

# **JH CIVIL ENGINEERING LIMITED.**

## **GENERAL SAFETY POLICY**

This company recognises the importance of safety, health and welfare in the successful operation of its activities and believes in the active participation of every member of the Company to achieve and maintain the highest practicable standard of accident and loss prevention.

Our activities will be conducted paying due regard to all statutory requirements, with the appropriate safeguards against exposing employees, sub contractors and the general public to risks to their safety and health.

These aims will be achieved within the framework of the Company's organisation and arrangements for the promotion of safety health and welfare, which are designed to satisfy its particular needs. As with other operational functions the Company carries out its responsibilities for Safety through the Directors, Managers and Supervisors for whom safety continues to be a vital part of their responsibilities.

SIGNED: *John Higgins*  
Managing Director

DATE: 01 September 2008

*Revised : September 2008*

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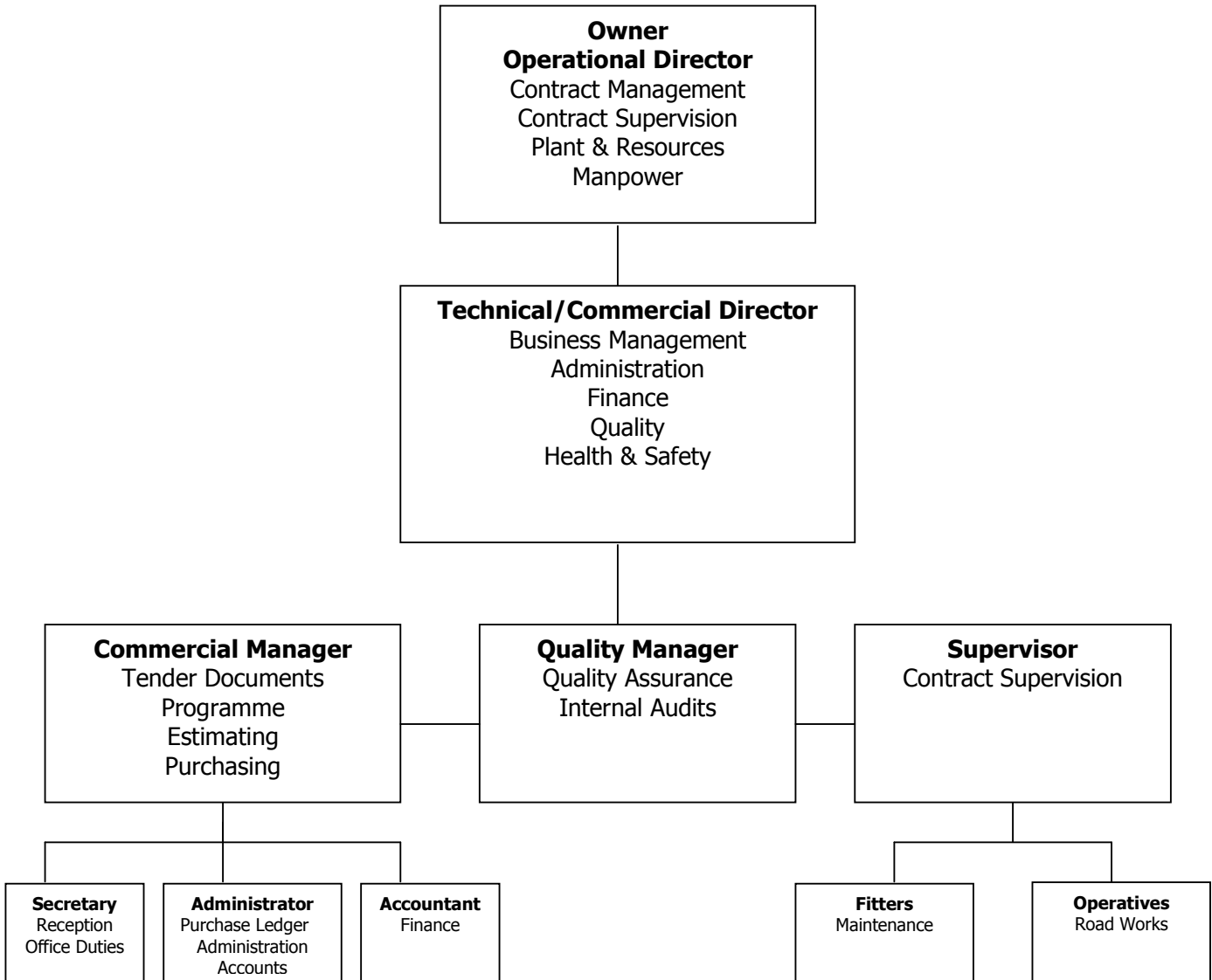
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# 1 Organisation & Responsibilities

## Management Organisation Chart



## 1.1 DIRECTORS

- Initiate the Company's Policy for the promotion of good health, the prevention of injury to the workforce and the public including loss, damage and wastage to property.
- Ensure that the policy is applied.
- Arrange for funds and facilities to meet the requirements of the policy.
- Appreciate the requirements of the law in safety and health matters and ensure that it is observed.
- Ensure that all levels of staff receive adequate and appropriate training.
- Ensure that at all work stages arrangements are made for the provision of adequate manning, welfare facilities and equipment to ensure the implementation of the Company's policy.
- Institute proper reporting, investigation and costing of injury, damage and loss; promote action to preclude and initiate analysis to discover accident trends.
- Ensure that any member of staff failing to discharge satisfactorily the responsibilities allocated to him is reprimanded.
- Instigate liaison with external accident prevention organisations; encourage the distribution of pertinent information throughout the Company.
- Set a personal example.

## **CONTRACTS DIRECTOR**

- To be familiar with all the Statutory Regulations applicable to the work on which their staff are engaged.
- To insist that all Regulations, Codes of Practice, Company Rules and Safety Working Methods are observed.
- To ensure that all accidents are reported immediately.
- To incorporate safety instructions in routine orders and see that they are observed.
- To restrain employees from taking risks.
- To ensure that all new employees and other young persons are informed of and learn to take safety precautions before being exposed to risks.
- To ensure that protective clothing and equipment is used.
- To ensure that plant and equipment is operated by competent persons; that all defects are reported to plant hire company and that unsafe plant and equipment is not used.
- To discourage horseplay and discipline those who fail to consider the safety factors.
- To commend operatives who by action or initiative eliminate hazards.
- To set a personal example.

## **1.2 SUPERVISOR**

- To be familiar with all the Statutory Regulations applicable to the work on which their staff are engaged.
- To insist that all Regulations, Codes of Practice, Company Rules and Safety Working Methods are observed.
- To ensure that all accidents are reported immediately.
- To incorporate safety instructions in routine orders and see that they are observed.
- To restrain employees from taking risks.
- To ensure that all new employees and other young persons are informed of and learn to take safety precautions before being exposed to risks.
- To ensure that protective clothing and equipment is used.
- To ensure that plant and equipment is operated by competent persons; that all defects are reported to plant hire company and that unsafe plant and equipment is not used.
- To discourage horseplay and report those who fail to consider the safety factors to your immediate supervisor.
- To commend operatives who by action or initiative eliminate hazards.
- To set a personal example.

### **1.3 GANGERS/ OPERATIVES**

- To use the correct tools and equipment for the job.
- To use safety equipment and protective clothing which is made available and issued in accordance with Regulations and Company Policy.
- To keep equipment in good condition.
- To report to supervisor any defects in plant or equipment and to ensure that plant and equipment is in safe and secure state when unattended.
- Develop a concern for safety personally and for others. Avoid short cuts which entail risk and improper use of equipment.
- Co-operate with the Company in carrying out its Statutory duties to maintain a safe working environment. Report any personal industrial injury or industrial disease to immediate supervisor and ensure that an entry is made in the Accident Record Book at your place of work.
- Take care of Company property entrusted to you. Refrain from horseplay and abuse of welfare facilities.
- Set a personal example.

## **1.4 ESTIMATOR**

- Consider possible impact on the project by current legislation, Codes of Practice and Company Safety Procedures.
- Determine at tender stage of contracts so far as is reasonably practicable methods of working , and any known hazards in order to make a suitable cost allocation for such matters.
- Where there is a known potentially contaminated area on site due account must be taken at tender stage to ensure that adequate funds are in place for protective clothing and equipment and that the information is passed to the Supervisor` at the award of contract.
- Seek advice from the Company Safety Consultant whenever appropriate.
- Ensure that all available information is sent to the tendering sub-contractor(s) on known or suspected hazards in order that the sub-contractor(s) can make appropriate provision for safe working conditions.

## **1.5 BUYER**

- Ensure that when an item of plant or equipment is purchased the order requires that it complies with the Health and Safety at Work etc. Act 1974 all other relevant legislation and British Standards and that instructions are supplied to the site covering its correct use and safe operation.
- Ensure that when any substance is purchased the order requires that its content is defined and that the correct literature covering its safe storage use and transport is supplied to the site with any such substance and that a copy is sent to the Company Safety Consultant. Where possible, a safer alternative substance should be obtained.
- Ensure that when a machine is hired the order requires the owner to:-
  - i. Supply the necessary operating manual / documentation.
  - ii. Ensure that the machine is in satisfactory working order and complies with the Health and Safety at Work etc. Act 1974, British Standards and all relevant statutory requirements.
  - iii. Provide a driver / operator who is trained and competent the safe operation of the machine.
  - iv. Provide the Management with a copy of the driver's / operator's CITB Certificate of Competence or other confirmation certifying the driver's / operator's competence.

N.B. When placing an order for safety items it is imperative that these are carried out quickly to avoid any unnecessary delay in delivery.

## **1.6 OFFICE AND ADMINISTRATION STAFF**

- Understand and comply with the Company Policy and current Regulations.
- Develop a concern for personal safety and that of others.
- Maintain equipment used in good order and report defects.
- Do not take unnecessary risks and avoid unsafe practices.
- Refrain from irresponsible behaviour.
- Report all accidents and injuries.
- Do not misuse anything provided for Health, Safety and Welfare.
- Ensure that all necessary precautions are maintained when using, handling, storing and transporting hazardous articles and substances.
- Understand the Fire Regulations and the action to be taken in case of fire.
- Have an approved first-aid kit at the place of work.
- Use protective clothing when necessary.
- Set a personal example.

## **1.7 SAFETY CONSULTANT / ADVISOR**

1. Advise Management on the preparation, promulgation and review of a Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the Policy.
2. Give advice to Management as requested on:-
  - (1) Legal requirements affecting Health, Safety and Welfare.
  - (2) Prevention of injury and damage.
  - (3) Provision, selection and use of protective clothing and equipment.
  - (4) New working methods, equipment or materials which could be affected by changes in legislation.
  - (5) Potential hazards on new sites before work starts, Health and Safety factors affecting the selection of plant or equipment.
3. Assist Management in notifying The Health and Safety Executive of new sites, Dangerous Occurrences, Major Injury, Accident, and so on in accordance with the Company Policy.
4. Assist Management in any dealings with the Enforcing Authority.
5. Carry out investigations of serious accidents in accordance with Company Policy and prepare reports.
6. Provide advice on any training required and arrange training courses as required.
7. Endeavour to establish, at all levels within the Company, an understanding that compliance with the Regulations and prevention of injury and damage, is a profitable and essential integral part of the business and operational efficiency.
8. Assist with the preparation of any Safety Plan or provide any information that will be required to allow the formulation of a Safety File required under the Construction (Design and Management) Regulations 1994.
9. Liaise with the nominated person within JH Civil Engineering Ltd ( Mr John Higgins) who is the internal Safety Co-ordinator and the Director responsible for Health & Safety for the company.

## **2. ADDITIONAL INFORMATION**

### **2.1 PRELIMINARY PROCEDURES**

#### **(i) PLANNING**

Any aspects of work not covered by this Policy must be planned by the Management as required by the Management of Health and Safety at Work Regulations 1999.

Written method statements and programmes will be prepared taking into account Health and Safety requirements and defining procedures as necessary.

#### **(ii) PROTECTION OF THE PUBLIC**

All necessary measures required for the protection of the public will be allowed for and planned.

#### **(iii) DOCUMENTATION.**

The Management will ensure that a complete copy of the Company Policy for Health and Safety and Welfare is issued to the Workplace for reference, also a copy of the current Employers Liability Insurance Certificate is issued for display.

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be available.

The Workplace Supervisor must ensure that all documentation supplied is displayed as necessary and the Regulations and Company policy are available for reference as required.

#### **(v) JOINT CONSULTATION**

In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the Codes of Practice and guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety representatives and Committees. We will consult with all employees at any time anything that may be considered as having Health, Safety or Environmental implications. We will also consult with any representative of the employees as required under the Consultation with Employees Regulations 1996.

## **2.3 WELFARE AND FIRST-AID**

### **(i) STANDARDS REQUIRED**

The Health and Safety (First-aid) Regulations 1981 together with the Approved Code of Practice And Guidance Note specify the First-Aid equipment, facilities and personnel required depending on the type of work and numbers of persons affected at each workplace.

### **(ii) SUPERVISION**

The Workplace Supervisor will ensure that all planned welfare and First-Aid facilities are provided and that they are maintained to the required standard.

## **2.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (C.O.S.H.H.)**

These regulations aim to control the exposure of employees to hazardous substances encountered at work and require employers to undertake comprehensive assessments and adopt appropriate control and monitoring procedures for every hazardous substance used or generated in the work place.

These assessments have been completed and detailed Hazard Data Sheets are available for inspection from your Supervisor.

You are required to adhere to the identified method of working and will be instructed, informed and trained as appropriate.

## **2.2 PROCEDURES FOR NEW EMPLOYEES**

This procedure is to be carried out by the workplace Supervisor.

Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible to.

Show new employee where Company Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities.

Ascertain if new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.

Show new employee where copies of Regulations are kept.

Warn new employee of any prohibited actions in the workplace, e.g. entering specific areas without safety clothing, operating machinery unless authorised.

**Training requirements for all new employees will be identified on an individual basis and a training programme developed to ensure that all new employees are made fully aware of risks that they will encounter in all aspects of their work. Young persons risk assessment will be developed as necessary.**

Issue new employee any protective clothing or equipment necessary and obtain their signature for the items issued. Training to be given on proper use of all PPE.

Show the employee the location of the first-aid box and explain the procedure in the event of an accident in particular the necessity to record all accidents however trivial it may appear at the time.

## **2.3 ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OF AGE.**

Inform employees that they must not clean machinery if this exposes them to risk of injury from a moving part of that or any adjacent machinery. In addition they must not operate any machinery unless being trained under the DIRECT supervision of competent person.

All new employees should be given induction which should be recorded.

## **2.5 THE NOISE AT WORK REGULATIONS 2005**

Prolonged exposure to excessive noise can result in damage to your hearing. Noise can also interfere with your ability to concentrate and may therefore be an indirect cause of an accident. The main requirement specified by Noise at Work Regulations 1989 apply where noise levels are likely to be at or above any of three "Action Levels".

### **Lower Exposure Action Value - Daily/Weekly personal noise exposure of 80dB(A)**

Employers duty is to make freely available hearing protection for your use.

### **Upper Exposure Action Value - Daily/Weekly personal noise exposure of 85dB(A)**

Employees duty is to use ear protectors provided and all other protective equipment. Any defects in this equipment must be reported to your Supervisor and you must maintain the equipment in the appropriate manner.

**Exposure Limit Value Daily/Weekly personal noise exposure of 87dB(A)**

Employers Duty is to Designate hearing protection zones where exposure to upper exposure action value of limit exposure value is likely.

Upper exposure action value and Exposure Limit Values - duty applies to all persons Entering the marked high noise zones.

**EMPLOYEES**

To ensure your protection :-

- (i) Do not enter a marked high noise zone without first obtaining and wearing ear protection. (For visitors and work of short duration see item v)
- (ii) Wear the provided ear protection at all times when working within the noise area.
- (iii) Ensure that the protectors are kept clean, well maintained and that defects are reported immediately.
- (iv) Consult with the appropriate supervision, any operation of machine not previously identified as a noise hazard that you suspect requires ear protection to be provided.
- (v) Visitors including company staff will be advised by the appropriate supervision in accordance with the nature and duration of the visit or work to be performed as to whether ear protection is required to be worn.

## **2.6 THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

These Regulations provide the framework for all the health and safety legislation being introduced by the E.U. They consist of general principals and practices for employers and employees on which more specific Directives are built. It reinforces many of the duties already in place under the Health and Safety at Work Act 1974 and introduces some new ones. Risk assessments required under these regulations have been carried out for our works in general, any additional assessments for non-standard tasks will be carried out by the supervisor with assistance from the safety advisor.

## **2.7 THE MANUAL HANDLING OPERATIONS REGULATIONS 1992**

These Regulations apply to all industries and services and lay down certain minimum requirements for the manual handling of loads where there is a risk particularly but not exclusively of back injury. Where possible all loads will be mechanically off-loaded and handling equipment will be utilised. Staff are to be trained in kinetic handling.

## **2.8 THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992**

These Regulations apply to all workstations with a display screen (with certain exceptions such as cab control systems, portable systems not in continual use, cash registers etc.). It includes process control screens and microfiche but is likely to find its widest application to the use of computer V.D.U.'s. The Regulations relate to the protection of employees who habitually use D.S.E as a significant part of their normal work. It adds specific requirements to the general duties imposed by the Health and Safety at Work Act and the Management, Workplace and Work Equipment Regulations. All V.D.U.'s in the company have been assessed.

## **2.9 THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

These Regulations place general duties on employers regarding the safety of work equipment and some specific minimum requirements on selected hazards. They are concerned not with machinery alone but with the whole system including training and information reflecting the fact that they are connected to the Management of Health and Safety at Work Regulations 1992. They apply to all sectors of work place activity including stopping and starting, use, transport, repair, modification, maintenance, servicing and cleaning of equipment. "Work equipment" any machine apparatus, tool or installation used at work. We as a company will supply tools and equipment that complies with the requirements of these regulations.

## **2.10 THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

These Regulations amend and replace much of the P.P.E. legislation currently in existence. They contain a general rule that P.P.E. should be used only as a last resort when risks cannot be avoided or sufficiently limited by other collective protective measures or through work reorganisation. The Regulations strengthen the Health and Safety at Work act by being more specific and descriptive. Following the Management of Health and Safety at Work Regulations they stress assessment, ergonomics co-operation and the provision of information instruction and training. We as a company will supply equipment that complies with these regulations

## **2.11 WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992**

These Regulations apply to most fixed permanent workplaces and to employers and those who have control of workplaces. As many of the requirements are quite specific annexes and an Approved Code of Practice have been issued with the Regulations. Further Legislation (i.e. the construction and extractive industries ) will complement these Regulations. These regulations apply to our office complex but not the site offices.

## **2.12 CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2007**

The CDM Regulations place duties on clients, designers and contractors so that they have to consider health and safety issues throughout all stages of the construction project from conception, design and planning through to the execution of the work on site and the subsequent repair and maintenance of the building.

### **CDM 2007 is designed to help:**

Improve health and safety in our industry  
Have the right people for the right job at the right time to manage the risks on site  
Focus on effective planning and managing risk - manage the risk not the paperwork

These regulations will effect our company in that we could be in a position of being a principal contractor or indeed a contractor carrying out a Sub-Contractor package on part of the project.

If acting as a designer we will ensure so far as is reasonably practicable, that any design we are responsible for avoids the foreseeable risks to the construction workers involved in the project and indeed for any future maintenance of the building.

If this is not possible we will combat at source the risks to the workforce and introduce control measures to negate or minimise that risk.

We will allocate sufficient resources in time, money, and personnel as will be required to fulfil our obligations under the CDM and all other statutory requirements.

As contractors we will supply all relevant information to the CDM Co-ordinator to enable that person to comply with the duties under the regulations. Any information that is required for the safety plan will be submitted to the principal contractor to forward to the CDM Co-ordinator.

## **2.13 THE WORK AT HEIGHT REGULATIONS 2005**

The Work at Height Regulations 2005 apply to all work at height where there is a risk of fall liable to cause personal injury.

The overriding principle of the regulations is that you must do all that is reasonably practicable to prevent anyone falling.

The Regulations set out a hierarchy for managing and selecting work equipment for work at height.

Duty Holders Must:

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

The Regulations require Duty Holders to ensure:

- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

**Our main area of work is associated with laying roads and footpaths, as such the Work at Height regulations apply to us when we are mounting or dismounting from our Wagons.**

## **2.14 LIFT MATERIALS SAFELY**

- Inspect excavator and lifting tackle before daily use; look for broken welds, bent struts or faulty mechanical parts.
- Make sure that all securing pins are in place.
- Ensure the ground beneath and around the machine is level and compact and that access is clear.
- Check angles, loading and counterbalance before use.
- Construction material must not be used for counterbalancing.
- Do not exceed the rated capacity for the machine or lifting gear.
- Never ride on the outside of the machine.
- Never hoist a load over anyone's head.
- Do not allow anyone to walk under a suspended load.
- Erect guard rails and warning lines to isolate the open area.
- Keep your clothes and fingers away from pipes and shuttering mechanisms.
- Keep debris away from the excavation areas; keep them tidy.
- Secure all loose materials and fence of the area at night.
- Where cranes are used for lifting make sure that loads are lifted correctly using proper slings and safety hooks.
- Know the standard hand signals for lifting and use them.
- Do not override safety devices.

## **2.15 HANDLE MATERIALS SAFELY**

- Always use the correct lifting device.
- Use your legs not your back.
- Always get help when lifting heavy or bulky loads.
- Be especially careful when handling materials near the excavation edge.
- Make sure there are no obstacles in your path when moving materials.
- Make sure you are in possession information from your employer. It is the responsibility of the employer to provide this information.
- When using forklift trucks on site make sure that:
  - 1) they are of the rough terrain type.
  - 2) they are capable of handling the loads involved.
  - 3) you have been trained in working this type of equipment and hold a current certificate.
  - 4) all safety equipment is functioning correctly.
- Report faulty equipment immediately.

## 2.16 **SAFE HANDLING OF TOOLS AND EQUIPMENT.**

- Using the correct tools for the task will make your job safer and more efficient.
- Keep tools and equipment dry and in good condition.
- Keep safety guards in place.
- Do not operate tools or equipment if you do not know how.
- Check that all electrical appliances operate from a 110 volt supply.
- Check that plugs and sockets are undamaged correctly wired and that they are earthed.
- Automatic cut-out switches must not be interfered with.
- *Always* disconnect the power supply of a machine that is being cleaned, repaired or adjusted.
- Do not force or overload tools and equipment.
- Safety eye protection and dust protection *must* be worn when using disc type cutting tools.
- Abrasive cutting discs must always be fitted by a properly trained and certified person.
- Electrical equipment must only be installed or altered by a qualified electrician.

**REPORT ALL DEFECTS IMMEDIATELY.**

## **2.17 SITE HOUSEKEEPING**

A tidy site is a safe site. Stack and secure materials as they arrive on site.

Protect and secure all materials that can be damaged.

When in an excavation lower all materials into the ground by hoist, pulley or chain - do not throw it down.

Dispose of any waste material in an approved manner.

Keep tools, materials and fixings away from the edge of excavation.

gBefore leaving a site make sure that all lightweight materials are tied down or removed.

Remove all off-cuts, broken batons, fittings and other materials.

Leave site clean and tidy on completion.

◆ **KEEP**

**SITES**

**TIDY**

◆

## **2.18 LIQUID PROPANE GAS**

- Make sure that you are aware of the suppliers' instructions. Cylinders must be marked flammable.
- When transporting or storing cylinders keep them in an upright position and fastened securely. Be aware of the current road transportation requirements.
- Make sure that the container valve is closed and the safety cap is in place.
- Do not drop cylinders or allow them to strike against each other.
- Move cylinders on a hand truck or roll them on the bottom edge; never drag them.
- Check the pressure regulator prior to use and adjust as necessary.
- Tighten regulators with the correct sized spanner.
- Check the hose for cracks, cuts and wear and tear.
- Hoses should be of the armoured type.
- Replace damaged hoses and missing hose clips.
- Use worm drive hose clips.
- Always assume cylinders are full and handle accordingly.
- When not in use all cylinders full or empty should be stored in a secured ventilated store.

## **2.19 FIRE EXTINGUISHERS**

There are four basic types of fire extinguisher agents: water, dry powder, foam, carbon dioxide and halon. These agents act either by cooling the burning material, by excluding the air necessary for combustion or by a combination of both effects.

- When extinguishing a fire always aim the extinguisher at the base of the flames.
- Remove the heat source to prevent re-ignition.
- It is the responsibility of each operative to know the location and type of extinguishers on site.

The suitability of each type of extinguishing agent for dealing with fires in different materials and liquids is shown in the following table. Ensure all fire extinguishers are serviced regularly.

**Please note that from January 1997 all Fire Extinguishers should be Red in colour with a coloured band to identify the fire fighting medium inside the extinguisher.**

**For example a black band painted on the red body would indicate that the extinguishing agent was Carbon Dioxide.**

- It is the responsibility of each operative to know the location and type of extinguishers on site.

<b>EXTINGUISHER TYPE</b>	<b>ACTION AND SUITABILITY</b>
<b>WATER</b> Cylinder colour <b>Signal Red</b>	Cooling. For fires in ordinary combustible building material. Conducts electricity. NOT to be used on live electrical equipment.
<b>DRY POWDER</b> Cylinder colour Red with <b>French Blue Band</b>	Exclusion. Extinguishes the flames over flammable liquids and small fires in solid materials. re-ignition may occur in overheated liquids such as hot bitumen.
<b>FOAM</b> Cylinder colour Red with <b>Pale Cream Band</b>	Exclusion, limited cooling. Forms a blanket over flammable liquids. Gives better control over re-ignition than dry powder and well suited to extinguishing fires in overheated liquids such as bitumen boilers and tanks. Conducts electricity. NOT to be used on live electrical equipment.
<b>CARBON DIOXIDE</b> Cylinder colour Red with <b>Black Band</b>	Exclusion. Rapidly extinguishes flames over flammable liquids such as petrol and oil, which may spread to other materials before a foam blanket could be formed. Non conductor. May be used on live electrical equipment.
<b>MULTIPURPOSE</b> Cylinder colour Red with <b>Grey Band</b>	For wood, paper, fabrics. flammable liquids, oils, fats, spirits other than alcohol. It is conductivity certified to 35KV in accordance with BS.5423 1980 Section 3.

## 2.20 REPORTING OF ACCIDENTS

Reporting of Accident that result in personal injury should take place as soon as possible after the incident has occurred.

The ganger of the squad should notify by the quickest possible means i.e. (radio or phone) the depot supervisor that an incident has taken place and should provide him with such information as to who was injured, when it happened, how it happened, which hospital the injured person is taken to, names of any witnesses and if any plant was involved. This information will assist the supervisor in deciding what to do.

The Supervisor should inform the Company Contracts Director of the incident and again provide him with such information as is available. He will be responsible for notifying the Safety Advisor

The Safety Advisor will if necessary travel to the location and carry out an accident investigation and prepare a report. If required the safety advisor will liaise with the statutory bodies involved in the incident and will report to the depot supervisor any information that may require action by the Company.

The Safety Advisor will fill in the appropriate paperwork and will keep a copy for record purposes.

## **2.21 PERSONAL PROTECTION**

### **Head Protection.**

When working within the radius of any lifting equipment including Mini-Diggers then Safety helmets must be worn. All Hi-AB drivers and operative working near The Hi-AB must wear Safety Helmets.

**High Visibility** vests will be worn by all operatives at all times when working with JH Civil Engineering Ltd on roadways. Many accidents occur to operatives being struck by moving vehicles.

**Eye Protection** will be worn by all operatives using abrasive cutters i.e. Stihl Saws and should be worn by operatives using the Breakers.

**Ear Defenders** will be worn by all operatives when using the Wacker Plate, the Tar Cutter, the Stihl saw or a Breaker.

**Safety Boots** should be worn by all operatives who work any of the above equipment.

**Hand Protection.** Gloves should be worn when using any of the above equipment. This should reduce the risk of operatives getting Vibration White Finger.

Always work within the safety barriers that you have erected. It is vitally important that barriers and signs are erected properly, are compliant with Chapter 8 and maintained throughout the contract and that at the end of each shift you leave the site in a tidy manner.