

# **Complex Build(UK)Ltd**

## **Health, Safety & Welfare General Policy Statement**

**Complex Build(UK)Ltd** recognises the responsibilities imposed by the Health & Safety at Work etc Act 1974 and their associated Regulations, for ensuring so far as is reasonable practicable, the Health, Safety & welfare of our employees.

The company also recognises the responsibility for ensuring the Health, Safety & Welfare of persons other than our own employees whom could be adversely affected by our activities; this includes contractors and visitors to our premises as per Section 4, H.S.A.W Act 1974.

The Company attaches the greatest of importance to Health, Safety and Welfare, considering this to be a principle management function within our organisation and recognise its importance as fundamental to its business objectives. The primary responsibility for Health, Safety and Welfare therefore lies with the Board of Directors.

The company will allocate the necessary time and resources to ensure the competence and safety of all our staff and will enlist the active support of specialist advisors where considered necessary.

The involvement and support of our employees will be encouraged and will lay down clear effective lines of communication both up and down the chain, as we believe this to be the most effective means for securing our Health, Safety & welfare strategy.

The Company regards the standards set by the various relevant statutes as the minimum, which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

The Company's approach to accidents or incidents is to take all reasonable preventative measures to create working conditions that minimise the risk, thereby reducing potential. In the event of a RIDDOR reportable accident or SHE incident, the root cause will be determined through investigation and the circumstance would be reported so as to prevent a re-occurrence.

This General Policy Statement will be reviewed annually and a performance report will be submitted to the board. The objectives, Organisation and Arrangements sections forming part of this policy will be reviewed as required.

All employees regardless of the nature of their employment within the Company have a duty imposed upon them by the Health & Safety at Work Act 1974, principally sections 7 & 8, and must familiarise themselves with these duties. This General Policy Statement is an extract of the full Health, Safety & Welfare Policy Statement, which includes Objectives, Safety Organisation and Arrangements.

Signed .....

Date 1<sup>st</sup> July 2009

Review date 30<sup>th</sup> June 2010

# ***Complex Build(UK)Ltd***

## ***Statement of intent by The Managing, Director.***

**I, David Peter Buss the Managing Director Of Complex Build(UK)Ltd.** recognise the responsibilities imposed by the Health & Safety at Work etc Act 1974 and their associated Regulations, for ensuring so far as is reasonable practicable, the Health, Safety & welfare of our employees.

I also recognise the responsibility for ensuring the Health, Safety & Welfare of persons other than our own employees whom could be adversely affected by our activities; this includes contractors and visitors to our premises as per Section 4, H.S.A.W Act 1974.

I will continue to attach the greatest of importance to Health, Safety and Welfare, and consider this to be a principle management function within our organisation. The primary responsibility for Health, Safety and Welfare therefore lies with the Board of Directors.

The responsibility to devise and approve policy, to ensure that their implementation, and to review them at the appropriate time, ultimately lies with the M.D.

I will ensure that the company will allocate the necessary time and resources to ensure the continual sustained improvement of our health & safety performance and will enlist the active support of specialist advisors where considered necessary to fulfil our Statutory obligations

I recognise the importance of the involvement and support of our employees and it will be encouraged as will be their level competencies, I believe this to be the most effective means for securing our Health, Safety & welfare strategy.

I will ensure that the Company regards the standards set by the various relevant statutes as the minimum, which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

My approach to accidents or incidents will be to take all reasonable preventative measures to create working conditions that minimise the risk, thereby reducing potential. I also recognise the role of management failure plays in the occurrence of accidents and that it is not solely the fault of the individual

In the event of a RIDDOR reportable accident or SHE incident, the root cause will be determined through investigation and the circumstance would be reported so as to prevent a re-occurrence.

This Statement of Intent is to confirm my commitment to the principles of Health & Safety and recognises the importance I attach to meeting our statutory obligations in this field

Signed .....

Date 1st July 2009

# ***Complex Build(UK)Ltd***

## ***Environmental Policy***

It is the company policy to comply with all appropriate environmental legislation and to ensure as far as is practicable that no pollution is caused by the works and / or services, and particular attention is paid to the following:

- Environmental Protection Act 1990
- Water Resources Act 1991
- Wildlife & Countryside Act 1981
- The Control of Pollution (Special Waste) Regulations Amendment 1996 - amended 1996 – amended 2001

The company shall comply with any specific statutory conditions and with any additional specific requirements.

The company will:

- Report to the nominated representative immediately, any environmental complaints received from the public or from any other regulatory authority.
- Store and use oil, fuels and chemicals to standards that comply with the Environment Agency's Pollution Prevention guidelines.
  - Report to the nominated representative any spillage of oil, fuel or chemicals that could pollute controlled waters (including groundwater), and ensure that the spillage is cleaned up as soon as possible in an approved / recognised manner.
- Avoid noise emissions that could create a Statutory Nuisance.
- Ensure that all waste is managed and disposed of correctly, in accordance with statutory requirements including Duty of Care.
- Prevent damage to protected wildlife species and habitats.
- Conserve energy, water and other resources which are scarce, whilst still providing a safe and comfortable working environment.
- Provide any available environmental information on the contracted operations / services, at the request of the nominated representative

Signed .....

Date 1st July 2009

# ***Complex Build(UK)Ltd Safety Organisation***

## **Objectives**

**The objectives of this policy are:**

- To promote high standards of health safety and welfare within the Company and to ensure compliance with all relevant statutory provisions
- To promote a positive Health and Safety culture and encourage an attitude of responsibility and co-operation at all levels.
- To commit to the provision of adequate resources both physical & material to reflect the risks that our employees could be exposed to, having regard to the size and nature of our undertakings.
- To create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises.
- To ensure as far as reasonably practicable the Health Safety & Welfare of persons not in our employment, but who could be adversely affected by our work activities.
- To ensure that employees of all levels are provided with suitable and sufficient training, instruction and supervision to ensure they can carry out their employment duties safely.
- That training is repeated as often as considered necessary
- To promote a joint consultation approach on matters of Health & Safety.
- To identify specific duties and delegate responsibility throughout our organisation
- To provide a framework for monitoring our safety performance.

# ***Complex Build(UK)Ltd***

## ***Safety Organisation***

### **EMPLOYERS' DUTIES**

Section 2(1) of the HSWA places employers under a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

Section 2(2) of the HSWA sets out some, but not all, of the matters to which the duty in s.2 (1) extends with respect to the protection of employee health and safety. These requirements exist "without prejudice" to the principal general duty, above. Thus, compliance with these requirements does not necessarily mean the employer has done all that is reasonably practicable to comply with the principal general duty. The requirements in s.2 (2) are also qualified by the term "so far as is reasonably practicable" and include:

S.2 (2)a. the provision and maintenance of plant and systems of work that are safe and without risks to health

S.2 (2)b arrangements for ensuring safety and absence of risks to health in Connection with the use, handling, storage and transport of articles and substances

S.2 (2)c the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of their employees

S.2 (2)d the maintenance of any place of work under the employer's control in a condition that is safe and without risks to health, and the provision, and the maintenance of means of access to and egress from the place of work that are safe and without such risks

S.2 (2)e the provision and maintenance of a working environment for employees which is safe, without risks to health and adequate with regard to facilities and arrangements for their welfare at work.

Section 2(3) of the HSWA imposes a duty on employers with five or more employees with regard to the preparation, and revision whenever appropriate, of a written statement of general policy on employee health and safety together with the current organisation and arrangements for carrying out that policy.

# ***Complex Build(UK)Ltd***

## ***Safety Organisation***

### **EMPLOYERS' DUTIES**

Section 3(1) of the HSWA specifies that:

It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

Thus ss.2 and 3 of the HSWA impose duties on employers with regard to the protection of employees at work and of others who may be affected by any aspect of employers' undertakings. In order to ensure, so far as is reasonably practicable, the health and safety of employees, and of anyone else, the employer needs to have well-controlled safety management systems, standards and procedures.

### **EMPLOYEES' DUTIES**

Under Section 7 of the HSWA, all employees are under a duty to take reasonable care for the health and safety at work of themselves and any other people who might be affected by their acts or omissions. They are also under a duty to co-operate with their employers and others to enable them to comply with statutory duties and requirements.

In addition,

Under Section.8, of the HSWA, no one must intentionally or recklessly misuse anything provided by employers or anyone else in the interests of health, safety or welfare.

# ***Complex Build(UK)Ltd Safety Organisation***

**The main Health & Safety responsibilities are as follows:**

## ***The Board of directors***

**The board of Directors will**

Ensure that the Policy is prepared, reviewed, implemented and effective in achieving its goals and objectives.

Ensure that the arrangements produced in support of the above policy are prepared, reviewed, implemented and effective in achieving its goals and objectives.

Facilitate suitable and sufficient training, information and instruction to ensure that all employees clearly understand their role and responsibility in respect of Health, Safety & Welfare.

Provide adequate time and resources to facilitate the above.

Promote a vibrant progressive health & safety culture

Consider health and safety issues when purchasing vehicles, work equipment and machinery and to adopt a positive purchasing policy.

To continue to support Health & Safety consultation and hold regular meetings with formal minutes taken

Engage the support of “Competent Persons” to advise on issues beyond the knowledge and expertise of those engaged by the company.

# ***Complex Build(UK)Ltd Safety Organisation***

## ***Persons responsible for Health, Safety & Welfare***

The Person responsible with overall responsibility to ensure the formation and implementation of the Company's Safety Policy is **Mr. David Peter Buss M.D.**

The Persons responsible for the day to day implementation and reinforcement of the Company's Safety Policy are its nominated persons and Site Supervisors

The Person responsible for the production of necessary and sufficient Health & Safety Information and Instruction and to ensure its validity is **Mr. Martin Buss** who will:-

Upon request advise the Directors and Managers on matters relating to Health Safety & Welfare. including the formulation, preparation and the implementation of Company policy.

Advise on the introduction and implications of applicable legislation.

Promote a vibrant progressive health & safety culture

Upon request forward plan the company health & safety objectives and decide on priorities

Advise on the level of risk within a task and identify suitable controls

On request review periodic site checks, reviews and inspections then to report on their findings.

Advise on suitability of purchased new machinery as per principles of relevant regulations

Advise on suitability and sufficiency of training, plus adequacy of kept records.

To advise on and to monitor trends with the intention of accident prevention .

Advise on arrangements for new employees to receive appropriate induction And Health and Safety training.

# ***Complex Build(UK)Ltd Safety Organisation***

## **Site Supervisors & Nominated Persons**

Site Managers / Nominated persons will

Carry the day-to-day responsibility for implementing and enforcing Health, Safety & Welfare arrangements as imposed by policy and supporting arrangements including company rules

Ensure that where training, instruction and / or supervision are required, this is provided to an appropriate standard to ensure so far as is reasonably Practicable the competency of the person, whilst performing their task /duty. Training, Instruction and the allocation of a supervisor shall be allocated prior to engaging a person in that task.

Ensure that persons not appropriately trained, instructed or Competent are Prohibited From carrying out a task /duty.

Ensure that an appropriate degree of competency is demonstrated by a Person in performing a task / duty prior to authorizing them to work Unaccompanied.

Ensure that tools, plant and machinery and substances supplied for use,

Ensure that if damaged or defective equipment / machinery is found or Reported, this is removed from service until satisfactory repairs have been Carried out.

Investigate and report any damaged or defective tools, plant and Equipment and ensure that repairs are affected prior to re-use.

Maintain an up to date record / management system for health & Safety Purposes and / Or ensure relevant information is passed to the Health & Safety advisor.

Ensure that if there is a need for an “Authorization of work” to be applied, this is done by an appropriate person.

Ensure that only suitably licensed persons are permitted to drive company Vehicles.

Ensure that substances provided for use in connection with activities are Correctly stored, accounted for, used and disposed of in accordance with manufacturer's instructions and Data Sheet.

Ensure that all accidents, incidents and near misses reported to them,Are

recorded in The accident and incident book.

## ***Complex Build(UK)Ltd Safety Organisation***

### **Employees**

Employees should be aware of their responsibilities:

All employees, regardless of the nature of their employment within the Company have a duty imposed on them by the Health and Safety at Work Act 1974 to:

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

Co-operate fully with the Company on all reasonable measures necessary to safeguard health and safety at work

Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

To use where appropriate PPE whilst carrying out their tasks / duties.

To report any incident, occurrence or defect that may have consequences to their or others health and safety.

Employees have a very significant part to play in ensuring that the company's Health, Safety & Welfare Policy, procedures, Codes of Practice and Safe Methods of Work are implemented.

All employees have a duty to familiarize themselves with these obligations and carry out all tasks in accordance with them.

# *Complex Build(UK)Ltd Safety Organisation*

## Control of documentation and policies

The person responsible for the upkeep, review, amendment, replacement and archiving of obsolete Health & Safety documentation will be the safety Advisor under authority and request of the M.D.

All documents will be serial numbered with specific codes and will have

Issue and review dates. They Will also bear the name of the author and

be clearly titled giving a descriptive scope to the document

The documents will be held electronically under a library system and will be available for inspection by any member of staff from Complex Build(UK)Ltd

Each document used will have a unique reference and state which site it was used on

Any Data Protection issues regarding named persons on documentation will be covered by the companies data protection policy

The company recognizes that some health & safety documents may contain personal, confidential Information; if this be the case the company will protect these documents from general circulation within the company

All documentation will be backed up in a secure secondary location

All records including medical files will be kept for the required statutory period.

All inputs and outputs by third parties onto documentation may only be done with the authority from the M.D. or with the express permission from the Author the Safety advisor

Depending on the nature of the document its production will be in the approved format and any dynamic documents produced will require a counter signature by either the safety advisor or M.D.

## ***Complex Build(K)Ltd Safety Organisation***

### **Monitoring Active / Reactive**

The company acknowledges that active monitoring of the workplace is the most efficient method of reducing accidents at work. The priority of attention will be identified by risk assessments and hazard observations  
It recognises its duties specified under HASWA and Management Regs

It will ensure that procedures and timescales of inspections are put in place and adhered to by on site Managers and supervisors who have received relevant training and instruction to enable them to carry out these duties competently.

All documentation will be sent to the safety manager for analysis and Filing. Safety manager will attend each site at least once a fortnight to discuss and issues arisen and to conduct an inspection, where possible with a senior member of staff.

Inspection will be in a pre prescribed format examining all plant, storage and

work practices present on site and any observations / recommendations will be recorded allowing remedial actions to be tracked.

Updates of any actions pending will be reported during the office fortnightly managers meeting.

Where, after an inspection has identified any hazard not controlled and where specialised equipment or expertise is required, the company will engage the necessary skills from an outside contractor.

Reactive monitoring will take place as and when a need has been identified and will in most cases be investigated by the Safety Manager

The company acknowledges that many accidents are a result of system failure as of the individual and as such will endeavour to identify these weaknesses and apply corrective action to prevent re-occurrence.

## *Complex Build(UK)Ltd Safety Organisation*

## **Training**

The Company acknowledge its responsibility to provide both new and existing workers with the necessary level of skills to enable them to carry out their tasks in a competently and safely as per requirements laid down in The Management Regs 1999. It accepts that the more competent the employees are the less likely they are to have accidents and looks upon the cost of training as an investment and not a cost.

Before engagement of any new or existing employee to undertake a task it will firstly be confirmed that they have received the appropriate training and are competent to carry out the task in a safe manner, This includes safety instruction to all supervisors and managers to allow them to make an informed judgement on the level of risk present and the level of competency required for the completion of the task

The company will also ensure that relevant training may be required by non employees working in the vicinity of the task, these cases where required will be identified by the Risk Assessment

It also acknowledges that specific training may be required to employees about to be promoted, redeployed with special needs or to young and inexperienced persons

The company will operate a training matrix to enable the company to review at a glance any training shortfalls or requirements. This matrix will allow the company to assess any gaps in its training requirements both in the present and the future

All relevant data will be available for inspection both in hard copy and electronically on site and in that can be seen on either hard or soft copy.

The person with the specific responsibility for assessing individual needs and the upkeep of the training Matrix is. The safety director, Mr. David Buss

## *Complex Build(UK)Ltd Safety Organisation*

## **Health and Welfare**

The Company operates a continuous health surveillance monitoring of all employees from the moment of engagement to their leaving the company. The company believe this is the best way to ensure the health and welfare of their employees in the long term and is designed to identify any symptoms of ill health, occupational injuries before they become chronic and to catch any early signs of sensitisation to products.

It is a condition of employment that every employee fills out a detailed medical questionnaire to identify if they may be at higher risk than others during some completing some tasks.

All employees are encouraged to report any work related or domestic injuries to the company at the earliest opportunity as the company believe this is the best way to protect its most valuable asset, its workforce.

Any employee who is injured at work or otherwise that requires time off for rehabilitation will not be allowed back to full time employment until approval has been granted from the company doctor.

If circumstances allow and with medical approval we will wherever possible impose a structured return to work, only allowing suitable exposure to risk as determined by a personalised risk assessment of the individual.

## ***Complex Build(UK)Ltd Safety Organisation***

### **Provision for Auditing**

The company recognise the usefulness and importance of regular auditing to ensure its management system is appropriate, compliant and robust.

It will undertake to audit itself every 12 months by internal means, this will involve a person not from that department auditing the process and producing a written report to the head of dept outlining their findings.

The company will engage an outside competent contractor to Audit the entire system every two years.

This audit will include

A pre start meeting to agree the scope

Examining all relevant documentation

Examine the control, communication, co-operation and competence of staff

Discussions with staff a critical analysis of the entire Safety management structure

End of audit meeting

Production of a detailed report

## Closure meeting

The company will activate a structured timed action plan to resolve any findings or recommendations found within the Audit report and will report at board level their progress and completion.

The safety director, Mr David Buss will be responsible for the coordinating the Audits and to facilitate any actions required highlighted from the audit

# ***Complex Build(UK)Ltd Safety Organisation***

## **Stress Policy**

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

### **The Company will**

The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

The company will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.

The company will provide training for all managers and supervisory staff in good management practices.

The company will provide confidential counselling for staff affected by stress caused by either work or external factors.

The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

### **The Supervisors will**

Conduct and implement recommendations of risks assessments within their department.

Ensure good communication between management and staff, particularly where there are organisational and procedural changes.

Ensure all staff are fully trained to discharge their duties.

Ensure all staff are provided with meaningful developmental opportunities.

Monitor workloads to ensure that people are not overloaded.

Monitor working hours and overtime to ensure that staff are not overworking.

Monitor holidays to ensure that all staff are taking their full entitlement.

Attend training as requested in good management practice and health and safety.

Ensure that bullying and harassment is not tolerated within their jurisdiction.

Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

## ***Complex Build(UK)Ltd Safety Organisation***

### **Young Persons Policy**

The company recognises that a “Young Person” is any person below the age of eighteen. The company recognises that the regulations do not apply to occasional or work of a short term nature, involving.

- (1) Work which is not harmful, dangerous or damaging to young people
- (2) Work that constitutes domestic service in a private household environment

The company will not employ any young person unless an assessment or review has been undertaken in relation to the health and safety of young persons.

When a young person is to be employed a review of any existing risk assessments will be undertaken

\_When reviewing an assessment particular account shall be made if a young person is to be employed :-

- (1) Lack of experience and awareness of risks by a young person
- (2) The type and duration of exposure to chemical, biological and physical agents
- (3) The type and use of work equipment and its method of use
- (4) The amount of health and safety training given to young persons on company

### **Premises or on work sites.**

\_The company shall ensure that all young persons employed by us, whilst at work, are protected from any risks that may exist, due to their inexperience and lack of

awareness.

\_No young person shall be employed in any capacity which may place them at risk, from any of the following:

- (1) Noise
- (2) Vibration
- (3) Any undertaking which is beyond their physical or psychological capacity
- (4) Any activity involving exposure to toxic or carcinogenic substances
- (5) Exposure to high dust levels
- (6) Exposure to extreme heat or cold

\_The company will not prevent the employment of a young person where :-

- (1) It is necessary for his/her training
- (2) The young person will be supervised by a competent person
- (3) The risk to the young person has been reduced to its lowest level

## *Complex Build(UK)Ltd Safety Organisation*

## **First Aid at Work**

First aid provision is required under the **Health and Safety (First Aid) Regulations 1981**. How this is decided will depend on a number of factors e.g. the nature of the work and the hazards involved also the number of employees and what if any medical services are provided.

\_A person trained in First Aid should be present when people are at work. If this is not practicable, someone should be appointed to be in charge of any situation where first aid is required. The appointed person should have some knowledge of emergency first aid. In a low hazard workplace at least one trained person should be provided for every 50 employees.

Persons trained in first aid must have certificates approved by the Health and Safety Executive.

\_Trained or appointed persons should keep accident records which should include the time, place and circumstances of the accident together with the names of those persons involved, the nature of any injuries sustained and treatment given.

\_Fully equipped first aid kits or boxes should be provided **but should not contain any medication** and sterile water in sealed containers should be available where there is no tap water for eye irrigation.

\_Employees working in an industry with a high risk factor should be provided with a first aid room suitably equipped and staffed.

## *Complex Build(UK)Ltd Safety Organisation*

### **Noise at Work Policy**

It is the Company policy to comply with the law as set out in the “**Noise at Work Regulations 1989**”.

\_There are three action noise levels of daily exposure.

The first action level being 80 decibels

The second action level being 85decibels

\_The peak action level is 140 decibels (the maximum pressure allowed to be reached by a sound wave)

Level (3) is of concern when cartridge tools are being used where 140 db(A) could be exceeded.

\_Between the first and second action level between 80db(A) to 85db(A)  
Ear protectors will be provided to any employee who requests them.

In areas where noise levels exceed 85db(A) or a peak level of 140db(A) P.P.E. must be worn.

Action to be taken

\_Employers in charge of premises should make sure, so far as is reasonably practicable, that visitors know where exposure above the action level is likely, and that they use adequate protection.

\_Employers whose employees need to visit noisy premises controlled by someone else, should consider whether exposure over the action level is likely and what can, so far as is reasonably practicable, be done to restrict it i.e. provide adequate protection.

\_Decide if a noise assessment is needed, if people have difficulty speaking to each other over approximately 2m, then you will need to make a noise assessment. This should take account of others who may be affected. Zones where employees are likely to be exposed to the second action level of. 85db(A) should be clearly marked.

\_Employees should at all times co-operate with and exchange information with employers so far as is necessary in order to enable the employer to comply with current regulations and legislation.

## ***Complex Build(UK)Ltd Safety Organisation***

### **Occupational Dermatitis**

Occupational Dermatitis is caused by the skin coming into contact with substances at work and affects all sectors of industry.

It is one of the main occupational health risks which can be serious enough to keep people off work and in some instances employees may need to change jobs.  
Employees should be informed about the causes of contact dermatitis and how to recognise the symptoms.

Employees should regularly examine their skin and report any symptoms immediately to the Safety Advisor

It is usually the hands and forearms that are affected and symptoms include:

Scaling/blistering of the skin  
Itching  
Redness  
Cracks and bleeding

\_Main causes are prolonged contact with certain chemicals, cleaning chemicals, detergents, soaps and water contact with coinage and also rubber gloves .

### **Prevention:**

\_Determine the cause of the problem

Is it possible to remove the cause of the problem

Consider whether contact with a substance or item can be prevented by wearing P.P.E.

Gloves (preferably cotton lined as rubber or latex may present a problem)

Consider substituting the cause of the problem with another product i.e. milder soap/detergent

Provide suitable moistening creams to replace natural skin oils.

\_Routine monitoring of the situation should be carried out, together with health surveillance and any control measures put in place.

## ***Complex Build(UK)Ltd Safety Arrangements***

### **Safety Arrangements**

#### **Table of Contents.**

- 2.1 Communication
- 2.2 Consultation
- 3.1 Safety Training Safety Training Officer
- 3.2 Induction
- 4.1 Safety Personnel Safety Advisor First Aider
- 5.1 Workplace Inspections
- 5.2 Work Equipment
- 5.3 Machinery and Equipment Maintenance
- 6.1 Personal Protective Equipment
- 6.2 Manual Handling Operations
- 6.3 Display Screen Equipment
- 6.4 Risk Assessment
- 6.5 COSHH (Control of Substances Hazardous to Health)
- 7.1 Fire Safety
- 7.2 Fire Detecting Equipment
- 7.3 Fire Fighting Equipment
- 7.4 Fire Doors
- 7.5 Fire Exits
- 7.6 Fire Precautions on other sites
- 7.7 Smoking
- 7.8 Emergency Evacuation Procedure
- 7.9 Fire Risk Assessment

- 8.1 Accident Investigation and Reporting
- 8.2 Accident Procedure
- 8.3 General
- 8.4 Working Environment
- 8.5 Walkways
- 8.6 Tools and Equipment Maintenance
- 9.1 Hazard Reporting
- 9.2 Confined Spaces
- 9.3 Pressurised Systems and Compressed Air
- 9.4 Contractors
- 9.5 Welfare Facilities
- 9.6 Electrical Equipment
- 9.7 Asbestos
- 9.8 Health Surveillance
- 9.9 Tendering
- 10.1 DSEAR (The Dangerous Substances and Explosive Atmospheres Regulations)
- 10.2 Disciplinary Action

## ***Complex Build(UK)Ltd Safety Arrangements***

### **2.1 Communication**

The management of Complex Build Ltd. will ensure that they communicate to employees their commitment to safety and will also ensure that the arrangements for putting this policy into practice are fully understood by all employees under their supervision.

Complex Build Ltd. will communicate with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

#### Co-Operation & Care

The purpose of this policy is to achieve a healthy and safe working environment and to this end, full co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

A copy of this Health and Safety Policy will be made available to all employees, who will be made aware of their responsibility to read, understand and abide by the Policy.

### **2.2 Consultation**

The management of Diamond Drilling Ltd see communication between workers at all levels as an essential part of effective health and safety management. Consultation will

be facilitated by means of Management Safety meetings every 2 weeks or as often as is deemed necessary.

Consultation with members of staff on site will be undertaken on a regular basis, any recommendations concerning change in working practices will be immediately presented for inclusion in the Health and Safety Manual.

The purpose of site Safety meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy and provide joint consultation.

### **3.1 Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organization is trained to perform his or her job effectively and safely. It is the opinion of the management of Diamond Drilling Ltd that if a job is not done safely then it is not done effectively.

## ***Complex Build(UK)Ltd Safety Arrangements***

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Health and Safety training, information and literature where applicable, will be given to all employees.

Training sessions will be held every 6 months or as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

Where appropriate external specialists or agencies will be engaged for specific training needs.

the personnel with the responsibility for safety training are detailed below :-

**Mr. David Buss**

**Mr. Martin Buss**

The Safety Training Officer, together with the companies Safety Advisor will provide advice within the framework of the Management of Health and Safety Regulations.

### **3.2 Induction**

First day induction training with identification of any training requirements will be undertaken on new contracts and to familiarize new employees with safe methods and practices and to identify any potential risk or hazards.

New machinery, processes or changes in working practices will require the operatives to undergo an initial induction training.

All employees will receive the appropriate induction before being allowed to commence work.

The following items will be covered :-

The hazards relevant to the area and the precautions to be taken.

Where needed the correct respiratory, eye, face and ear protection required.

Any other protective clothing required.

Where applicable, the permit to work system must be explained.

General hazards from road and other traffic.

Location of the First Aid post with appropriate contact telephone numbers.

Emergency evacuation procedure.

Site rules and conditions

## *Complex Build(UK)Ltd Safety Arrangements*

When working on other sites, this health and safety policy will be considered the minimum standard. Any site rules imposed by the client or the principle contractor will also apply if not already covered by this policy.

### **4.1 Safety Personnel**

The person with overall and final responsibility for health and safety in Complex Build Ltd is David Buss, who in addition to other titles will be referred to as the Director of Safety. The Director of Safety will be responsible for overseeing, implementing and monitoring the policy.

The Safety Advisor will be responsible for the health and safety in particular areas:

**Name**      David Buss (IOSH)

**Area**      Office

**Responsibilities** Setting company health and safety objectives.  
Accident Investigations.  
On request carry out Inspection of work areas and equipment.  
Monitoring the company's performance in health and safety.  
Responding to Safety representatives recommendations  
Carry out Risk and COSHH Assessment and record results.  
Written findings to be communicated to workers involved.  
Monitor & review

**Registered First Aid persons are**

Mr. David Buss (IOSH)

Mr. Martin Buss

First Aid kits are in the following locations :-

**Works Vehicles  
On each Site**

## ***Complex Build(UK)Ltd Safety Arrangements***

### **First Aid Kits should contain:**

Basic written guidance on first aid  
Sterile eye pads  
Disposable gloves  
Sterile individually wrapped unmedicated wound dressings (large)  
Sterile individually wrapped unmedicated wound dressings (medium)  
Individually wrapped sterile adhesive dressings  
Individually wrapped triangular bandages  
Safety Pins  
**but should not contain medication.**

The Safety Advisor is responsible for investigating all cases of accident and disease to the Director of Safety.

Accident records are compiled and stored by the Safety Advisor.

The Safety Advisor is responsible for reporting cases of accident and disease to the relevant enforcing authority under the **RIDDOR 95** Regulations where applicable.

### **5.1 Workplace Inspections**

It is the policy of Complex Build Ltd. to comply with the **Workplace (Health, Safety & Welfare) Regulations 1992**.

Regular inspections of the workplace will be conducted by *Martin Oliphant*. In addition inspections will be conducted by *Iain Stutchbury* in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing

effectiveness of the policy and to identify areas where revision of the policy may be necessary.

## **5.2 Work Equipment**

It is the policy of Complex Build Ltd. to comply with the law as set out in the **Provision and Use of Work Equipment Regulations 1998**.

Complex Build Ltd. will endeavor to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons

### ***Complex Build(UK)Ltd Safety Arrangements***

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

## **5.3 Plant and Equipment Maintenance**

All equipment and tools will be routinely inspected to determine if any faults or dangers exist from continual use.

Faulty or damaged equipment and tools will be taken out of service immediately and if practicable repaired and then returned to service.

## **6.1 Personal Protective Equipment**

It is the company policy to comply with the law as set out in the **Personal Protective Equipment at Work Regulations 1992 (as amended)**, the **Personal Protective Equipment Regulations 2002 (DTI)** and the **Working Times Regulations 1998 (as amended 2001)**

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Complex Build Ltd. will be properly assessed prior to its provision.

All personal protective equipment provided by Complex Build Ltd. will be maintained in

good working order.

All workers provided with personal protective equipment by Complex Build Ltd. will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Complex Build Ltd. will endeavor to ensure that all personal protective equipment provided is used and used properly by its employees.

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with personal protective equipment must Immediately Report any damage to equipment and seek replacement equipment

## ***Complex Build(UK)Ltd Safety Arrangements***

### **6.2 Manual Handling Operations**

It is the policy of Complex Build Ltd. to comply with the law as set out in the **Manual Handling Operations Regulations 1992 and amendments 2002**.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## *Complex Build(UK)Ltd Safety Arrangements*

### **6.3 Display Screen Equipment**

It is the policy of Complex Build Ltd. to comply with the law as set out in the **Health and Safety (Display Screen Equipment) Regulations 1992**.

Complex Build Ltd. will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements.

### **6.4 Risk Assessment**

It is the company policy to assess any risk to employee's health and safety in the workplace as specified in the Management regulations.

Hazards will be identified associated with equipment, materials and activities in each area.

Significant findings will be recorded and steps implemented to either eliminate or reduce the risk to the minimum level acceptable.

Input from employees is considered a valuable source of information in carrying out a risk assessment.

The findings will then be communicated to all employees affected by the operations for their implementation

### **6.5 Control of Substances Hazardous to Health. Coshh**

It is the policy of Complex Build Ltd. to comply with the law as set out in the **Control of Substances Hazardous to Health Regulations 2002**.

An assessment will be conducted on all work involving exposure to hazardous

substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own knowledge of the work process.

Complex Build Ltd. will ensure that exposure of workers to hazardous substances is minimized and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

The appropriate personal protective equipment will be supplied and must be worn by operatives

## ***Complex Build(UK)Ltd Safety Arrangements***

Substances used at work which carry a warning label are subject to **COSHH** regulations.

Concrete/Mortars

Pesticides (

Fuels

Cleaning agents etc.

Substances produced in work processes which are subject to **COSHH** regulations.

Smoke

Fumes

Vapours etc.

Complex Build Ltd. will :-

Determine what hazardous substances are used in the workplace and determine the risk from these substances to people's health.

Work out what precautions needed to be put in place before using the substance.

Prevent or control exposure to the substance and use substances as instructed. Avoid skin contact, keep skin clean, do not use abrasives or solvents for washing, do not let glues or resins harden on the skin, keep cuts covered and check skin regularly.

Monitor effectiveness of control measures and ensure safety procedures are followed

Monitor any exposure of personnel to substances.

Assess whether health surveillance is required.

Ensure adequate information and supervised training are available.

A COSHH assessment will be carried out for any new substance introduced into

the workplace.

## **7.1 Fire Safety**

Complex Build Ltd's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service. It will gain assurance from the owners of any premises it carries out its service in as to the safety of those premises from fire and that all controls are in place. Emergency procedure information will be passed on to its operatives before any work commences.

# ***Complex Build(UK)Ltd Safety Arrangements***

## **7.5 Fire Exits**

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

## **7.6 Fire precautions on other sites**

Staff and employees will be made aware at first day induction of the emergency evacuation procedures, on other sites and the location of fire extinguishers.

## **7.7 Smoking**

Smoking is not allowed.

Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

List of designated smoking areas:

**As per specific site rules**

## **7.8 Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency situation, such as a bomb scare, an explosion or a chemical spillage, all employees must leave the office or site by the nearest available exit and assemble at the designated assembly point.

The designated assembly points for each department are :-

|        |                   |
|--------|-------------------|
| Office | Pavement outside  |
| Site   | As per site rules |

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures.

## **Fire Risk Assessment**

The company will undertake Fire Risk Assessment to comply with the **Management of Health and Safety at Work Regulations 1999, ( Amended Oct 2006) Section 7-9 Fire Risk Assessment.**

# ***Complex Build(UK)Ltd Safety Arrangements***

The following observations will be carried out:

- Housekeeping standards
- Single escape route situations
- Easy opening of Fire Exit doors
- Condition and evidence of servicing of Fire Extinguishers
- Positioning of Fire Fighting Equipment
- Areas where fire might break out undetected
- Positioning of Fire Alarm call points
- Obstructed means of escape
- Display of information for evacuation procedures
- Storage and use of flammable liquids or gases
- Escape routes through unoccupied areas
- Wedged self-closing fire doors
- Easy opening of all fire exit doors
- Signs indicating means of escape
- Working practices

## **Consultation with Employees**

- Audibility of Fire Alarms
- Evidence of evacuation Drills
- Awareness of roll-call arrangements
- Knowledge of evacuation routes and assembly point
- Knowledge of safe system of work relating to flammable materials
- Potential sources of ignition
- Fire related training

A Fire Risk Assessment will then be constructed from the above information and records, in the following format:

## Introduction

- Summary (with reference to Fire Certificate if available)
- Fire Risks and their control
- Fire Detection
- Fire Alarms
- Means of escape, including signs
- Fire evacuation arrangements
- Fire Fighting Equipment
- Recommendations

# *Complex Build(UK)Ltd Safety Arrangements*

## 8.1 Accident Investigation & Reporting

It is the policy of Complex Build Ltd. to comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)**.

Complex Build Ltd. see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be commissioned by the Director of Safety detailing :-

- The circumstances of the accident including photographs and diagrams
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense. The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

### Death or major injury

Any accident connected with work where an employee or member of the public is killed or suffers a major injury (including as a result of physical violence), or taken to hospital, the employer must :-

Notify the enforcing authority without delay (e.g. by telephone).

Follow this up with a completed accident form.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Alternatively a verbal report can be submitted to :-

**The Incident Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG**

**Telephone 0845 300 9923**

## ***Complex Build(UK)Ltd Safety Arrangements***

### **8.2 Accident Procedure**

First aid station is located in the office, and on the works vehicles. All first aid stations are clearly marked and are easily accessible by all employees during all working hours. The nominated First Aider is responsible for the proper use and maintenance of each first aid station.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

### **8.3 General**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardize the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardize the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job which appears to be unsafe.

9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- 10 All injuries must be reported to the Safety Advisor or a delegate.
- 11 Employees should take care to ensure that all protective guards and other safety device are properly fitted and in good working order and shall immediately report any deficiencies to the Safety Advisor
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

## ***Complex Build(UK)Ltd Safety Arrangements***

13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.  
All employees are expected to attend departmental and site safety meetings.

### **8.4 Working Environment**

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.

### **8.5 Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

### **8.6 Tool and Equipment Maintenance**

1. Company machinery and tools are only to be used by qualified and authorised

- personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
  3. All tools must be properly and safely stored when not in use.
  4. No tool will be used minus the recommended shields, guards or attachments.

## ***Complex Build(UK)Ltd Safety Arrangements***

5. Approved personal protective equipment must be properly used where appropriate
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
8. All equipment, tools and machinery will undergo routine inspection and be repaired on a rolling maintenance programme.

### **9.1 Hazard Reporting**

This procedure is to be carried out by all personnel identifying site safety issues.

Cease all work in area of concern immediately.

Complete a safety report sheet.

Submit a completed safety report to the supervisor.

Discuss safety issues with the supervisor and other concerned parties.

Make necessary changes to alleviate dangerous working practices.

Supervisor to complete Incident Register.

Note: Supervisor must inform the Director of Safety or his delegate immediately on report of any unsafe working practice.

### **9.2 Confined Spaces**

It is the company policy to comply with the regulations as set out in the '**Confined Spaces Regulations 1997**'

The employer shall ensure that no person shall carry out work in a confined space, unless there is no reasonably practicable way of achieving that purpose.

When working within confined spaces the employer shall ensure that a safe system of working is in place so that the work may be carried out safely and without risk.

When work has to be carried out in any confined space, in which dangerous fumes may be present or where there may be a lack of oxygen, the employer shall be responsible for taking all necessary precautions, including testing for gas, oxygen content and flammability.

## ***Complex Build(UK)Ltd Safety Arrangements***

### **Contractors**

Contractor means any person who enters into an agreement with us to carry out services. The safety training officer will be responsible for assessing the competency of contractors and sub-contractors and be responsible for their management. Request copies of their insurance cover certificate in respect of employers liability and third party risks.

It is the policy of Complex Build Ltd. to ensure the health and safety of its employees, visitors, and also the health and safety of contractors we employ.

We will:-

Request information from each contractor on their health and safety policy and procedures. Establish rules and guidelines for their operation while on our premises. Supervise their activities to ensure that they are not creating any risk to themselves, our employees, visitors and property.

Provide information as necessary on risk which may be encountered when carrying out approved work on our behalf and identify activities and actions to be avoided. Define respective responsibilities within the agreement. Agree and define the area in which work is to be carried out, the approved routes to and from these work areas and the areas which are not accessible to the contractors.

### **Sub-contractors**

Sub-contractors will comply with the requirements of our health and safety policy and any relevant control measures that are already in place.

To comply with the C.D.M. regulations where applicable sub-contractors will be asked to provide method statements and risk assessments.

We will ensure all our subcontractors have adequate Employer Liability and Public Liability Insurance Protection.

## **9.5 Welfare Facilities**

\_Complex Build Ltd. will ensure that adequate welfare facilities are made available to employees in the workplace or on site, by either providing facilities or by arranging access to existing facilities.

\_Washing facilities.

\_Hot and cold water supply.

Adequate sink and/or basin facility

Supply of soap and towels or dryer

Toilet Facilities

# ***Complex Build(UK)Ltd Safety Arrangements***

## **9.6 Electrical Equipment**

\_The company will comply with the law as set out in the **Electricity at Work Regulations 1989**. These regulations came into force on 1st April 1990 and apply to most work places.

\_Fatalities arise from contact with overhead or underground cables. Non fatal shocks can result in permanent injury.

With careful planning and sensible precautions many accidents can be prevented.

\_The new regulations impose duties on duty holders in respect of systems, work activities on or near electrical equipment, electrical equipment and conductors and under the regulations:

\_Proper training should be provided by the employer and / or necessary qualifications obtained to ensure that the employee is knowledgeable and competent.

\_In order for work to be carried out safely, good lighting, adequate working space and suitable equipment should be provided.

\_All equipment should be properly maintained.

\_In hazardous environments (wet, explosive etc.), all equipment should be adequately protected.

\_There should be adequate insulation

\_Precautions should be taken for adequate earthing

\_Measures should be taken to protect systems from excess of current.

\_Adequate cut off / isolation facilities should be installed (fuses / circuit breakers).

Live working should be a last resort providing suitable precautions have been taken, however Dead working should be normal practice.

\_Work in the vicinity of electric cables, switchgear or other conductors must not commence until equipment has been rendered safe.

\_All electrical power tools are to comply with Section 6 of the Health and Safety at Work act 1974. and HSG 107 Maintaining Portable and Transportable Electric Equipment.

\_All electrical equipment will be supplied, installed, maintained and used in accordance with the above standards.

\_Regular inspection and maintenance of all electrical equipment will be carried out by a competent electrician.

## *Complex Build(UK)Ltd Safety Arrangements*

### **Asbestos**

\_The company recognise the hazards associated with the handling of asbestos and asbestos products.

If the materials are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken.

Some people exposed to the risk and in particular those who also smoke, have developed asbestosis and/or some types of cancer.

\_The supply for use at work of any material containing amosite or crocidolite asbestos is now prohibited. Any material containing asbestos must be clearly marked with a warning label.

Operatives are to implement the work procedures and recommendations in the following HSE publications :-

- INDG 188 Asbestos Alert.
- INDG 223 Managing Asbestos in the Workplace.
- INDG 255 Asbestos Dust Kills, Keep your Masks On.
- INDG 288 Suitable Respiratory Equipment.
- INDG 289 Working With Asbestos in Buildings.

\_The suppliers of any material for use at work containing asbestos will be asked to confirm that the material conforms with the **Asbestos (Prohibition) Regulations 1992 and the 1999 amendments**.

\_All work involving asbestos in any form will be carried out in accordance with The Asbestos Licensing Regulations 1983 (Amended 1992)

\_Disposal of waste products containing asbestos, such as old ceiling tiles, will be carried out in accordance with the **Environmental Protection Act 1990 and the (Special Waste) Regulations 1996 – amended 1996 – amended 2001**

### **PLANNING PROCEDURES**

\_All work will be tendered for, or negotiated in accordance with the above standards.  
The workplace Supervisor will ascertain at an early stage whether asbestos, in any form, is likely to be present or used on the site.  
The workplace Supervisor will ensure that any requirements to give notice of the work to the Health and Safety Executive are complied with.

## ***Complex Build(UK)Ltd Safety Arrangements***

### **SUPERVISION**

\_All information on working methods and precautions agreed will be issued to the workplace Supervisor before work starts.

The workplace Supervisor in conjunction with specialists will ensure that the Licensed Contractor selected to carry out the removal work has set up operations in accordance with the agreed Method Statement and that the precautions required are fully maintained throughout the operation so that others not involved, are not exposed to risk.

Where necessary, monitoring of airborne asbestos dust concentrations will be carried out outside the removal enclosure.

The workplace Supervisor will ensure that no unauthorized person enters the working area until clearance samples have been taken and confirmation received that the results are satisfactory

Where employees are required to use or handle materials containing asbestos not subject to the licensing regulations, the workplace Supervisor will ensure that the appropriate safety equipment and protective clothing is provided and that the agreed safe working procedures are understood by employees and complied with.

### **All warning labels will be left in place on any asbestos material used on site**

### **GENERAL**

\_Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry.

Ceiling Tiles  
Insulation Board  
Stipple Coatings (e.g. Artex)  
Lagging of Pipes  
Fire Protection for Steelwork  
Roof and Cladding Sheets  
Drainage Goods  
Brake Linings

\_ In some cases these materials are now supplied asbestos free.

## **DISCOVERING ASBESTOS**

\_ If asbestos is discovered or suspected of being present all work must cease immediately. In that area, the area is then to be evacuated, sealed off and reported to the management. Only when the area has been declared safe are personnel to return to the affected work area. Training will be given to employees to identify asbestos in the workplace

# ***Complex Build(UK)Ltd Safety Arrangements***

## **THE DUTY TO MANAGE ASBESTOS**

\_ As part of the '**Control of Asbestos at Work Regulations 2002 (CAWR)**', the new duty requires those persons with responsibilities for maintenance and repair in non-domestic premises to:

\_ Find out if there are asbestos containing materials within the premises  
Record the location and condition of such materials  
Assess and manage any risk from them  
Pass on the information to anyone likely to disturb them

Further information:

\_ Approved Code of Practice (Regulation 4 of CAWR) – The Management of Asbestos in Non-Domestic Premises.

## **9.8 Health Surveillance**

Complex Build Ltd. will implement a health surveillance programme should any employee be engaged in an activity linked to adverse health effects and monitor the on-going health of employees, to assist in protecting the employees.

A record will be kept of any surveillance undertaken.

The area supervisor will be responsible for monitoring employees skin for any sign of dermatitis and administer a breathing difficulties questionnaire, where any employee has come into contact with any substance likely to cause asthma or other breathing difficulties.

Complex Build Ltd. will whenever reasonably practicable use safer alternative products.

## **9.9 Tendering**

\_ At tendering and negotiation stage an allowance for the implementation of this Health and Safety Policy will be made.

## ***Complex Build(UK)Ltd Safety Arrangements***

### **10.0 Dangerous Substances/Explosive Atmospheres**

The company will abide by “**The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)**”.

These regulations and duties expand on the general duties under the Health and Safety at Work etc Act 1974 and on the requirements of the Management of Health and Safety at Work Regulations 1999 and apply at all workplaces where there is a risk of explosion from a dangerous substance or a potentially explosive atmosphere.

#### **What is a dangerous substance?**

*“Any substance or preparation which, because of its properties or the way it is used, could cause harm to people from fires and explosions”*

Dangerous substances include:

petrol; liquefied petroleum gas (LPG); paints; varnishes; solvents; and dusts which, when mixed with air, could cause an explosive atmosphere.

#### **What is an explosive atmosphere?**

*“An explosive atmosphere is an accumulation of gas, mist, dust or vapour which, when mixed with air, has the potential to catch fire or explode”.*

The company will:

- carry out a risk assessment of any work activities involving dangerous substances;
- introduce measures to eliminate risks or reduce them to the lowest possible level as far as is practicable
- provide equipment and procedures to deal with accidents and emergencies;
- provide information and training to employees.

#### **Requirements under DSEAR :**

Although most of the measures required under the DSEAR will already be in place under other regulations, existing controls need to be reviewed to identify if there is anything else which needs to be done.

## **10.1 Disciplinary Action**

Members of staff and employees must abide by this Health and Safety Policy and implement the procedures contained within this document. Disciplinary action will be taken against employees failing to act in accordance with the Policy.

# ***Complex Build(UK)Ltd Safe Practices***

## **Complex Build UK LTD**

### **SAFE PRACTICES**

### **INDEX**

| <b><u>DOCUMENT</u></b> | <b><u>REFERENCE</u></b> | <b><u>Page</u></b> |
|------------------------|-------------------------|--------------------|
| COP                    | DD/SP/100               | 43-45              |
| Principles             | DD/SP/101               | 46-47              |
| Lifting                | DD/SP/102               | 48-51              |
| Mobile Towers          | DD/SP/103               | 51-52              |
| Ladders                | DD/SP/104               | 52-54              |
| Step ladders           | DD/SP/105               | 55                 |
| Power Tools            | DD/SP/106               | 56-57              |
| Confined spaces        | DD/SP 107               | 58-59              |
| Cartridge Tools        | DD/SP/108               | 60-61              |
| Nail Guns              | DD/SP/109               | 62                 |
| Concrete Saws          | DD/SP/110               | 63-64              |
| Environmental          | DD/SP/111               | 65                 |

# ***Complex Build(UK)Ltd Safe Practices***

## **CODES OF PRACTICE**

The following section includes various Codes of Practice for a number of activities. They must all be read and followed taking into account the information below

### **CONSULTATION**

The Company supervisor and the operator should consult with each other before any activity begins.

The consultation process should determine safe systems of work based on the assessment of any and all the risks present.

The Consultation process should consider the following

- Nature of the work
- The immediate environment
- The type of Material
- The condition of the material
- Interaction with other trades
- Workplace access
- Surrounding traffic
- Third party safety

### **PLANNING**

The employer or the person in control of the workplace or the overall supervisor of the task has a statutory duty imposed on them under the Occupational Health and Safety Act 1983. This duty is to provide and maintain, in relation to those matters over which they control, a workplace that is safe and without risk to health for those under their control and other persons present or affected by their work. To fulfil these obligations any activity that may present a risk to the operator or third parties must be planned.

Before starting an activity the following should be considered

- An assessment of the risks involved in carrying out the work
- The most appropriate methods to control any risk of injury
- Instructions of action regarding site safety are observed
- Instructions of equipment use are observed

## *Complex Build(UK)Ltd Safe Practices*

- The area of work is defined and if appropriate exclusion area imposed
- Any signage required is prominently displayed
- The exact location and extent of the work is understood
- That any services such as electricity, gas, water are identified and clearly marked.
- The activity does not compromise any structural adequacy or secondary structure
- That all persons carrying out the work are competent and have received appropriate training and instruction.

### **THE TASK**

- An assessment of the risk in carrying out the work
- The most appropriate methods of controlling the risk
- Where appropriate provide a written instruction explaining the extent of the work to be done and a work method
- Provide suitable and safe access to and from the area of work
- An assessment of any manual handling tasks which could cause injuries
- The use of PPE

### **RISK ASSESSMENTS**

A risk assessment and hazard identification process should be undertaken to determine who and how any persons may be at risk.

The process of risk assessment and control is made up of the following steps.

- Identify the hazards
- Assess the risks

- Develop control measures
- Implement control measures
- Monitor effectiveness

## ***Complex Build(UK)Ltd Safe Practices***

### **CONTROLS**

The process of control measures will be made up of the following Hierarchy

- Eliminate the risk
- Reduction of the risk
- Innovate with engineering
- Put in place coherent procedures
- Use of PPE

### **PREPARATION**

Before commencement of operations both the supervisor and operator should ensure the workplace is safe. They should also check to ensure all controls identified by the risk assessment have been put in place. Preparation should at least include:

- An assessment of climatic / environmental conditions
- Access to and from the workplace
- Erection of barricades and warning signs
- The required PPE
- Specific instructions for employee's
- Any equipment to be used is suitable, sufficient and well maintained

### **SYSTEM OF WORK**

The Code of Practice should be seen as a general advice document and a minimum requirement. It should be used in conjunction with specific information gained from a risk assessment and the imposition where necessary of a specific system of work.

# ***Complex Build(UK)Ltd Safe Practices***

## **Inspection and Recording**

### **Inspection and maintenance of plant and Equipment**

The Company recognises the importance of regular planned inspection and routine maintenance of its plant and equipment. This is to ensure the safe efficient use of all plant and equipment we employ.

The following is a description of the planned maintenance and inspection regime we intend to operate.

#### **Daily and before use**

A visual inspection of all plant and equipment will take place, taking into account any defects, damage and its general condition.

#### **Monthly**

The plant and equipment will be inspected and their general condition recorded. If any maintenance is required it will only be carried out by an appropriately qualified person.

#### **Repairs**

Repairs will only be carried out by a competent person with sufficient knowledge and experience to enable its safe repair. All repairs will be recorded on that piece of equipments log report.

#### **Reporting defects**

All staff are instructed to report any defects to any piece of plant and equipment immediately to their supervisor. No piece of defective plant or equipment shall be used and will be immediately withdrawn from service until

necessary repairs have been carried out.

### **Log Books and Recording**

An equipment test, inspection and repair log specific to each piece of plant and equipment will be kept and retained for the life of the plant.

## ***Complex Build(UK)Ltd Safe Practices***

### **Health and Safety Inspections and Recording**

#### **Daily**

The Site supervisor will conduct daily safety tours normally at the beginning of a shift. If any thing or action gives concern he will take immediate action to rectify and will complete the designated report form.

#### **Weekly**

The Site Supervisor will on a weekly basis conduct a scheduled structured safety Inspection and report findings on the designated report form. Report forms will be kept to establish if any trends are present.

#### **Monthly**

A least once per month or as often as necessary or appropriate a complete visual inspection tour will be undertaken by a senior member of the Company's management accompanied by the Site Supervisor to ensure the safe condition of the site and to observe correct working practice and working methods are being observed.

### **Reporting of Incidents Injuries and Near Misses**

The Company recognise the importance of the reporting of minor injuries, incidents and near misses in order to review and evaluate and monitor its risk assessments and systems of work.

All staff are actively instructed and encouraged to report all and any minor injuries, incidents and near misses. All such reports will be recorded on the appropriate form.

### **Accidents**

All accidents whether they are injury to the person or damage to equipment will be recorded and the cause investigated with the findings and details recorded on the appropriate forms.

## *Complex Build(UK)Ltd Safe Practices*

### **Safe Lifting**

#### **Pre Lift**

- Assess the load, by its bulk, weight rigidity and centre of gravity
- If in doubt of its load then get help
- Try a trial lift before a full lift
- Ensure the route of carry is free from obstructions and obstacles
- Assess the floor condition and surface for slip / trip hazards
- Access the route for inclines etc and 3rd party activity
- Where possible use mechanical means to lift and carry
- Protective footwear must be worn as must any other appropriate PPE

#### **The Lift**

Lifting any load has the potential to cause injury. To ensure operator they must follow the recognised safe lifting technique briefly explained below. A full pictorial description is available for your inspection.

- Place feet apart giving the body a wide, stable, comfortable stance
- Knees should be relaxed and slightly bent
- Establish a strong, firm grip of the load
- Raising the head should begin the upwards movement

- Straighten the back at the moment of lifting

## ***Complex Build(UK)Ltd Safe Practices***

### **Lifting Assessment**

When allocating manual handling tasks, management will try whenever possible to engage mechanical means of lift and carry. When these means are not available or inappropriate then tasks will be allocated taking into account.

- The type of manual handling task to be performed
- The people involved and the individual capability
- The load to be handled
- The working environment in which the task will be carried out

### **General Considerations**

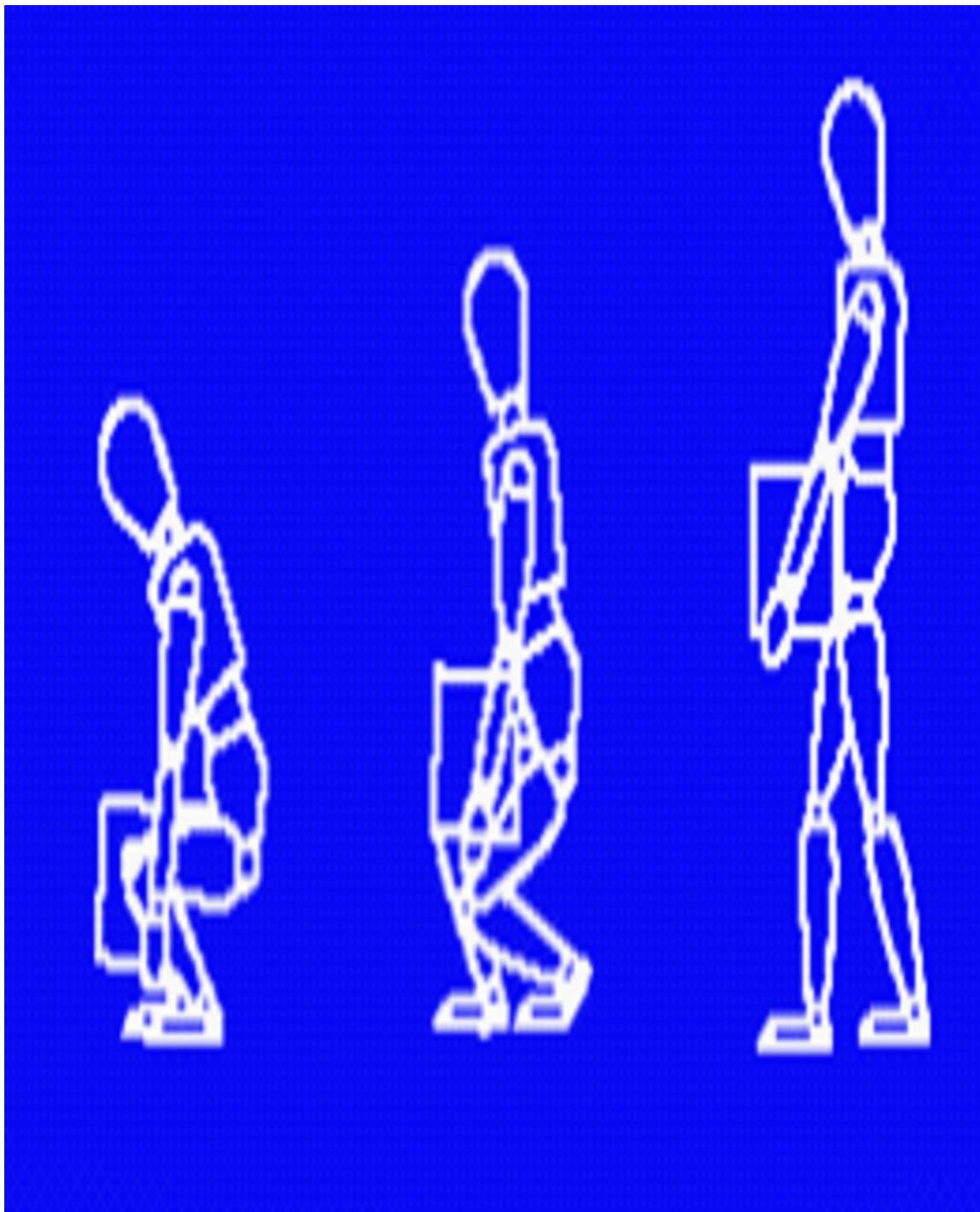
- Rest periods will be designed appropriate to the load and the carry
- All staff are encouraged to report any injuries, strains etc at the earliest opportunity
- Management will continuously assess whether existing control measures are sufficient to reduce the risk to the lowest level reasonably practicable
- Management will monitor any injury reports to establish if a change in work method is required
- All staff are encouraged to report all near miss incidents
- All staff will be monitored for any signs of cumulative strain injuries

- All staff are to secure, tape, cover or remove any form of jewellery that is likely to cause injury e.g. finger rings, piercing etc

## ***Complex Build(UK)Ltd Safe Practices***

Due to the inherent dangers involved when any task involves lifting, all persons engaging in these activities must have the correct training, and attitude.

This will be reinforced with a degree of supervision and discipline



## *Complex Build(UK)Ltd Safe Practices*

### **Mobile Tower Use**

As per regulation 5 all those using, supervising and planning for the use of mobile towers / platforms must have received suitable and sufficient training and instruction so as to be competent before use.

As per regulation 6, a Risk Assessment must be carried out by a competent person before use.

## **Planning & Sitting**

- The equipment must be placed on firm, level ground
- The maximum working height of the equipment should not normally be extended or exceeded.
- The maximum height should not exceed 3 times the minimum base dimensions outside or 3.5 times the base indoors
- Where the height of the equipment is to be exceed or if heavy materials are
- to be lifted up the outside of the equipment then the equipment should be
- securely tied to a permanent rigid structure
- Any wheels must be locked during operation
- Any outriggers must be in position and locked during operation
- Safe means of access to the platform should be by means of an integral or secured internal ladder
- Access should never be gained by climbing up the outside of the equipment
- Guard rails provided should always be used and never removed during use
- The platform should never be overloaded
- The platform should be free from waste, non-essential tools and non-essential persons
- Working limits and suitability should never exceed the manufacturers limits and recommendations

***Complex Build(UK)Ltd  
Safe Practices***

## **Moving**

- It must only be moved under the supervision of a "competent" person
- All persons and materials should be removed from the structure

- before any movement
- The force used to move the equipment must be applied from ground level
- There are no dips, holes in the ground or any overhead obstructions in its path
- The equipment must be secured when travelling down inclines

## **Inspections**

The mobile tower / platform must be inspected by a "competent" person in accordance with the regulations when:-

- After erection and before first use
- At suitable intervals determined by its environment and its nature of work it is engaged in
- After any notable event such as an accident, failure or damage
- All inspections as per requirements will be recorded in writing using internal report logs
- For any structure more than 2m in height they must be inspected at least every 7 days

***Complex Build(UK)Ltd  
Safe Practices***

### **Safe use of Ladders**

#### **Operatives using Ladders must**

- Ensure the ladder is the right equipment for the job

- Ensure the ladder is in good condition and free from slippery substances
- Secure the ladder at the top, if not secure at the bottom
- If cannot be secured then position a second operative at the base of the Ladder
- Ensure the angle of the ladder is correct ( 75 degrees or 1:4 )
- Ensure the ladder extends past the landing ( 1m above landing )
- Make provision to transport tools and equipment whilst still allowing the climber to keep his hands free for climbing
- Ensure there is sufficient overlap of sections ( 2 sections ) when using an extension ladder
- Ensure that when using step ladders, the stays, chains or cords are in good condition
- Ensure the ladder is placed on a firm level surface
- Ensure the ladder is clear of overhead obstacles and cables
- Ensure appropriate, clean footwear in good condition are worn
- Operatives should use a ladder as a means of access and egress should not use a ladder as a work platform
- Ensure that if a task is to be carried out off a ladder it does not require a two hand operation at any time and is of short time duration

## ***Complex Build(UK)Ltd Safe Practices***

### **Safe use of Ladders**

### **Operatives must not**

- Use a makeshift ladder

- Use a ladder which is too short
- Support a ladder by its bottom rung
- Use a ladder on an uneven base
- Allow more than one person on a ladder at a time
- Over-reach from a ladder
- Use metal or metal reinforced ladders near electric cables
- Use any ladder with any defect such as broken rungs or cracking
- Support a scaffold board on a rung
- Ladders must not be used as a working platform if the task requires two hands no matter how short the time duration

## **Equipment care**

- All ladders must have an individual ID number
- All ladders must have periodic inspections dependent on use
- Records of purchase, repair, inspection and disposal must be kept
- Ladders must not be painted
- Ladders should be stored on racks to prevent excessive sagging
- Wooden ladders should not be stored outside

***Complex Build(UK)Ltd  
Safe Practices***

### **Inspections should ensure that:**

- There are no defective or missing treads.

- Uprights are sound and the steps do not lean to any side.
- Welded and/or bolted joins are sound.
- Wheels where fitted are free moving and not leaning off line.

### **Do and don'ts advice for stepladder users**

- Do not use a makeshift stepladder.
- Do not overreach from a stepladder - always move it.
- Do not place the stepladder where it may be struck by doors - lock the doors and put up an appropriate sign or position a colleague outside in order that the steps are not struck by opening doors.
- When working in circulation areas or outside where the steps might be struck by vehicles or passers-by - Barriers must be erected and doors secured.
- Do take steps out of service and report defects if noticed.
- Do wear sound footwear.
- Do return the stepladder to its storage place after use.
- Do leave one hand free when ascending and descending. As per Health and Safety Executive guidance (GS31) on the safe use of step-ladders
- Do always ensure that stepladders are placed on a level and stable surface.
- Do have a colleague steady the bottom of tall sets of stepladders to ensure stability.

***Complex Build(UK)Ltd  
Safe Practices***

**Use of Electrical Power Tools**

### **Before use**

- Assess the work to be done and ensure the tool is suitable
- Operators must ensure that the equipment to be used has been properly maintained and inspected
- Operators must make a visual inspection as to the condition of the tool to ensure it is free from any visual defects
- Operators must ensure and inspect the integrity of any extension cables they are intending to use
- Operators must ensure that the positioning of any extension cables do not present a tripping hazard to others
- Any defects to the equipment should be immediately reported to their supervisor and ensure the equipment cannot be used by others
- Operators should ensure that the equipment is safe to use in the environment they are working in
- Power tools should not normally be used working off a ladder
- Operators must ensure all guards are secure and sufficient and are working correctly
- Operators must never use any tool where its guard is defective or missing
- Operators must be aware of relevant Risk Assessments or special instructions before beginning any task

## ***Complex Build(UK)ltd Safe Practices***

### **During use**

- Assess the environment for dangers from and to 3rd parties
- Never put strain onto the tool, make sure it is suitable for the task

required of it

- If the tool develops a fault during its operation, stop using it, inform management and use a replacement tool
- Ensure that only correct and suitable attachments for the tool are used
- Only suitably trained and qualified personnel may use certain equipment
- Operators must continually monitor and assess the progress of any task for any factors that may affect their safety
- All operators must wear suitable and sufficient PPE to ensure their safety

**The company recognises the dangers present when using power tools and insists that all power tools on site must be**

- In a good well maintained condition
- Be of a reputable manufacture
- Be 110v or battery powered
- Have an in date inspection record
- Have an in date PAT certification
- Have not been modified in any way
- That any repairs to the equipment have been recorded and carried out by suitably qualified persons

## ***Complex Build(UK)Ltd Safe Practices***

**All work within a confined space gives rise to safety issues, the risk to the individual can vary between low to extremely high depending on the circumstances and the environment. However, basic principles must apply**

- Before any entry into a confined environment is made, a thorough Risk

Assessment of the task to be carried out shall be made and if necessary, specialist expertise should be sought

- One person, (will be identified as the competent) will be in overall control and be responsible for checking all necessary safety precautions are in place and being adhered to
- The choice of the individuals to enter this space will take into account relevant experience, training and attitude. Other factors that to be taken into account are aspects such as height, build, allergies etc.
- All services that contribute to increased risk should be isolated and if need be locked off
- The entry / exit area should be kept clear at all times
- Provision for adequate or extra ventilation should be made whether by natural or mechanical means
- The air quality within the space should be assessed and if needed tested for suitability
- Both the area inside the space and surrounding the exit should be cleared before entry
- Means of effective communication between the operators inside the space and those outside will be via 2 way radio communication
- Provisions for rescue and emergency procedures will be assessed before entry into the confined space
- If necessary a harness should be worn to enable extraction of the individual without putting third parties at risk
- Emergency procedures will consider Communications, warning signals rescue plan, capabilities of the rescuers, rescue equipment required, first-aid facilities and access and the locality of the emergency services
- For many confined spaces work, a permit to work system should be employed

## ***Complex Build(UK)Ltd Safe Practices***

### **On site check list of Criteria to be Carried out**

- Type of the work to be carried out

- Location of the work to be carried out
- Personnel involved to be informed of arrangements
- Equipment to be used is suitable and in good order
- The method of work in place
- The tests and safety checks carried out
- Control arrangements understood
- Residual risks considered
- Emergency arrangements understood
- Means of communication in place
- Start / Finish time

**It is essential that during any work in a confined space is subject to a high level of supervision**

## *Complex Build(UK)Ltd Safe Practices*

### **Using Cartridge Tools**

- Cartridge tools must only be used by a trained and certified person

- Cartridges must be kept locked up and only issued under strict control
- They must never be pointed at any person, or used for any purpose other than that for which they are intended
- Only nails and cartridges manufactured specifically for that particular make of tool must be used
- Suitable high impact eye protectors must be used by operators
- Ear defenders must be worn when used in confined spaces
- Tools must never be laid down, left or stored with a cartridge in the tool
- Tools must be kept in a box when not being used
- Cartridge tools must be returned to the designated store when work is completed or at the end of the day
- The operator must ensure that the tool is good condition before starting work
- The operator must ensure that the tools are maintained in a satisfactory condition, and notify management of any defects
- Tools must be maintained, serviced and kept in good order
- Always follow the manufacturers recommendations

## ***Complex Build(UK)Ltd Safe Practices***

- Use compressed air only when it is necessary
- Always use compressed air at the lowest possible pressure
- Always maintain an adequate blowing distance

- Avoid aiming the jet at sharp edges and holes
- Make sure the air hose nozzle is free from dirt and moisture before use
- Ensure that the tool has been regularly serviced and maintained before use
- Only use the correct attachments
- Abide by the rules of good housekeeping
- Never leave an air gun unattended where untrained and unauthorised people might use it
- Avoid leaving either the air gun or air delivery hose where it may cause a tripping hazard
- Ensure the integrity of both the delivery hose and any connections
- Always use appropriate PPE
- Always follow the manufacturers recommendations

## *Complex Build(UK)Ltd Safe Practices*

**Nail Guns must only be used by a trained and certified person**

- Cartridges must be kept locked up and only issued under strict control

- They must never be pointed at any person, or used for any purpose other than that for which they are intended
- Only nails and cartridges manufactured specifically for that particular make of tool must be used
- Suitable high impact eye protectors must be used by operators
- Ear defenders must be worn when used in confined spaces
- Tools must never be laid down, left or stored with a cartridge in the tool
- Disable means of charge before clearing a blockage
- Nail Guns must be returned to the designated store when work is completed or at the end of the day
- Never carry a loaded Nail Gun while climbing or descending a ladder
- Do not operate the tool around flammables
- Nail from top to bottom when securing vertical sheeting
- Do not fire unless the nose is pressed firmly against piece of work

Due to the inherent dangers involved when any task involving Cartridge Nail Guns, all persons engaging in these activities must have the correct training, experience and attitude.

## *Complex Build(UK)Ltd Safe Practices*

### **Concrete saws**

#### **Setting up**

- The work area is safe and adequate for the operation

- The exact cut or penetration is clearly marked on the work area
- The blade is in good condition and free from cracks
- Appropriate barriers and warning signs are erected
- The work area is adequately ventilated
- Adequate lighting is provided in the work area
- Specific hazardous materials have been identified
- Collection of residue in place to prevent slipping hazards
- The blade speed matches the drive speed, as specified by the manufacturers recommendations
- The shaft and flanges are not damaged
- The blade fits securely over the shaft
- The shaft nut is securely tightened
- The drive belt is at the correct tension
- Adequate coolant is available and used for wet cutting
- 3rd Party persons in the area are not at risk from the cutting operation

***Complex Build(UK)Ltd  
Safe Practices***

## **Cutting**

- The blade guard should be in the lowered position

- The operator stands outside the path of the blade when starting the machine
- If the machine stalls during operation, stop the machine, raise the blade and check the outside flange and nut tightness
- When resuming, ensure the blade is aligned with the original cut
- Use coolant to suppress dust at the point of generation. Failure to suppress could create high levels of airborne dust containing crystalline silica in concentrations considered to be a significant health hazard
- The appropriate PPE is used
- Rest periods will be designed appropriate to the task
- Only staff with the appropriate training and instruction may carry out
- Management will continuously assess whether existing control measures are sufficient to reduce the risk to the lowest level reasonably practicable
- Management will monitor any injury reports to establish if a change in work method is required
- All staff are encouraged to report all near miss incidents
- All staff will be monitored for any signs of cumulative strain injuries
- All staff will abide by the appropriate trigger times allowed to negate vibration injuries
- All staff will assume noise levels above 85dcb are present and will wear ear protection as mandatory

## ***Complex Build(UK)Ltd Safe Practices***

### Care of the Environment

It is the company policy to comply with all appropriate environmental legislation and to ensure as far as is practicable that no pollution is caused by the works and or services, and particular attention is paid to the following:

- 1) Environmental Protection Act 1990
- 2) Water Resources Act 1991
- 3) Wildlife & Countryside Act 1981
- 4) The Control of Pollution (Special Waste) Regulations Amendment 1996 - amended 1996 – amended 2001

The company shall comply with any specific statutory conditions and with any additional specific requirements.

The company will:

- Report to the nominated representative immediately, any environmental complaints received from the public or from any other regulatory authority.
- Store and use oil, fuels and chemicals to standards that comply with the Environment Agency's Pollution Prevention guidelines.
- Report to the nominated representative any spillage of oil, fuel or chemicals that could pollute controlled waters (including groundwater), and ensure that the spillage is cleaned up as soon as possible in an approved / recognised manner.
- Avoid noise emissions that could create a Statutory Nuisance.
- Ensure that all waste is managed and disposed of correctly, in accordance with statutory requirements including Duty of Care.
- Prevent damage to protected wildlife species and habitats.
- Conserve energy, water and other resources which are scarce, whilst still providing a safe and comfortable working environment.
- Provide any available environmental information on the contracted operations / services, at the request of the nominated representative.