

HEALTH & SAFETY DOCUMENT

CONNEX SCAFFOLDING LTD

STATEMENT OF INTENT

The management of Connex Scaffolding looks upon the promotion of Health & Safety measures as mutual objectives for themselves and their operatives.

Therefore, it is the policy of the Management of Connex Scaffolding to do all that is reasonable practical to prevent personal injury and, or damage to property and to protect everyone from the foreseeable hazards and dangers (including members of the public) in so far as they come into contact with the company or its activities.

IN PARTICULAR THE FOLLOWING RESPONSABILITIES ARE RECOGNIZED:

1. To provide and maintain Safe and Healthy working conditions.
2. To provide training and instruction to enable operatives to perform their work safely.
3. To maintain a continuing and progressive interest in Health and Safety.
4. To take into account all statutory requirements for Health and Safety.
5. To consult and involve operatives in Health and Safety matters wherever possible.
6. Operatives have a duty to co-operate in the implementation of the Health & Safety Policy
by:

- ❖ **Working safely**
- ❖ **Meeting their statutory duties**
- ❖ **Reporting incidents that have led or may lead to injury or damage**
- ❖ **Following the Health and Safety procedures and safe systems of work**

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INDIVIDUAL RESPONSABILITIES

It is the duty of all Directors and Supervisors to ensure that health and safety factors are fully taken into account when designing equipment and operating procedures. The Partners are also responsible for ensuring that operatives understand the Health and Safety Policy rules relating to their job. Operatives must also be adequately trained and made fully aware of any Health and Safety hazards in their areas of work.

Withstanding the above, all operatives have a responsibility for their personal safety and duty of care to their fellow operatives.

THE OPERATIVES RESPONSABILITIES INCLUDE:

- ❖ The duty to comply with the safety instructions and directions laid down by the management.
- ❖ The duty to use properly, the means and facilities provided for Health and Safety at work.
- ❖ The duty to refrain from wilful misuse or interference with anything provided in the interest of Health, Safety and welfare and any action that might endanger themselves or others.
- ❖ The duty of all operatives in authority to ensure that the necessary safety precautions are taken and that the necessary safety instructions are given.
- ❖ The duty to report any breaches of the rules to an appropriate person.
- ❖ The duty to use all PPE provided and to maintain it in a useable condition.

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Individuals Operatives

All Operatives MUST:

1. Comply with the Health and Safety Policy.
2. Observe the Safety rules
3. Report any safety hazard within their work area or defect in any equipment to their supervisor.
4. Comply with all written or verbal instructions given to them to ensure their personal safety and the safety of others
5. Dress sensible and safely for their particular working environment or occupation and use PPE provided by Connex Scaffolding.
6. Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.
7. Use the safety equipment and or protective clothing provided.
8. Avoid improvising in any form which may create a risk to their safety and to the safety of others.
9. Maintain all tools and equipment in good condition and report any defects immediately.
10. Report all accidents whether injury is sustained or not.
11. Attend, as requested, any course, meeting etc designed to further the interest of Health and Safety.
12. Observe all laid down procedures concerning work activities, equipment, materials and substances, wherever their place of work.
13. Observe the fire Evacuation Procedures and learn the position of all fire equipment and exit routes, wherever their place of work.
14. Not consume food or drink in areas where there is a risk of contamination.

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SAFETY RULES

INTRODUCTION

This section of Health and Safety Policy outlines the general rules laid down all of which are applicable to all operatives. Detailed rules, e.g. fire, first aid etc. are set out elsewhere in this document. The Health and Safety rules are prepared in accordance with legal requirements and with acknowledged safe working practices. In addition to the legal duty imposed upon operatives to comply with the rules, Connex Scaffolding reserve the right, in particular cases, to regard breaches of the rules as a fundamental breach of the Contract of Employment. In such cases, disciplinary action, possible leading to dismissal, may be taken.

A breach of Health and Safety legislation by an operative constitutes a criminal offence and action taken by an Enforcing Authority against an individual can result in heavy penalties, i.e. fines and or imprisonment.

It is recognized that it is not possible to prepare safety rules to cover all eventualities, however it is expected that all operatives will act in a sensible manner and in particular, that they will obey all instruction given, to maintain and improve Health and Safety.

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RULES COVERING HEALTH AND SAFETY AT WORK

WORKING PRACTICES

- ❖ Operatives must not use any equipment unless they have been trained and are authorized to do so.
- ❖ Operatives must report immediately any fault or damage to equipment, which has occurred.
- ❖ Operatives must ensure all substances, chemicals, liquids, etc. to their designated safe storage area when not in use.

WORKING CONDITIONS/ ENVIRONMENT

- ❖ Operatives must make proper use of all equipment and facilities provided to control working conditions/ environment.
- ❖ Operatives must keep areas clear and in a clean and tidy condition.
- ❖ Operatives must dispose of rubbish, scrap and waste materials using the facilities provided
- ❖ Operatives must clear up any spillage of liquids immediately.

PROTECTIVE CLOTHING AND EQUIPMENT

- ❖ Operatives must use items of protective clothing and equipment provided as instructed.
- ❖ Operatives must not misuse or wilfully damage any item of protective clothing or equipment which has been provided to them
- ❖ Operatives must store and maintain protective clothing and equipment in approved manner.
- ❖ Operatives must report any damage, loss, fault, or unsuitability.

FIRE PRECAUTIONS

- ❖ Operatives must conform to emergency procedures as laid down.
- ❖ Operatives must not obstruct any fire escape route, fire equipment or fire doors.
- ❖ Operatives must report any use of fire fighting equipment to their supervisor.

VEHICLES

- ❖ Operatives must not drive or operate any vehicle for which they do not hold an appropriate Driving Licence or permit.
- ❖ Operatives must not carry unauthorized passengers.
- ❖ Operatives must not use vehicles for any unauthorized purpose.
- ❖ Operatives must not drive or operate vehicles whilst suffering from a medical condition or illness, which may affect their driving or operating ability

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ACCIDENTS

- ❖ Operatives must seek medical treatment for any injury they receive, no matter how slight it may seem to be. All incidents are to be reported.
- ❖ Operatives must notify any incident where damage has been caused to property or equipment to their immediate supervisor.

HEALTH

- ❖ Operatives must report any medical condition, which could affect the safety of themselves or others.
- ❖ Operatives must co-operate with the implementation of medical and occupational health provisions.

RULES COVERING GROSS MISCONDUCT

An Operative will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- ❖ A gross breach of the aforementioned safety rules
- ❖ Unauthorized removal of any item of first aid equipment
- ❖ Wilful damage to, misuse of, or interference with any item provided in the interests of health and safety
- ❖ Unauthorized removal or defacing of any label, sign or warning device.
- ❖ Misuse of chemicals, flammable or hazardous substances or toxic materials.
- ❖ Smoking in any designated "NO SMOKING" area.
- ❖ Horseplay or practical jokes which could cause accidents
- ❖ Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- ❖ Dangerously overloading any item of lifting equipment.
- ❖ Found or suspected to be under the influence of drink or drugs.

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TRAINING

Employers have a duty to train, instruct and inform operatives, as is necessary to ensure their Health & Safety whilst at work.

In recognition of this duty, it is our policy to ensure that:

- ❖ Comprehensive, Safe Working Practices and Instruction Training Programmes are introduced.
- ❖ Regular refresher training is provided.
- ❖ No operative will be permitted to start work until they have received training and instruction sufficient to enable them to perform the job without risk to their Health and Safety.
- ❖ Adequate training at all levels is provided.

A schedule of training requirements and instruction will be maintained.

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ACCIDENT REPORTING

ACCIDENT INVOLVING PERSONAL INJURY

- ❖ All injuries must be reported to the first aider or appointed person
- ❖ An Accident report Form must be completed by the first aider or appointed person

ACCIDENT NOT INVOLVING PERSONAL INJURY

Accident resulting in damage to:

- ❖ **PROPERTY**
- ❖ **MACHINERY**
- ❖ **EQUIPMENT**
- ❖ **FITTINGS/ FIXTURES**

Together with near misses must be reported to the Supervisor.

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FIRST AID

In order to comply with the statutory requirements, first aid facilities shall be available to all operatives whilst they are on the premises and where necessary provision shall be made for operatives off-site.

RESPONSABILITY

The person responsible for maintaining first aid kits, facilities and summoning medical assistance where necessary is the Foreman/Scaffolder.

EQUIPMENT

The first aid kits can be found in all Site Offices.

RECORDS

Suitable records of treatment will be maintained by the Site and kept in the Head Office.

All accidents which occur whilst working away from company premises are to be reported as soon as possible.

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TUBULAR SCAFFOLDS

The law requires that scaffolding work be carried out by a competent person. All Scaffolders, except trainees, should be experienced and competent in their work.

The loading for which a scaffold has been erected should be known and all loadings should be evenly distributed. Scaffolds must not be overloaded.

CHECKPOINTS:

- ❖ Has proper access been provided to the scaffold platform upon completion?
- ❖ Are all uprights provided with base plates or prevented in some other way from slipping or sinking?
- ❖ Have any uprights, ledgers, braces or struts been removed?
- ❖ Is the scaffold secured to the building in enough places to prevent collapse?
- ❖ Are there sufficient boards at all working platforms in use?
- ❖ Are all boards free from obvious defects and are they arranged so as to avoid traps?
- ❖ Are there warning notices to prohibit the use of any scaffold that is incomplete (e.g. not fully boarded)?
- ❖ At every side where a person can fall more than 6ft 6ins (2.0m) are the platform, gangways and runs provided with double guard rails and toe boards?

The company takes a very grave view of any dangerous occurrence-most are caused by misuse-overloading of platforms, removal of bracing, ties, toe boards or handrails.

This misuse should be immediately conveyed to the main contractor and confirmed in writing.

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LADDERS

More accidents arise each year from the use and, or misuse of ladders than from any other single piece of equipment.

CHECKPOINTS:

- ❖ Is every ladder in good conditions and free from obvious defects?
- ❖ Are all ladders secured near the top (including those used for short periods)?
- ❖ If the ladder cannot be secured near the top, is it secured near the bottom, weighted or footed?
- ❖ Does the ladder rise at least 1.07m (3ft 6ins) above the place of landing? If not, is there adequate handhold at the place of landing?
- ❖ Are the ladders properly positioned for access?

SIGNED:.....

DATED:.....