



HEALTH AND SAFETY POLICY BOOKLET

- 1.0 Introduction
 - 2.0 Responsibilities
 - 2.1 Employers Responsibilities
 - 2.2 Employees Responsibilities
 - 2.3 Responsibilities and Duties of Sub-Contractors / Self Employed Personnel
 - 2.4 Working Time Regulations
 - 3.0 Arrangements
 - 3.1 Alcohol and Drugs Procedures
 - 3.2 COSHH Assessments
 - 3.3 Disciplinary Rules and Procedures
 - 3.4 Electricity
 - 3.5 First Aid and Accident Reporting Procedures
 - 3.6 Hazard Reporting Procedures
 - 3.7 Risk Assessments
 - 4.0 Working Practices
 - 4.1 Abrasive Wheels, Grinding and Disk Cutters
 - 4.2 Asbestos
 - 4.3 Construction (Head Protection) Regulations
 - 4.4 Housekeeping
 - 4.5 Ladders
 - 4.6 Manual Handling
 - 4.7 Mobile Elevated Platforms
 - 4.8 Noise
 - 4.9 Personal Protective Equipment
 - 4.10 Working at Height
 - 4.11 Mobile Access Towers
 - 4.12 Scaffolding
 - 4.13
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INTRODUCTION

1.0 Welcome to MC Installations (South West) Limited

Please read this document and feel free to discuss any matters you don't understand or you would like clarification on.

Contact numbers :01823 765099

A copy of the Policy, which outlines our Health and Safety Arrangement and Organisational Structure, is provided for each employee along with any interested person who may be affected by our work activities.

MC INSTALLATIONS (SOUTH WEST) LIMITED encourages all employees to inform their immediate superior of any areas of the Health and Safety Booklet that they feel are inadequate to ensure that the Policy is maintained as a true working document.

Please Remember

1. You have a duty to work and act safely
2. You have a duty to take care of yourselves and others
3. You must not interfere with any safety equipment and
4. You must report safety issues, unsafe situations and accidents to the responsible persons

MC Installations (South West) Limited will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The Company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

2.1 Employers Responsibilities

We have a duty to all employees, casual workers, part-time workers, trainees, visitors, and sub-contractors who may be on our work site or using equipment provided by the Company. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to workers Health and Safety and bring the findings to the attention of employees.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.



- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any Risk Assessments.
- Appoint competent persons to help comply with Health and Safety Law.
- Comply to the general duties of an employer as laid out in the Health and Safety at work act 1974.

2.2 Employees Responsibilities

Employees are obliged to: -

- Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy.
- Not perform work that you are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never obstruct emergency escape routes.
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Company of all accidents that occur.

2.3 Responsibilities and Duties of Sub-Contractors/Self Employed Personnel

- Will be made aware of the Company's Health and Safety Policy and Safety Rules.
- Will be themselves fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with instructions given by the Management of the Company.
- Will co-operate with the Company in ensuring a high standard of Health and Safety on all contracts with which they are involved. If the standards stipulated by the Company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the Company.



2.4 The Working Time Regulations

Employees can opt out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days' notice. Employees cannot be required to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If employees opt-out of the 48-hour week, we will keep a copy of the opt-out agreement in the employees file.

3.0 ARRANGEMENTS

3.1 Alcohol and Drugs

All alcohol and drugs impair individual reaction speeds and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employees: -

- Report or endeavor to report for work on any of the premises having consumed alcohol or under the influence of drugs
- Report for work in an unfit state due to use of alcohol or drugs.
- Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a General Practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe manner.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

3.2 Control of Substances Hazardous to Health Assessments

The Company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the Organisation.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the Company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique that would improve safety.

All employees have a duty under COSHH regulations as outlined below:



- Take part in training programmes
- Read container labels
- Practice safe working habits
- Report any hazard or defect to the Manager
- Use personal protective equipment provided
- Store equipment and tools properly
- Return all substances to their secure location after use
- Use control measures properly.

COSHH Do's and Do Not's

Do Not

- Taste chemicals or touch them with your bare hands
- Try to identify chemicals by their smell
- Smoke or drink in the workplace
- Leave unmarked chemicals around - label as original container
- Be afraid to ask questions.

Do

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Read the applicable safety data sheets for each chemical
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are close when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

3.3 Disciplinary Rules

MC Installations (South West) Limited believes that Health and Safety is a critical factor that needs to be taken into account when running a business. To enable the Company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary actions. If after investigation the Company believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct: -

- Deliberate breaking any written safety rules
- Removal or misuse of any piece of equipment, label, sign or warning device which is provided by the Company (or its agent) for the protection and safety of its employees.
- Using a naked flame in no smoking areas.
- Failure to follow laid down procedures for the use of: -



- flammable or hazardous substances
- toxic materials
- Items of lifting equipment.
- Behavior in any manner that could lead to accidents, including horseplay, practical jokes etc.

Undertaking any action that may interfere with an accident investigation.

3.4 Electricity

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height. Therefore, all electrical equipment will be selected carefully to ensure it is suitable for the environment in which it is used.

Movable and portable equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

All members of staff who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

Records

Records of all portable electrical appliance testing will be kept on the Company premises and will be available at all times for inspection if required.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

Inspection and Testing

- All leads will be examined and those with damaged sheaths replaced. Under no circumstances will insulation tape be used to repair or extend any electrical lead.
- All plugs will be visually inspected prior to use to ensure they are not damaged.
- All electrical appliances will be visually inspected during use and will be tested by a competent person every twelve months or in conjunction with site rules -usually three months.
- Following satisfactory inspection and testing the appliance, plug or lead will have a PAT test sticker or Tag attached with date of test and date of next test

Portable electrical appliances will only be used for the task that they are intended and the lead will be suitably positioned to prevent any damage, entanglement or trip hazard



3.5 First Aid Procedures

All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

ALL accidents, no matter how small, are required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is undertaken: -

The names of the First Aiders or Appointed Persons are written on the First Aid Notices, which can be found in prominent locations around the Company premises

3.6 Hazard Detection Procedures

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards [Near Misses] that may be present in their place of work.

When a hazard has been identified it will be reported immediately to Management. It is the Management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

The workforce is encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the Organisation in consulting with employees.

If a hazard is detected employees or Management will:

- Complete part one of the Near Miss Report Forms.
- Liaise with Management who will carry out the necessary remedial action.

3.7 Risk Assessments

The Company will not employ any young person unless an assessment has been undertaken outlining any hazards for which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure of any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the Health and Safety training which is provided along with details of any additional training that is required to be undertaken.



4.0 WORKING PRACTICES

4.1 Abrasive Wheel, Grinding and Disk Cutters

No person may operate these tools unless he has been properly trained in their use and holds a current certificate of training and / or be competent and authorised.

This type of equipment shall not be used unless adequate personal protective equipment including eye protection is provided and worn.

4.2 Asbestos

When carrying out remedial or refurb MC Installations (South West) Limited employees could potentially come across Asbestos. Any work that uncovers or exposes asbestos material should be stopped immediately and should be investigated by a suitably qualified person.

All staff and sub-contractors will have Asbestos Awareness Training provided by MC Installations (South West) Limited if deemed that there is a risk of coming into with the material.

Breathing in air which is made up of or contains asbestos fibres can lead to numerous diseases including lung cancer and asbestosis.

The term asbestos includes a number of different types: -

Crocidolite	-	Blue asbestos
Amosite	-	Brown asbestos
Chrysotile	-	White asbestos

4.3 Construction (Head Protection) Regulations

Change your Hard Hat if-

- The shell has received a severe impact
- Deep scratches occur, i.e. to a depth greater than 25% of the shell thickness.
- The shell has any cracks visible to the naked eye.

4.4 Housekeeping

A tidy site and work area is essential and means

- . you are less likely to have occur an injury
- . you can work more efficiently.
- . Don't clutter your work space



- . Place materials in walkways or in the way of others.
- . Leave a mess for others
- . All combustible rubbish will be cleared away on a regular basis and disposed of in authorized waste skips.

Steel and nylon bands used to contain bundles of materials are to be disposed of safely. As the arrangements will vary from site to site due to the nature and size of the project being undertaken, an assessment will be completed at the beginning of the project to ascertain what facilities are required.

4.5 Ladders

Ladder will only be used as a last means of working and for very short periods.

- . Remember the 1 in 4 Angle
- . Firm Ground
- . 3 points of contact
- . tied at the top
- . if there are no other means of securing the ladder then another employee has to foot the ladder.

At all times the operator on the ladder shall keep both feet securely on the rungs and not use parts of buildings such as window sills etc. Under no circumstances will the operator over-reach himself at any time i.e. more than one arm length from the ladder.

4.6 Manual Handling

DON'T LIFT MORE THAN YOU CAN CARRY SAFELY, USE MECHANICAL ASSISTANCE OR IF IN DOUBT -GET HELP

Considerations

- Weight, size, balance how far must I take it, can I use mechanical lifting aid i.e trolleys, sack truck, forklift or pump truck.
- Capable of undertaking the task without injury.
- Are there environmental issues i.e obstructions, is the floor even, is it lighting satisfactory.

4.7 Mobile Elevated Platforms

Do's

- . Right MEWP for the task
- . Daily and weekly checks, including lowering safety procedures and record
- . Correct harness or restraints and appropriate PPE is adhered to
- . Consider – does it need anti crush bars



Don'ts

- . Operate the MEWP if your not trained or competent
- . Try and carry out any repairs to MEWPS
- . leave the keys in or leave the engine on when your not in attendance.
- . Use somebody else's MEWP

4.8 Noise

Employees are encouraged to wear personal hearing protection wherever necessary to safe guard their hearing from excessive noise whilst at work.

Wherever possible noise levels will be reduced as par as practicable by fitting muffles on tools where appropriate.

4.9 Personal Protective Equipment

The minimum PPE that is required

- . Hard Hat
- . Hi Visibility vest
- . Safety Glasses
- . Steel toe capped boots with mid sole protection

Task Specific

- . Hearing protection
- . Safety Goggles
- . Cut resistance gloves /gauntlets
- . Respiratory protective equipment (face fitted where necessary)

4.10 Working at Height

Nearly half of the falls in the construction industry are from or through roofs many of which involve fragile material.

Wherever possible all working at height will be avoided, for example inspections will be undertaken by powered access platforms.

Prior to any working at height being undertaken a full risk assessment will be conducted and a method statement prepared.

If there is a risk that someone will fall more than 2m, edge protection will be provided. This will consist of a main guard rail at least 910mm above the edge, a toe board at least 150mm high and an intermediate guard rail which will ensure the gap is no more than 470mm.

Where suitable platforms or edge protection is not practicable, safety nets or harnesses will be worn which are secured to a suitable anchorage point.

Under no circumstances will any item be thrown from the elevated positions and where necessary enclosed chutes will be provided.



All working at heighters will be adequately trained to recognize the risks involved with the tasks being undertaken as well as how to wear safety harnesses and install suitable and sufficient edge protection.

No work will be undertaken in bad weather conditions and all work that is being carried out will be suspended once the site has been made secure.

Leading Edge / Fall Restraint

Key Messages

- . Only trained operatives to use the leading-edge system
- . Daily and weekly check for all life lines and harnesses
- . Tether all items that have the potential to fall
- . All areas to be barriered off and correct signage in place
- . All method Statements to be strictly adhered to.

4.11 Mobile Access Tower

Key Messages

- . Do not erect tower if you have not received proper training (pasma or equivalent)
- . Lock the wheels when the tower is in use, do not move the tower with persons or materials on it
- . Toe boards and rakers to be used as per the manufacturer's instructions.
- . Always use on firm and level ground.

- . Do not use an uncomplete tower
- . Do not gain access by using the frame, use the internal ladder and trap doors provided
- . Do not use an incomplete tower
- . Always close the trap door after you.

4.12 Scaffolding

Key Messages

- . Do not tamper with scaffold for any reason, this will lead to instant dismissal
- . Never work on an incomplete scaffolding
- . Only use the provided access points, never climb the scaffold
- . Do not throw anything (bomb) of the scaffold
- . Do not leave any rubbish or debris on the scaffold, this is not only a trip hazard it can also get kicked off.
- . Report any faults to you supervisor. i:e loose ladders, missing boards, missing toe boards and traps.

4.12 Permits

To ensure activities are carried out in a safe and controlled manner, a permit may be required.



Follow all instructions on the permit and treat it as you would a method statement

You may need a permit for the following.

- . Hot works
- . Out of hours
- . Roof level access
- . confined spaces

4.13 Driving

- . Don't drive under the influence of drink or drugs
- . Don't use your mobile phone whilst driving
- . Don't use company vehicles outside of work unless authorized to do so

Remember you have a duty to work and act safely and a duty of care to yourselves and others.

MC Installations (South West) Limited



SAFE WORKING AGREEMENT

I as employee / subcontractor (delete as applicable)
To MC Installations (South West) Limited

Acknowledge receipt of the safety policy statement and safe site working procedures and agree to :

Ensure that I ask for, read and follow all rules and safety procedures relating to the work being done

Ensure I have sufficient knowledge and experience for the work to which I am employed/contracted to carry out

Report to any supervisor / manager or foreman all instances of any unsafe practices.

I understand and will comply with Safe working agreement covering my work.

Signed :

Date :

Sub-Contractor Name:.....

Signed

Date :

MC Installations (South West) Limited