

**E & C ENGINEERING SERVICES LTD**

**HEALTH AND SAFETY**

**POLICY STATEMENT**

**Last updated April 2013**

**Bargate House, Woodside Park, Catteshall Lane, Godalming, Surrey GU7 1LG**

## **HEALTH AND SAFETY**

### **1. Introduction**

This policy is written to take account of the requirements set down in the Health and Safety at Work Act 1974 and more recently the Management of Health and Safety at Work Regulations in 1992. These provide the legal framework for the management of health and safety.

Any matter likely to put the safety of any person at risk should be brought to the immediate attention of your supervisor. Section 7 of the Health and Safety at Work etc., Act (1974) places a duty on all of us to take reasonable care to ensure that we do not endanger ourselves or anyone else who may be affected by our work activities and to co-operate with employees and others in meeting statutory requirements.

Specific Health & Safety guidance relating to the use of equipment, together with guidance for when working at client sites is available separately. The Company's Health and Safety policy is displayed on notice boards throughout the building and your own copy is contained in this handbook. Please take the time to read it.

### **2. Policy Statement**

The Management of E&C Engineering Services Ltd recognise that it has a moral and legal responsibility to provide a happy and healthy working environment. To this end we undertake to provide all the necessary materials, equipment and training. We also recognise that our employees have the right to a safe and healthy working life and encourage them to highlight any issues regarding health and safety.

The Management representative for Health and Safety is Richard Edwardes. The Company's Health & Safety Coordinator is Richard Edwardes contactable on 01483 426766. Any queries, accidents Health and Safety failures or suggested improvements, should be addressed to him in the first instance.

All fire, security and evacuation procedures are contained in the Employee Handbook.

The management of our health and safety is key to the continued success of the business. Your co-operation is desired and expected in all health and safety matters.

The Company recognises that it has the following duties:

- To provide and maintain equipment and systems of work that are, so far as reasonably practicable, safe and without risks to health;
- To ensure Health and Safety Regulations are laid down and followed in connection with the use, storage, or transportation of articles or substances;
- To provide such information, instruction, training and supervision as will ensure, so far as is reasonably practicable, the health and safety of all employees;
- To maintain any place of work under its control in a condition which is, so far as is reasonably practicable, safe and without risk to health and to provide and maintain safe means of entry and exit;
- To provide and maintain a working environment which is, so far as is reasonably practicable, safe and without risk to health and which is adequate as regards statutory welfare facilities and arrangements.

The Company will seek to ensure that health and safety considerations are fully incorporated into all aspects of the Company's operations and activities.

This policy is to be reviewed annually. Any changes required either through legislation or company policy will be implemented as and when required.

### 3. **Responsibilities**

#### **Directors**

The Directors are ultimately responsible for ensuring that the requirements set out in this policy are fulfilled. However, day-to-day responsibility for managing health and safety within the Company is delegated to the individual Managers and Supervisors who have the appropriate decision-making authority.

#### **Managers**

Managers are responsible for:

- Identifying Health and Safety risks affecting employees and others in their department;
- Assessing these risks and ensuring that appropriate steps are taken to minimise these risks as far as possible;
- Ensuring that all aspects of Health and safety are considered and included in the business planning process so that, if necessary, appropriate resources are identified to minimise the risks;
- Meeting with the Health and Safety Executive (HSE), if requested to do so, in the case on inspections and/or investigations within their department;
- Ensuring that the Health & Safety Coordinator is consulted if changes to the work design and/or workplace are planned, that may have a bearing on Health and safety;
- Monitoring accidents and incidents that occur within their department in order to determine if department/Company wide measures are necessary to avoid a recurrence. If necessary, reporting accidents to the HSE;
- Monitoring Health and Safety training and, if necessary, taking steps to ensure training requirements are identified, communicated and fulfilled.

#### **Supervisors**

Supervisors are responsible for:

- Identifying Health and Safety risks affecting employees and others in their area of responsibility;
- Assessing these risks and ensuring that appropriate steps are taken to minimise these risks as far as possible;
- Referring Health and Safety matters that cannot be appropriately addressed at this level to their manager;
- Ensuring that all accidents and incidents occurring in their area of responsibility are fully investigated, reported correctly and remedial action taken;
- Staff, in particular all new staff, are given Health and Safety training appropriate to their role, and that Company and departmental policies and procedures are brought to the attention of all staff;
- Regular inspections of the work areas are carried out, in conjunction with the Health & Safety Coordinator.

#### **All Employees**

It is the responsibility of every employee to become familiar with the Health and Safety requirements which apply in the department where he or she is employed and in those departments visited in the normal course of their duties.

All employees with their managers and supervisors are to use and maintain a safe system of work at all times and take care of their own safety and that of their fellow workers and other persons who may be affected by their acts or omission at work.

All employees have a responsibility to assist the Company in fulfilling its obligations under Health & Safety legislation. In particular you are required to:

- Take reasonable care for your own Health & Safety at work and those who may be affected by your actions, or by your neglect. With regard to your own health and safety you are reminded to take, as an absolute minimum, a 20 minute break during each working day and to work no more than a total of 48 hours in any working week. If your job requires you to spend long periods looking at a computer screen you should plan your work so that you can take a break from the screen for five to ten minutes every hour;
- Inform the Company of any change in your own circumstances, particularly changes in your health, which may result in your health or safety being adversely affected by your work duties or responsibilities;
- Make use of the holiday entitlement provided to you under your contract of employment;
- Use the equipment, safeguards, and, if appropriate, protective clothing provided by the Company to ensure your Health & Safety;
- Take advantage of the Company's provision of free eye tests to ensure that you have appropriate corrective spectacles if necessary for computer work;
- Visually check electrical equipment before using it. For example, look out for frayed or damaged cables, damaged plugs etc. If any equipment is found to be faulty, do not switch it on or attempt a repair yourself;
- Ensure that you only carry or move equipment within your own capacity. No employee should attempt the movement of heavy loads, materials, machinery, equipment or any other heavy object on their own. Any such movement should be made using a fork lift truck operated by a trained and certified driver. Alternatively a group of people under supervision should the situation require it;
- Watch out for protruding drawers or obstacles on floors;
- Be familiar with the emergency procedures in case of a fire. Know where to go if the fire alarm is raised, be aware of all fire exits and never use a lift;
- Ensure that your working area is tidy - an untidy place is an unsafe place. All waste material must be removed daily. If assistance is required in maintaining the necessary standard you should request this via your supervisor;
- Co-operate with the Company so that any duty or requirement for health and safety imposed upon it by law is performed or complied with;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- Report all accidents and damage to your Supervisor or Manager or Health & Safety Coordinator or a director, whether persons are injured or not;
- Report any hazards, potential hazards or persons creating hazards;
- Make suggestions to improve the Health & Safety in the Company. Particular points relating to safety may be raised at any time with the safety officer, whose name appears in this guide;
- Co-operate with the company in seeing that the Health & Safety regulations are observed at all times.

### **Health & Safety Coordinator**

The Health & Safety Coordinator is responsible for advising the Company of its responsibilities set out in Health and Safety legislation. The Health & Safety Officer will work with Managers and staff throughout the Company to ensure that these responsibilities are fulfilled. If necessary, the Health & Safety Coordinator will liaise with the HSE.

### **Contractors/Sub-Contractors**

All Contractors/Sub-Contractors working on E&C premises or its clients' sites are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner and without risk to E&C staff and others who may be affected.

#### 4. **Arrangements**

##### **Communication**

Consultation with employees will be carried out on matters to do with health and safety at work, including;

- Any changes within this document
- Any changes which could affect the employee's health and safety at work, for example in procedures, equipment or working practise.
- The planning of health and safety training
- New technology

##### **Training**

All employees will be given training appropriate to their responsibilities. Training will be provided for the following situations:

- New employee induction
- New equipment/technology
- Change in responsibility/position

Basic training is provided for work with hazardous substances, use of PPE and manual handling. The need for refresher training will be reviewed periodically and will be provided when necessary to comply with new legislation or changes in procedure.

##### **Welfare Facilities**

Wherever possible, arrangements will be made with the client for the use of welfare facilities at sites under their management. As a minimum the following will be adhered to:

- Toilet/washroom facilities on site
- Eating/rest facilities on site

##### **Work Equipment**

All work equipment used within the company's remit will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R).

It is the responsibility of the health and safety representative to:

- Ensure all new equipment is suitable for its intended use.
- Ensure equipment is maintained and inspected

Employees should not:

- Knowingly misuse or modify work equipment diminishing its safety
- Use equipment for which they have not received specific training
- Use equipment that is damaged or faulty. Faulty or damaged equipment should be reported to your site supervisor/manager.

##### **Personal Protective Equipment (P.P.E.)**

Employees have a legal duty to wear personal protective equipment specific to relevant site rules, risk assessments and method statements.

Appropriate personal protective equipment will be supplied to employees as and when required.

## **Hazardous Substances**

Risks from various substances can be divided into the following categories:

- External contact – corrosive, skin absorption, dermatitis etc.
- Inhalation – gases, fumes, dusts, vapours
- Ingestion - swallowing

The risk in using hazardous substances needs to be considered for all work activities.

Where appropriate P.P.E will be provided.

Before any hazardous substance is to be used a risk assessment must be made in line with the Control of Substances Hazardous to Health Regulations (COSHH).

## **Asbestos**

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, seek advice.

Due to the nature of our works, there could be a risk of exposure to asbestos. If you suspect asbestos you should:

- Stop work immediately
- Prevent any dust/fibres being released e.g. turn off power tools, minimise air movements etc.
- Evacuate immediate area and prevent access by others e.g. public
- Report problem to supervisor/head office and site contact/management, so that the necessary sampling can be arranged.
- Do not return to the area until informed that it is safe to do so.

If in doubt as to the content of a material, stop work and seek advice.

## **Manual Handling and Lifting**

It is the responsibility of all employees to ensure that materials are handled as far as possible by mechanical means. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads. Suitable PPE should be issued to prevent injury during handling of materials.

No operative should lift without assistance a load which is likely to cause injury.

The selection of persons to carry out manual handling or lifting tasks should be based on the training given, age, physical build etc.

Where loads have to be manually handled, there is a need to ensure that accesses and the environment are safe to do so.

Specific manual handling training will be provided where necessary.

## **Working at Height**

Falls from height continues to be the biggest killer in the construction industry today. A place is considered to be 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Our employees must:

- Avoid work at heights where they can.
- Use appropriate work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequence of a fall should one occur.

Regulations require our employees to ensure:

- All work from height is properly planned and organised.
- Weather conditions are taken into account.
- Those involved in working from height are competent.
- The place where work at height is done is safe.
- All equipment used for work at height is properly inspected and maintained.
- Any risks from fragile surfaces have been assessed
- The risk from falling objects are properly controlled.

When working at height the safest and most appropriate working platform must be used. These include ladders, elevated platforms, mobile scaffolding, and fixed scaffolding. Refer to Appendix 1 Working at Height Guidance for further information.

## **Accidents**

Every accident, or miss no matter how small, must be immediately reported by phone to the office or, if the office is unavailable, to Richard Edwardes. This will ensure that details of the accident are recorded in the relevant accident book. If on site, the accident must be reported to the relevant person at the site to ensure that the site accident book is also updated. An Accident Report Form must be completed for every accident or incident.

An accident can be defined as any unplanned event which may give rise to/has resulted in an injury, ill health, property or plant damage or any other potential loss and includes near misses.

Any injury, other than minor cuts and grazes should be dealt with at the nearest hospital casualty unit.

If urgent or emergency assistance is required and your supervisor, safety officer or works manager is not available, go to the nearest telephone and dial 999. Ask for the operator for the Ambulance Service.

As a response to any emergency, prompt action must be taken to administer first aid, call emergency services and to make the area safe where required.

Certain accidents/injuries are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The following is reportable under RIDDOR:

- Death or Major Injury.
- Reportable Major Injuries e.g. fractures (other than to fingers, thumbs or toes), amputations, dislocations, acute illness, eye injury etc.
- Over-seven-day-injury i.e. an injury resulting in the person being away from work for more than three days not counting the day of the injury itself.
- Reportable Dangerous Occurrences e.g. explosions, scaffold collapse, electrical short circuit or overload causing fire or explosion etc.
- Reportable Diseases i.e. diagnosed work-related diseases.

Each accident or near miss will be assessed by the health and safety representative to determine if further investigation needs to be carried out or if the incident needs to be reported to the regulatory authority.

An investigation is carried out to report not only the incident that has occurred but also to consider the potential consequences and the likelihood of reoccurrence of the event.

To assist in the investigation of any adverse event the scene needs to be preserved, details of the accident need to be noted (e.g. names of people involved, equipment involved and witnesses) and then the incident reported to the health and safety representative to decide if any further action is required.

## **First Aid**

Our First Aid team is regularly certified by an approved First Aid trainer and their names and how to contact them are posted around the building together with details of where the First Aid Kit is located.

## **Fire Safety & Emergency Procedures**

It is the company's policy to take into account the fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire.

This involves compliance with the company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding any unnecessary accumulation of combustible materials.

Every employee must be familiar with the emergency and fire procedures for each clients sites visited.

Employees based at E&C's offices should be familiar with the emergency and fire procedures as outlined on fire action sign on display.

Generally, in the event of the fire alarm being activated, or in any other emergency situation, all employees must leave the building by the nearest available exit and assemble at the designated point.

## **Co-operation with Clients**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions are to be followed at all times.

## **Eye Tests**

If an employee spends at least 1/3rd of his or her time using a VDU (Visual Display Unit) and complains of problems with sight or attributable problems they think are due to VDU use the Company will pay for an eye test at the local opticians. The eye test must be taken with the specific instructions that a VDU is used and that the examination is to assess any requirements for this specific purpose only. The Company does not pay for eye tests for other purposes such as those for general glasses use. If the diagnosis from the optician is that you require glasses specifically for VDU use (not for any other requirement) the company will contribute a reasonable amount (at the discretion of the management) towards the cost of these glasses. In addition, if glasses are required for VDU use, the Company will pay for further 12 monthly eye tests. Additional payments will only be made if there is a change in the prescription for VDU use only glasses.

## **Lone Working**

Lone Workers are employees who work without close or direct supervision. This could be an engineer or other employee working in isolation to others, for example someone working outside of normal working hours or driving on Company business.

E&C accept our legal responsibility to assess all risk to our staff, and others that may be affected by our actions, and will take steps to avoid or control any risk where necessary.

E&C employees also have a responsibility to take reasonable care of themselves and other people who may be affected by their work and to cooperate with the company and the client in meeting their legal obligations.

## Risks

There are many risks associated with Lone Working. These could include:

- Manual handling;
- Inexperience;
- Violence;
- Hazardous chemicals and substances;
- The use of temporary access equipment e.g. stepladders;
- Fire;
- Slips, trips or falls;
- Driving;
- Fatigue;
- Stress;
- Working at height;
- Medical fitness or suitability.

The above list is not exhaustive and the risk assessment should identify foreseeable events for the specific location.

## Control Measures

If at all possible the need to work alone should always be avoided. Unfortunately, the nature of E&C business means that there are frequent work and maintenance activities that only require one member of staff. Due to this characteristic E&C will ensure that precautions are taken whilst undertaking the lone working of their staff. Some assessments may identify the need for a second person at particular locations for particular types of work. In addition to these assessments E&C will provide the following:

- Information, instruction and training on the risks of Lone Working will be given to those members of staff expected to work in isolation as part of their job.
- Information on emergency procedures, contact names and telephone numbers, in case of an emergency, will be made available to the worker.
- Where available electronic tracking systems will be used to enable the Company to identify the whereabouts of Lone Workers and assist the Company in discharging its Health & Safety responsibilities.
- The findings of risk assessments will be explained to the employee and specific training given where a need is identified. A specific risk assessment will be completed on areas not suitably covered in the generic assessment.
- For highly hazardous situations that cannot be avoided a method statement detailing the exact procedure, timings and system of work will be made available to the worker to follow.
- In some instances a Lone Working Permit will be in force.
- The need for Personal Protective Equipment will be assessed and made available where necessary.

## Supervision

Where an employee cannot be directly supervised and is working alone in a hazardous environment, or out of office hours, a suitable communication system will be in operation. This may involve planned visits by a designated person, regular contact by phone, radio or other device that raises the alarm in case of an emergency which can be operated manually or automatically by the absence of activity. As part of employees' responsibilities for their own health and safety all employees must ensure that their mobile phones are switched on during their normal working hours. A check that the lone worker has returned to their base, home or other location will be made at the end of the task. A method statement and/or permit will detail the procedure agreed upon.

Welfare, rest and First Aid needs will also be taken into account and made available to the lone worker.

## Monitoring and Review

A record of permits and safe systems of work will be kept and issues raised by the Manager, worker or supervisor will enable procedures to be reassessed and adapted to suite. An annual report will be made available with the accident / incident report.

**Home Working**

E&C is responsible for the health, safety and welfare of its employees under the Health and Safety at Work Act 1974. This responsibility extends to employees who on occasion work from home. The Company expects those working at home to give the same consideration to their own Health & Safety as they would when at the workplace and assist the Company in discharging its duty. Those working at home should only undertake work that is suitable to be undertaken within the domestic environment. This typically would limit such work to administrative work such as paperwork and computer work or telephone work.

Insurance:

- Before using any of E&C's equipment for working at home, employees should check with the Company Secretary that the Company's insurance covers the Company for the loss of any equipment, data, etc.;
- Employees should check that the property and contents insurance on their home is not invalidated by home working.

**Smoking**

From July 1<sup>st</sup> 2007 smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles and applies to all employees, consultants, contractors, customers and visitors.

Local disciplinary procedures will be followed if a member of staff does not comply with the smokefree policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.


 A handwritten signature in black ink, appearing to be 'R. L.', is written over a light grey rectangular background.

15<sup>th</sup> April 2013

Signed:..... Date:.....

**For and On Behalf of E&C Engineering Services Ltd**

## **Health & Safety Policy: Appendix 1 Working at Height Guidance**

In 2003/4 falls from height accounted for 67 fatal accidents and nearly 4000 major injuries. Falls from height continues to be the biggest killer in the construction industry today.

These guidance notes have been written to outline requirements of The Work at Height Regulations 2005 which came in to force on 6<sup>th</sup> April 2005.

A place is considered to be 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Duty holders must:

- Avoid work at works where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequence of a fall should one occur

The regulations require the duty holders to ensure:

- All work at height is properly planned and organised;
- All work at heights takes into account weather conditions that could cause risk;
- Those involved in work at height are competent;
- The place where work at height is done is safe;
- All equipment used for work at height is properly inspected and maintained
- Any risks from fragile surfaces have been assessed
- The risks from falling objects are properly controlled

When working at height the safest and most appropriate working platform must be used. This choice of equipment will be determined by:

- The task – height and equipment to be used
- The site conditions and location
- The extent and duration of the work
- The frequency of access required
- Number of people required

When considering the use of ladders you must ensure:

- The work is of short duration and involves only light work
- Three points of contact can be maintained at all times
- The work only requires one hand to be used
- The work can be reached without stretching
- The ladder can be fixed to prevent slipping (if required)
- A good handhold is available
- The ladder is safe to use and has been regularly inspected

When considering elevated working platforms you must ensure:

- Only a suitably trained and competent person is to operate platform
- All fall arrest equipment is provided and used
- Guard rails are not climbed over unless the platform is specifically designed to allow this
- All hand tools are secure on the platform with no risk of falling
- A suitable means of descent is available in case of emergency
- Maintenance and test records for the platform are available for inspection

When considering mobile scaffolding towers you must ensure:

- It has been erected by a suitably trained and competent person

- All components show no sign of wear and tear or damage
- A suitable means of access is provided in the tower
- Toe boards and guard rails are provided at the suitable heights required (toe board 150mm, intermediate guard rail 470mm and top guard rail 950mm)
- The weather and ground conditions are properly considered to minimise instability
- That all components are regularly inspected

When considering fixed scaffolding you must ensure:

- That it is to be designed, erected, altered and dismantled by fully trained personnel
- That it has been erected on a firm level foundation that is capable of taking the load of the scaffold
- It is braced and tied to a permanent structure or otherwise stabilised
- That platforms are fully boarded and wide enough for work access
- That scaffold boards are properly supported and do not overhang excessively i.e more than four times its thickness
- That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold
- It is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may effect its strength/stability

In summary, if you are working from height you must ensure the safety of yourself and others by ensuring the most appropriate working platform is selected and that these are well maintained, the people used to operate or erect them are competent to do so and that all appropriate safety measures have been implemented i.e. guardrails, fall arrest equipment and safety signage are supplied.