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**Health and Safety Arrangement
Policy**



Health and Safety Arrangement Policy

**Downsway Industrial Estate
Heathhall
Dumfries
DG1 3RS**

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| Chairman | | | | | | | | | | | | | | | |
|----------------|------------------------|----------------------|------------------------------------|-------------------------------|-----------------------------|-----------------------------------|---|----------------------------|------------------|----------------|---------------------------|--|----------------------|-----------------------|-------------------|
| MD Group | | | | | | | | | | | | | | | |
| | EARSMAN | MCL | | | GROUP | | | | | | AWM | | | | |
| | Building & Small Works | Surfacing | Civil Engineering | Forestry | Excavator Services Downsway | Group Services | Group Technical & Compliance | Group Executive Management | Group Accounting | Group Property | Waste Operations Dumfries | Waste & Biomass Operations Auchenclosh | Transport Dumfries | Waste Operations SWWM | Marketing |
| Directors | Earsman Managing Dir | | MCL Managing Dir | | | Group Services Dir | | Group Bus Devp't Dir | | | | Group Waste Serv's Dir | | | Sales/Market. Dir |
| Consultants | | | | | | | HR/Compliance Landfill Compliance Health & Safety | | | | | | | | |
| Snr Managers | | | | Forestry Mgr / Compliance Mgr | | | Legal | | Accounts Mgr | | | | | | |
| Managers | | Surfacing Mgr | Commercial Mgr Construction Mgr | | Workshop Mgr | | | | | | Operations Mgr | | Group Transport Mgr | Operations Mgr | |
| Supervisor | Supervisor | Surfacing Supervisor | Civils Supervisors | | | Procurement Officer | | | | | Transfer Stn.Supervisor | Landfill Supervisor | Transport Supervisor | | |
| Office Support | | | | | | Procur't /Cred Control Cleaner | Compliance Admin | PA to Chairman | Accounts Asst's | | | | Transport Clerk | | Clerk |
| Gen.Workforce | Operatives | Operatives | Operatives | Operators | Mechanics | | | | | Operative | Operatives | Operatives | Drivers / Operatives | Operatives | |

A) HEALTH & WELFARE

1. COSHH

Modern working methods involve the use of substances, principally chemicals which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and airborne dust, in significant quantities, may damage health. The Company procedure for the control of substances hazardous to health is as follows:-

- a) Identify the hazard and assess any risk.
- b) Eliminate, prevent or control the risk.
- c) Maintain and monitor the controls.
- d) If required, monitor the health of employees.
- e) Inform and train employees, as necessary.
- f) Follow guidance on COSHH datasheets with regard to the purchase, handling and storage of substances hazardous to health.

2. HEALTH SURVEILLANCE (Ref:B06)

The Armstrong Group undertakes limited health surveillance on a regular basis. General health and wellbeing are important not only for now but for later life as well.

Employees are encouraged to inspect their hands/arms/face on a regular basis and to immediately report to their immediate supervisor any sign of irritation, pain, etc. Everyone is encouraged to seek consultation where they feel they have developed health conditions out of the ordinary.

3. NOISE (Ref:B11)

The Company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees or other persons who work with noisy equipment or in a noisy environment is reduced to a minimum. The Company has an established procedure for the control of noise in accordance with The Control of Noise at Work Regulations 2005:

- a) assessment of noise and evaluation of operator exposure.
- b) introduction of control measures to reduce noise emissions, wherever reasonably practicable.
- c) provision of information, instruction and training of employees regarding noise, including the issuing and use of personal hearing protection.

4. STAFF WELFARE (Ref:B07)

Staff working within the Company's office have access to a modern on-site canteen, male, female and disabled toilets and washroom facilities. A drying room facility is also provided.

Hired site cabins are provided for site workers. Cabins are fitted with washroom and toilet facilities, hot and cold running water. Each generator-powered cabin also has a mess room and drying area. In some instances, on-board facilities are provided within the company's vehicle fleet.

In accordance with Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992.

5. SKIN PROTECTION (Ref:B01 to B02)

Precautions should be taken not to expose areas of the skin to the sun, or to other hazards associated with construction work.

- a) use creams or sprays to avoid sun burn
- b) cover areas of the skin to minimise risk to sun burn or other material hazards
- c) comply with any safe system of work and manufacturer usage guidance
- d) wear appropriate PPE

6. ALCOHOL & DRUGS (Ref:B04)

Policies are in place covering the risks associated with the use of alcohol and drugs. Use or misuse of either, in a high risk industry such as construction, may result in disciplinary action being taken.

7. ASBESTOS (Ref:B09)

Asbestos can break down into tiny sharp fibres which may lodge in the lungs causing asbestosis or fibrosis. Working with some types of asbestos may be extremely hazardous. Appropriate PPE should be worn at all times. If you think that asbestos is present in a building or material you are handling:

- a) stop work and consult your supervisor
- b) prevent access to contaminated area using barriers and signs
- c) risk assess the potential hazard
- d) await further instruction from your supervisor

8. WEIL'S DISEASE (Ref:B03)

Weil's disease is a kind of jaundice which enters through the skin and through the lining of the mouth and nose. It is caused by contact with water contaminated by the urine of rats or other small mammals. Left untreated, this disease can be extremely dangerous.

- a) wear appropriate PPE
- b) avoid handling carcasses
- c) carry your Weil's Disease card to notify others of the risks

9. HAND-ARM & WHOLE BODY VIBRATION (Ref:B12)

Depending on the type of work situation, vibration of the whole body or the hand-arm are potential safety hazards. Excessive exposure to vibration may cause current or later life damage. In accordance with Control of Vibration at Work Regulations 2005

- a) select hand tools which minimise vibration, where possible
- b) take breaks from operation to avoid excessive vibration exposure
- c) keep limbs warm and dry if possible

10. MANUAL HANDLING (Ref:D01)

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. The Company is committed to reduction of the risk of manual handling injuries and the provision of guidance on the measures that should be taken to ensure the safe movement of loads. In accordance with the Management of Health and Safety at Work Regulations 1999 as well as the requirement in the Manual Handling Operations Regulations 1992 (MHOR) the company will:

- a) Ensure assessment of all manual handling activities is undertaken.
- b) Where reasonably practicable ensure manual handling will be minimised by either elimination, improved ergonomic design or mechanical aids.
- c) Introduce safe systems of working.
- d) Provide suitable information, instruction and training of persons who are required to undertake manual handling activities.

11. SLIPS, TRIPS & FALLS (Ref:D03)

Be aware of hazards which invite the potential for slips, trips and falls. Clear areas of debris at regular intervals to avoid creating hazards and work in a tidy manner. Keep access routes free and dispose of waste in a controlled manner.

12. PERSONAL PROTECTIVE EQUIPMENT (Ref:C01)

The Company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with personal protective equipment.

Personal protective equipment is only effective in protecting the wearer or user where the following steps are taken:

- a) Only use PPE in accordance with the employers and manufacturer's instructions and during the activities for which they are designed to provide protection
Store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.

13. Risks

The Armstrong Group have identified the main strategic risks associated with our activities and developed a risk register. Periodic review of the risks is undertaken by appropriate management and the register should also be updated whenever any new risks are identified with OR when processes are changed significantly which indicate a strategic risk, OR where results of our activities have contributed to a risk level increasing.

We are committed to eliminating risks and reducing OH&S risks wherever possible; and to consulting and actively seek workers participation, and workers representation should they exist.

14. Meeting Workers Needs

The Armstrong Group are committed to making reasonable adjustments to meet worker's needs. Where possible work will be adapted to suit the individual as well as adapting to technical progress, at all times taking into account the workers capabilities.

B) GENERAL SAFETY

15. ABRASIVE WHEELS (Ref:CO5)

Abrasive wheels, if handled correctly and safely are an invaluable tool. However, in order to reduce the risk of accident and injury, the following steps should be taken:

- a) Make sure that all relevant personnel are adequately trained to mount abrasive wheels, to anticipate hazards and to know the precautions to be taken.
- b) Ensure that all machines and associated equipment, including rests, guards and abrasive wheels, are well maintained and in good working order.
- c) Ensure that any defect found is reported immediately to a responsible person.
- d) always use equipment within safe working tolerances and in a safe operational manner

16. ACCESS / EGRESS

Safe access and egress shall be achieved by following these basic precautions:

- a) Ensure high standards of housekeeping are maintained.
- b) Regularly check access and egress routes and remove or report obstructions and other hazards immediately.
- c) Comply with procedures where limitation of access applies.

17. COMPRESSED GAS CYLINDERS (TRANSPORTABLE GAS CONTAINERS) (Ref:C15)

Compressed Gas Cylinders (transportable gas containers) are widely used throughout the working environment. They can be used safely by following these basic principles.

- a) Handle all compressed gas cylinders carefully, keeping them upright and secured in transit and protected from excessive heat.
- b) Provide adequate information to employees involved in the handling or use of compressed gas cylinders to enable them to identify and understand the risks associated with each product being handled.

- c) Implement procedures for all employees working with compressed gas cylinders to enable them to carry out their work in a safe and effective manner.

18. EMERGENCY SPILLAGE (Ref:E03)

Most spillages can be avoided with great care and control. Spill kits are available to avoid further escape and potential pollution. Staff are trained in the use of kits. In case of an emergency spillage:

- a) follow emergency procedures
- b) advise supervisor / the office of any spill
- c) dispose of soiled spill kits in an authorised manner
- d) ensure any spillage does not enter a watercourse or drain

19. FIRE (Ref:C14)

The Company will take all reasonably practicable steps to prevent, or minimise the probability of all causes of fire.

In particular:

- a) Periodic inspections will be undertaken to identify fire risks and ensure that appropriate precautions are in place.
- b) Housekeeping standards will be maintained to minimise the risk of and development of fire and will include the provision of adequate firefighting equipment.
- c) Effective security precautions should be taken to minimise the risk of arson both within buildings and on the grounds of every site.

20. FLAMMABLE LIQUIDS (Ref:C16)

The Company acknowledges that health and safety hazards may arise from the use of flammable liquids and will take all reasonable steps to ensure that health and safety of employees and other persons who may be affected.

In particular:

- b) Make sure that all personnel are adequately trained in the use of flammable liquids, including emergency response.
- c) Ensure that all equipment used for conveying or storage of flammable liquids is adequate and suitable fire extinguishers are readily available and easily accessible.
- d) Ensure that any equipment defects, spillages or other accidents are reported immediately to a responsible person.

21. LIGHTING

The provision of a safe and well-lit environment is fundamental to good working practice. All reasonable steps will be taken to ensure safe working conditions, in particular:

- a) Ensure that at no workplace the lighting level falls below the absolute minimum required for the safe performance of the task.
- b) Monitor changes in the workplace, equipment and tasks undertaken in order to assess the impact on lighting requirements.
- c) Select and position all lighting equipment so that it presents no danger to the occupants either during normal operation, maintenance, or lamp replacement..

22. MACHINERY SAFETY (Ref:C04)

The Company will provide machinery, equipment and other plant that is safe, practicable, and will maintain it in a safe manner. In accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER)

In order to ensure machinery safety the Company will:

- a) carry out risk assessments and implement safe systems of work for operating and maintenance
- b) Ensure guarding of, all dangerous parts and correct continual use of the guards.
- c) Undertake training in the correct method of machinery operation and safe systems of work.
- d) maintain the machinery, including testing following installation procedures and ensuring a safe hand over to operators following any maintenance task.

23. MOBILE PLANT (Ref:C13)

The operation of mobile plant may give rise to hazardous situations, if not adequately controlled. In order to minimise any risk the Company will:

- a) ensure that all items of mobile plant are fit for the purpose intended and are regularly maintained.
- b) train and assess all operators to ensure that a level of competence is achieved and maintained.

24. PERIPATETIC WORKERS

Work at changing locations poses special problems with regard to hazards and control of risks. To ensure that such employees are not exposed to unnecessary or excessive risk, the standards which the Company would apply to activities in locations under its direct control must be reviewed, where appropriate in association with any other parties involved, to ensure that allowance is made for any additional hazards which arise due to the location itself or changes to the way of working.

25. PORTABLE ELECTRICAL APPLIANCES

Tools and equipment are inspected prior to use by the operator, in addition all such equipment is subject to routine PAT Testing, by a Specialist Company. Equipment which is faulty should not be used and should be returned for repair/disposal.

C) HIGH RISK ACTIVITIES

26. CONFINED SPACES (Ref:D14)

A restricted space is not necessarily a confined space and guidance should be sought if any doubt arises. When proper precautions are adhered to, employees may safely enter confined spaces provided:

- a) As much information as possible is found out about the confined space, including details of any previous contents and their associated hazards.
- b) Always prepare thoroughly for work and adhere strictly to the rules of any permit to work system that applies.
- c) Never enter a confined space without the knowledge of others.
- d) Be aware of any rescue arrangements

27. EXCAVATIONS (Ref:D12)

Excavating can be an extremely hazardous operation. Careful planning, organisation, control and monitoring is required to ensure that the risks are kept to a minimum. In particular:

- a) Obtain information regarding ground conditions, water tables, previous use etc before commencing work. Examination of surrounding terrain may assist in this assessment.
- b) Before any excavation is started enquire with utility companies for underground services location. Not all services or their depth and position are marked on utility drawings and personal checking may be required using detection equipment.

- c) Prior to, and during excavations assessments must be undertaken for likelihood of collapse and shuttering requirements. Sufficient and adequate shuttering must be available before excavation commences.
- d) The safe system of work must be followed and if specified a written permit to excavate obtained.

28. LIFTING OPERATIONS (Ref:D15)

In order to safeguard employees using certain types of equipment in the course of their duties the Company will arrange for regular examinations and test to be carried out, in accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The Company will ensure:

- a) that tests and examinations of all lifting equipment are undertaken before the
- b) equipment is taken into service.
- c) List all items of equipment requiring a statutory inspection and the interval details.
- d) Nominate a responsible person for arranging the inspections and recording the results.
- e) Ensure that equipment is in a safe condition to be inspected.
- f) Ensure all defects are attended to.
- g) ensure the competence of employees and other persons who may be required to use lifting equipment on the Company's behalf.

29. SIGNALLERS, SLINGERS & BANKSMEN (Ref:D18)

To ensure the safe lifting or transhipment of objects on-site, a trained operative will be appointed to assist in guiding the item into position. This person(s) must be left to carry out their task without interference. To assist with this operation, others should:

- a) stand clear of any potential hazard
- b) avoid making signals, potentially confusing the vehicle/plant operator

30. BURIED SERVICES (Ref:D13)

Old workings may lead to buried services being present on construction sites. To evaluate:

- a) check plans to identify any resident service media
- b) scan areas to establish service paths
- c) identify hazards and implement safe systems of work

31. ROADWORKS (Ref:F02)

In road works a major hazard is working amongst live traffic. The hazards of close proximity of vehicles, together with excessive speed require constant vigilance to ensure that employees and the general public are protected. To ensure maximum safety at road works the Company will:

- a) identify site hazards and implement safety systems of work.
- b) provide adequate traffic management in accordance with Chapter 8 of the Department of Transport Traffic Signs Manual.
- c) operate effective traffic management, including a policy for reversing vehicles.
- d) ensure all operatives are provided with and wear appropriate personal protective equipment.

32. DE-BOGGING

Part of the Company's operations are situated on forestry ground where machine stability is often difficult to achieve. The Company has procedures which should be followed when a bogging situation arises:

- a) advise management of the incident
- b) follow the safe de-bogging procedure

- c) ensure other operators and watercourses are not at risk

33. LONE WORKING

Part of the Company's operations are situated in forestry areas where contact can be intermittent. To assist operators who are working on their own, the Company has procedures which should be followed when lone working is being carried out:

- a) use available equipment to advise management of your safety on regular, scheduled occasions
- b) follow the safe lone working procedure
- c) keep equipment batteries powered up