

# P.Hazelden (Builders) – Health and Safety Policy

## 1.General Overview

The Health and Safety at Work Act puts duties on employers and employees to contribute to site safety. **Employers** must provide safe places and systems of work, adequate information, instruction, supervision and training.

**Employees** must safeguard their own safety, and the safety of others who may be affected by their actions. Employees must cooperate with the employer in complying with the law and not interfere with anything provided for safety.

Whilst it is not possible to cover every situation an employee may be faced with, there are some general ways in which operatives can comply with the law.

- **Study your company's safety policy!**
- Use and wear all protective clothing and equipment as instructed
- Report all hazards to the person in charge
- Report defects which you notice on machinery and equipment
- Report all accidents you have to the person in charge and ensure that an entry is made in the accident report book
- Operate machinery or tools only if you have been trained to do so
- Always keep alert in the vicinity of operating plant or equipment
- Do not throw things from working platforms
- Do not remove guard-rails, kick-boards, or ties from scaffolds

## 2. Fire Hazards

- Ensure you know what to do in the event of a fire including the escape route

- Do not obstruct fire doors or access to fire extinguishers
- Always have the correct extinguisher close by when carrying out hot works
- Use correct containers for flammable liquids
- Smoke only in permitted areas

### 3. Site Tidiness

- Replace or return tools when you have finished using them
- Place all rubbish in skips
- Ensure all materials are stacked safely e.g. bricks, timber, sheet materials
- Do not obstruct passageways or working platforms in such a way as to prevent safe access or cause tripping hazards
- Ensure nails are extracted from timber and that it is stacked tidily

### 4. Accident Prevention and Reporting

- Works should be planned so that they are carried out in a manner which eliminates, or at least minimises risk. Operatives need to ensure they are aware of any risks that remain.
- Operatives need to make anyone else working in the immediate area aware of what they are doing
- Operatives need to be sure they have had adequate training and instruction to enable them to carry out their work in a safe manner
- Do not engage in “horseplay”
- Do not misuse tools
- Do not disregard safety signs
- Any accidents, however small, should be reported and recorded

### 5. Handling

In the construction industry more than one fifth of all accidents are a result of poor lifting and handling techniques. Common injuries include muscle strains, torn ligaments, spinal injury, cuts and abrasions, crushing, and penetration by sharp objects. The following observations should be observed before lifting heavy objects;

- Can the lift be avoided; what has to be moved; what is the distance the object has to be moved; can one person manage.
- When lifting, observe the following; use leg and thigh muscles, thus limiting strain on the back. Ensure the back is straight, and that knees are slightly bent. Carry the load as close to the body as possible. Ensure you have a firm grip of the load and repeat the procedure in reverse to lower the object.
- Rollers should be used wherever possible when move steel beams
- The sack barrow should be used when moving washing machines, tumble dryers etc
- Space battens should be used when stacking heavy objects, for instance, packs of ceramic tiles.

## 6. Working at height

Approximately half of all fatal accidents within the construction industry are the results of falls of people or tools or materials from height, often no more than a few metres. It is essential that the right piece of equipment is selected for the job and that it is checked for soundness, erected properly, and used safely.

- **Stepladders and Ladders** - should be checked for broken treads and insecure hinges. They should be placed on a firm and level ground and not rested against fragile materials. Wherever possible, stiles should be lashed at the top and suitable stakes used at the bottom.
- **Trestle Platform** – Ensure trestles are fully open and sitting on a firm and level base. Ensure that the spacing of trestles is satisfactory. Ensure against “traps”, overhangs which are too long. Each platform should be a minimum of 600mm wide. Boards should be of an equal size and depth.
- **Scaffolding-**
  - Confirm with the person in charge that the scaffold is safe to use
  - Use a ladder to access scaffolding
  - Do not interfere with scaffolding (e.g. guard rails, braces etc)
  - Keep working platforms clear and free of debris and waste

- Avoid overloading platforms
- Do not throw materials from the platform
- Do not rig tarpaulins on scaffolding; wind sail effect can severely disrupt scaffolding
- Inform the person in charge of any defects
- **Mobile towers –**
  - Do not erect a tower unless you are competent
  - Check operation of castors and/ or wheel brakes
  - Ensure access ladder is in place
  - Ensure the tower is on a firm and level base
  - Position and lock outriggers
  - Use kick-boards wherever possible

## 7. Electrical Equipment

- Before use check that the supply voltage is right for the tool
- Ensure that plugs and leads are in good condition
- Ensure the tool is switched off before plugging in
- Do not make any temporary repairs
- Fuses must be replaced with a fuse of the correct rating
- Cables should be kept off the ground wherever possible: do not allow cables to run through wet areas
- Do not use extension cables while they are still coiled on a reel
- Do not use insulating tape to make joints or cover faults in cables
- Ensure that all hand held power tools are used in conjunction with the manufacturers instructions, including petrol driven disc cutters

## 8. Personal Protective Equipment

Regulations require that employers provide protective clothing and equipment and train operatives in its use. Employees must use it as instructed and store it safely when not in use.

- **Head Protection –** Wearing a safety helmet reduces the risk of injury
- Check the shell of your helmet for cracks/damage

- Always wear your helmet in hard hat areas
- Ensure it fits properly!
- **Hearing Protection** - Always use hearing protection when using power tools and whenever else noise levels become excessive
- **Eye Protection** – Goggles and spectacles are issued on a personal basis. Your eye protection needs to be suitable for the type of work. It needs to be kept in good condition and replaced as necessary
- **RPE** – Respiratory Protective Equipment – Use the correct RPE for the job – disposable face masks or half mask respirators
- **Hand Protection** – wear gloves of the correct type. Wash frequently after spells of work and before meals. Obtain prompt first aid for cuts and other injuries, avoiding the risk of infection
- **Foot Protection** – Steel toe-capped boots are to worn on site **AT ALL TIMES.**

## 9. Mobile and Static Plant

Mobile Plant is mechanical plant which moves under its own power. Within P.Hazelden Builders we regularly use mini-excavators and small dumpers. Examples of Static plant would be cement mixers, hydraulic breakers, and compactors.

- Operators should be trained and competent
- Never stand below a raised bucket
- Never stand within the operating circle of the excavator
- Do not ride in the bucket or use it as a means of access
- Do not drive excavators or dumpers at excessive speeds or drive across slopes
- DO not drag cement mixers whilst in the upright position

- Do not place arm in the rotating drum whilst in motion. Ensure that the mixer has been set up on level and firm ground
- If in the event of the mixer falling over, immediately disengage the power.

## 10. Excavations

Whilst most trenches that are dug within P.Hazelden Builders are less than 1.5m, precautions must still be taken. Rain and drying out in hot weather can cause collapse. If there is any likelihood of this, trench props and hoarding must be used.

- All trenches must be assessed to see if they need support
- Excavations must be regularly inspected if they are to be left for any length of time
- Access to and from the excavations should be made safely and securely via a ladder, not supports or trench props.
- Exposed underground services should be supported
- Spoil should be kept well back from the edges
- If necessary, barriers should be erected to keep plant and equipment away from edges.
- Edges of excavations should be adequately lit during hours of darkness if close to public thoroughfare

## 11. First Aid

- Adequate first aid equipment and facilities will be kept in an obvious and commonly understood place
- A suitable and appointed person will be available to take charge of first aid (Phil Hazelden)
- The first aid box will contain only first aid materials
- The first Aid box will be placed where it can be seen and used
- The first aid box will be replenished on a regular basis

These general rules should be acknowledged and adhered to;

- At the scene of an accident check that your own safety is not at risk

- Remove any hazard if it is safe to do so
- Call for help e.g. first aider
- Call for an ambulance if necessary
- Do not move the casualty unless in immediate danger
- Remain with the casualty and give reassurance
- Make the casualty as comfortable as possible
- DO NOT give any drink or food to the casualty
- Do not allow the casualty to smoke!

## 12. Alcohol and Drugs

If you know that you are suffering from the effects of alcohol or drugs do not attempt to enter the site. This can occur after a “heavy night out”.

If you are suspected of being under the influence of alcohol or drugs and are at work you will be IMMEDIATELY SENT HOME and disciplinary action will be considered against you. If you suspect that one of your colleagues is under the influence of alcohol or drugs you have a duty to report it to one of the Partners. Lunch time drinking is strictly forbidden.