

Health & Safety Policy

M & L Contracts Ltd

57 Main Street
Feeny
Co. Derry
BT47 4TD

M&L Contracts Ltd.
Health & Safety Policy

Contents

Part 1	General Statement
Part 2	Organisation and Specific Responsibilities
2.1	Organisational Chart
2.2	Managing Directors
2.3	Safety Director
2.4	Engineers / Foremen
2.5	Site Operatives
2.6	Administration Staff
2.7	Health & Safety Advisor
2.8	Subcontractors
Part 3	Arrangements
3.1	Training
3.2	Risk Assessments & Method Statements
3.3	Safety Inspections
3.4	Insurance
3.5	Accident Procedures
3.6	Machinery & Plant
3.7	Fire
3.8	Personal Protective Equipment
3.9	First Aid
3.10	Health & Hygiene
3.11	Biological Hazards
3.12	Weils Disease
3.13	Sharps on Sites
3.14	Welfare Facilities
3.15	Housekeeping
3.16	Noise

- 3.17 Transport
- 3.18 Parking on Site
- 3.19 Protection from Overhead Cables
- 3.20 Underground Services
- 3.21 Excavations
- 3.22 Electrical Safety
- 3.23 Working at Heights
 - Use of Scaffold - Use of Mobile Scaffold Towers
 - Use of Ladders - Roofwork
- 3.24 Working Adjacent to Water
- 3.25 Scaffolding
- 3.26 Formwork
- 3.27 Protection of the Public
- 3.28 Manual Handling
- 3.29 Emergency Procedures
- 3.30 Subcontractors
- 3.31 Visitors on Site
- 3.32 COSHH
- 3.33 Mobile Phones
- 3.34 Consultation & Communication
- 3.35 Monitoring the Effectiveness of Policy

- Appendices
- A: Emergency Procedures
 - B: Accident Investigation & Reporting
 - C: Internal Accident Report Form
 - D: Accident Reporting Procedure
 - E: First Aid Procedure
 - F: Personal Protective Equipment Policy
 - G: Personal Protective Equipment Register
 - H: Weekly Inspection Form
 - I: Induction Programme
 - J: Mobile Phone Policy
 - K: Noise at Work Policy
 - L: Site Hazards & Preventative Procedures

1.0 Health & Safety Policy Statement

In accordance with Article 4 of the Health & Safety at Act Etc 1974;

It is the policy of M&L Contracts Ltd that its operations are carried out at all times in such a way as to ensure, in so far as it is reasonably practicable, the Health, Safety and Welfare at work of all its employees and all persons likely to be affected by its operations, including Sub-contractors, Licensees and Members of the Public, as required by the Health & Safety at Work Order, all regulations made under this Order, all Codes of Practice and best guidance.

We will ensure, so far as is reasonably practicable, that employees are provided with a safe system of work, safe plant and equipment, adequate information, instruction, training and supervision, safe access and egress and adequate welfare facilities.

Furthermore we, M&L Contracts, will:

- provide adequate control of the health & safety risks arising from our work activities;
- consult with our employees on matters affecting their health & safety;
- ensure safe handling and use of substances;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

M&L Contracts Ltd Management, Site Engineers, Supervisors and Foremen are to ensure strict application of this policy throughout the Company's Operations and will give direction and Supervision to employees.

The Company Safety Director is a position held by both Michael Lynch and Laurence O'Kane. They are responsible for co-ordinating training within the company, informing management and setting targets and objectives. At each place of work the Manager, Site Engineer, Foreman or Supervisor responsible is required to ensure that all employees observe the Company's Health & Safety procedures. It is the employee's duty, under Health & Safety at Work Legislation, to take reasonable care of their own safety and the safety of others who may be affected by their actions or omissions at work and to co-operate fully with the employer and his arrangements for compliance with Statutory Safety Obligations which include adherence to the Company's General Policy.

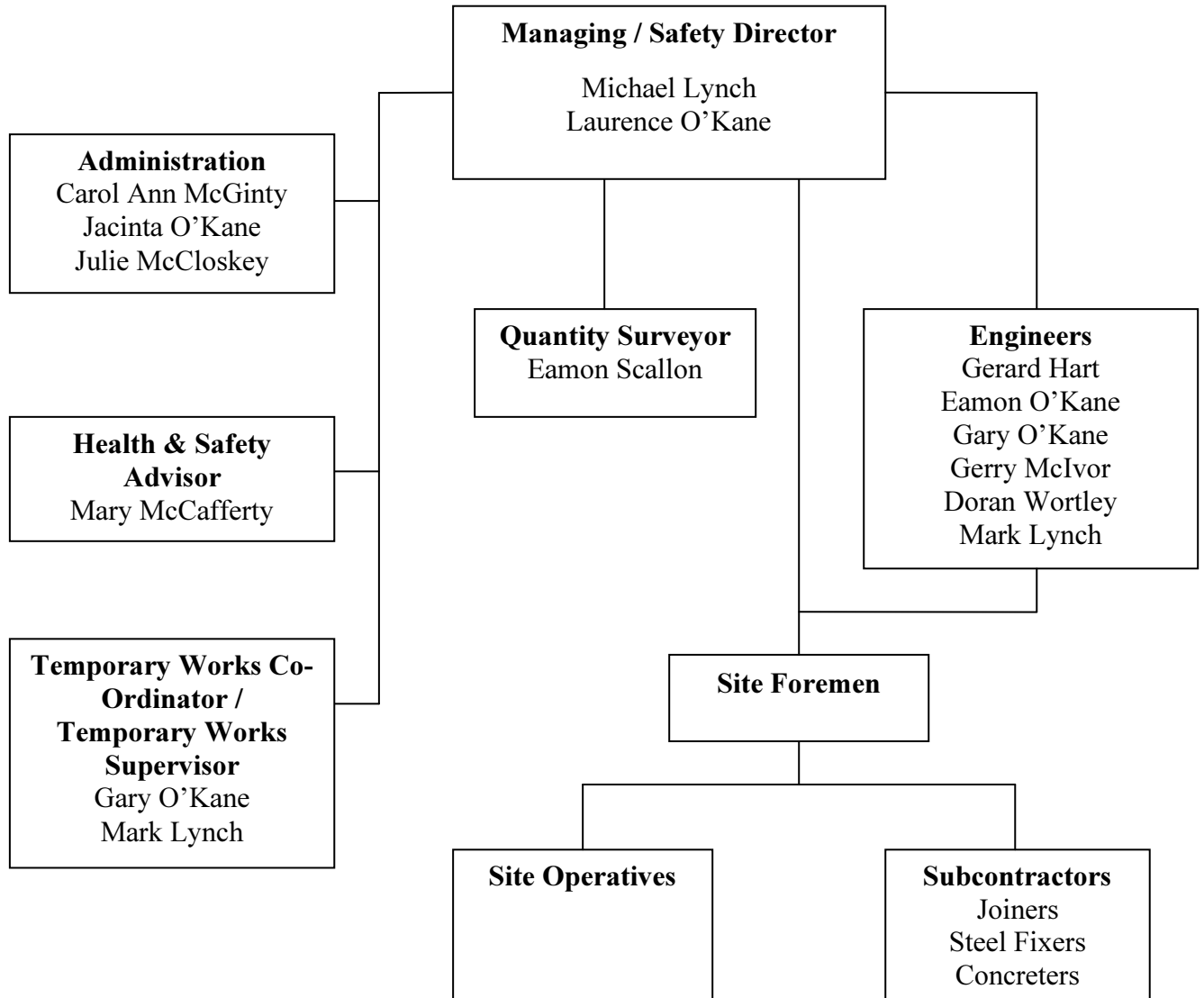
We are committed to continual improvement in health & safety performance and have developed a management programme to set objectives and targets on an annual basis.

Signature Date

Signature Date

Organisation

2.1 Organisational Chart



2.2 Directors Responsibilities

- a) To initiate the Company Safety Policy for the prevention of injury and damage, to set targets for reduction of accident and incident rates.
- b) To ensure that adequate arrangements are in place within M&L Contracts Ltd to protect, so far as is reasonably practicable, all employees, sub contractors and persons affected by them in the course of their work.
- c) To administer the Policy.
- d) To nominate competent officers to be responsible for various aspects of health & safety within the company.
- e) Know the requirements of the relevant legislation and ensure they are observed whilst carrying out Company activities.
- f) To ensure 'Safe Systems of Work' are adopted and to ensure health & safety issues within the company are communicated effectively and that suitable arrangements exist for the reporting of defects and potential hazards.
- g) Ensure training needs of employees are identified and all employees receive adequate and appropriate training to enable them to carry out their work safely. Only competent, authorised personnel are permitted to operate plant and machinery including power tools.
- h) Ensuring that suitable and sufficient protective clothing or safety equipment is provided for all employees/personnel/sub contractors and that it is worn or used in accordance with instructions; is inspected and recorded on a regular basis and appropriately maintained/replaced.
- i) Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
- j) Reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- j) Arrange for funds and facilities to meet requirements of the Company Safety Policy.
- k) Promote and maintain the Company's on-going determination to improve its performance in Health, Safety and Welfare.

2.3 Safety Director

- a) To interpret and advise on health & safety legislation and approved codes of practice in order that the company can comply with relevant acts and regulations within their scope of work.
- b) Comply with the Company's health and safety policy and be aware of all emergency procedures.
- c) Ensure health, safety and welfare facilities are provided and maintained.
- d) Ensure sufficient Qualified First Aiders are trained and other nominated staff trained in Emergency First Aid techniques.
- e) Ensure adequate protective clothing and equipment is available and provided when required.
- f) Ensure all employees understand the Company's safety policy and are aware of emergency procedures.
- g) Investigate any reported defects and ensure remedial action is taken, when necessary.
- h) Ensure that accidents at work statistics are maintained. To advise on accident reporting procedures, processing such reports and to liaise with the Director and insurers on all claims for compensation arising from accidents.
- i) Comply with current legislation.

2.4 Engineers / Foremen Responsibilities

- (a) Duties include organising the workplace so that all works are carried out to the appropriate standards with minimum risk to personnel, equipment and materials and maintaining a tidy site, setting an example for all employees on site.
- (b) To acquire the knowledge and observe the relevant Legislation, Approved Codes of Practice and any other Regulations governing the types of work in operation on site.
- (c) Ensure all Charge-hands and Foremen are given precise working instructions on their responsibilities for safe working methods, instruction and training, ensuring they do not allow men to take risks.
- (d) To implement Health & Safety at Work plans with sub-contractors and any other contractors on site, clarifying any confusion about areas of responsibility.
- (e) To arrange delivery and safe dispersal of materials on site.
- (f) To arrange delivery and collection of plant and machinery to and from the site. To ensure plant and machinery is kept in a safe and secure area.
- (g) Report directly to management, all plant and machinery, including power and hand tools, which in his opinion are in a damaged or unsafe condition.
- (h) To ensure that all operatives using plant and machinery have sufficient instruction and training to operate them safely making provision for safety training on/off site as necessary.
- (i) To ensure that all employees are issued with and are wearing the correct protective clothing as appropriate.
- (j) To ensure that arrangements for a First Aid facility, as required under Health & Safety Regulations is available and that its location is made known to all employees on site.
- (k) To ensure that all records, reports and accident book are kept up to date.
- (l) To liaise with the relevant authorities on Fire and Accident Prevention.

2.5 Site Operatives

Operatives are responsible for ensuring the health and safety of themselves and others who might be affected by their actions and for co-operating at all times on health and safety matters. In particular they should:

- (a) Use the correct tools and equipment for the job; use safety equipment and protective clothing supplied, e.g. roof ladders, safety helmets, belts, goggles etc.
- (b) Keep tools in good condition.
- (c) Report defects in plant or equipment, or any obvious health risks to their supervisor.
- (d) Develop a personal concern for safety and health – for themselves and for others, particularly new comers and young people.
- (e) Avoid improvising which entails unnecessary risk.
- (f) Warn new staff of known hazards.
- (g) Refrain from horseplay and the abuse of welfare facilities.
- (h) Suggest ways of eliminating hazards.

2.6 Administration Staff

All office staff are required to:

- (a) Read and understand the Company's Health & Safety Policy and carry out their work in accordance with its requirements.
- (b) Make sure that you are familiar with the Procedure in event of a fire or any other emergency. All accidents must be reported, however minor, and entered in the Accident Book. Ensure that you are aware of the positions of all Fire Call Points and the First Aid Kit.
- (c) Ensure that all corridors, office floors, doorways and fire exits are kept clear and free from obstructions and tripping hazards. Any Slipping or Tripping Hazards should be reported immediately.
- (d) Do not try to use, repair or maintain any office equipment, which may be hazardous to your health and safety. Report any defects in office equipment directly to your Supervisor.
- (e) Do not attempt to lift or move items of a weight, which would be hazardous to your health. Do not attempt to reach items on a high level without the appropriate steps or ladders.
- (f) It is the responsibility of all staff to ensure that high standards of cleanliness and hygiene are maintained throughout the office environment.
- (g) Staff should feel free to suggest ways of eliminating any hazards and improving safe working methods.

2.7 Health & Safety Advisor

M&L Consultants will from time to time engage the services of a health & safety advisor. Services will include site inspections, reports, accident investigations and guidance on Risk Assessments and Method Statements.

2.8 Subcontractors

General

It is a condition whilst subcontracting for M&L Contracts (including working under their banner for any principal contractor) that all subcontractors adhere to the requirements of the M&L Contracts Health and Safety Policy Statement. This includes all their health and safety arrangements and all other applicable health and safety legislation.

Documentation

Subcontractors will be required to adhere to all site-specific risk assessments and method statements provided for the work they are to undertake. Any non-conformances or variances must be reported in good time to the Site Supervisor and in any case before commencing work on site.

M&L Contracts reserve the right to see evidence that all subcontractor's employees have been suitably trained and/or are suitably experienced to carry out the work they are doing. CSR cards for **ALL** persons must be submitted to M&L Contracts before commencement of work. **NO** persons whatsoever are permitted on site without the appropriate CSR card training/approval.

Site Inductions

Time must be allowed for all employees to attend a site-specific health & safety induction by M&L Contracts. If all rules and guidance outlined in the health and safety induction are not complied with, at the site manager's discretion, employees be instructed to leave the site. Sufficient time must also be allowed for employees to attend 'Tool Box Talks' on site.

Personal Protective Equipment (PPE)

It is a requirement on all M&L Contracts contracts/sites that as a minimum **ALL** persons wear the following:-

- **hard hats**
- **high-visibility vests/clothing**
- **appropriate safety footwear**
- **gloves**

All subcontractor's employees will also be obliged to wear any other personal protective clothing appropriate for their work, e.g. hearing defenders, dust masks, goggles, gloves as identified in Risk Assessment findings. **The provision of all personal protective equipment required is the responsibility of the sub contractor.**

Should any subcontractors arrive on site without an appropriate item of PPE, they will **be instructed to leave the site** until such time as they obtain the necessary item. If individuals repeatedly disregard the site PPE rules they will be instructed to leave the site **permanently**

Working at Height/Use of Working Platforms

Scaffolds/Towers/Steps and Ladders: All such equipment must be erected, used and dismantled as per current best practice guidelines and manufacturers operating instructions. Access to and egress from scaffolds should be by means of a suitable secure ladder.

Operatives **are NOT permitted** to alter or dismantle any item of scaffold unless with the express permission of the Site Manager. Operatives carrying out this task must be suitably qualified.

Shared Facilities and Equipment

All electrically operated portable equipment must comply with current Electricity at Work Regulations and IEE Regulations. Subcontractors should note that all electrically operated portable equipment used on site must be restricted to 110V.

Young People

subcontractors are required to notify M&L Contracts of any young persons in their employment. These operatives must have received sufficient training and information and be adequately supervised. Note: Young people under the age of 18 are not permitted to drive site vehicles.

Health & Safety information

M&L Contracts require that all information relating to the sub contractors health & safety documents/authorisations are forwarded to the company in reasonable time; in any case prior to contract commencing. This information may take the form of CSR cards; Health & Safety Policy Statement; Method Statements/Risk Assessments; Accident Reports; Insurance documents where requested or applicable.

Specification and Quality Assurance

Subcontractors are not permitted to make changes to the work specification except with explicit written authorisation to do so from M&L Contracts or the principal contractor. They are also obliged to comply in full with the requirements of M&L Contracts site plans as applicable.

2.9 Temporary Works Coordinator / Supervisor

The TWC takes lead responsibility for ensuring that the organisational / project procedures for the control of temporary works are properly implemented on site.

The Temporary Works Coordinator / Supervisor will be required to:

- (a) Co-ordinate all temporary works activities.
- (b) Ensure that various responsibilities have been allocated and accepted (eg designers, design checkers, erectors, site supervisors).
- (c) Ensure that risks identified at design stage, as well as assumed construction methods and loading constraints, are incorporated into the temporary works design brief.
- (d) Ensure that the temporary works design is satisfactory.
- (e) Ensure that a design check is carried out, covering concept, structural adequacy and compliance with the design brief.
- (f) Ensure the design is made available to relevant parties.
- (g) Register or record all drawings, calculation and other relevant documents relating to the final design.
- (h) Ensure that those responsible for on-site supervision receive full details of the design, including any limitations and guidance notes.
- (i) Ensure that risk assessments and guidance notes are prepared covering the safe erection and dismantling sequence.
- (j) Make checks at appropriate stages during construction of temporary works.
- (k) Ensure that appropriate maintenance is carried out to temporary works (eg to facade retention structures).
- (l) After a final erection check, issue the permit to load.
- (m) Once the permanent works have attained adequate strength, issue formal permission to dismantle the temporary works and specify any relevant sequence.
- (n) Ensure the temporary works are dismantled in accordance with a defined procedure.

3.0 Arrangements

3.1 Training

So far as is reasonably practicable all employees shall be given adequate safety training in understanding the hazards involved and the precautions to be taken on site.

M&L Contracts recognises as fundamental to the success of its safety policy that all levels of management should receive the training necessary to control effectively the areas of Health & Safety for which they are responsible.

Supervisors are the key link in the Management chain of control to fulfil M&L Contracts Safety Policy and shall attend safety courses etc. as required. (E.g. CSR Craft Card)

Site Operatives will be expected to obtain the relevant CSR Card.

In addition to basic training, specialist training shall be provided for particular operations e.g. abrasive wheels, scaffolding etc.

3.2 Risk Assessments & Method Statements

In compliance with the Management of Health & Safety at Work Regulations 1999 and the Construction (Design & Management) Regulations 2007 M&L Contracts will ensure that written risk assessments are carried out. These assessments will then be included within the Project Health and Safety Plan together with written method statements for each activity.

Safety plans, risk assessments and method statements will be discussed with employees concerned during pre-contract briefings and at appropriate intervals throughout each contract. Copies will be available for reference on each site and at Head Office. They will be reviewed periodically.

3.3 Safety Inspections

Regular, systematic safety inspections must be carried out and reports sent to those concerned. Typically this should include:

- Daily informal inspections by the foreman.
- Regular inspections will be completed by the directors.
(Copy to be given to foreman and copy to be held in Head Office).
- Periodic inspections of the works by our safety advisor.

It shall be the responsibility of site management to ensure that items highlighted in any inspection are followed up.

3.4 Insurance

All Contractors carrying out work for or on behalf of M&L Contracts shall make available copies of the relevant insurance to the Company prior to the commencement of any work

3.5 Accident Procedures

All injuries sustained at work will be entered in the Accident Book. Mr Michael Lynch is responsible for the investigation of all incidents whether or not they have caused injury or damage to personnel, plant or premises. Mr Michael Lynch will compile reports on the internal report form. Mr Michael Lynch is responsible for reporting accidents to the HSE in accordance with the RIDDOR Regulations.

These reports will be logged and filed by the Site Supervisor

When working as a subcontractor all accidents must also be reported to the Main Contractor.

3.6 Machinery and Plant

M&L Contracts recognises that hazardous situations involving machinery and plant must be controlled in order to avoid injury and damage. The Law prescribes a standard of reasonable protection, which M&L Contracts regards as a minimum. M&L Contracts shall ensure that a programme exists to cover the systematic maintenance and proper functioning of all equipment. M&L Contracts shall also ensure that the necessary test, examinations and inspections shall be carried out.

Fork lift trucks

- Trucks should be selected for the type of work to be done and the ground conditions on site.
- Only trained and certified operators will drive fork lift trucks.
- The truck must not be overloaded in excess of the manufacturer's loading table.
- Ensure the load is stable on the machine and driving operations are carried out smoothly. Well maintained pallets must be used.
- Drivers and those involved with the use of fork lift trucks are required to wear a safety helmet.
- Ensure personnel are clear of the load during lifting operations and when travelling.
- Trucks must be maintained and serviced in accordance with manufacturers recommendations and the lifting chains examined regularly.

Mobile Elevated Work Platforms

- Ensure only authorised persons with training operate the MEWP.
- MEWP to be suitable for the task.
- Check for overhead obstructions prior to starting work.
- Harness and lanyard to be worn at all times.
- Do not operate in windy conditions.
- All persons to stay clear of the machine when it is moving.
- Check ground conditions prior to use to ensure they are adequate and that it is firm level ground.
- SWL to be marked on the MEWP.
- Occupants must not overreach or lean out of the MEWP.
- MEWP to have a 6 monthly cert and weekly inspection to be carried out and recorded.

Mobile / Crawler Crane

- Ensure only authorised persons with training operate the Crane.
- Ensure the crane is suitable for the task.
- Crane to have the correct certification i.e. 12 monthly cert and 4 yearly cert. Driver to complete weekly inspection.
- All work to be planned in advance.
- Crane driver and banksman to be trained and authorised i.e. CSR / CPCS card.
- Do not use mobile phone while carrying out work.
- Ensure adequate ground conditions prior to start.
- Lifting equipment (chains / slings) to be checked prior to use and be inspected 6 monthly.
- Operatives in the area to be aware of trapping injuries and falling objects.
- Area to be checked for overhead obstructions prior to start e.g. overhead lines.
- Do not operate in windy conditions.

3.7 Fire

M&L Contracts has a substantial capital investment in its buildings, equipment and stock. It is essential to protect this investment against losses due to fire and to ensure that no person is at risk due to fire or explosion. There must always be adequate precautions and protection against these hazards.

The most important part of our fire policy is fire prevention. To this end we require all levels of management and employees to take all possible precautions to prevent fires and to become thoroughly familiar with the fire fighting appliances. Periodically there may be training sessions on the use of fire extinguishers.

3.8 Personal Protective Equipment

An assessment of the Personal Protective Equipment (PPE) requirements of all personnel is carried out on an ongoing basis. Employees are required to wear / use PPE properly to ensure safe working, and to maintain it in good condition. They must report any loss or damage so that equipment can be repaired or replaced. Neglect or abuse will be regarded as disciplinary matters.

3.9 First Aid

There are a number of individuals with first aid training within the company. There is adequate first aid provision in the office and on all sites. The names of qualified first-aiders will be displayed on notice boards with clear instructions for summoning internal and external medical assistance. When working as a subcontractor all employees will be made aware of the Main Contractor's First Aiders.

3.10 Health & Hygiene

Dermatitis is an inflammatory condition of the skin. It is caused by a wide variety of substances used in the industry. To prevent it – wash when you stop work and use the barrier creams and gloves provided. If you contact a skin rash, report it at once to immediate supervisor.

3.11 Biological Hazards

Biological hazards are disease-causing organisms and substances produced by organisms. Examples of organisms that are biohazards include salmonella bacteria and the Ebola virus. Examples of substances that are biohazards include droppings from rats that have the Hanta virus and blood from humans that have hepatitis C. Workers on construction sites may be exposed to a variety of biohazards.

Biohazards are often found in water systems, sewers and conduits which may contain bacteria and biological waste.

Some biological hazards that may be in sewage or wastewater include:

Bacteria

May cause diarrhoea, fever, cramps, and sometimes vomiting, headache, weakness, or loss of appetite. These are some bacteria and diseases they cause: E-coli, shigellosis, typhoid fever, salmonella, and cholera.

Funguses

Aspergillus and other funguses often grow in compost. These can lead to allergic symptoms (such as runny nose) and sometimes can lead to lung infection or make asthma worse. If you have other health problems, you may be more likely to get sick from aspergillus.

The presence of large populations of roosting birds, particularly pigeons or bats can cause significant risks to health if their droppings are disturbed.

The main hazard is the inhalation of fungus spores which become airborne as a result of disturbance of the droppings. Skin contact with pigeon droppings has also been known to cause an acne-like skin condition and ulcers.

Parasites

Cryptosporidium and giardia_lambliia may cause diarrhoea and stomach cramps, and even nausea or a slight fever.

Roundworm (ascariasis). Most people have no symptoms. With a lot of roundworms, you may cough and have trouble breathing or you may have pain in your belly and blocked intestines.

Viruses

Hepatitis A causes liver disease. You may feel tired, pain in your belly, nauseous off and on; you may have jaundice (yellow skin) or diarrhoea or not be hungry.

What you should do:

Most important: **Wash your hands well with clean water and soap before you eat or smoke and after work.**

- Do not touch your nose, mouth, eyes, or ears with your hands, unless you have just washed.
- Keep your fingernails short; use a stiff soapy brush to clean under your nails.
- Wear waterproof gloves when you clean pumps or screens and when you handle wastewater, sludge, or grit.
- Always wear gloves when your hands are chapped or you have a rash or a cut.
- Do not keep your soiled work clothes with your other clothes.
- Report any injury or illness you think you got from work right away.
- **If you do get sick, be sure to tell your doctor where you have been working if it has been in a sewage or wastewater treatment plant.**

That information will help the doctor know what to look for.

3.12 Weil's disease (Leptospirosis)

Persons working in areas where there may be contact with rats urine, or water contaminated by rats may contract Leptospirosis (Weil's disease.) The infection can enter the body via damaged skin and by accidental ingestion through the nose or mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat infestation is likely.

Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap

and water, and covered with a waterproof dressing. After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.

Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with affected areas.

3.13 Sharps on Site

‘Sharps’ is the term for objects at work that can graze, cut or puncture the skin. Opened tin cans, broken glass, hypodermic needles and discarded blades are classic examples of sources of sharps injury. Where work is being carried out and there is a risk of sharps being present adequate PPE should be worn at all times and workers should proceed with care. Waste collection tools such as grippers or pickers should be used to avoid the need for the hands to be used. The strength of disposal bags / containers should be strong enough to protect against the risk.

If a needle or syringe must be moved then employees should if possible use a pair of pliers or a picker to pick it up. It should be carried with the needle pointing downwards. Do not wrap it in paper or put it in a litter bin. If available place it in a clear glass bottle, jar or a sharps box and then place in a secure location for safe disposal from site. Carefully follow site procedures regarding disposal. Always wear appropriate PPE and also wash hands thoroughly.

Do not panic if a needle punctures the skin. Gently squeeze the area around the wound to encourage bleeding but do not suck the wound. Wash the site of the injury thoroughly with soap and water at the first opportunity, and obtain medical assistance as soon as possible from either the first aider on site or the nearest hospital with an accident and emergency department. If you can do so safely, take the syringe or needle with you.

All sharps incidents should be reported to the site supervisor and details recorded in the accident book. Any instances of disease should also be reported as required under RIDDOR.

3.14 Welfare Facilities

It is the policy of M&L Contracts Ltd. to ensure that prior to works commencing on site adequate welfare facilities will be put in place as follows:

- Suitable and sufficient sanitary conveniences will be provided and made readily accessible. Conveniences will be adequately ventilated and lit. They will be kept in a clean and orderly condition.
- Suitable and sufficient washing facilities will be provided which will include a supply of clean hot and cold running water, soap and hand towels.
- An adequate supply of drinking water will be provided or made available at suitable places. Where drinking water is made available a suitable supply of cups will be maintained.
- A canteen / rest room will be put in place containing an adequate number of tables and seating with backs to facilitate numbers of personnel working on the specific site. Suitable equipment will be available to ensure that meals can be prepared and eaten; this will include the means for boiling water and maintaining it at an appropriate temperature. This room will be kept in a clean and orderly condition. Waste will be removed on a daily basis.
- Where necessary changing rooms will be made available which will include seating and facilities to enable staff to dry any clothing as required.
- A First Aid Kit will be available in the Site Office. It will be displayed in a prominent location and identified using adequate signage. Details of nominated First Aiders on site will be displayed in Site Office and Canteen. These details will also be advised to all staff during Site Induction (prior to commencing work).

3.15 Housekeeping

Good housekeeping is essential to an effective safety programme and everyone has a responsibility to keep workplaces and toilets clean and tidy. All spillages of liquids should be cleaned up immediately they occur or once they are observed.

Rubbish, scrap or waste materials should not be allowed to accumulate in the working area. Employees are responsible for cleaning away such materials. Gangways/walkways should be kept clear at all times.

3.16 Noise

M&L Contracts shall take all possible steps to implement the advice given in the current legislation for reducing the exposure of employed persons to noise and will comply with main contractor site rules regarding noise exposure and the wearing of PPE on site.

3.17 Transport

- Only authorised, licensed drivers will drive site transport and be over the age of 18 unless under the direct supervision of an authorised driver.
- Site transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyre, brakes etc.
- Site transport will only be used for the work it was designed for and will not be used inappropriately.
- Loads on site transport will be secured and the vehicle will not be overloaded.
- Vehicles used for transporting dangerous substances will carry the relevant marking plates and necessary information.
- No person will ride in or on any vehicle unless there is correct seating provided, and it is used correctly.
- Vehicles will be driven in relation to the site conditions.
- Vehicles will be left securely braked and the engine switched off when left unattended.
- Where vehicles are required to tip into any excavation or over the edge of an embankment, then banksmen or physical stops will be used to prevent the vehicle overrunning the edges.
- Refuelling will take place at the designated area; all persons will wear high visibility clothing.
- All necessary guards will be in place before a vehicle is used on site and will not be operated without them.
- Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.
- All company vehicles used on public roads must be maintained in accordance with the manufacturer's recommendations.
- Any defects which affect safe handling or use must be reported and attended to immediately.
- The Highway Code must be observed at all times.

3.18 Parking on Site

All construction vehicles must be clearly marked and parked in the designated parking area for construction traffic and secured at all times.

3.19 Protection from Overhead Cables

The main hazards are contact with the cables by plant or vehicles or by operatives handling long objects, e.g. scaffold tube, cladding sheet, ladder, etc.

- Where plant or vehicles are required to work adjacent to or pass under or any work activity takes place in the vicinity of, overhead power cables, then suitable barriers will be erected in order to maintain a safe distance from the cables.
- Care will be exercised when handling long objects such as scaffold tube, ladders etc which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power cables. Electricity can “arc” across a gap and this must also be taken into account.
- Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a Permit to work system operated. The safety supervisor must be consulted for advice in these circumstances.
- In certain situations, capacitated or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30Kv. The safety advisor must be consulted for specialist advice before work commences.
- Suitable notices etc may be arranged by the safety advisor on request.

3.20 Underground Services

- Ensure the plans and locating equipment is available before any excavation work begins.
- Do not assume that the plans are accurate or to scale, but use them as in indicator for position, layout and number of services.
- Use the locating devices provided. Training will be arranged, for those persons required to use this equipment, by the safety officer when requested.
- Do not rely on the locating equipment alone. Look for physical indicators such as previous excavations, junction boxes, manholes, cable transmission poles, lamp posts etc.
- Dig trial holes carefully using hand tools only, to confirm the location of services.
- Mark the line of services with paint, crayon, wooden pegs etc and place signs to indicate their presence.
- Do not use mechanical tools or excavators within 0.5m of any service.
- Treat all services as hazardous until safely proved otherwise.
- Where services are damaged then it should be reported immediately and the area cleared. If a cable is struck by a machine, the operator should stay in the cab or jump clear, do not climb down.
- Water supply and sewage pipes can also be hazardous. Ensure safe exits from the excavation in case of flooding.
- All excavations must be adequately supported and services must not be used as stepping points for access.

3.21 Excavations

The digging of an excavation on a site may be a man's first and last job. If the sides collapse, there may be no escape. There is almost no ground which will not collapse under certain conditions.

- All excavations where there is a risk of collapse will require the sides supporting or battering back to an angle that is suitable for the material being excavated and the type of work in progress.
- Ensure adequate materials, plant, pumps etc are available before work commences.
- Trench or excavation supporters, underpinning or shoring will be designed by specialists and only installed by trained persons. A Method Statement must be provided by the groundwork's contractor before work starts.
- Installation of supports will always be carried out from the Safety of an already supported or protected section.
- Ladders will be used for access unless the excavation is such as to allow easy access e.g. shallow batter, steps etc.
- Support all services where they cross the excavation. Do not use them as "steps" for access.
- Ensure a safe distance is kept between the excavation and any adjacent building or traffic.
- Use stops to prevent vehicles driving too close to excavations.
- Protect the public and others by installing barriers around the working area and ensure the necessary lights, signs and barriers are maintained when the excavation is unattended.
- Wear your safety helmets, and safety footwear.
- Deep narrow excavations may require ventilation due to presence of gases (e.g. gas leaks, exhaust fumes, contaminated ground etc). If in doubt contact your supervisor.
- Do not cross the excavation unless a properly guarded gangway is provided.
- Banksmen may be required for excavators if the excavation is deep or the working area is limited.
- Ensure the excavation is checked every day by a "competent" person who will be nominated by the Supervisor. A weekly examination will also be made and recorded in the weekly inspections booklet.

- Where health hazards may be encountered e.g. landfill sites, industrial sites, sewers methane gas, carbon dioxide from limestone etc, the Safety Officer will be asked for advice on precautions required e.g. air sampling, monitoring etc.
- Spoil heaps will be sited clear of overhead cables with the sides suitably battered to prevent collapse. When removing spoil, it will be ensured that no vertical sides are left unattended.
- Stability of plant will be considered when working on soft ground conditions to ensure that plant does not tip over or sink etc. There may be a requirement for the provision of such safeguards as excavator mats or ground stabilization techniques. The presence of “marsh gas” (i.e. methane) which can cause an explosive mixture with air should also be considered in these conditions.
- Mobile phones are not allowed to be used by banks man or machine operative when works are in progress.

3.22 Electrical Safety

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. Work on equipment will only be done by an authorized person.
- Only 110v equipment (or less) will be used on site.
- The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.
- Whenever possible, site electrical supplies will be protected by residual current and other such protective devices.
- All portable tools, cables etc should be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defects immediately.
- Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- If anything goes wrong, switch the equipment off and disconnect from the power supply.
- Do not lift or pull equipment by the cable, the connections may become broken and create a hazard.
- Cables will be routed so as to be protected from damage.

3.23 Working at Heights

The Work at Height Regulations 2005 must be taken into consideration when doing Risk Assessments, paying particular attention to the selection of work equipment for work at height.

The need to work at height should be eliminated if possible, ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.

Planning must take into account emergency provision and rescue arrangements.

Access equipment must be approved for industrial use, be in good working order and inspected as required.

Work at Height Procedures:

Use of Scaffold (Work at Height)

The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions.

- Scaffolders erecting scaffolds on Company sites must hold a recognised certificate.
- All scaffolds must be straight and square.
- All materials must be in sound condition and checked before each use by a competent person.
- Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation.
- Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ ledger connection as possible.
- Swivel couplers must be used on ledgers or bracing joints.
- Face bracing must be provided to all scaffolds.
- Ties must be fitted as the scaffold is erected, and be in accordance with Code of Practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded.
- Ledger bracing must be fitted as required.
- Putlog/ single couplers must only be used in non load bearing situations.
- Platform boards must be adequately supported.
- Guardrails and toe boards must be fitted to all exposed edges of working or access platforms.

- Ladders must be in good condition and secured at the appropriate angle with a sufficient handhold at the stepping off position.
- Any scaffold being erected, altered, dismantled or otherwise not suitable for use by employees, must have a notice erected warning that it is not to be used.
- The safety officer or site supervisor must be consulted at an early stage if there are any extensive or unusual scaffolding conditions.
- All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children or trespassers has been prevented.
- Scaffold will be inspected weekly, by a competent person and the results recorded and action carried out if necessary.
- Alterations to any scaffolding must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so.
- Loading towers should have suitable access for loading. Base arrangement should be adequate for the extra loading. Adequate ties should be fitted and adequate bracing must be fitted.

Use of Mobile Tower Scaffolds (Work at Height)

The main hazards associated with the use of mobile tower scaffolding are falling from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions.

- Check location for overhead electricity cable hazards and other obstructions.
- Tower should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
- Castor wheels, if fitted, should only be used on level ground and be fitted with brakes.
- Components should be correctly fitted together, and the tower kept vertical. Manufacturer's instructions must be followed regarding erection, especially for bracing.
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted.
- Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.

- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings must be carried by the tower i.e. free standing ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.
- Platforms must be fully boarded, with guard rails and toe boards, and access provided by trapdoors.
- Towers should only be loaded in accordance with manufacturer's instructions.

Use of Ladders (Work at Height)

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

- Ladders with a defective rung must not be used.
- Ladders must be in good condition and of adequate length and strength for the work in progress.
- Ladders must be secured at the top and be long enough to extend 1.05m above the landing place.
- Place ladders on a firm level base.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
- Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs.
- Ladders should be inspected as part of the regular inspection of scaffolding on the site, and entries made in weekly inspection booklet.

Roofwork (Work at Height)

- Edges of roofs must have secure barriers in place to prevent persons falling from the edge.
- Openings in the roof area where it may be possible for a person to fall through should be covered with a panel which takes the weight of the person working or if not practicable then other suitable protection measures such as safety belts will be used.
- Appropriate crawling boards and crawling ladders will be used where necessary.
- Appropriate guards or barriers will be installed to prevent the fall of materials, tools etc from the roof area.
- Suitable measures will be taken to protect persons from coming into contact with overhead electricity cables.

- Suitable barriers will be placed around fragile materials on the roof or if not practicable then crawling ladders or boards will be used to cross such materials.
- Adequate equipment will be provided and used to move tools, materials etc to and from the roof area.
- All personnel working near or below roofing operations will wear safety helmets.
- Work will only take place if the weather conditions permit and must take into account any effects due to high wind or gusting, rain, ice, snow etc.
- Roof access must be prevented to unauthorised persons, particularly children, during and after working hours.
- Materials being stored on the roof before use should be spread out so that no part of the roof structure, platform etc is overloaded.

Warning notices such as “Fragile roof” must be clearly displayed when appropriate.

3.24 Working Adjacent to Water

- Ensure that persons do not fall into water by the provision of barriers, fencing, safety harnesses, covers to openings, etc. These precautions must also protect the safety of the public, especially children.
- Suitable security measures will be necessary to prevent the theft of rescue equipment, boats, etc. outside working hours.
- Weather, tidal, flooding, etc. conditions must be taken into account when planning rescue measures and using boats as transport.
- Ensure that all safety equipment is in good condition before each use and that it is worn or used.
- Ensure you know the safety procedures and the arrangements for summoning assistance.

3.25 Scaffolding

The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions.

- Scaffolders erecting scaffolds on Company sites must hold a current CITB record card.
- All scaffolds must be straight and square.

- All materials must be in sound condition and checked before each use by a competent person.
- Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation.
- Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ ledger connection as possible.
- Swivel couplers must be used on ledgers or bracing joints.
- Face bracing must be provided to all scaffolds.
- Ties must be fitted as the scaffold is erected, and be in accordance with Code of Practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded.
- Ledger bracing must be fitted as required.
- Putlog/ single couplers must only be used in non load bearing situations.
- Platform boards must be adequately supported.
- Guardrails and toe boards must be fitted to all exposed edges of working or access platforms.
- Ladders must be in good condition and secured at the appropriate angle with a sufficient handhold at the stepping off position.
- Any scaffold being erected, altered, dismantled or otherwise not suitable for use by employees, must have a notice erected warning that it is not to be used.
- The safety advisor or foreman must be consulted at an early stage if there are any extensive or unusual scaffolding conditions.
- All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children or trespassers has been prevented.
- Scaffold will be inspected weekly, by a competent person and the results recorded and action carried out if necessary.
- Alterations to any scaffolding must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so.

- Loading towers should have suitable access for loading. Base arrangement should be adequate for the extra loading. Adequate ties should be fitted and adequate bracing must be fitted.

3.26 Formwork

Temporary works can be a source of danger if not properly constructed. Specific Method Statements will be written for these operations and only suitably trained and competent persons engaged in the work. A rescue plan will also be put in place prior to works commencing.

- Design & supports for shuttering and formwork should be checked for adequacy.
- The props must be plumb and properly set out.
- The bases and ground conditions must be adequate for the loads.
- The proper pins must be used in the props.
- The timber must be in good condition.
- Mushroom caps to be fitted to protruding rebar ends.
- A permit to dismantle must be issued prior to removal.
- All personnel required to work on or near formwork must wear safety helmets and safety harnesses where required.
- When an unintentional collapse of any formwork, building or structure occurs the HSE must be notified immediately and the procedure for Dangerous Occurrences in the section of this Policy on the reporting of accidents must be carried out.

3.27 Protection of the Public

In accordance with HSG 151, M&L Contracts Ltd endeavours to protect the public from risks while carrying out any work activities.

The site should always be made as secure as possible against trespass by children, especially at times when no one is on the site.

If there is perimeter fencing, is it undamaged and are gates secured?

If the site is not fenced are all areas safe? Excavations should be fenced or covered.

All ladders should be removed at the end of each working period or made incapable of use by boarding the rungs.

All plant should be immobilized at the end of each working period.

Bricks and all other materials should be safely stacked.

3.28 Manual Handling

Manual Handling activity associated with each project will be assessed and evaluated formally prior to the activity taking place. Adequate training will be given where necessary. A written assessment will be maintained in the Construction Phase Health and Safety Plan.

3.29 Emergency Procedures

All employees will follow emergency procedures as detailed in Emergency Policy Procedure.

3.30 Subcontractors

Subcontractors are a significant part of the operations of M&L Contracts. Therefore Health & Safety will be a key part of the selection and assessment process of subcontractors. Site inspections will also be carried out to ensure subcontractors are following procedures.

Sub contractors will be required to complete a Health & Safety Questionnaire. They will also be asked to supply copies of their Health & Safety Policy, Risk Assessments / Method Statements, Training Certificates / Cards and Insurance Details. Site inspections will also be carried out to ensure subcontractors are following procedures.

3.31 Visitors on Site

All visitors on site such as the client, tenant of the house, designers, suppliers, sub contractors etc must wear mandatory PPE, high visibility vests, steel toe capped boots, hard hats and gloves. Ear and eye protection must be worn in areas where machinery which emits high noise levels is being used.

3.32 The Control of Substances Hazardous to Health (COSHH)

With the introduction of new materials and substances, it is necessary for M&L Contracts to be constantly vigilant in order to ensure that adequate precautions are taken to prevent injury to health. M&L Contracts shall substitute non-toxic for toxic substances wherever practicable, but where substitution is not practicable:

- M&L Contracts will seek the relevant materials data sheet
- M&L Contracts shall undertake COSHH Assessments
- Training / Information shall be provided

3.33 Mobile Phones

It is illegal to use a hand-held mobile phone while driving. It is also an offence to “cause or permit” a driver to use a hand-held mobile phone while driving. Therefore, employers can be held liable as well as the individual driver if they require employees to use a hand-held phone while driving.

HSE Guidelines for employers, ‘Driving at Work’, state that “health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system”.

3.34 Consultation & Communication

M&L Contracts Ltd recognises the part that its employees have to play in managing health & safety. Therefore all employees will be encouraged to make comments or suggestions to their Supervisor and health & safety will routinely be an integral part of any company meetings. In addition safety review meetings will be held on a regular basis.

Induction training is carried out with all employees prior to commencement of work. All must agree to abide by these procedures and sign to that effect. These procedures include safe systems of work for tasks such as work at height, manual handling, safe use of equipment etc. All employees are also taken through a site safety induction which will include; what the job involves, the main hazards involved with the particular job, emergency procedures in place on specific site and any other relevant health & safety information.

Toolbox talks are delivered on our sites on a weekly basis. Toolbox talks are delivered by the Site Supervisor. Talks are relevant to the works being carried out.

3.35 Monitoring the Effectiveness of the Policy

This policy will be reviewed regularly to take account of any changes in legislation and / or company operations. This will take place at least annually.

Emergency Procedures

Fire safety affects all employees who control work activities or premises.

Main areas of action are as follows:

- Means of escape from buildings
- Establishing fire evacuation procedures
- Maintenance, examination of plant and systems
- Recording procedures for all aspects
- Training of management and employees

The site manger will ensure that all employees are trained and instructed at prescribed intervals on:

- Action to be taken upon discovering a fire
- Action to be taken on hearing the alarm
- Location and use of fire equipment
- Means of escape
- Assembly points and role call procedures
- Isolation of power supplies
- The need for clear unobstructed egress

In addition the Site Manger:

- Will organise and arrange for the examination and testing of all Fire Fighting Equipment annually by a competent person.
- Examination and testing of emergency lighting where required
- Will ensure that inspections are undertaken on equipment throughout the premises / site to establish its current condition.

Safety Induction Training will be given by a competent person and will include the following:

- Familiarisation with the means of escape from the premises.
- Precautions to observe to reduce the risk of fire and action to take on discovering a fire or when the alarm is operated.
- An evacuation drill involving all visitors and employees.
- Details to show the training and instruction that are given.
- A list of those trained (see site safety induction list) will be maintained as a record and be readily available for inspection whenever so required by the appropriate authority.

Site Accommodation

Site accommodation should:

- be constructed of mainly fire resistant material.
- be situated as far as practical away from buildings.
- not obstruct means of escape, fire brigade access or fire hydrants.
- be adequately ventilated at both high and low levels and equipment properly maintained.

Stoves, gas rings, kettles and other heat producing apparatus should be placed on non-combustible and insulated bases, and suitable fire fighting equipment installed. LPG cylinders should be kept outside the hut unless they are an integral part of the appliance.

Wherever practicable access to the site shall be at least 3m wide and 4m high and shall be kept clear for fire service use.

- Fire extinguishers shall be kept clear and readily accessible.
- Indicator signs must not be removed or obscured.
- Grass and undergrowth shall be kept short within 6m around combustible buildings and stores.

Vehicles

Vehicles on access roads should not be left without a driver and should not be left for any longer than is necessary to load, or unload materials.

Combustible Materials

- Disposal combustible refuse shall be collected at site at least once a day and disposed of safely.
- Combustible building materials shall be kept where possible in locked stores and marked 'no smoking'.

Accident Investigation & Reporting Procedure

1.0 Scope

Defining the procedure for investigating and reporting accidents, incidents and near misses.

2.0 Responsibility

This procedure will be relevant to all staff at M&L Contracts Ltd.
Mr Michael Lynch and Mr Lawrence O’Kane are responsible for all liaisons with the Health & Safety Executive.

3.0 Definitions

Accident: “An undesired event which results in physical harm and / or property damage, usually as a result of contact with a source of energy above the ability of the body or structure to withstand it.”

4.0 Procedure

4.1 Causes of all accidents should be established – Regardless of injury.

- Determine occurrence to prevent recurrence.
- Gather information for criminal / civil proceedings.
- Confirm / refute a claim.
- Prepare notifications to HSE.

4.2 Immediate aftermath

- Attend to injured persons.
- Isolate machinery, tools or equipment.
- Ensure nothing is disturbed or moved.
- Inform the relevant authorities (and insurance company).
- Take note of any initial observations.
- Photographs should be taken, sketches made and names and addresses noted.
- Witness should be put at ease.
- Objectives need to be explained.
- Consider interviewing on site.
- Do not disturb the scene of the accident if possible.
- The witnesses’ age and occupation will be required.
- A record of the time, date and place of interview should be recorded.
- Details recorded will need to be signed by the witness and interviewer.

4.3 7 Questions

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHERE did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

4.4 Types of evidence

- Factual – facts of those involved and witnessed.
- Material – e.g. plant, machinery etc.
- Corroborative – e.g. records, notices
- Opinions – not generally legally acceptable but recorded for information.
- Photographs – dated and location.

4.5 Detailed Considerations

- Are there Safe Systems of Work in place and have they been adhered to?
- Have Instructions and Training been given?
- Is Plant suitable, in good condition and supervised?
- Are all tests up to date?
- Personal Protective Equipment.
- Environmental conditions.
- Subsequent action should be taken.
- Formal procedures need to be drawn up.
- Training programmes should be reviewed.
- Responsibilities and accountability needs to be clearly defined.
- Introduce new plant / methods.
- Introduce additional checklists.
- Ban certain operations.
- Improve communication / co-ordination.

4.6 Information should be available from a variety of sources

- Company reports.
- Accident Book.
- HSE Forms.
- Insurance claim forms.

4.7 Accidents should be classified by type (HSE)

- Contact with moving machinery.
- Struck by moving (falling) object.
- Struck by moving vehicle.
- Injured whilst handling, lifting or carrying.
- Slip, trip or fall.
- Fall from height.
- Trapped by something collapsing or overturning.
- Exposure to / contact with harmful substance.
- Exposure to fire / explosion.
- Contact with electricity.
- Injured by an animal.
- Other.

Internal Accident Report Form

Please complete in BLOCK CAPITALS

INJURED PERSON

Name

Address.....

Telephone No

Date of Birth Sex Male /Female

Nature of Injury (Part of body affected)

What was the injured person doing at the time of the accident?

.....

Was this authorised?	
Date and time the accident was reported.	
Date and time of the accident.	
Has an entry been made in the site accident book?	
Was first aid given on site? If yes, give details.	
If yes, who administered the first aid?	
Was further medical or hospital treatment needed? Please give name and address.	
Anticipated absence from work.	No time lost / 3 days or less / 3 days or more

Accident Details

Please give a brief account of what happened and where on site it happened giving heights, weights and equipment involved, etc.

.....

.....

.....

.....

.....

.....

I confirm that the above details are a true and accurate description of what happened:

Signature of Injured Party or Nominated Person:

Date Signed:

Witnesses

Name	Address	Telephone No
.....
.....
.....

WITNESS STATEMENT (s)

Name:
Short description of accident / incident:

Signature:
Date:

Name:
Short description of accident / incident:

Signature:
Date:

Name:
Short description of accident / incident:

Signature:
Date:

Person Completing Report

Name	Position	Site
.....

Signed Date

For office use only

NI2508 Yes / No

Date sent.....

Signed Date

Please complete in BLOCK CAPITALS

Accident Reporting Procedure

It is the policy of M&L Contracts Ltd to report all accidents, industrial diseases and dangerous occurrences in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. It is also necessary to record all injuries in the Accident Book, as required by the Social Security (Claims and Payments) Regulations 1979.

1. Mr Michael Lynch and Mr Lawrence O’Kane are responsible for reporting all notifiable accidents to the enforcing authority.
2. Employees must report all injuries to their Supervisor immediately after treatment.
3. The Accident Book must be fully completed for all injuries incurred at work, however minor. The accident Book will be kept in the main office.
4. If, because of their injury, employees are incapable of making an immediate entry, then that entry must be made by their Supervisor, the First-Aider, the appointed person, or a nominated person.
5. Following any accident that requires treatment, the employee’s Supervisor will notify The Director and the enforcing authority, if the accident is reportable.
6. Following any accident and / or any severity that requires treatment, the employee’s Supervisor will take statements and retain any other documents related to the accident, such as containers (with contents listed) equipment logs, etc. An internal Accident Report Form, (Appendix B) available from the main office and must be completed by the Supervisor.
7. If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment.
8. M&L Contracts Ltd will notify the enforcing authority of injuries to non-employees, if the injury takes place on our premises and we become aware of it.
9. Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer’s liability insurer and to the main contractor where applicable.

First Aid Procedure

In the event of an emergency, the first priority is the Health & Safety of all concerned. Do not put yourself or others at risk.

Non First Aiders

1. On coming across a casualty, contact the nearest available qualified first aider who will attend to the casualty and summon medical assistance if necessary. Remain with the casualty and follow the instructions of the first aider once he/she arrives.
2. Should you suffer a minor injury yourself summon a qualified first aider.

First Aiders

1. Look after the injured person, but seek professional medical assistance for all but minor injuries. Make the injured person safe whilst a nominated person is summoning the emergency services.
2. In the case of minor injuries there may be occasions where, after administering first aid, the first aider deems it necessary for the injured person to be taken to a medical facility for further treatment. In this instance, the first aider should accompany the injured person.
3. Leave the scene of the accident undisturbed so that the Managing Director can investigate it, unless it is necessary to do so in the interests of safety.
4. After rendering first aid and handing over to others such as an ambulance crew, take time to recover personally from any shock or distress and then inform the Managing Director so that the reporting procedure can be instigated.
5. Brief the relevant Supervisor.

Personal Protective Equipment Policy

To avoid ill health or injury to its employees and to comply with the Personal Protective Equipment (PPE) at Work Regulations NI (1993), M&L Contracts will:

1. Carry out assessments to evaluate the risk to the health & safety of employees and others who may be affected by the company's activities.
2. As a last resort, where a hazard cannot be eliminated or reduced, provide suitable PPE to all employees.
3. Ensure that the PPE issued to employees is maintained in an efficient state and in good order.
4. Ensure that PPE is cleaned or replaced when necessary.
5. Provide facilities to safely store PPE when not in use.
6. Provide information, instruction and training to employees, to explain the risks that will be avoided by the use of PPE, and its correct use.
7. Ensure that the PPE issued to employees is used correctly.

In accordance with the Personal Protective Equipment (PPE) at Work Regulations NI (1993) employees of M&L Contracts will:

1. Use any PPE provided to them in accordance with any information, instruction and training received from their employer.
2. Take reasonable care of any PPE provided to them and report any loss or defect to their supervisor as soon as possible.
3. Ensure any PPE worn is comfortable and compatible with other items.

Following issue of Personal Protective Equipment all employees shall complete the Personal Protective Equipment Register as attached.

Personal Protective Equipment Register

I, (Print Name) _____

confirm having received the under noted items of Personal Protective Equipment

(Tick or circle as appropriate)

- ❖ Hard Hat / Bump Cap
- ❖ Eye Protection (Goggles, Glasses, Full Face Visor, Welding Mask)
- ❖ Ear Defenders (Disposable Ear Plugs, Permanent Ear Plugs, Ear Muffs)
- ❖ Dust Masks / Ventilated Visors
- ❖ Gauntlets / Gloves
- ❖ Safety Shoes / Boots / Wellingtons
- ❖ Knee Pads / Leg Guards
- ❖ Hi Visibility Jackets / Vests / Trousers
- ❖ Wet / Cold Weather Gear
- ❖ (As specified) _____

I am aware of the Rules & Regulations relating to the wearing of this equipment in the designated areas or for the specific tasks. I am also aware of the disciplinary Procedures for failing to comply with these Rules, or for missing or abusing Fire Safety / Personal Safety Equipment generally.

I undertake to clean and maintain my equipment as necessary, ensure it is safely stored at the end of the working day and also to obtain replacements when the provided units are no longer serviceable.

Signed _____ Date _____

Weekly Inspection Form

Site location:		Time:	Weather:
Description of works:		Personnel on site:	
Check each item: If non-applicable mark N/A	If 'ok' Tick	If unsatisfactory make comment:	Action Taken
Site Induction, Toolbox Talks			
Appropriate access / egress			
Welfare: Canteen, washing, sanitation etc.			
First Aider / First Aid Box			
Manual Handling			
Personal Protective Equipment			
Scaffolding			
Working Platforms			
Ladders			
Openings in: Floors, walls, roofs, platforms, gangways etc.			
Mobile Plant			
Excavations			
Chemicals: Oil, Diesel etc.			
Power operated tools (including PAT)			
Fire extinguishers, escape routes, exits, emergency procedures			
Storage of materials			
Noise levels			
Warning & Prohibition Signs			
Site Tidiness			
Miscellaneous			
Inspection carried out by:		Date of Inspection:	

Induction Programme

EMPLOYEE NAME:		START DATE:	
Job Title:		Phone No:	
Date of Birth:		Mobile No:	
N.I.Number:			

SER.	SUBJECT	COVERED / NOT COVERED	COMMENTS
01	Company Overview: History, objectives, management structure.	
02	Personnel: Hours of work, holiday (if applicable), medical.....	
03	Skills Assessment: Attached Skills Assessment Record Copies of Training Certificates Required...	
04	Health & Safety: Health & Safety Policy..... Accident Reporting..... Accident Form..... Risk Assessments / Method Statements....	

<i>SER.</i>	<i>SUBJECT</i>	<i>COVERED / NOT COVERED</i>	<i>COMMENTS</i>
05	Site Safety: Site Risk Assessment..... Personal Protective Equipment..... Site Rules..... COSHH..... Noise..... Vibration..... Working at Height..... Manual Handling..... Safe Use of Hand Tools..... First Aid..... Plant & Equipment..... Accident Procedures.....	
11	Emergency Procedures: Accidents / Incidents..... Fire Emergency Plan..... Tackling a Fire..... Fire Instructions & Drills (at premises).... Other Emergencies.....	
14	Inspections: Supervisor – once a week..... Director – Periodic.....	

SER.	SKILL DESCRIPTION	TRAINED / COMPETENT	TRAINING REQUIRED	COPY OF CERT RECEIVED
01	Driving Licence			
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				

Declaration

I have received and understood the Induction Training from the undersigned:

Name of Employee: _____ Signature: _____

Training Manager: _____ Signature: _____

Date: _____

Company Mobile Phones and Driving Policy

Appendix J

As part of our overall health and safety policy, M&L Contracts, is committed to reducing the risks which our staff face and create when driving for work. We ask all our staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

Staff driving for work must never make or receive calls on a hand-held mobile phone, while driving. It is permissible to make or receive calls on a hands-free mobile, providing that they take due care and attention and have proper control of the vehicle. Failure to do so will be regarded as a serious matter.

Company Directors must:

Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a hand-held mobile phone while driving.

Supervisors must ensure:

- they also lead by personal example
- they do not expect staff to answer calls when they are driving
- staff understand their responsibilities not to use a hand-held mobile phone while driving.
- work practices do not pressurise staff to use a mobile phone while driving
- compliance with the mobile phone policy is included in team meetings and staff appraisals and periodic checks are conducted to ensure that the policy is being followed
- they follow our monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance
- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving.

Staff who drive for work:

If hand-free system is not available the following action must be taken.

- never use a hand-held phone while driving
- switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- plan journeys to include rest stops which also provide opportunities to check messages and return calls

Mobile Phones on Site

■ It is the policy of M&L Contracts that mobile phones will not be used by any employee during their working shift. Use of mobile phones will only be allowed by employees during rest breaks. Mobile Phones **MUST NOT** be used at any time whilst operating machinery or when working in excavations or working at heights.

Noise at Work Policy

Workers regularly exposed to excessive noise levels can suffer irreversible damage to their hearing. The *Control of Noise at Work Regulations (NI) 2006* is set out to help reduce the risk of damage to hearing for all workers.

M&L Contracts will put in place measures to protect their employees from the risks associated with Noise Induced Hearing Loss (NIHL) and tinnitus, which can be caused by exposure to excessive noise. These measures will include:-

- Assessing risks from noise exposure.
- Taking measures to reduce noise exposure where a risk assessment shows that this is necessary.
- Ensuring the level of noise generated is taken into account when a new piece of equipment is purchased or hired.
- Providing hearing protection, where necessary, if risks cannot be adequately reduced by other means.
- Providing information and training for employees on the risks from noise and the measures in place to reduce these.

Procedures and Guidance

Exposure Limit Values and Action Values:-

Lower Exposure Action Value:	80dB (A) (personal daily exposure) 135 dB (C) Peak Sound Pressure
------------------------------	--

Upper Exposure Action Value:	85dB (personal daily exposure) 137dB (C) Peak Sound Pressure
------------------------------	---

Wherever exposure at or above these levels occurs, certain actions are required.

Risk Assessment

A noise risk assessment will be carried out wherever it is likely that exposure will occur at or above the lower exposure action value.

All employees working with a noise level of 80dB or more will be provided with suitable ear protection and advised to wear them.

Where noise levels are 85dB or above not only will employees be provided with ear protection, the wearing of them will be mandatory.

AS A 'RULE OF THUMB', IF YOU HAVE TO SHOUT TO BE HEARD BY A PERSON STANDING APPROXIMATELY ONE METRE AWAY, IT IS TOO NOISY! SO WEAR EAR PROTECTION.

Reducing Noise Exposure

Measures will be put in place to reduce risks from noise exposure to as low a level as is reasonably practicable.

Wherever noise levels may exceed the lower exposure action level (e.g. personal exposure exceeding 80 dB) assistance should be sought from the Health & Safety Advisor to assist with risk assessment and noise reduction.

Responsibilities:

Director

- Support the Health & Safety Advisor in the implementation of the noise regulations within M&L Contracts.
- Assist the Health & Safety Advisor in implementing measures to comply with the Noise at Work Regulations.
- Ensure all supervisors within M&L Contracts discharge their responsibilities in accordance with this policy.

Supervisor

- Understand the scope and content of the Noise at Work Regulations and where they are relevant to the area of work.
- Ensure noise factors are taken into account when hiring or purchasing new equipment.
- Implement and enforce noise control measures, in conjunction with the company Health & Safety Advisor.
- Monitor and enforce the use of hearing protection where appropriate.

Health & Safety Advisor

- Understand the scope and content of the Noise at Work Regulations.
- Identify when formal noise risk assessment is required on site.
- Ensure noise factors are taken into consideration when hiring or purchasing new equipment.
- Implement noise control measures where appropriate.
- Ensure suitable signage is in place.
- Monitor and enforce the use of hearing protection where appropriate.

Employees

- Use all equipment and noise control measures in accordance with instruction.
- Wear hearing protection where required.
- Maintain hearing protection and any other noise control equipment.
- Report any defects or difficulties with hearing protection and any other noise control equipment.
- Cooperate with any programme of hearing protection measures identified following risk assessment.

SITE HAZARDS AND PREVENTATIVE PROCEDURES

1. Safe Access/Egress
2. Ladders
3. Scaffolding
4. Boards and Planks on working Platforms
5. Excavations
6. Falsework / Formwork
7. Roof work
8. Transport
9. Cranes/Lifting Equipment
10. Platform Hoists
11. Electricity
12. Cartridge Operated Tools
13. Trespassers
14. Fire
15. Noise
16. Health
17. Protective Clothing
18. Welfare

SITE HAZARDS AND PREVENTATIVE PROCEDURES

1. SAFE ACCESS/EGRESS

- ❖ Everyone will be able to reach their place of work safely, i.e. good roads, gangways, passageways, passenger hoists, staircases, ladders and scaffolds.
- ❖ All walkways will be stable and free from obstruction such as stored material and waste.
- ❖ Adequate barriers or other edge protection to prevent falls from open sides of buildings, gangways will be provided etc.
- ❖ Holes and openings will be securely fenced off or securely fixed covers will be provided.
- ❖ Adequate artificial lighting will be provided when work is carried on after dark or inside buildings.
- ❖ The site will be kept tidy, and materials stored safely. Proper arrangements will be provided for collecting and disposing of scrap.
- ❖ Nails in timber will be hammered down or removed.

2. LADDERS

- ❖ Ensure ladders are the right equipment to use for the job, rather than scaffolding etc.
- ❖ Ladders will be in good condition and free from obvious defects.
- ❖ Ladders will be secured near the top (even if they will be used only for a short time).
- ❖ Ladders, which cannot be secured at the top, will be secured near the bottom, weighted or footed to prevent slipping.
- ❖ Ladders will rise at least 1.00m (3ft. 3 in.) above their landing places or the highest rung used. If not, there will be adequate handholds.
- ❖ Ladders will be properly positioned for access.

3. **SCAFFOLDING**

- ❖ There will be proper access to the scaffold platform.
- ❖ All uprights will be provided with base plates (and where necessary, timber sole plates) or prevented in some other way from slipping or sinking.
- ❖ Any uprights, ledgers, braces or struts will be removed.
- ❖ The scaffold will be secured to the building in enough places to ensure stability.
- ❖ If any ties have been removed since the scaffold was erected substitute ties will be provided to maintain stability.
- ❖ The working platforms will be fully boarded.
- ❖ Boards will be free from obvious defects such as knots, and arranged to avoid tipping or tripping.
- ❖ Effective barriers or warning notices to stop people using an incomplete scaffold, e.g. one that isn't fully boarded will be erected.
- ❖ Adequate guard rails and toe boards at every side from which a person could fall will be erected.
- ❖ Where the scaffold has been designed and constructed for loading with materials, these will be evenly distributed.
- ❖ Wheeled scaffolds will only be used on firm and even surfaces.
- ❖ All suspended scaffolds will be
 - closely boarded or planked
 - at least 600mm wide if used as footing only
 - at least 800mm wide if used for materials

4. BOARDS AND PLANKS ON WORKING PLATFORMS

- ❖ All boards and planks on working platforms will be
 - at least 200mm wide if less than 50mm thick
 - at least 150mm wide if more than 50mm thick
- ❖ These planks will extend beyond their end support a distance of at least 50mm and not more than four times their thickness.
- ❖ The working platform will extend at least 600mm beyond the end of the working face.
- ❖ A competent person will inspect the scaffold regularly, i.e. at least once every 7 days and always after bad weather.
- ❖ The results of inspections will be recorded (including defects that were put right during the inspections) and the records signed by the person who carried out the inspections.

5. EXCAVATIONS

- ❖ Where an excavation could collapse the sides will be shored or sloped back to a safe angle.
- ❖ An adequate supply of timber, trench boxes, props or other supporting material will be delivered to this site before excavation work begins.
- ❖ The material will be strong enough to support the sides.
- ❖ A safe method will be used for putting in timbering, i.e. one that does not rely on people working within an unsupported trench.
- ❖ If the sides of the excavation are sloped or battered, the angle of batter will be sufficient to prevent collapse.
- ❖ The excavation will be inspected daily, and the timbering or other support weekly.
- ❖ There will be safe access to the excavation, e.g. by a sufficiently long ladder.
- ❖ Barriers will be provided to stop people falling in.
- ❖ The excavation will not affect the stability of neighbouring structures.
- ❖ Stacked materials, spoil or plant will not be stored near the edge of the excavation to avoid a collapse at the side.
- ❖ If vehicles tip into the excavation, properly secured stop blocks will be provided.
- ❖ Vehicles will not come too close so as to affect the stability of the excavation.
- ❖ Precautions necessary to prevent the accumulation of dust or fumes in the excavation will be taken.

6. FALSEWORK/FORMWORK

- ❖ The design and the supports for shuttering and formwork will be checked.
- ❖ It will be erected safely from steps on proper platforms.
- ❖ The props will be plumb and properly set out.
- ❖ The bases and ground conditions will be adequate for the loads.
- ❖ The correct pins will be used in the props.
- ❖ The timbers will be in good condition.
- ❖ It will be inspected by a competent person against the agreed design before permission is given to pour concrete.

7. ROOFWORK

- ❖ Adequate investigation of the roof and its stability will be carried out prior to commencement of work.
- ❖ Crawling ladders or crawling boards will be used on roofs that slope more than 10%.
- ❖ There will be adequate barriers or other edge protection to stop people or materials falling from sloping or flat roofs.
- ❖ Crawling boards will be provided where people work on fragile materials such as asbestos cement sheets or glass. Warning notices will be posted.
- ❖ Suitable guard rails, covers, etc., will be provided where people pass or work near such fragile materials.
- ❖ Rooflights will be properly covered or provided with barriers.
- ❖ During sheeting operations, precautions will be taken to prevent people falling from the roof.
- ❖ Precautions will be taken to stop debris falling onto others working under the roofwork.
- ❖ Only employees with suitable experience/competence will be assigned to roofwork involving high risks.

8. TRANSPORT

- ❖ Vehicles will be kept in good repair.
- ❖ The steering, handbrake and footbrake will work properly.
- ❖ Operators will receive proper training if not competent when recruited.
- ❖ Employees under 18 years of age will not be permitted to operate mobile plant/transport vehicles.
- ❖ Vehicles will be driven safely.
- ❖ Vehicles will be securely loaded.
- ❖ Passengers will be prevented from riding in dangerous positions on vehicles or being carried on vehicles that are unsuitable for passengers.
- ❖ If there are any tipping lorries, workers will know that they should never reach under the raised body.
- ❖ There will be a system to control the movement of vehicles on site to avoid danger to workers and others.

9. CRANES/LIFTING EQUIPMENT

- ❖ Will be maintained by a competent person (name).
- ❖ Will be operated only by trained/experienced person.
- ❖ All statutory tests and examinations as required on cranes and lifting equipment will be carried out and certificates and records maintained.
- ❖ Statutory tests on cranes, chains, ropes and lifting equipment is carried out by Site Engineer.
- ❖ Proper slinging and signalling will be used on all sites and operators, banksmen and slingers will be familiar with approved methods and systems.
- ❖ An approved safe working lad indicator will be used on jib cranes and inspected by a competent person before use.

10. PLATFORM HOISTS

- ❖ The hoist will be inspected weekly, and thoroughly examined every six months by a competent person.
- ❖ The results of inspections will be recorded.
- ❖ The hoist will be protected by a substantial enclosure to prevent someone from being struck by any moving part of the hoist or from falling down the hoistway.
- ❖ Gates will be provided at all landings.
- ❖ The gates must be kept shut except when the platform is at the landing.
- ❖ The control rope will be arranged so that the hoist can be operated from one position only.
- ❖ The operator of the hoist will be over 18, trained and competent.
- ❖ The hoist will be clearly marked with its safe working load.
- ❖ There will be a proper signalling system.
- ❖ If the hoist is for materials only, there will be a warning notice on the platform or cage to stop people riding on it.

11. ELECTRICITY

- ❖ All portable electric tools, lighting and motorised equipment will be less than 2 horse power, operated at a voltage of 110.
- ❖ Where transformers are used they will be placed at the power source.
- ❖ Any signs of damage to or interference with equipment, wires and cables will be checked.
- ❖ Only qualified electricians will be permitted to carry out any electrical work.
- ❖ Screened cables and E.L.C.B. protection will be provided where necessary.
- ❖ All connections to power points will be made by proper plugs.
- ❖ Connections to plugs will be properly made so that the cable grip holds the cable firmly and prevents the earth from being pulled out.
- ❖ If there are any overhead electric lines, where anything might touch the lines or cause arcing (cranes, tipper lorries, excavators scaffolding, etc.) the electricity supply must be turned off, or other precautions taken to prevent such contact with the lines.
- ❖ Underground electricity cables will be located (with a cable locator and cable plans) marked, and precautions taken to avoid contact with them.
- ❖ NIE will be contacted regarding electric lines (above and below ground) prior to commencement of new projects, particularly in urban areas.

12. CARTRIDGE OPERATED TOOLS

- ❖ Manufacturer's instructions will be followed.
- ❖ The operator will be properly trained. He must know the dangers and how to deal with misfires.
- ❖ The operator will wear goggles.
- ❖ The gun will be cleaned regularly.
- ❖ The gun and cartridges will be kept in a secure place when not in use.

13. TRESPASSERS

- ❖ At the end of each work period, all ladders will be removed or their rungs boarded so that they cannot be used.
- ❖ All plant will be immobilised.
- ❖ Bricks and materials will be safely stacked.
- ❖ Flammable or dangerous substances will be locked away in secure storage places.
- ❖ Perimeter fencing will be secure and undamaged.
- ❖ Gates will be secured.
- ❖ Where perimeter fencing is impracticable, excavations and openings will be securely covered or fenced off.
- ❖ Appropriate warning signs will be displayed on excavations/demolition and renovation works when necessary.

14. FIRE

GENERAL

- ❖ Sites will have the right number and type of fire extinguishers, and must be positioned in correct places.
- ❖ There will be adequate escape routes.
- ❖ Workers will be instructed on emergency procedures.

FLAMMABLE LIQUIDS

- ❖ There will be a proper store area.
- ❖ The amount of flammable liquid on site will be kept to a minimum for the day's work.
- ❖ Smoking will be prohibited and other ignition sources kept away from flammable liquids.
- ❖ Properly constructed safety containers will be used.

COMPRESSED GASES (e.g. LPG acetylene)

- ❖ Cylinders will be stored properly.
- ❖ The cylinder valve will be fully closed when the cylinder is not in use.
- ❖ Cylinders will be located outside site buildings such as offices, canteens, drying rooms etc.

OTHER COMBUSTIBLE MATERIAL

- ❖ There will be proper waste receptacles.
- ❖ Waste material will be removed regularly.

15. NOISE

- ❖ Breakers will be fitted with muffs.
- ❖ Other plant or machinery will be fitted with silencers.
- ❖ Employees will wear ear protection if they have to work in very noisy surroundings.

16. HEALTH

- ❖ Harmful materials/substances e.g. asbestos, lead etc. will be identified and precautions taken.
- ❖ Safety information sheets will be available from the supplier/manufacturer.
- ❖ Safety equipment will be provided and used.
- ❖ Other persons who are not protected will be kept out of danger areas.
- ❖ In confined spaces, the atmosphere will be tested and fresh air supply provided if necessary.
- ❖ Emergency procedures will be in place for rescue from the confined space.

17. PROTECTIVE CLOTHING/EQUIPMENT

- ❖ Equipment will be provided when required to protect the head, eyes, hands and feet.
- ❖ The equipment will meet at least the minimum standard required by law.
- ❖ Employees will wear their protective equipment.

18. WELFARE

- ❖ Suitable toilets will be provided.
- ❖ Adequate washing facilities will be provided.
- ❖ There will be a hut where clothes can be dried.
- ❖ Wet weather gear will be provided for those who have to work in wet conditions.
- ❖ Suitable accommodation will be provided where workers can take meals and shelter from bad weather.
- ❖ There will be a suitable first aid box with the required contents.

There will be an adequate supply of wholesome drinking water.