RM MAINTENANCE

RM MAINTENANCE LIMITED

SAFETY HEALTH & ENVIRONMENTAL POLICY AND SYSTEM OF WORK

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HEALTH AND SAFETY POLICY STATEMENT

RM Maintenance Ltd is committed to:

Preventing accidents and ill health in all aspects of the company's operations.
Continuously improving our processes and practices relating to health and safety
Identifying, controlling and wherever possible reducing or eliminating health and safety risks associated with our activities.
Providing a clear definition of health and safety responsibilities throughout the company.
Complying with all regulatory and legislative requirements
Training all of our employees on important health and safety matters
Ensuring that health and safety concerns are considered when developing and changing business activities, processes and products.
Ensuring that RM have a robust and appropriate Health & Safety management system.
Setting objectives and targets on health and safety issues.
Conducting annual managerial reviews of our performance and reviewing our policies.
Ensuring adequate resources are available to fulfil this policy.

We aim to achieve these objectives through hazard identification, risk assessment and by implementing appropriate controls at our places of work. We require as an integral part of our processes that all our business is to be operated and managed so as to ensure a high level of protection for the health and safety of our employees, contractors, customers and the public. In addition we will work with our main suppliers and main contractors to ensure their H&S processes are robust and we will advise where appropriate.
Health and Safety responsibilities are defined throughout the organization. Managerial and supervisory roles are responsible for implementing the defined safety arrangements for the areas and activities under their control. The effective implementation of this policy requires the co-operation and active involvement of employees at all levels and in all business areas.

In summary employees are required to:
Co-operate with the Company to ensure compliance with applicable statutory requirements by working in accordance with the safety management system and safe working procedures;
Work safely to ensure their health and safety and that of any other persons who could be affected by their acts and omissions;
Report any areas where the existing safety arrangements fail to reduce risks to an acceptable level.
The Senior Management Team is responsible for implementing and reviewing this policy and overseeing the improvement of the Company's health and safety performance.
This policy will be displayed on notice boards, on the Company internet site and is also publicly available to all interested parties.

Richard Mould
Director of Safety

OBJECTIVES

The objectives of this policy are:

1. To promote standards of health, safety and welfare within the company and to ensure compliance with all relevant statutory provisions.

2. To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of all persons other than our employees are not adversely affected by our work activity.

3. To promote and maintain levels of environmental care and awareness, ensuring compliance with all statutory requirements is met.

4. To ensure that staff at all levels are provided with adequate instruction, training and supervision.

5. To develop safety awareness and responsible attitudes at all levels.

6. To promote a joint consultation approach on health and safety matters.

7. To provide a framework within which our safety performance may be monitored.

8. To ensure that where specific instructions relating to health and safety are imposed by our clients, that these are communicated to all relevant company personnel and to our contractors, and that these instructions are complied with.

ORGANISATION

The Director is responsible for ensuring that the company Safety Policy is implemented in practice.

Managers have a day to day responsibility for applying safety arrangements and rules, ensuring that these are applied effectively and that there is adequate training, instruction and supervision.

All employees regardless of position have a duty imposed upon them by the Health and Safety at Work Act to:-

1. Take responsible care for the health and safety of themselves or other persons who may be affected by their acts or omissions.

2. Co-operate with the company in the measures taken to safeguard health and safety at work.

3. Report to a person in authority any defects or site conditions which adversely affect health and safety at work.

4. Be aware of the company's safety organisation and arrangements, and those statutory provisions, company Safety Rules and client requirements relating to their work activity.

5. Ensure the environmental issues relating to working on a live site and the correct handling and disposal of materials are adhered to.

It should be noted that disciplinary action may be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions, company Safety Rules and client requirements.

ARRANGEMENTS

Fire

Office - In the event of fire all personnel should vacate the premises via the nearest exit and assemble in the car park at the assigned assembly point.

Site - The Director should obtain the site emergency procedures in advance from the client or ensure that the installation crew is advised of these by the client or contractor immediately they arrive on site.

First aid

The designated person for the offices is either of the Directors and for sites is the Foreman.

Maintenance of plant and machinery

All plant and machinery owned by the company will be maintained in accordance with legal requirements and the manufacturer's instructions. Records of all maintenance carried out will be held by the Director.

Storage, transport and handling of paint and other substances

All substances of a hazardous nature will be stored, transported and handled in accordance with the manufacturers' Material Safety Data Sheets and the relevant COSHH Assessments prepared by the company.

Personal protective equipment

Safety helmets, safety boots, overalls, gloves, high visibility vests, safety glasses and where necessary, ear defenders and goggles will be supplied by the company and registers of issue will be kept. All company personnel are required to look after their PPE and to report any defects immediately to their immediate supervisor.

Training

RM Maintenance Ltd will only employ personnel who have a full command of the English language

All employees will be given training appropriate for the work they do. A register is held within the office recording all information and detailing dates for renewal.

Safety awareness training will be given to all personnel whose activities involve visiting or carrying out work on site.

Personnel operating plant or machinery will be given appropriate training prior to being allowed to operate the equipment.

Site auditing

Site auditing will be carried out by the Director. Audits will also be carried out on an 'ad-hoc' basis by a member of the management team.

Consultation

Consultation with the staff on matters affecting health and safety will be carried out by the Directors. Additionally a monthly meeting will be held by the Directors to discuss health and safety on site.

Statutory examinations

All equipment owned by the company which is subject to statutory examination will be tested in accord with legal requirements and a record kept of same. Where equipment is hired the documentation e.g. test certificates will be inspected by the company Site Manager or Foreman to ensure they are in order before the equipment is brought into use.

Communication of Health and Safety Policy to employees

All employees will receive a copy of the Health and Safety Policy upon joining the company and a new copy whenever the policy is revised.

Health and safety advice

Health and safety advice can be obtained in the first instance from the Director or for site operations from the Site Foreman. Advice may also be obtained from the following:-

Environmental Health Officer (for the office)
Eastleigh Borough Council
Civic Offices
Leigh Road
Eastleigh
SO50 9YN
Tel: 023 8061 4646

Health and Safety Executive (for work on site)
Priestley House
Priestley Road
Basingstoke
RG24 9NW
Tel: 01256 404000

Safety Policy review

The company Health and Safety Policy will be reviewed annually in April of each year, or earlier if changes in legislation or company activities occur, as a result of incidents, or concerns are raised by company personnel.

Contractors

All contractors working on behalf of the company must be competent to carry out the work as required by the Construction (Design and Management) Regulations 2007 and/or other relevant legislation. All contractors will be required to provide copies of their health and safety policy, together with copies of risk assessments and method statements, before being permitted to commence work. Contractors will also be required to produce evidence that their operatives have been trained and are competent to carry out the work.

All contractors and their personnel are required to comply with the following:-

- When working in the UK - all current UK health and safety legislation;
- When working abroad - all current UK health and safety legislation which is to be considered a minimum, together with all current legislation in the country in which the work is to be carried out;
- RM Maintenance Ltd's requirements for health and safety;
- Specific requirements laid down by our clients.

System of work/method statements

Where the need is identified method statements will be prepared for use by employees and where appropriate contractors.

Deviations from systems of work/method statements will not be permitted. Where changes are required revised documentation will be prepared.

Health and safety requirements imposed by clients

Where our clients have issued specific health and safety instructions over and above those imposed by law, the Director is responsible to ensure that all personnel, including those of any contractor engaged by the company, are made fully aware of, and comply with these instructions.

Risk Assessments

These will be prepared as follows:-

Office - By the Director
Site - By the Director/Site Foreman

Portable and other electrical equipment

To ensure that all portable and other electrical equipment is properly maintained, a formal and regular system of routine inspection and test has been established. A register of equipment and its test status is held by the Director.

Accident book

The company accident book is held in the company offices, and ALL accidents and near misses should be reported. This must include those which occur on the company premises and on site. If a major incident occurs on site, details should be phoned IMMEDIATELY to the officer and then a Site Incident Report Form should be completed by the Foreman or Deputy and sent in to the Director. If necessary, the Area Health & Safety Officer will be informed and an investigation of the incident will be carried out a soon as possible.

Smoking

This is a non-smoking company. Smoking is not permitted on company premises, nor is it permitted on any site, except in areas designated for the purpose.

Alcohol drugs and the misuse of solvents

People at work under the influence of drink, illegal drugs or the misuse of solvents are a danger to themselves and the people they work with. The health and safety of staff and contractors is of paramount importance to the company, which has a duty of care to others, and therefore the company must act to ensure that this is never compromised. Personnel under the influence of alcohol, illegal drugs or solvents will be stopped immediately from working on site.

It should be noted that possession and/or use of illegal drugs on company premises or sites is an illegal act and the company must act accordingly to uphold the law.

However the company recognises that alcohol, drug or solvent abuse is a medical condition and will view sympathetically any employee who is willing to seek help and will treat such requests for help in the strictest confidence.

If absenteeism or poor job performance is linked to the condition then the company's disciplinary procedures will apply, although their onset may be delayed if the employee has agreed to seek help. A failure to agree to seek help or to follow through on any treatment offered would normally lead to formal disciplinary procedures being adopted immediately.

Some prescribed or over the counter drugs and medicines cause drowsiness and therefore it can be dangerous to drive vehicles or operate plant or machinery. Employees should check for any warnings on the bottle or packet, or refer to their doctor or pharmacist.

Personnel must not drive or operate machinery if their ability to do so is likely to be impaired by any medication.

Visitors

All visitors must sign the Visitors Book upon arrival, and sign out on leaving the premises.

COMPANY SAFETY RULES

DO:-

- Use guards, safety equipment and personal protective equipment provided
- Report loss or damage to guards, safety equipment and personal protective equipment immediately to the Director so that this can be remedied
- Report accidents, incidents and near misses to the Director for those occurring on site and for those occurring elsewhere
- Switch off and unplug all portable electrical equipment and flexible cable when not in use
- Stop and isolate plant and machinery before carrying out checks or maintenance
- Familiarise yourself with the positions of Fire Exits and Fire Extinguishers for both the office and when on site and keep Fire Exits clear

DO NOT:-

- Attempt to carry out work on or operate plant, machinery or equipment you are not competent or authorised to use
- Take short cuts and chances
- Overload lifting appliances
- Work if it is not safe to do so

INDIVIDUAL RESPONSIBILITIES

DIRECTOR

a. To ensure the effective implementation of the company Safety, Health and Environmental Policy and its updating where necessary.

b. To ensure that adequate resources are allocated for the implementation of the Safety, Health and Environmental Policy.

c. To have an understanding of the application of the Health and Safety at Work etc Act and other legislation relevant to the company's activities.

d. To ensure that there are adequate means of communicating health and safety information to employees and to relevant contractors, and that new legislation requirements, new codes of practice and new methods of incident prevention are complied with.

e. To ensure that where responsibilities are delegated to Managers that these are carried out effectively, so that work carried out by or on behalf of the company is to a satisfactory standard.

f. To discipline any member of staff failing to comply with the requirements of this policy.

g. To set a good personal example.

SITE FOREMAN

a. To know and understand the company's Safety, Health and Environmental Policy.

b. To have an understanding of the application of the Health and Safety at Work etc Act and other legislation relevant to the company's activities.

c. To ensure that all relevant health and safety information, new legislation requirements, new codes of practice and new methods of incident prevention are communicated to site staff and contractors and are complied with.

d. To ensure that plant and equipment used is in a safe condition, is adequately guarded, equipped with the necessary safety devices which are in working order and tested in accordance with statutory requirements where appropriate.

e. To report all injuries, damage and near misses to the Director.

f. To accompany HSE Inspectors or other Safety Officers on visits to sites, report any recommendations made to the Director and act on them.

g. To carry out safety audits of site operations to ensure requirements are being complied with and to communicate the results to the Director.

h. To set a good personal example.

ALL OTHER STAFF

a. To know and understand the company's Safety, Health and Environmental Policy.

b. To carry out operations in the prescribed manner.

c. To use equipment correctly, including safety equipment.

d. To report accidents/incidents or near misses.

e. To suggest ways of eliminating hazards.

f. To be personally concerned for the safety of themselves and others.

SYSTEM OF WORK

INTRODUCTION

General

This System of Work details the safe working practices which are to be adopted by RM Maintenance Ltd on all sites, including installation, repairs, maintenance and refurbishment.

Safe access and egress to and from the place of work and safety of all persons whilst at work or who may be affected by the work must be maintained.

All operatives and managers whilst on site will wear a safety helmet, safety boots and high visibility vest. In addition operatives will wear company coveralls or approved company work trousers/shirt and jumpers, and as appropriate, safety harnesses and lanyards, gloves or gauntlets, eye protection and ear protection.

Upon arrival

The Foreman should report to the Site Agent/Site Manager and outline the work to be carried out.

Before commencing work

The Foreman must review the:-

1. Site Specific Method Statement (see Appendix A)
2. Risk Assessment (see Appendix B)
3. COSHH Assessments where appropriate (see Appendix C)
4. Erection Instructions/Site Survey
5. Clearance Certificate (see Appendix D)

Should there be any discrepancies which cannot be safely resolved on site then the Director should be informed.

Safety equipment

Safety helmets to BS EN397 or BS 5240 or DIN 4840
Safety boots to BS EN345 or BS 1870
Safety harness to BS EN 361 or BS 1397
Gloves to BS EN 388
Gauntlets to BS EN 407
Eye protection to BS EN 166-9 or BS 679 or BS 1542
Ear protection to BS EN 352
DBS Maintenance Ltd approved coveralls/works trousers/shirts/jumpers
High visibility vest to BS EN 471

Electrical tools and equipment

At all times electrical tools and equipment used on site will be 110 volt powered, using a transformer, or cordless battery powered.

Where the use of 240 volt equipment is unavoidable suitable protection in the form of a 30mA/40mS circuit breaker must be used at all times.

Site types and conditions

Although the principals of canopy/building repair/maintenance/installation are generally the same for all sites, each type of site presents particular difficulties that may effect the installation.

Sites fall into three major types:-

a. New or green field sites
b. Existing operational sites
c. Industrial i.e. non-petroleum forecourt use

<u>New sites</u>

These sites relate to a conventional construction site with no existing fuel storage involved.

Difficulties that may be experienced are a failure by the site to provide:

a. a suitable installation area free from excavations for pipe runs etc., to the full plan extent of the canopy, plus an area 2 metres wide to the complete perimeter of the canopy;
b. a suitable surface for the use of mobile elevating work platforms or mobile towers;
c. other trades intending to work beneath the canopy whilst it is being installed;
d. materials and excavations external to the canopy area obstructing access for craneage and delivery vehicles.

<u>Existing operational sites</u>

The difficulties stated above for new sites can also be experienced on existing operational sites. However there are other problems that are faced on operational sites and these are detailed below:-

a. Many canopy sites are located adjacent to busy roads. It is imperative that adequate access for delivery vehicles and adequate operating space is available for mobile cranes. In some cases it will be necessary to offload the vehicle from the roadway. In these cases permission from the Police should be obtained in advance by the Director and suitable precautions taken e.g. warning signs placed and the area to be barriered off to advise and protect the public.

b. Petrol is a highly volatile and gives off flammable vapour even at very low temperatures. Therefore existing fuel storage will present a hazard due to the risk of fire and explosion. To ensure the safe operation of a petrol forecourt and that adequate care is taken to prevent fire and explosion by persons working on site,

the concept of hazardous area classification and zoning set out in BS 5345 Parts 1 and 2 should be followed. All sources of ignition, including those associated with sparks of any sort or hot surfaces of electrical equipment, should be excluded from hazardous areas, or in the case of electrical equipment should be specially protected. This includes fixed and portable equipment.

BS 5345 defines the following hazardous zones as follows:-

Zone 0: in which an explosive gas-air mixture is continuously present, or present for long periods.

Zone 1: in which an explosive gas-air mixture is likely to occur in normal operation.

Zone 2: in which an explosive gas-air mixture is not likely to occur in normal operation, but if it occurs, will exist for only a short time.

For examples of hazardous zones on typical petrol filling stations, please refer to Appendix F

In view of the above, particular vigilance MUST be exercised during operations where flame and/or sparks could arise e.g. using a generator, cutting using burning gear and/or disc cutters and electric arc welding. (See Hot Works Procedures on page 40)

c. The movement of site staff and the public are hazards which must be taken into account. All members of the installation crew have a responsibility to protect the site staff and members of the public from risks to their health and safety. It is therefore preferred, and in some cases essential, that retail sales cease during some operations. In all cases the working area must be barriered off to prevent access by unauthorised persons and appropriate warning signs erected.

d. Where the site remains open or partially open, operations which involve an interface with the site staff and the public should be conducted in such a way that a physical barrier is installed and maintained between these parties and the working area. The area of operation should be fenced off using Rede & White temporary barriers, or traffic cones with pairs of horizontal red and white barrier boards between them (height to top board to be 1.0 metre); or with temporary fencing e.g. "Heras". No member of the site staff or the public is to be allowed within the area of operation. Adequate notices should be displayed to inform the public of the operations being undertaken (e.g. Men at Work, Hard Hat Area, Unauthorised Persons Prohibited etc).

Industrial non-petroleum sites

Items detailed in the above new and operational site sections also apply to this type of site with the exception of petroleum related conditions.

The installers' obligations to the employees of the client should be as if these persons were members of the public i.e. total segregation of the work area from the general area of the site, erect warning signs.

Client requirements

Additional requirements may be imposed by the client in respect of safe working methods and procedures. These must be adhered to in their entirety, even when these impose a more severe constraint on work operations than are detailed in this System of Work or the RM Maintenance Ltd method statement.

Disposal of unwanted and/or damaged materials from site

Prior to arriving on site provision must be made for the removal and disposal of any materials. This should be arranged with a recognised and certified environmental waste disposal company. Where necessary a skip will be organised for the site collection of any waste materials (if quantities demand) or the materials should be stacked neatly in a safe position for collection before the site is left.

ACCESS FOR DELIVERY

Satisfactory means of access to the site free of obstructions must be provided so that delivery vehicles can safely reach the unloading point. Care must be taken to ensure that no overhead cables or other obstructions such as lamp standards, manhole covers, sewer access shafts, excavations etc., prevent the movement of delivery vehicles or mobile cranes or other plant. Suitable unloading facilities must be available and the ground must be capable of withstanding the wheel loads imposed by the delivery vehicle as well as any plant used for offloading. In addition sufficient storage area adjacent to the working area must be available.

Where any vehicle is reversed, a competent banksman must be in attendance. The banksman should stand in a secure position where HE CAN SEE THE LOAD AND CAN BE SEEN CLEARLY by the driver. Face the driver where possible, ensuring each signal is distinct and clear.

As an approximate guide vehicle capacities and sizes are as follows:-

Maximum load gross weight - 38 tonnes
Maximum load any one axle - 10 tonnes
Height of cab - 3.210 metres
Overall width of vehicle - 2.600 metres

Overall length when coupled to trailer:-

8.5 metres - 12.70 metres
10.0 metres - 14.20 metres
12.0 metres - 16.40 metres
13.8 metres - 17.90 metres
15.0 metres - 19.40 metres
18.0 metres - 22.50 metres

Access width required for right angled bend:-

12 metre trailer - 5.50 metres
15 metre trailer - 6.10 metres
18 metre trailer - 10.40 metres

Access reminders:-

Turning circle tractor/trailer
Haul road capable of withstanding wheel loading and free from obstructions
Radius of any bends to suit maximum tractor/trailer length

Before offloading commences the composition of the load must be known. The Foreman must examine the delivery ticket and in conjunction with the general arrangement drawing, plan the offloading with the installation sequence in mind.

UNLOADING AND LOADING ON SITE

Unloading

First ensure that the delivery vehicle and crane are standing on firm and level ground. Ground conditions should be capable of remaining sound even after bad weather and sustained heavy rain.

Ascertain the composition of the load and ensure that it has not shifted during transit. The Foreman must examine the delivery ticket and in conjunction with the general arrangement drawing, plan the offloading with the installation sequence in mind.

One competent person (Full CPCS certified Slinger/Banksman) to act as banksman and be responsible for crane signals.

Driver to vacate cab prior to unloading.

Maintain the stability of the vehicle and load by offloading evenly to avoid imbalance and tipping.

Stack the materials, ideally maximum two units high, on firm dry hardstanding as near to the point of installation as possible. Blocks and wedges must be used to avoid the risk of sliding, collapse or distortion. NB. Stack steel in such a way that it will not be necessary to move one piece to get at another. Place separate items (e.g. columns, bracing, beams etc) close to where they are to be finally installed.

Advise the Director of any shortages as soon as possible.

Keep people clear of the areas around the vehicle and beneath suspended loads.

Where it is necessary to move the delivery vehicle with only a part load left onboard, ensure the load is secure and that the vehicle remains stable whilst being moved.

Loading

Special care must be taken in loading fabricated steel members. They must be loaded in such a way e.g. with the use of dunnage, to ensure stability during transit and so that chains or slings may be placed easily for offloading.

No one should be in the cab of a vehicle during loading. The driver must be able to check the position of the load and its fastenings before taking the vehicle onto the public highway. As far as possible, members which are of such a shape or weight as to involve difficulty in offloading must be in a position from which they can be lifted directly without adjustment of their position before slinging.

Cold rolled items should be protected to prevent damage in transit and during offloading.

FOUNDATIONS

The concrete must be laid to the prescribed specification by the foundation contractor and be protected from adverse weather conditions, such as extreme heat and cold where appropriate.

Holding down bolts must be accurately placed, greased and protected by the foundation contractor during placing of the concrete. The bolts must be loosened after compaction of the concrete, by rotating them in their sleeves.

In the case of holding down bolts which are cast solid i.e. with no movement after hardening the concrete, the foundation contractor must ensure that there is no movement of the bolts from the set out position during pouring and compaction of the concrete.

Holding down bolts should be cleaned where necessary using a wire brush and the nuts run down prior to the commencement of the installation.

There is normally a tolerance between the prescribed level of the concrete and the level of the underside of the stanchion base plates. This will allow for small discrepancies in the level of the concrete and to include for the placing of grout between the stanchion base plates and the concrete. The foundation contractor must ensure that the area covered by the base plates of the stanchions is prepared to a smooth and level finish.

Base packs should be positioned by the canopy installation team prior to the erection of the stanchions, and the amount placed at each base recorded for checking when the stanchion is installed on the base.

PREPARATION FOR INSTALLATION

Preparation

Ensure that all equipment and materials necessary for installation are on site.

Check all cleats on steel members to ensure that they are not damaged. In some cases, cleats for the fixing of secondary members to the columns are supplied loose and these should be bolted to the stanchions before lifting. (For details see marked up installation drawings).

Remove the nuts from the holding down bolts.

Weather

Work should not take place in weather conditions which introduce an undue element of risk. These include:-

a. High wind
b. Heavy rain
c. Presence of frost
d. Poor visibility due to fog mist or glare
e. Snow and ice
f. Moisture on gloss finish steelwork

If conditions deteriorate to such an extent that the Foreman considers that safe working is not possible, then only further work to ensure stability of the structure should be carried out.

Where suspension of the installation of a structure already in progress would introduce a hazard then that part of the work should be completed, or if necessary dismantled as soon as possible.

Where conditions do not permit safe working the decision made by the Foreman to stop work should only be influenced by the safety of the persons involved. The weather conditions should be monitored constantly by the Foreman to ensure that it is safe to use cranes, handle sheeting etc. Installers should wear weatherproof clothing when conditions require it.

Breaks in programmed work

If, due to programme or end of the working day, or if weather conditions dictate that a break in operations occurs:-

All work must be completed to such a stage that the structure is safe in respect of stability and/or security.

Any item left on the structure must be secure and safe. In particular,bundles of sheets or other light gauge items must be securely tied to the frame.

Work in artificial light

When installation and ancillary works are carried out under artificial lighting, the following criteria should be followed:-

At all times the Foreman is to decide whether the level of lighting is adequate to carry out the work. If the lighting is not adequate no work is to take place.

Where a crane is being used, the load being raised must be illuminated from the crane jib and from standing light sources and the banksman must be clearly visible to the crane driver and the installers.

The elimination of shadow must be the aim of the lighting. Where there is an obstruction e.g. excavations these must be adequately lit and be barriered off.

Work on site ceases

Where work on site ceases due to bad weather, inadequate lighting, or for any other reason the Director must be informed immediately.

INSTALLATION RULES

General

To reduce time working at height, as much as possible of the structure should be assembled on the ground and lifted into position.

Materials, tools or other objects must not be thrown up to or from height.

All practicable steps must be taken to prevent danger from live electrical cables or apparatus. Cable runs must be maintained in a tidy state.

Vertical access

This will normally be by the use of a mobile elevating work platform (MEWP) or mobile tower scaffold. Where work is of short duration a properly positioned, tied and footed ladder may be used. See site specific method statements for variations to this.

Access across steel

The steelwork should not be used as a means of access. If a change in position is required then the MEWP should be moved to the new position.

Walking on the top surface of a beam

Walking on the top surface of a beam is not permitted.

Beam straddling

This is not permitted.

Slinging

When chains or slings are attached to steel, consideration must be given to the position at which the lifting appliance is attached, as this will determine the position of the steel when it is hanging from the appliance.

Timber friction blocks must be used unless a cleat or similar can be utilised to restrain the chains/slings in position. Members must always be slung so that the minimum amount of effort is required to bring the surfaces of the joints into contact with those on the member to which it is to be fixed.

For example a stanchion must always be slung near the top so that it hangs vertically, whereas a spine beam should be slung with the chains positioned equally distant from each end so that it hangs horizontally. Use a light manila or hemp rope as a tag line to assist in attaining and maintaining the correct position.

Chain brothers, that is a pair of identical chains with a hook on the end of each and a common ring on the other for attachment to the crane hook will give greater stability to the lift than a single or collar chain.

The load should always be lifted gently by the crane to check the safety of a chain or sling and the balance of the load. If it is not seen to be safe SLING THE STEEL AGAIN.

A chain or wire rope may be shortened by passing it two or more times around the object to be lifted. Special care should be taken to provide suitable friction blocks in this case.

Chains must only be shortened by the use of shortening clutches. Do not knot.

Ensure that the chains/slings are the correct strength for the load and that they are not twisted.

Use only chains with hooks fitted with safety catches or use closed hooks.

Never wrap a chain or sling under load round the crane hook.

Ensure that the load is supported in the bowl of the hook not the tip and avoid snatch or sudden loads.

Where prefinished/fully painted items are to be lifted, slings manufactured from man made materials such as nylon, polypropylene etc (sometimes referred to as strops) should be used. Care should be taken to ensure that slings are protected from sharp edges to avoid damaging them. Ensure that the SWL is not exceeded by having a sling angle greater than 90°.

Always ensure that there is no one beneath the load whilst it is being lifted, positioned and secured.

Bolting up joints

The maximum number of joints should be made at ground level.

When joints are made on the structure:-

Use MEWP or mobile tower scaffold to gain access.– See site specific method statements for any variations to this.

Always ensure that sufficient nuts, washers and bolts are carried in a pouch and the correct size and strength spanners are placed in the installer's tool frog.

Ensure that the nuts and bolts are tightened before leaving the connection to ensure the stability of the structure and that they are retightened after the structure is plumbed and lined.

INSTALLATION SEQUENCE

General

An installation sequence must be followed which ensures the stability of the steel frame and its components at all stages. The aim is to stabilise each component as soon as possible after installation.

A site specific method statement is produced by RM Maintenance Limited which will include annotated sketches/plans/photos to indicate delivery vehicle and crane/MEWP standing positions and other relevant details specific to the task. (See Appendix A).

There are two main canopy designs, the light gauge fascia design and the structural fascia design. The sequence of installation for new build/repair/maintenance of the two types is as follows:-

Light gauge fascia design

Underlining grid

Position all necessary cleats including purlin, gutter and fascia cleats together with splices where required, at ground level and fix to the grid using the nuts and bolts provided

Gutter

Pre-assemble all small items to the gutter sections at ground level
Fit swan neck to outlets using jubilee clips
Fit gutter butt straps and EPDM pads to one end of a gutter section using nuts and bolts provided

Stanchions

Ensure correct packing is placed in position
Lift into position using a crane with chains
Initially tighten nuts on holding down bolts
Plumb column
Fully tighten nuts on holding down bolts
Release chain

Outrigger

Lift into position using a crane with chains
Gain access to top of stanchion using MEWP or mobile tower scaffold. - See site specific method statements for any variations to this.
Align holes on base plate with holes on stanchion cap plate using podger spanner
Insert nuts, bolts and washers and tighten
Release chains

Install as many stanchions/outriggers as possible, but avoid imposing restrictions by remaining within the crane's capabilities.

Having installed adjacent stanchions/outriggers, (generally two or more in line) it is now normally possible to sling, lift and position the spine beams.

Spine beams

Lift into position using a crane with chains, using tag lines as necessary
Gain access to the end of the outrigger using MEWP/mobile tower scaffold or in specific circumstances a footed & tied ladder. - See site specific method statements for any variations to this.
Align holes on spine beam with holes on outrigger using podger spanner
Insert nuts, bolts and washers and partially tighten
Repeat the operation at other outrigger/spine beam positions
Fully tighten nuts and bolts at all outrigger/spine beam positions
Release chains

NB. On non-symmetrical outriggers it is prudent to install the spine beam on the shortest outrigger side first. This will help avoid any imbalance that could result from this arrangement.

Light gauge tubular bracing

Lift using MEWP
Place into position by hand working from within the MEWP
Insert nuts, bolts and washers and fully tighten

Underlining grid

Gain access to cleat positions using MEWP
Lift into position using a crane with chains using tag lines as necessary, or for small lengths lift by hand using the MEWP and strops
Fix grid to spine beam cleats using two nuts and bolts at each cleat position
Release chains or strops

Eaves channel rails

Gain access to cleat positions using MEWP
Lift into position using a crane with chains using tag lines as necessary, or for small lengths lift by hand using the MEWP and strops
Fix eaves channel to fascia cleats using two nuts and bolts at each cleat position and fix splices where necessary
Release chains or strops

Purlins

Gain access to cleat positions using MEWP
Lift into position using a crane with chains using tag lines as necessary, or for small lengths lift by hand using the MEWP and strops
Fix purlins to purlin cleats using two nuts and bolts at each cleat position and fix splices where necessary
Release chains or strops

Gutters

Gain access to gutter positions using MEWP
Lift gutter sections into position using a crane with chains, or for small lengths lift by hand using the MEWP and strops
Fix gutters to cleats on the outriggers using two nuts and bolts at each cleat position
Fix the sections together using nuts, bolts and washers at butt strap positions
Ensure gutter cleats on underlining grid fit under the top flanges of the gutter sections and fix the top flanges to the gutter cleats with self drill screws
Release chains or strops

Tie rods

Gain access to tie rod positions using MEWP
Place the first tie rod into position in the first bay in conjunction with the corner windbrace by hand
Insert nuts and washers and initially tighten
Place the remaining tie rods into position
Insert nuts and washers and initially tighten
Align the eaves channel using the tie rod and fully tighten the nuts

NB. Safety nets should then be fixed to the underlining grid and edge protection installed by competent installers

Roof sheeting

Ensure weather is suitable before commencing work
Roof sheets are supplied in bundles and should lifted onto the roof using a crane
Tie bundles to structure and only release as each bundle of sheets is to be fixed
The installers should access the roof using MEWP
Ensure adequate self drill screws including caps are available either in a pouch or in a secured box on the roof
Commence laying sheets at one end of the structure and secure using tek screws starting at the gutter end first
At approximately 2 metres in from each end and at maximum 6 metre spacings one installer should drill through the top sheets and the spine beam top flanges and fit safety eyebolts with the neoprene washer
The second installer using the MEWP should fit the steel washer and locknut to each safety eyebolt from underneath and tighten

NB. The safety nets and edge protection should now be removed.

Light gauge fascias

Ensure that a 2 metre working area is available to the compete perimeter of the canopy with a firm and level surface
Commencing at one corner lift fascia panels up to the fascia using the MEWP/mobile tower scaffold
Fit panels to fascia cleats and join each panel to its neighbour using a butt strap
Align fascias and then tighten nuts on butt straps

Finally fix panels to the fascia cleats using self drill screws and rivets

Structural fascia design

Stanchions

Ensure correct packing is placed in position
Lift into position using a crane with chains
Initially tighten nuts on holding down bolts
Plumb column
Fully tighten nuts on holding down bolts
Release chain

Spine beams

Lift into position using a crane with chains, using tag lines as necessary
Gain access to the top of the stanchion using MEWP or if not possible a tied & footed ladder
Align holes on spine beam with holes on stanchion cap plate using podger spanner
Insert nuts, bolts and washers and partially tighten
Repeat the operation at other stanchion/spine beam positions
Fully tighten nuts and bolts at all stanchion/spine beam positions
Release chains

Inner span intermediate rafters

Lift into position using a crane with chains, using tag lines as necessary
Gain access to the end of the rafter using MEWP
Insert two outer nuts and bolts through the rafter end plate into the spine beam web at one end and partially tighten
Repeat operation at other end of rafter
Lower chains and release and untie hand lines
Repeat operation for each intermediate rafter

Outer wing rafters

Lift into position using a crane with chains, using tag lines as necessary
Gain access to the end of the rafter using MEWP
Insert required number of nuts and bolts through the rafter end plate into spine beam web and through the inner span rafter end plate and partially tighten
Lower chains and release and untie hand lines
Repeat operation for each intermediate rafter

Eaves beams

Lift into position using a crane with chains, using tag lines as necessary
Gain access to the end of the outer wing rafters using MEWP
Insert required number of nuts and bolts through the eaves beam cleats and the rafter end cleats and tighten
Lower chains and release and untie hand lines
Repeat operation for each eaves beam

End rafters

Lift into position using a crane with chains, using tag lines as necessary
Gain access to the end rafter using MEWP
Starting at one corner insert required number of nuts and bolts through the eaves beam end cleats and the end rafter end cleats and partially tighten
Insert correct number of nuts and bolts through spine beam end cleat and the end rafter cleat and partially tighten
Lower chains and release and untie hand lines
Repeat operation for each end rafter

Bracing

Lift into position using a crane with chains, or if light gauge using MEWP
Place into position between end rafters and first intermediate rafters by hand
Insert nuts, bolts and washers and fully tighten

NB. Once all hot rolled components are fitted and the structure is plumb and square, fully tighten all nuts and bolts

Underlining grid

Gain access to cleat positions using MEWP
Lift into position using a crane with chains using tag lines as necessary, or for small lengths lift by hand using strops
Fix grid to spine beam cleats and eaves beam cleats using two nuts and bolts at each cleat position
Release chains or strops

NB. Safety nets should then be fixed to the underlining grid and edge protection installed by competent installers

Purlins

Lift into position using a crane with chains using tag lines as necessary, or for small lengths lift by hand using strops
Fix purlins to intermediate rafter cleats using two nuts and bolts at each cleat position and fix splices where necessary
Release chains or strops

Gutters

Lift gutter sections into position using a crane with chains, or for small lengths by hand using strops
Fix gutters to cleats on the inner span intermediate rafters
Fix the sections together using nuts, bolts and washers at butt strap positions
Release chains or strops

Roof sheeting

Ensure weather is suitable before commencing work
Roof sheets are supplied in bundles and should lifted onto the roof using a crane
Tie bundles to structure and only release as each bundle of sheets is to be fixed

The installers should access the roof using MEWP
Ensure adequate self drill screws including caps are available either in a pouch or in a secured box on the roof
Commence laying sheets at one end of the structure and secure using tek screws starting at the gutter end first

NB. The safety nets and edge protection should now be removed.

Underlining and soffit light frames

The fixing of profiled underlining sheets and light frames is broadly similar for both types of canopy.

Access to the underside of the canopy should be gained using a MEWP or mobile tower scaffold if ground conditions are suitable.

Soffit light frames

Light frame positions are determined from the dimensions shown on the general arrangement drawing. The frames should be installed as follows:-

a) Timber

The frames consist of two 75 x 50 longitudinal timbers and two 50 x 50 spacer timbers, fixed together by wire nails. The longitudinal timbers should be notched over the underlining grid as necessary and fixed to the grid using self drilling screws. The frames should be fitted flush with the underside of the underlining grid.

b) Steel

The frames consist of two longitudinal sections and two spacer sections. The frames are formed and fitted to the grid using self drilling screws. The frames should be fitted flush with the underside of the underlining grid.

Profiled underlining

The underlining sheets may be lifted and fixed one at a time using the MEWP. If using a mobile tower scaffold, one sheet at a time should be handed up to the installer on the tower by his assistant standing on the ground. The assistant should then climb up the inside of the tower to assist with the installation of the sheet.

The underlining sheets should be fixed with the corrugations running parallel to the traffic flow, or as existing or as required. Fixing should commence at the egress end of the canopy and subsequent sheets overlapped to ensure that the end laps of the sheets are not visible to approaching traffic. Side laps should face away from the road. NB. Where this is not the case site specific instructions will be issued.

Tray underlining

Where this is required site specific instructions will be issued.

Lighting and fascia signs

The same rules regarding access to install underlining also applies to installing lighting and signs i.e. MEWP or if ground conditions are suitable mobile tower scaffolds should be used.

Only competent persons will be allowed to install lighting and fascia signs.

MOBILE ELEVATING WORK PLATFORMS (MEWP)

MEWP refers to pedestrian controlled, self propelled and power operated elevating and access platforms, including those commonly referred to as cherry pickers and scissor lifts. The provision and use of these must comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision of Work Equipment Regulations 1998 (PUWER):-

Before first use:-

- Check the test/examination certification
- Ground conditions are satisfactory
- There are no overhead power lines within 15 metres of any part of the machine
- No cellars or drains beneath the working area
- Machine is level
- All outriggers and stabilisers where required are safely deployed
- Tools and materials are secure
- The safe working load is never exceeded
- Wind speed does not exceed that specified by the manufacturer

Daily inspections:-

- Tyre pressures and wheel nuts
- Brakes and steering
- Fuel, oil, water, hydraulic fluid and battery levels
- Lights and warning devices
- All operating controls
- Structure for visible defects
- All hydraulic and fuel lines for leaks however small

If the machine is designed for movement whilst occupied:-

- Check that there are no holes, trenches, overhead cables, building projections or other obstructions in the path of travel
- Nothing is left unsecured and is liable to fall off
- Adequate warning is given to others

NB. 1) Operators should be suitably trained and competent.
2) No two platforms should be linked together or bridged. Manufacturers can advise on the interlocking of platforms and controls so that one set of controls operates both platforms.

MOBILE TOWER SCAFFOLDS

Mobile tower scaffolds should be manufactured BS 1139 or DIN 4422 and must be constructed and used in accordance with the manufacturer's instructions (a copy of which must be on site at all times), and current health and safety legislation.

The following applies to the erection and use of mobile tower scaffolds:-

1. The ratio of maximum platform height to base dimension to be as specified by the manufacturer, or alternatively, to be 3 times the smallest dimension including outriggers where fitted.

2. Must be adequately braced and stable.

3. Fitted with toe boards.

4. Fitted with a top guard rail between 0.900 metres and 1.050 metres above platform level and an intermediate guard rail spaced at a maximum of 0.470 metres above the toe boards and a maximum of 0.470 metres beneath the top rail.

5. All wheels to be locked when tower is in use.

6. Access always internal to the tower. The working platform must incorporate a trap door for access.

7. All personnel must be off the tower when it is moved. Movement must be made only from the base.

8. Regularly check mobile towers for any defects, e.g. cracking of welds etc.

9. All operatives to be fully qualified and certified with PASMA certification.

LADDERS

Ladders must comply with the following standards:-

New ladders: EN 131 - Maximum static load 150 kg

Existing ladders: Wood - BS 1129 Class 2
Metal - BS 2037 Class 2

Ladders must:-

- Project at least 1 metre above the landing place or above the highest rung reached by persons using the ladder
- Tools must not be carried in the hands when climbing up or down.
- The upper 3 rungs should not be stepped on.
- Be placed at an angle of 75° (4 metres up to 1 metre out)
- Not be painted, but can be treated with wood preservative or clear varnish
- Not be used with defective or missing rungs
- Have a firm base
- Never be wedged up on one side if ground is uneven
- Not be used as a crawling board
- If over 3 metres in length, must be tied at the top with a man at the foot whilst being tied, or must be secured at the bottom
- Must stand on their stiles and never be supported on a rung

Precautions:-

- Never use a ladder which is too short or stand it on a mobile tower scaffold, oil drum, bricks etc., to gain extra height
- Watch out for live overhead cables, particularly when using metal ladders
- Beware of wet, icy and greasy rungs
- Do not overreach from a ladder - move it
- Never slide down a ladder
- Never straddle between a ladder and another foothold
- Beware of site plant that may foul a ladder. Erect barriers to protect it

Inspections:-

- Stiles for cracks, splintering or other damage
- Rungs for cracks, wear, looseness or missing
- Wedges and tie rods to ensure tight
- Feet for splitting or fraying
- Ropes and fittings for wear

LADDERS MUST NOT BE USED ON ANY BP SITE

CRANES AND LIFTING GEAR

The provision and use of a mobile crane and lifting gear is covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and BS 7121 Part 1 Safe Use of Cranes.

Before lifting commences check:-

- The test/examination certification of the crane and its lifting gear
- The certification of the operator
- That a trained and competent slinger/signaller is available to take charge of the complete lifting operation so that it will be carried out in a safe manner
- Ground conditions are satisfactory
- There are no overhead power lines in the vicinity of the crane and its extended jib. See HSE Guidance Note GS6: Avoidance of danger from Overhead Power Lines
- There are no cellars or drains beneath the working area
- Machine is level
- All outriggers and stabilisers are safely deployed
- That the capacity of the crane is adequate so that the safe working load is never exceeded
- That all chains, ropes and slings are properly made, strong enough and not damaged
- That wire ropes are not damaged or rusty
- That all hooks are fitted with safety catch, moused or shaped to prevent sling eye coming off the hook e.g. 'C' hook
- That all chains or rope slings are properly attached to crane hook e.g. by a ring or thimble and eye
- That chains, wire or rope have not been shortened by tying knots in them, if so do not use
- That chains have not been shortened or joined to another by bolts passed through a link, if so do not use
- That multiple slings have their loads evenly distributed over each leg

NB. Where loads are lowered onto installed steelwork, ensure they are placed so as not to cause any violent shock to the steel.

Tandem lifting:-

- Where two or more cranes are used to lift, the whole operation must be supervised by a competent person
- No machine should take more than its calculated share of the load
- No machine should become out of level
- Hoist cables should remain plumb

RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 require that every employer make a suitable and sufficient assessment of the risks to the health and safety of both its employees, and persons who are not in its employment but who may be affected by its undertaking. The purpose of the risk assessment is identify preventive and protective measures that need to be taken to comply with health and safety law.

NB. The assessment of risks at the workplace is as important for repair, maintenance and refurbishment work as it is for new installation work.

Definitions

Hazard - Anything with a potential to cause harm or damage

Risk - The likelihood of a hazard causing harm or damage

Control measures - The preventive and protective measures employed to either eliminate the risk or reduce the risk of harm to an acceptable level.

Issue of risk assessments

In most cases this will consist of a generic risk assessment specific to the task involved, which should be prepared by the Director.

Where as a result of a pre-contract meeting or information provided by the client or Principal Contractor, specific hazards are identified then a site specific risk assessment will be issued by the Director.

Review of risk assessment

Every assessment will contain a facility for amendment so that any additional site specific risks noted by the Foreman can be recorded and acted upon. This section should be completed and signed by all site operatives prior to the commencement of work on site.

Where additional control measures are identified, these must be acted upon before any work affected is carried out. Where no additional risks are identified and therefore no additional control measures are needed, the Foreman should complete the 'Site Location' section, write 'NONE' in the section 'Additional Specific Hazards Identified' and simply sign and date the form. A copy of the risk assessment should then be handed to the Site Agent/Site Manager for his records and at the end of the job a copy should be forwarded to the Director.

NB. Where in the opinion of the Foreman site conditions do not permit safe working and the problem cannot be resolved on site, work should stop and the Director be informed in order that appropriate action can be taken.

MANUAL HANDLING

Many injuries to the back, hands arms and feet occur due to incorrect lifting and moving of items. It is therefore important the undernoted instructions are followed:-

Always

- Wear gloves and protective clothing
- Inspect the object for sharp or jagged edges
- Check the route to ensure there are no obstructions or slippery surfaces
- Ensure that the weight of the item is known
- Place feet as far apart as is comfortable, bend knees to crouch position, with back straight and arms close to body
- Get a firm grip
- Lift with thigh muscles by straightening legs
- Make sure you can see over the object being carried
- Walk forwards slowly
- Lower the object by reversing the lifting procedure

Never:-

- Lift an object that is too heavy obtain help if required, nominating one man to give the instructions
- Walk backwards
- Change grip when carrying, rest the load on a firm surface and then change grip
- Drop the load

COSHH ASSESSMENTS

The Control of Substances Hazardous to Health Regulations 1994 require that no work that is liable to expose anyone to substances hazardous to health may be carried out unless an assessment has been made of the risks to health. This means:-

a. Evaluating the risk to health arising from work involving substances hazardous to health.

b. Establishing what has to be done to meet the requirements of the COSHH Regulations.

Substances are "hazardous to health" if they fall within the following descriptions:-

a. Very toxic
b. Toxic
c. Harmful
d. Corrosive
e. Irritant
f. A substance with an Occupational Exposure Limit or Maximum Exposure Limit
g. Micro-organisms
h. Dusts in substantial concentrations

The assessment of substances will be carried out by the Director based upon the Material Safety Data Sheets provided by the manufacturer and taking into account the conditions of use.

The COSHH Assessment will either be a generic assessment or a site specific one. The assessment will detail the measures needed to control exposure to the substance together with the Personal Protective Equipment that is required to be worn. (See Appendix C).

The Director is to ensure that the crew have a copy of the assessment in their possession.

The Foreman is to ensure that the instructions regarding controlling exposure and the use of Personal Protective Equipment is followed.

NO HOT WORKS ARE TO BE CARRIED OUT ON PETROLEUM SITES

TRAVELLING FIRST AID KIT

All vehicles should carry a first aid kit containing the following:-

2 x Triangular bandages
1 x Large dressing
2 x 5cm conforming bandages
6 x Moist cleaning wipes
5 x Low adherence sterile pads 5cm x 5cm
1 x Roll adhesive tape 1.25cm x 5m
2 x Plastic finger stalls
1 x Pack 20 assorted plasters
1 x Pair 9cm scissors
6 x Safety pins
1 x Pair disposable vinyl gloves
1 x First aid leaflet

Kits should not contain medication of any kind.

Kits must be replenished after use and should be checked regularly to avoid any degradation of the contents.

SITE INCIDENT REPORTING PROCEDURES

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require death , injury (including those caused by physical violence), disease and dangerous occurrences to be reported to the relevant enforcing authority, which for offices is the local Environmental Health Officer and for construction and site working is the office of the Health and Safety Executive local to the site.

To assist compliance a flow chart is included in this section. The chart is not an exhaustive statement of law, but will enable the company to identify trends in frequency and causes of incidents and decide on appropriate preventive action where necessary.

The flow chart should be used for all incidents reportable under RIDDOR, but also to include 'near misses' i.e. incidents which did not result in injury, but from which benefit could be derived from an examination of the event, so that a repetition can be avoided.

The Foreman or his deputy should report the incident to the Project Manager verbally and then complete a Site Incident Report Form (see Appendix D) and forward same to the Project Manager.

Guide to types of accidents/incidents requiring reporting:-

Death

- Of an employee or other person as a result of our work activities

Major injuries or conditions

- Fracture other than to fingers thumbs or toes
- Any amputation
- Dislocation of shoulder, hip knee or spine
- Temporary or permanent loss of sight
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury from an electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia;, heat induced illness or unconsciousness; or requiring resuscitation; or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion, or through the skin

Dangerous occurrences

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment e.g. cranes, MEWP
- Explosion, collapse or bursting of any closed vessel or associated pipework
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be risk of drowning after a fall
- Unintended collapse of: any building or structure under construction (whether above or below ground), alteration or demolition where 5 tonnes of material falls; a wall or floor in a place of work; any falsework
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden uncontrolled release in a building of 10 kg or more of flammable gas
- Accidental release of any substance which may damage health

Over 3 day injury

Any accident at work where, because of injury, a person is away from work or is unable to do their normal work for more than 3 consecutive days, not counting the day of the accident, but counting rest days, weekends etc.

Reportable diseases

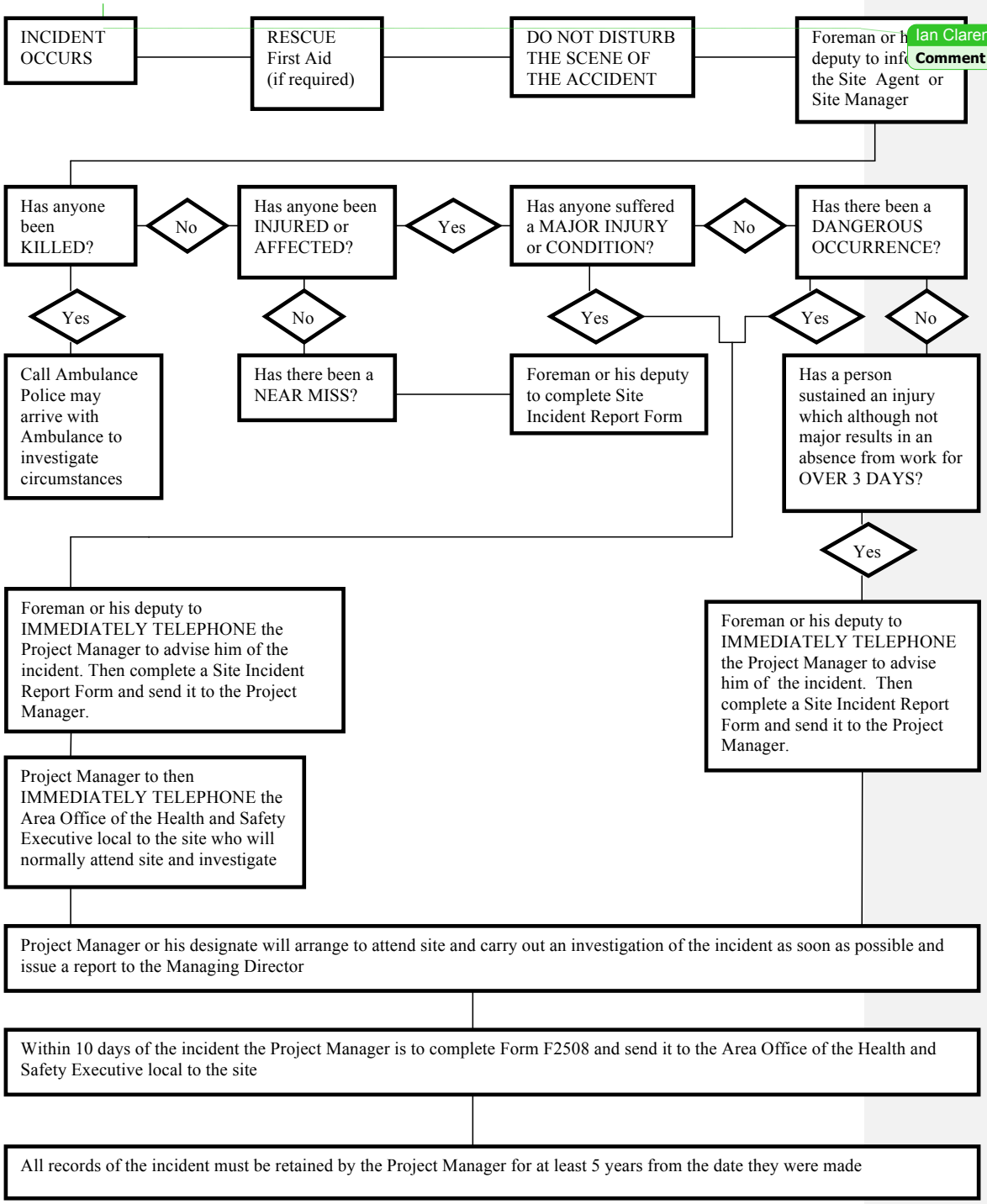
Reportable diseases are not specifically covered by the flow chart. However a disease must be reported where it has been diagnosed in a person doing a specified type of work and a medical certificate is issued by a doctor. For fuller details please refer to the regulations.

Near Misses

This is an incident that could have caused injury to persons or damage to property, but for the quick thinking of an operative or perhaps simply due to luck, no injury or damage occurred.

It has been proved that by reducing the number of near misses in site, the number of injuries to persons and damage to property may be significantly reduced. Therefore it is vital that all near misses are reported to the company via the Project Manager, by the completion of a Site Incident Report form. An examination of the circumstances will then take place to ascertain the circumstances involved and any action needed to benefit all site operatives.

SITE INCIDENT REPORTING FLOW CHART



Ian Clarenbone
Comment [1]: