewhere, and;
- 6). Undergo an on-site assessment of the jobs they carry out.

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## **Construction Site Rules.**

### Accidents and Near Misses, Dangerous Occurrences, and Unsafe Conditions.

People, who have, or witness an accident or near miss, however minor, must:

- 1). Seek treatment if necessary, from a designated first aider;
- 2). Report the accident or near miss, as soon, as it is reasonably practicable, to the Site Manager, and;
- 3). Ensure there is a proper record taken of the accident if it causes injury.

Accidents include acts of non-consensual violence to people at work.

Someone who witnesses a dangerous occurrence, damage to property, or an unsafe condition must report the facts, as soon, as it is reasonably practicable, to the Site Manager.

If it is safe, and you are able, put problems right, to prevent others' exposure to risk.

### Asbestos.

A worksite may not have any known Asbestos Containing Material (ACM); however, workers may discover such.

When the Organisation's workers discover or disturb material what they think could contain asbestos, they must prevent or reduce the spread of asbestos fibres.

Workers must:

- 1). Stop any work that may disturb potential ACM;
- 2). Immediately notify their supervisor;
- 3). Secure the asbestos area, so that no-one will disturb it, and;
- 4). Clearly identify the area that has the ACM, unless there is only a minimal risk to people's health.

### Behaviour.

Workers should expect to work with competent fellow workers:

Therefore, when at work, all workers must behave appropriately, i.e. in a competent, courteous, and professional manner.

The Organisation will not tolerate, workers who 'fool around', or engage in horseplay, which could put people's health, safety and welfare at risk.

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Contractors must clear away their waste, and dispose in skips where provided, or as otherwise instructed. Special arrangements may apply for hazardous waste.

All workers must maintain and leave their work areas in a clean, tidy, and safe manner:

- 1). Clear spillages immediately as instructed;
- 2). Remove, or prevent harm from protruding nails or other sharp objects, and;
- 3). Carry out a thorough sweep, when they finish their work or shift, to clear away or secure work equipment.

### Confined Spaces.

Workers must never enter any tank, vessel, sub-basement etc, or any significant pit, hole or excavation without authorisation from their supervisor.

### Delivery or Collection of Goods.

Workers must:

- 1). Ensure, if instructed, that delivery drivers unload goods in agreed areas, and;
- 2). Ensure, if instructed, that drivers do not collect goods, before they register their intent.

### Driving or Operating Vehicles.

- 1). Workers must not drive any vehicle without written authorisation from the person who manages the vehicle, and;
- 2). Workers, unless under close direct supervision as part of their training, must not drive a vehicle, without having the competence, and the appropriate age, licence, qualification, or certificate, for its type.

Therefore, as relevant:

- Drivers, when the person who manages the vehicles they use, requests, must produce up-to-date evidence of their licence, qualification, or certificate;
- Drivers must annually submit copies of their insurance to the person who manages the vehicles they use, and;
- Drivers must notify the person who manages the vehicles they use, of changes, or pending changes to their driving licence, which includes any driving ban, limitation, and recordable offences.



## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

### Driving, and Vehicle Responsibility – Rules, for Drivers and Other Workers.

**Please Note.** The following rules apply to workers, who drive the Organisation's, or as appropriate, other people's vehicles.

**Drivers are responsible for the vehicle they drive.** The people responsible for managing the Organisation's vehicle operations will monitor and review driver standards.

**Please Note.** Drivers must cooperate, as required by officers from the Health and Safety Executive (H.S.E), the Police, or the Driver and Vehicle Standards Agency (DVSA).

### Personal health, rules for drivers.

Drivers must:

- 1). Have had an eye test within the last two years, whether they drive at a worksite, or, on a public road, and as necessary use corrective appliances to meet safe driving standards;
- 2). Have the standard of vision, as the DVLA requires to drive vehicles on public roads, which is appropriate for the class of vehicle they will drive;
- 3). Notify the person who manages the vehicles they use, if they have, or develop a notifiable medical condition, or disability that could affect their ability to drive safely, both on, or off road: Drivers who use vehicles on public roads, must notify the DVLA, too;
- 4). Inform the person who manages the vehicles they use, of any ill health, injury, or their use, of medication, which may affect their ability to drive safely;
- 5). Ideally, have no alcohol in their system; if they do, it must be below the legal limit before they drive;
- 6). Never be under the influence of an illegal drug that may affect their ability, to drive safely, and;
- 7). Take breaks to rest, when driving for continuous periods on public roads: These should be about every two to three hours, or whenever tiredness sets in.

### Driving on public roads.

**Please Note.** Drivers, who commit an offence, under standards set in the Highway Code (HC), the Road Traffic Act (RTA), or by the Driver, and Licensing Agencies (DVLA), will, incur any penalty that the authorities issue, unless, the offence was owing to the Organisation's negligence, or breach of law. Senior Managers, on behalf of the Organisation, may take action against drivers who, frequently, or, excessively, breach the HC, RTA, or DVLA, standards. The authorities may, of course, find that both a driver and the Organisation at fault, and both may incur penalties.

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People who manage the Organisation's drivers will only allow workers to drive on a public road, when they comply with the following driver rules:

Drivers must:

- 1). Comply with the guidance of the HC;
- 2). Comply with the requirements of the RTA;
- 3). Abide with drivers' hours if they drive large goods vehicles (LGV), and tachograph laws, too:
  - Drivers must look after their tachograph-cards, for as long as the person who manages the vehicles they use, requires;
  - Vehicle managers, when due in accord with legislation, will keep-hold of driver tachograph-cards, and;
  - Vehicle managers, if necessary for vehicles, fitted with a digital-tachograph, will require drivers to either have, or have to apply for a driver's card.
- 4). Meet all other of the Organisation's licensing conditions.

### General rules, for drivers, and other workers.

- 1). Drivers, and other workers, must comply with, any reasonable rule, instruction, and training which their supervisor, or manager provides, in relation to, loading; unloading; the handling and distribution of articles or substances, making up a load; passengers; travel, and; any other aspect, relating to the use and storage of vehicles;
- 2). Drivers must bring any matters, which relate to the Organisation's vehicle operations, to the attention of their supervisor or manager: This includes details of, accidents, incidents, and any shortcoming in the Organisation's arrangements;
- 3). Drivers must not, carry passengers aboard their vehicle unless, it has a design for such, and they have prior authorisation from the person who manages the vehicles they use;
- 4). Drivers must not use their vehicle for an unauthorised purpose;
- 5). Drivers must ensure the safety and security of their vehicle, and as applicable, their passengers, or load;
- 6). Drivers must ensure loaded goods are evenly distributed and secured in order to prevent any movement which could cause damage to goods or to any trailer, or cause any nuisance or danger to other road users;

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- 7). Drivers, and other workers, are responsible for the use and safe keeping of any articles, such as a belt, strap, chain, or rope, which are supplied with the vehicle, and must ensure that they have an adequate supply of such equipment to carry out work safely;
- 8). Drivers and, as applicable, their passengers, must not smoke any substance, which includes e-cigarettes, within their vehicle;
- 9). Drivers, before its use, must check the condition of their vehicle, and, if appropriate for its class, they must record this, in accord with their instruction and training;
- 10). Drivers must not use a vehicle in an un-roadworthy condition;
- 11). Drivers, as soon as it is practicable, will report their vehicle defects to the person who manages the vehicles they use;
- 12). Drivers, as soon as it is practicable, will report to their supervisor, or manager, a load that seems insecure, or unsafe;
- 13). Restraints or seat belts, when provided, must be used by people aboard a vehicle;
- 14). Drivers must act courteously, with due regard for others at a worksite and, as relevant, public-road users, especially, pedestrians, cyclists and bikers;
- 15). Drivers must keep to speed limits;
- 16). Drivers must not exceed any maximum working hours for driving;
- 17). Drivers must always park vehicles safely, and at an appropriate place, and;
- 18). Drivers, if they need to leave their vehicle unattended, must ensure it is secure, and they remove the keys.

### Using mobile telephones or other electronic, devices: Rules, for drivers.

- 1). It is a criminal offence to drive, or have another person drive a motor vehicle while using a hand-held mobile telephone or other electronic device, such as satellite-navigation equipment, or mp3 players.
- 2). For the purposes of the legislation, 'driving' will include sitting in a stationary vehicle with the engine running, and a 'hand-held' mobile telephone will include any 'hands-free' mobile telephone if it is held at any point during the call. It will not be an offence to use a hands-free mobile phone, while it is in its holder.
- 3). Legislation does not prevent passengers in vehicles from using hand-held mobile telephones; however, they must not hold it for the driver, to use in a moving vehicle.

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The Organisation's drivers must not breach the legal requirements, which paragraphs 1), 2), and 3) above, refer.

Even when using 'hands-free' equipment when driving, drivers can still be distracted:

Therefore, the Organisation, as good practice, will expect its drivers not to make out-bound calls on hands-free, phone equipment, unless for a reason which is reasonable. It will also expect drivers to keep all out, or in-bound calls brief. It is preferable, that if it is necessary for drivers to make, or receive a telephone call, they should look for a safe and legal place, to stop their vehicle, and they must turn off the engine.

### Environment.

Workers must:

- 1). Work considerately in public or residential areas;
- 2). Make proper use of the measures provided to control environmental conditions, and;
- 3). Recycle or dispose of waste as instructed.

**Please Note.** Workers must take care not to disturb or harm animals or wildlife on worksites. This includes bats, nesting birds and reptiles. Always look out for signs of wildlife prior to commencing any work. Workers must report to their supervisor any suspicion, or discovery of wildlife.

**Please Note.** Law protects several wildlife species, including all bats, wild birds, and snakes.

### Environmental Complaints.

Should someone approach a worker with an environmental complaint, the worker must take him or her to the person onsite who is responsible for the work.

### Excavations.

Only competent and authorised workers should work in the vicinity, or undertake excavation work.

Workers must:

- 1). Check with the Site Manager, before starting excavations, to see if they require a permit to work. The Site Manager, if necessary, will provide permits;
- 2). Never enter a deep excavation unless the sides are adequately supported or battered;

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- 3). Ensure the Site Manager inspects and gives their approval before entering a deep excavation;
- 4). Only enter and exit excavations via a safe means, and always ensure there is a means to escape;
- 5). Never overload any part of the excavation or its adjacent ground, by work equipment or materials;
- 6). Ensure any excavations they create are adequately guarded, against falls, and where appropriate, with stop-blocks, to prevent vehicles from getting so near, that it becomes dangerous;
- 7). Ensure, as soon, as it is practicable, they replace any guarding or stop-blocks, which have been temporarily removed from sides of an excavation, and;
- 8). Ensure they cover any hole or opening they create.

### Fire.

Workers must:

- 1). Follow fire procedures in accord with instruction and training provided;
- 2). Never misuse any fire-fighting equipment provided;
- 3). Keep fire-fighting equipment, and fire doors and emergency escape routes, free from obstructions;
- 4). Report the use, damage, fault or unsuitability of any fire-fighting equipment to their supervisor, and;
- 5). Notify their employers of any shortcomings in fire arrangements.

### Gas Installations and Gas Appliances.

Workers, unless competent, authorised, and are on 'The Gas Safe Register', must never interfere with any gas appliance, or associated fittings and pipe work.

### Hazardous Substances.

Workers must take responsibility to protect their health, and the health of others who their work will affect.

Workers must:

- 1). Recognise the importance of personal cleanliness, especially when working with a substance harmful to the skin;
- 2). Make full and proper use of protective equipment and clothing they receive, and;

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- 3). Use a hazardous substance in accord with its instructions, and with any other information, instruction or training they receive from their supervisor.

If unsure what to do, workers must check with their supervisor.

Information may include:

- Written details on the substance container or packaging;
- Details from the substance Material Safety Data Sheet (MSDS), and;
- Details from the substance COSHH assessment and its risk control measures.

### Health Conditions.

Workers must report to their supervisor, if they experience:

- 1). Suspected work-related disease, such as occupational asthma, or a vibration-induced condition;
- 2). Significant Ill health, especially after work in areas where there may be rats, or in an area where there has been illegal drug taking and the related paraphernalia has been found;
- 3). A sign or symptom of a work related upper limb disorder, and;
- 4). An 'undue' significant anxiety or stress at work.

Workers must cooperate with their employers in relation to medical and other occupational health surveillance, which must take place within their normal working hours.

In relation to alcohol and drugs:

Workers who use, or intend to use medication that their doctor prescribes, which may cause drowsiness or other effects that could affect their ability to work safely, must consult with their supervisor, before they commence work.

In addition:

- 1). Workers must stay aware for signs of someone's alcohol or drug misuse. If they have suspicion of such, they must report it to their supervisor;
- 2). Workers must never, unless management give their express permission, consume alcohol at the Organisation's worksites, or at any premises of its customer or client; if they are found breaching this rule, or found intoxicated at work, they will usually be subject to the Organisation's disciplinary procedures;
- 3). Workers must never possess, distribute, or use drugs for non-medical purposes, at the Organisation's worksites, or at any premises of its customer or client; if

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they are found breaching this rule, or found intoxicated at work, they will usually be subject to the Organisation's disciplinary procedures, and;

- 4). The Organisation strictly forbids solvent misuse during working hours.

**Please Note.** It is not unknown for the paraphernalia of illegal drug taking (such as syringes, razor blades, silver paper, burnt teaspoons, etc.) to be found on site. Because of the secretive nature of illegal drug use, users may hide items, which can increase the danger to those finding them.

Workers must:

- 1). Remain vigilant, particularly regarding used hypodermic syringes. There is a risk of an unintentional, needle stick injury;
- 2). Warn others should you discover drug paraphernalia;
- 3). Never, without authority and without using appropriate hand protection, touch discarded needles, and;
- 4). Report, discovery of drug paraphernalia, and any needle stick injury to your supervisor, and ensure there is a record of the incident in the accident book.

### Housekeeping.

Workers must:

- 1). Never obstruct, so far, as it is reasonably practicable, any access route, stairway or work area;
- 2). Clear spillages immediately as instructed;
- 3). Wear appropriate safety footwear for the type of work they carry out, and the work conditions;
- 4). Highlight, or report, and if reasonable, protect any significant slip, trip, bump or fall hazards;
- 5). Separate, recycle and dispose of waste promptly via agreed routes;
- 6). Remove, or prevent harm from protruding nails or other sharp objects;
- 7). Carry out a thorough sweep, when they finish their work or shift, to clear away or secure work equipment;
- 8). Never store combustible articles adjacent to heat sources;
- 9). Never store flammable substances adjacent to heat sources;
- 10). Never store together articles or substances, which will become dangerous should they escape and mix, and;

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- 11). Report defective or overload racking.

### Legionella.

Only competent workers may carry out Legionella bacteria control measures.

### Manual Handling.

Workers must never lift, attempt to lift, or handle anything if they feel uncomfortable. Moreover, they must report to their supervisor any difficulty, they experience, with particular tasks.

Good handling techniques:

- 1). Stop, think & plan the lift:
  - How heavy is the load;
  - Is there an appropriate handling aid;
  - What route will you take the load;
  - Are there any obstructions and difficulties to sort out first;
  - Where will you place the load;
  - Do you need any help, and;
  - If there is a high lift, if possible, can you rest the load mid-way through the lift, to change grip.
- 2). Position the feet apart, to give a balanced and stable base with the leading leg as far forward as possible and pointing in the direction, you want to go;
- 3). Lift from a low level and bend the Knees. Do not kneel or over flex your knees. Keep your back straight, keep close to the load with the heaviest part of the load nearest the trunk, get a good grip keeping your arms as close to the body as possible, and then use the large muscles of the legs to make the lift. Lift smoothly trying not to twist your trunk when turning to the side, and;
- 4). When putting the load down, if precise positioning is required, put the load down first and then slide to adjust.

### Mobile Phones.

Workers must never:

- 1). Use a mobile phone in an area that has an explosive, or highly-flammable atmosphere or substance;



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- 2). Answer or use a handheld phone, whilst they are in a significantly hazardous or dangerous position, nor;
- 3). Answer or use a handheld phone, whilst they operate any machinery, plant or other work equipment.

### Noise at Work.

Workers must:

- 1). Never enter a restricted 'hearing zone' without authorisation;
- 2). Use appropriate hearing protection when entering a 'hearing zone';
- 3). Adhere to procedures or control measure provided by the organisation to reduce noise;
- 4). Make full and proper use of work equipment provided by the organisation to reduce noise (including hearing protection), in accord with their instruction and training, and;
- 5). Promptly report any work equipment defects. This can be faulty equipment, or tooling that generates an abnormal level of noise, or faulty hearing protection.

**Note:** Employees must comply with any request from the Organisation for them to undergo health surveillance, in relation to their exposure to loud noise at work. This must take place within their normal working hours.

### Permits to Work.

Where the Organisation's workers have difficulty following the procedure set within a permit to work, they must:

- 1). Immediately report their problems to the person supervising or managing the work, and;
- 2). Stop work, if it will be dangerous to continue with the task.

### Petrol and Diesel.

Workers must:

- 1). Only competent and authorised workers to handle and decant fuel;
- 2). Keep fuel drums or containers away from any source of direct heat;
- 3). Ensure the use of appropriate and approved containers to store and transport fuel;
- 4). Assure the identity of the fuel in a drum or container, with a suitable label;

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- 5). Consider the manual handling aspects, as part of the fuel handling process;
- 6). Avoid filling or emptying drums or containers in area, where the fumes will add to fire risks;
- 7). Ensure the refuelling of work equipment is carried out in open air and away from any source of ignition;
- 8). Avoid overfilling storage drums or containers;
- 9). Keep fuel drums or containers closed when they are not in use;
- 10). Contain a fuel spill or leak, and;
- 11). Clean up leaks and spills quickly to avoid slips.

### Protecting the Public, and, Worksite Security.

It is essential that workers protect the public, near their work, as people may not understand the risk.

In public places, workers must:

- 1). Be respectful to the public;
- 2). Warn people, who could be in danger;
- 3). Ensure work area is safe, and reasonably clean, and tidy.
- 4). Report a public hazard, or a potential hazard, to their supervisor immediately.

Workers must not permit children onto a construction site.

To protect children and prevent other undesirable events, so far, as it is reasonably practicable, at the end of workdays, workers must make sites secure and 'child safe'.

Workers, in accord with their instruction, shall:

- 1). Secure, or lock-away valuables, materials, and any dangerous substance;
- 2). Secure buildings;
- 3). Secure, or immobilise plant, and other work equipment;
- 4). Cover, or prevent access to dangerous excavations, and any hole, pit or tank etc.;
- 5). Remove, or prevent access onto ladders, or access leading to places of height;
- 6). Ensure appropriate warning signs are in position;

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- 7). Secure worksite perimeter fencing, and;
- 8). Report any sightings or evidence of unauthorised persons at the worksite.

### Safety Signs, Signals, and Notices.

Workers must comply with worksite health and safety signs, signals and notices.

### Services.

Workers must:

- 1). Always check for 'live' overhead or underground services prior to work, e.g. electric, gas mains, telephone, and sewage drains etc. They must ask their supervisor if they are unsure, and;
- 2). Always assume until their supervisor or the site manager instructs otherwise, that overhead or underground services are 'live'.

### Stability of Structures.

Workers must not load structures beyond their design load bearing capability.

### Vehicle and Pedestrian Routes.

Workers, where applicable for their safety, must stay within the defined boundaries, as appropriate, to whether they are, a pedestrian, or driving or operating a vehicle.

### Violence, Aggression or Criminal Acts at Work – What to Do.

Workers must:

- 1). Always handle the organisations money in accord with the instruction they receive from their supervisor or manager
- 2). Never, if subject to aggression, violence or a criminal act, adopt a confrontational attitude, as this will antagonise the situation;
- 3). Calmly defuse the aggressor, and;
- 4). Report incidents to their supervisor, as soon, as it is practicable.

### Welfare.

The provision of welfare facilities is for the well-being, of people working or visiting the worksite.

Workers must:

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

- 1). Use welfare facilities provided with consideration to other users;
- 2). Never use toilets in new buildings under construction;
- 3). Only smoke in designated outdoor areas on the worksite, and;
- 4). Never smoke within buildings, vehicles, welfare facilities, or other enclosed spaces.

### Work at Height.

Workers must:

- 1). Report to their supervisor, any activity or defect relating to work at height, which they know is likely to endanger themselves or another person;
- 2). Use any work equipment or safety device, provided to them for work at height, in accord, with any training in its use, and any instruction respecting that use, and;
- 3). Never, without protection, work at height on open edges where there is risk of a fall.

### Working Alone.

Workers must:

- 1). Ensure someone knows of their whereabouts, especially if their work is remote, isolated or behind closed doors;
- 2). If possible, keep in pre-arranged contact with someone;
- 3). Act, in accord with safe working procedures, instruction and training, and;
- 4). Never, take unnecessary risk; they will contact their supervisor if they are unsure, or need guidance or help.

### Working Near, Over, or in Water.

Workers must only work near, or over a waterway, from a scaffold, temporary platform, or other means of temporary support, if they are competent, authorised and have received specific instruction relating to the work.

Workers must only work in waterways if they are competent, authorised and have received specific instruction relating to the work.

Workers must:

- 1). Never stand in a waterway if water levels could rise suddenly or they could give rise to a flood;
- 2). Always wear high visibility clothing;

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- 3). Wear a life-jacket or buoyancy-aid as provided and instructed, and;
- 4). Always work in pairs, so if someone falls into the water, the other person can pull the person in danger to safety or if necessary follow the work's emergency procedure.

**Please Note.** Work near water, lakes, rivers, sewers, and other standing water, will expose workers, to the risk of contracting the bacterial infection, leptospirosis, which animals transmit, but especially by rats through their urine. Ninety percent of the time, the symptom is like mild flu, with a chill, headache and muscle pain. However, the infection can be severe, known as Weil's disease, with life-threatening problems, which include organ failure and internal bleeding.

To reduce the risk of infection, if work in such a circumstance is unavoidable, workers should:

- 1). Cover their wounds with a waterproof plaster, prior to work;
- 2). Wear protective clothing and rubber gloves, during the work, and avoid rubbing their nose, mouth or eyes;
- 3). Maintain a high standard of personal hygiene, and wash hands before treating wounds, eating, drinking or smoking, and after handling or touching potential contaminated clothing;
- 4). Wash any cut or scratch immediately after exposure to potential affected water, and apply antiseptic and cover wound;
- 5). Never touch dead animals, especially rodents, with unprotected hands, and;
- 6). Report symptoms of leptospirosis and Weil's disease, immediately to their supervisor, and seek medical advice.

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

### Construction Site Work Equipment Rules.

Workers must:

- 1). Only use, operate, or maintain work equipment if they are competent and authorised;
- 2). Make full and proper use of work equipment (including, their guards, shields or safety devices);
- 3). Never use work equipment, unless it is in an efficient state, in efficient working order and in good repair;
- 4). Never use work equipment unless the conditions for its use are safe;
- 5). Never attempt to clean moving parts of work equipment. They must first, isolate its power source, or otherwise immobilise the equipment;
- 6). Report, any work equipment or safety device defect, and isolate or remove the defective, work equipment, from service, and;
- 7). Never carry out repairs or maintenance to the Organisation's or others' work equipment without authorisation.

**Please Note.** Workers who bring their tools to work must ensure they are safe.

**Please Note.** Young people (under 18's), must never operate work equipment, unless they receive sufficient training or they are under adequate direct supervision.

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

### Abrasive Wheels (e.g. Using Disc Cutters and Grinders).

Only competent and authorised workers may use, or change cutting or grinding wheels, on abrasive-wheel equipment.

Appointed users must:

- 1). Produce training certificates when requested;
- 2). Ensure they select suitable cutting or grinding wheels for the equipment;
- 3). Never use defective cutting or grinding wheels, and ensure that, no one else can use them by mistake;
- 4). Ensure, they fit, and use the equipment manufacturers guards or shields appropriately;
- 5). Always use suitable protective goggles or glasses when using abrasive-wheel equipment;
- 6). Use hearing protection when using abrasive-wheel equipment, and;
- 7). Use respiratory protective equipment for abrasive-wheel work, in addition to damping-down risk control.

### Cartridge Tools.

Only competent and authorised workers may use cartridge tools.

Appointed users must:

- 1). Produce training certificates when requested;
- 2). Never use a defective cartridge tool, and ensure that, no one else can use it by mistake, and;
- 3). Ensure they use cartridge tools in accord with the manufacturers instruction, to avoid causing harm, and:
  - Prevent misfires and ricochets;
  - Never use cartridge tools, at or near an area, where there is an explosive or flammable atmosphere or materials, and;
  - Ensure, when firing a cartridge tool, that the fixing does not pass-straight-through the article, but if it does, no one will be in harms-way, on the other side.

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

### Display Screen Equipment (DSE).

A DSE user is an employee who habitually uses 'display screen equipment' (DSE), as a significant part of their normal work, is a DSE user.

The organisation must ensure a workstation is suitable for its user.

An employee who is a user, must:

- 1). Cooperate with the Organisation when they approach you regards making your workstation suitable;
- 2). Tell the Organisation about any disability or health condition they have, which may affect themselves or their work through the use of DSE;
- 3). Comply with the information, instruction and training in regards to the safe set-up and use, of their workstation;
- 4). Take 10 minute breaks from their workstation, each hour, to change their activity, and;
- 5). Tell the Organisation about any visual difficulties, ill health, or discomfort they have, which they may reasonably consider is due to their work on DSE.

### Handling and using compressed gas cylinders.

Only competent and authorised workers may handle and use compressed gas cylinders.

Appointed handlers and users must:

- 1). Wear the appropriate personal protective equipment for their task, in accord with their instruction and training;
- 2). Carry out a visual inspection of the cylinders and their associated work equipment, to check for any damage;
- 3). Ensure, before using qualifying pressure equipment (new or otherwise), it has a written scheme of examination in place, and that its certificate of examination, is current;
- 4). Deal with damaged work equipment, in accord with their instruction and training;
- 5). Double check, that the cylinder they intend to use is the appropriate type for its purpose;
- 6). Ensure, before connecting cylinders, the associated work equipment is appropriate for the type of gas and pressures to be used;
- 7). Carefully install cylinders, and associated work equipment in accord with their instruction and training;
- 8). Never lift cylinders by their valve, shroud, or cap;



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- 9). Never drop cylinders;
- 10). Maintain cylinders in a safe upright position, unless they are specifically designed otherwise;
- 11). Replace, where they are provided, appropriate dust-caps, to cylinders that are not in use, and;
- 12). Dispose of empty cylinders in accord with their instruction and training.

When handlers and users store compressed gas cylinders, they must:

- 1). Store cylinders safely, and securely, in accord with their instruction and training;
- 2). Ensure cylinders have clear markings to show what gas they contain and the nature of its hazards;
- 3). Never store Liquid Petroleum Gas (LPG) near drains, or near, or in basements and cellars;
- 4). Never store flammable gas cylinders in a part of a building that has another use, and;
- 5). Never store cylinders near flammable-material, external sources of heat, and sources of ignition.

When transporting compressed gas cylinders, drivers must:

- 1). Ensure, before transporting gas cylinders, cylinder valves are closed, and they have appropriate, protective valve caps and covers for the trip;
- 2). Ensure every cylinder has a label, in accord with current legislation:
  - Cylinders must be marked clearly to show what gas they contain and the nature of its hazards, and;
  - No one should remove or deface these labels.
- 3). Carry details of the gas suppliers contact details;
- 4). Carry documents, as good practice, which have details of their loads goods, that include, the types of gas and their quantities;
- 5). Ensure, whenever practicable, regulators and hoses are disconnected from cylinders;
- 6). Ensure they stow cylinders, securely, in an upright (vertical) position;
- 7). Ensure cylinders do not project from any side of the vehicle, and;

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

- 8). Park their vehicle in a safe place, if they think a gas cylinder is leaking, and contact the gas supplier and the Vehicle Manager.

### Electrical Appliances.

Only competent and authorised workers may handle and use electrical appliances.

Workers must:

- 1). Use, whenever it is reasonably possible, battery operated tools instead of electric power tools, especially when there is a need to work at height;
- 2). Use whenever it is reasonably possible, 110-volt instead of 240-volt power tools. Especially in work environments that increase risk of an electric shock.
- 3). Use double insulated work equipment.
- 4). Carry out, a pre-use check of work equipment; it must be in good condition with all safety devices and guards serviceable and in place;
- 5). Never use unsafe, or defective power tools, or equipment with defective cables, or which has missing safety devices, or guards;
- 6). Report to their supervisor, any significant electricity hazards, and where possible isolate the affected area or equipment from its power source;
- 7). Never overload electric distribution points;
- 8). Check if power circuits have residual current devices (RCDs), before using power tools. Use a portable device if unsure;
- 9). Avoid loose or trailing power leads; if this is not possible, ensure there is adequate precaution against a them being a trip hazard, and;
- 10). Take adequate precaution to prevent damage to loose or trailing power leads.

### Ladders and Stepladders.

Only competent and authorised workers may handle and use ladders and stepladders.

Workers must:

- 1). Inspect ladders or stepladders for damage or usability prior to each use: Do not use them if unsafe, and take them out of service if they are defective;
- 2). Use ladders and stepladders that are a suitable for use, and height for task, i.e. of adequate length to reach, with at least three rungs free;
- 3). Not overload or put undue strain on ladders or stepladders;

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

- 4). Only use ladders or stepladders on floors or ground in reasonable condition, i.e. level and stable;
- 5). Properly engage any ladder or stepladders locking devices or stabilisers;
- 6). Wear suitable clothing and where appropriate, suitable tool belt for storing small hand tools and materials necessary for their job.
- 7). Maintain at least three points of contact on ladders, and;
- 8). Carry out, where possible, work from ladders, 'face on' to the work area.

### Lifting Equipment.

All workers who are involved with a lifting operation must adhere to its lifting plan and safe system of work.

Only competent and authorised workers may operate lifting equipment.

Workers shall:

- 1). Not use lifting or work equipment to lift, or lower, persons unless the equipment is so designed and appropriately and clearly marked to that effect;
- 2). Not exceed the safe working loads of the lifting equipment and lifting accessories;
- 3). Not use defective equipment, and;
- 4). Report the presence of defective equipment.

### Lift Trucks.

Only competent and workers with written authorisation may operate a lift-truck.

Lift-truck operators must:

- 1). Maintain control of their lift-truck, at all times during its use;
- 2). Never smoke, while operating a lift-truck, or use a hand-held electronic device, such as a mobile phone, or MP3 player;
- 3). Operate their lift-truck with due consideration to other people, and vehicles at their place of work;
- 4). Check the condition of their lift-truck before its use;
- 5). Ensure, each load is safe, and;
- 6). Ensure they do not exceed the safe working loads of their lift-truck, and lifting accessories.

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

### Mechanical Access for Work at Height.

Only competent and authorised workers may set up and use mechanical access equipment.

Workers must:

- 1). Use MEWPs, Scissor Lifts and lightweight access systems in accordance with manufactures guidelines and their design parameters, and;
- 2). Use safety harnesses at all times whilst they conduct work from within the platforms.

### Personal and Respiratory Protective Equipment, and Protective Clothing.

Workers will use personal, and respiratory protective equipment, and special protective clothing only in circumstances where the protection supplements other risk-control measures, or when it is a last resort when a risk is uncontrollable, by any other means.

Gloves are available, and the Organisation recommends that its employees use these to carry out work that could damage their skin, and reduce the risk of dermatitis (a type of skin disease).

Contractors must assess the need, and as necessary supply, and supervise the proper use of personal, and respiratory protective equipment, and protective clothing for their workers.

Self-employed workers must provide their personal, and respiratory protective equipment, and protective clothing, in accord with their work need.

Personal and respiratory protective equipment, and protective clothing, must:

1. Be to an appropriate BS EN, standard, and be CE marked, and;
2. Be regularly inspected, and as appropriate, maintained or replaced.

Workers must store equipment in an appropriate manner or as instructed.

### Plant for Construction Work.

Only competent and authorised people may drive, operate or maintain construction plant.

Plant users must:

- 1). Be over 18 years' old;
- 2). Produce training appropriate CITB (Construction Industry Training Board), CSCS (Construction Skills Certification Scheme), or equivalent certificates when requested, and;

## HEALTH AND SAFETY RULES AND RESPONSIBILITIES

- 3). Never carry passengers aboard their vehicle.

### Pressure-Cleaning Equipment.

Only competent and authorised workers will use pressure-cleaning equipment.

Users must:

- 1). Prevent, so far, as is reasonably practicable, unauthorised persons from entering the pressure-cleaning zone, to prevent them from harm by flying debris, and;
- 2). Wear eye protection during its use to protect themselves from flying debris.

### Scaffolding.

Workers must:

- 1). Never interfere, misuse, or remove parts of the scaffolding structure, or related signs, unless they are authorised and competent. Keep any brick guards in place;
- 2). Never, unless they are competent and have consent from the scaffolding contractor, attach sheet material, netting, coverings, or signs to scaffolding, as these may act as a wind sail;
- 3). When access and egress is via stairs, workers, where appropriate, will make use of stair handrails, to help prevent slips, trips and falls;
- 4). Never throw or tip materials or objects from height in circumstances where it is liable to cause injury;
- 5). Raise and lower materials and equipment in a controlled manner such as by hand-over-hand, hand-to-hand, or light-line and container methods, or as available, by making use of a lift truck, or a mechanical hoist;
- 6). Store materials and equipment in a way that prevents risk to any person arising from their collapse, overturning or unintended movement;
- 7). Avoid blocking access and egress routes;
- 8). Keep platforms reasonably tidy, removing unused equipment and materials when the work has finished, and;
- 9). Never load scaffolding (including loading areas) beyond its safe working limits.