

An Agency Workers Guide to Health and Safety

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Health and Safety Policy Statement of Intent

The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Fawkes & Reece (North) Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Fawkes & Reece (North) Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Health & Safety Co-ordinator will implement the company's health and safety policy and recommend any changes to meet new circumstances. Fawkes & Reece (North) Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Fawkes & Reece (North) Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Fawkes & Reece (North) Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

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

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Introduction

What are your responsibilities as a Temporary Worker?

Health and safety legislation places obligations and responsibilities on employees and on persons who undertake work personally – this includes you as an agency worker. In extreme cases, employees and others can now be personally prosecuted by the Health and Safety Executive for failure to comply with their employer's instructions or misuse of anything provided for their health and Safety.

Induction on arrival

On arriving at an assignment, the client should explain the layout of the premises or site, identifying the toilets, kitchen facilities (if any) and other drink making facilities and storage. Ensure that you are aware of the fire alarm mechanisms, fire exits, procedures and assembly point arrangements as well as first aid provision and accident reporting procedures

You have a responsibility to:

- Ensure a safe workplace by assessing any risks to your health and safety during your assignment and informing the client of anything that may jeopardise your own, and others, health and safety.
- Familiarise yourself with the client's 'Health and Safety at Work' policy and carry out the instructions. Wherever possible, ask the client for sight of this before commencing work.
- Co-Operate with the client or any other person with responsibility for workplace health and safety and follow all instructions to ensure a safe system of work.
- Do not intentionally or recklessly misuse equipment provided for your health and safety
- Take all reasonable steps to ensure your own health and safety and others who may be affected by your acts or omissions.
- Report to both the client and to Fawkes & Reece (North) Ltd any injury accident that occurs while you are on assignment.
- Wear any protective clothing and use any protective equipment as instructed by the client in order to carry out the assignment safely.
- Make Fawkes & Reece (North) Ltd aware immediately should you be asked to operate machinery or carry out duties that you are not trained adequately for or could cause risk to yourself or others.

In case of emergency please provide contact details of your next of kin:

Name:

Relationship to you:

Emergency Contact Number:

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Fawkes & Reece (North) Ltd to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

Employees/Agency Worker Responsibilities

The Health and Safety at Work Act 1974 lays down two main sections with which employees and agency workers are required to comply.

Section 7

- To take reasonable care for the health and safety of themselves and others affected by their acts or omissions
- To cooperate with the employer and others to enable them to fulfil their legal obligations

Employees and Agency Workers must:

- Always follow Health and Safety Rules, avoid improvisation and comply with Health and Safety Policies that are in place.
- Not perform work which they are not qualified or adequately trained to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures and report all hazards and defective equipment or tools
- Always wear appropriate clothing and PPE for the task being undertaken.
- Inform the Appointed Person of all accidents that occur.

Section 8

- No person is to misuse or interfere with safety provisions. This would include items such as guards, signs, PPE or firefighting equipment.

Regulation 14 of the Management of Health and Safety at Work regulations 1999 as amended in 2003 and 2006 states that:

Equipment and materials must be used properly in accordance with instructions and training. Obligations on employee and agency workers are extended to include certain requirements to report serious and immediate dangers and any shortcomings in the employer's protection arrangements.

Health and Safety at Work

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help. It is a legal requirement for all employers to display this poster in a prominent position in each workplace.



Locate this poster in the site office as this will outline your employers responsibilities, your responsibilities and what you must do if there is a problem.

Drugs and Alcohol

Being under the influence of drugs or alcohol at work puts yourself and others in danger.

If you see someone who appears to be under the influence of drugs or alcohol report them to your supervisor.

If you are found in possession of alcohol or drugs, or appear to be under the influence you will be removed from site immediately and your contract will be terminated with immediate effect. If you find any needles on site DO NOT touch them, report it to your Supervisor so they can be removed safely.

Smoking

Parts of site can be highly flammable areas and smoking can be a huge safety risk.



If you do smoke make sure you find out where the designated smoking area is.

First Aid and Accident Book

The Health & Safety (First Aid) Regs together with the approved code of practice L74, require employers to assess the need for equipment and qualified first aid staff based upon:

The nature of the work carried out
Number of employees and how dispersed
Remoteness of the site from emergency services
The needs of travelling or lone workers
Whether arrangements have been for sharing facilities with other employers
The need for shift and holiday cover

Ensure you are aware of the location of the qualified First Aider

Any accident that occurs, however minor, should be entered into the accident book. This includes accidents that are non-notifiable under RIDDOR.

All entries into the accident book must be kept confidential to conform with the data protection act.

From the date of the last entry the accident book must be kept safe by the employer for a minimum of 3 years

RIDDOR notifiable Accidents

The responsibility of everyone on site is to ensure the safety of themselves and those around them. However, accidents sometimes do happen.

There is a requirement to report any accident that happens out of doing your work or in connection with your work to the H&S executive. The following injuries are reportable under the Reporting of Diseases & Dangerous Occurrences Regulations (RIDDOR) when they result from a work related accident.

- The death of any worker or non worker arising from a work related accident
- Specified injuries to workers i.e. major fractures, amputations, crush injuries, serious burns
- Injuries resulting in incapacitation for 7+ days (Inc. weekends) – Reported within 15 days
- Injuries to non workers which result in them being taken directly to hospital for treatment
- Occupational diseases i.e. HAV syndrome, asthma, cramps or tendonitis of hand or arm, occupational cancer, any disease caused by exposure to biological agent etc.
- Dangerous occurrences – i.e. near miss events such as overturning or lifting equipment, contact with overhead lines, accidental release of a dangerous substance etc.
- Gas Incidents – should be reported where someone has died, lost consciousness, or required treatment in connection with gas

Useful Information

Which CSCS card do I need?

LABOURER

You can apply for this card if you have either:

- Passed the QCF Level One or SCQF Level 4 Award in *Health and Safety in a Construction Environment*..
- Hold a valid Site Safety Plus Health and Safety Awareness Course certificate
- Complete the IOSH Working safely course

All applicants must also pass the Operatives CITB Health Safety & Environment test.

This card is valid for five years.



APPRENTICE

This card is available to people who are registered on a recognized apprenticeship framework.

This card is valid for four years and cannot be renewed.

Applicants for this card do not need to take the CITB Health, Safety & Environment test if they have met their Apprenticeship Managing Agency's health and safety requirements before applying for the card



EXPERIENCED TECHNICAL SUPERVISOR OR MANAGER

This card is available to Supervisors and Managers with on the job experience (normally at least one year in the last three) who have not achieved a construction related NVQ or SVQ level 3, 4 or 5 (or construction related QCF Level 6 or 7) and are not a member of an approved Professional Body.

The card is valid for three years and cannot be renewed. It is issued on a temporary basis, while a Construction related NVQ or SVQ is being achieved. It is expected to be replaced by a skilled five year card on achievement of a Construction related NVQ or SVQ Level 3 or higher.

All applicants must be registered for the relevant Construction related NVQ or SVQ and have passed the CITB Health, Safety & Environment Test within the past two years. For Supervisor occupations you should take the Supervisors test and for Manager occupations, you should take the Managers and Professionals test.



EXPERIENCED WORKER

This card is available to workers with on the job experience (normally at least one year in the last three).

The card is valid for one year and cannot be renewed. It is issued on a temporary basis, while a Construction Related NVQ or SVQ is being achieved. It is expected to be replaced by a skilled five year card on achievement of a Construction Related NVQ or SVQ Level 2 or higher.

An Experienced Worker Card cannot be replaced by a Laborer or Provisional card.



All applicants must have passed the CITB Operatives Health, Safety & Environment Test within the past two years and be registered for the relevant Construction Related NVQ or SVQ.

TRAINEE (CRAFT AND OPERATIVE)

This card is available if you are a trainee and are registered for an NVQ or SVQ (or if you are registered for or have achieved a Construction Award) but have not yet achieved an NVQ or SVQ.

This card is valid for three years and cannot be renewed.

Prior to applying for the card applicants are required to have achieved either the CITB Health, safety and environment test at the relevant level for their occupation or have attended a 1-day Health and Safety Awareness Course (a copy of the certificate will be required with the application).



TRAINEE (TECHNICAL SUPERVISORY AND MANAGEMENT)

This card is available if you can provide evidence of current registration with a further/higher education college or university for a nationally recognised construction related qualification.

This card is valid for three years and can be renewed for a further three years on application. All applicants must pass the CITB Operatives Health, Safety and Environment test.



SKILLED WORKER

You can apply for this card if you have either:

- Achieved a construction related NVQ or SVQ level 2
- Completed an employer sponsored apprenticeship which included the achievement of a City and Guilds of London Institute Craft Certificate.

If you do not have these qualifications, but you are experienced in your job and have registered for a qualification applicable to your occupation, you may apply for an Experienced Worker Card. All applicants must pass the CITB Health, Safety and Environment test. This card is valid for five years.



BLUE CARD – CRAFT UNIT LEVEL

This card is for occupations where a full construction related NVQ or SVQ does not exist, but you have passed trade specific units. This card is valid for five years. All applicants must pass the CITB Operatives Health, Safety and Environment test

ADVANCED CRAFT/SUPERVISORY

This card is available if you have either:

- Achieved a Construction Related NVQ or SVQ level 3
- Completed an approved indentured apprenticeship (e.g.with NJCBI, BATJIC etc.)



- Completed an employer sponsored apprenticeship which included the achievement of a City and Guilds of London Institute Advanced Craft Certificate.

This card is valid for five years.

All applicants must pass the CITB Health, Safety & Environment Test. For Advanced Craft occupations you should take the Operative or the Specialist test depending on what your occupation is. For Supervisory occupations you should take the Supervisors test.

MANAGER

This card is available for manager occupations subject to: achievement of a Construction related NVQ/SVQ levels 4, 5, (or Construction related QCF Level 6 or 7) in the relevant occupation;

This card is valid for five years

All applicants must pass the CITB Managers and Professionals Health, Safety and Environment Test.



ACADEMICALLY QUALIFIED PERSON

This card is available to people who have completed certain construction related degrees, HND's, HNC's, CIOB Certificates and NEBOSH diplomas.

This card is valid for five years.

All applicants must pass the CITB Managers and Professionals Health, Safety and Environment Test



CONSTRUCTION RELATED OCCUPATION (CRO)

This card is available to people working in construction related occupations not covered by other CSCS cards. To check whether your occupation is covered check the list of construction related occupations not covered by the other card categories.

This card is valid for five years.

All applicants must pass the CITB Health, Safety and Environment Test.



PROFFESIONALLY QUALIFIED PERSON

This card is available to competence assessed members of CSCS approved Professional Bodies.

This card is valid for five years.

All applicants must pass the CITB Managers and Professionals Health, Safety and Environment Test.

When you apply for this card you will need to provide your professional body membership number, level of membership along with a copy of your professional body membership certificate or card. If you don't have a copy of your membership certificate or card you can alternatively provide the name, membership number and contact number of someone of the same level or higher in the same professional body as you who is prepared to recommend you or supply a letter or email from the professional body confirming that you are a current, competence assessed member.

You can also apply for this card over the phone by calling 0344 99 44 777 you will be asked to provide proof of your membership which our customer co-ordinator will confirm the email address for it to be sent during the call.



SITE VISITOR

This card is available to people who frequently visit a construction site, but have no construction specific skill.

This card is valid for five years.

All applicants must pass the CITB Operatives Health, Safety and Environment Test.

The issue of this card does not relieve the site managers from their legal obligation to ensure the health, safety and welfare of people entering their sites.



PROVISIONAL

This card is for people who are:

- Working through probationary periods while employers assess their suitability for employment
- Undergoing supervised work experience (aged 16+)
- Working as a labourer but not yet completed a recognised qualification for a labourer card and not previously applied for a CSCS card



Applicants must have passed the CITB Health, Safety and Environment test within the past two years.

This card lasts for six months and is not renewable. Before it expires Provisional card holders must achieve or be registered for a recognised construction related qualification and apply for the appropriate CSCS card for their job.

CPCS Cards

OPERATOR CARDS

There are two routes of entry into the Scheme which will lead to the attainment of a Competent Operator Card

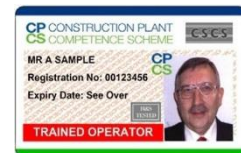
The two routes of entry are:

- Direct to Competent Operator (Blue) Card
- Through Trained Operator (Red) Card to Competent Operator (Blue) Card (a two-stage process)

TRAINED OPERATOR CARD

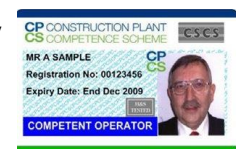
The Trained Operator Card confirms a level of core skills, knowledge and understanding that can be applied in the workplace until measured as competent against national standards.

Experienced and able operators may hold a Trained Operator Card whilst being measured against national standards through an SVQ or NVQ.



COMPETENT OPERATOR CARD

The Competent Operator Card tells the observer that the holder has demonstrated a level of health and safety awareness through the CITB Health, safety and environment test, underpinning knowledge previously through a CPCS theory test, operating ability previously through a CPCS practical test and operating competence on the type of plant (evidenced by an SVQ or NVQ or employer confirmation of competence).



Safety Signs



**Eye protection
must be worn**

Meaning or Purpose:
Instruction and Information:
Intrinsic Features:

Mandatory
Specific behaviour or action, e.g. wear personal protective equipment
Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign



No admittance

Meaning or Purpose:
Instruction and Information:
Intrinsic Features:

Prohibition/Danger Alarm
Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate
Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign.



**DANGER
240 volts**

Meaning or Purpose:
Instruction and Information:
Intrinsic Features:

Warning
Be careful; take precautions; examine
Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign.



Meaning or Purpose:
Instruction and Information:
Intrinsic Features:

Emergency escape; first aid; No danger
Doors; exits; escape routes equipment and facilities return to normal
Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign.



Meaning or Purpose:
Instruction and Information:
Intrinsic Features:






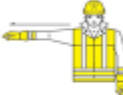

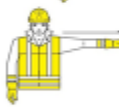




Fire-fighting equipment
Identification and location
Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign

Fire Extinguishers

Knowing the right type of fire extinguisher in the event of a fire could save your life and the lives of those around you

Wood, paper & textiles	✓	✓	✓	✗	✓	✗
Flammable liquids	✗	✓	✓	✓	✗	✗
Flammable gases	✗	✗	✓	✗	✗	✗
Burning metals	✗	✗	✗	✗	✗	✓
Electrical contact	✗	✗	✓	✓	✗	✗
Cooking oils & fats	✗	✗	✗	✗	✓	✗

HSE Coded Hand Signals

Meaning	Description	Illustration	Meaning	Description	Illustration
A. General signals					
START Attention Start of Command	both arms are extended horizontally with the palms facing forwards.		MOVE FORWARDS	both arms are bent with the palms facing upwards, and the forearms make slow movements towards the body.	
STOP Interruption End of movement	the right arm points upwards with the palm facing forwards.		MOVE BACKWARDS	both arms are bent with the palms facing downwards, and the forearms make slow movements away from the body.	
END of the operation	both hands are clasped at chest height.		RIGHT to the signaller	the right arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the right.	
B. Vertical movements					
RAISE	the right arm points upwards with the palm facing forward and slowly makes a circle.		LEFT to the signaller	the left arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the left.	
LOWER	the right arm points downwards with the palm facing forwards and slowly makes a circle.		HORIZONTAL DISTANCE	the hands indicate the relevant distance.	
VERTICAL DISTANCE	the hands indicate the relevant distance.		D. Danger		
			DANGER Emergency stop	both arms point upwards with the palms facing forwards.	
			QUICK	all movements faster.	
			SLOW	all movements slower.	

Workplace Hazards

Slips, Trips and Falls

Slipping and tripping is the single most common cause of injury in the workplace. Every 25 minutes someone breaks or fractures a bone due to slipping, tripping or falling at work. Over half of trip accidents are caused by poor housekeeping. Many of these problems can be easily solved by following the basic guidelines below.

Do

- Ensure that all walkways are suitable for purpose and clear of any obstructions (e.g. trailing leads/poorly stacked materials and rubbish that hasn't been disposed of correctly.)
- Ensure you are wearing the correct footwear
- Report spillages that could be considered hazardous to your supervisor
- Use the correct skips/bins for waste materials
- Keep your work area tidy at all times

Don't

- Ignore obstructions or continue to work in an untidy manner
- Trail leads across busy walkways or in areas accessible to the public.

Working at Heights

More workplace deaths are triggered by falls from height than any other cause. These are the most common cause of serious injury or death in the construction industry.



Working at height can include ladders, scaffolding and elevated platforms, but can also include working around excavations. When working at height, some simple measures should be followed to prevent falls from occurring.

Do

- Avoid working at height, if possible
- Ensure the working platform is properly constructed, complete with toe boards and guard rails
- Where appropriate, ensure fall arrest equipment, such as airbags or safety nets are used.
- Use individual fall restrainers such as safety harnesses if the above is not practicable

Don't

- Complete work at height that could, at least in part, be completed at ground level

- Use ladders, step ladders or work platforms where the base/ground is unsuitable or unstable.
- Overload equipment for working at height.
- Use defective or damaged equipment.

Scaffold

Inspection of all scaffolds should be completed by a competent person: Before first use i.e. on handover, every seven days, after any alteration, addition or dismantling, after any adverse weather conditions. When the scaffold is not in use you should provide warning signs and prevent access to the danger zone.

PPE

PPE protects you from hazards whilst working
The following PPE should be worn at all times:

- Safety Helmet
- Hi Visibility Clothing
- Safety Footwear
- Gloves



Additional Protective equipment may be required when carrying out certain tasks including:

- Gloves
- Eye Protection
- Ear Protection
- Respiratory protective equipment

You should always wear PPE that fits correctly and replace it if it becomes old or damaged.

Manual Handling

Whilst working on site you may be required to lift and carry heavy materials and/or equipment. Back injury due to the lifting of heavy loads is very common and could be avoided by using the following control measures.

Before moving any item, consider the following questions and take the appropriate action.

- Is the item potentially dangerous (hot, sharp, slippery, unbalanced)?
- Is the distance you need to carry the item far, or hold potential dangers or obstacles on route?
- Are the conditions bad (poor lighting, weather)?

When lifting and carrying on site, follow these guidelines:

Do

- Face the direction you are going
- Ensure you have a firm hold of the object
- Bend your knees when picking up and putting down any item
- Carry the load close to your body do not stop and start

Don't

- Lift a load that is too heavy or cumbersome.
- Wear unsuitable clothing, footwear or other personal effects

Transport Hazards

Safe movement of vehicles at work

Many different types of vehicle are used in the construction workplace including dumper trucks, HGV's, all terrain vehicles and perhaps most commonly fork lift trucks.

Whether you personally operate the vehicle or work with those that do, by following the control measures outlined, your risk of injury becomes greatly reduced.

Do

- Be aware of designated traffic and pedestrian routes and signs and adhere to them.
- Adhere to speed limits and restrictions in place.
- Ensure that the driver has the appropriate licence, class/category and training for the vehicle being used such as CPCS, NPORS or UK Driving Licence.
- Ensure there is adequate provision of roll over protective structures and seat restraints.

Don't

- Use a vehicle that appears to be poorly maintained or has defective braking systems
- Take short cuts
- Forget to use both visual and audible warnings of approach where possible.

Work Equipment

Hand-Held Tools

Work equipment includes hand held tools – whether they are powered or not. This section deals with non-powered hand tools.

Do

- Keep all tools in good condition with regular maintenance
- Use the right tool for the job
- Use tools in accordance to the manufacturers instructions
- Use properly, the right PPE (personal protective equipment)

Don't

- Use damaged tools under any circumstances

Abrasive Wheels

Nearly half of all accidents involving abrasive wheels are due to an unsafe system of work or operator error.

The following are among the main operating precautions to consider:

- Training of operators - Operators should be properly trained in the safe use of grinding machines.
- Floors - The floor immediately surrounding fixed grinding machines should be maintained in good condition, and free from obstruction. Splash guards should be used when appropriate to prevent the floor from becoming slippery.
- Mounting - Mounting of abrasive wheels should only be done by appropriately trained people.
- Speed - The maximum operating speed marked on the wheel should under no circumstances be exceeded.
- Guarding - The wheel guard should always be secured in position and properly adjusted before the wheel is run.
- Work rests - Work rests should be kept adjusted as close as possible to the wheel. Lack of compensation for wheel wear is the main reason for the work rest to be out of adjustment. Work rests should therefore be inspected and adjusted at frequent intervals.



The risk of breakage is inherent in every abrasive wheel. If the number of breakages is to be kept low, the initial care exercised in the design, manufacture and testing by abrasive wheel and machine makers must be coupled with the adoption of safety measures

by the users. Accident statistics indicate that nearly half of all accidents involving abrasive wheels are due to an unsafe system of work or operator error.

In relation to abrasive wheels, PUWER 98 requires, among other things, that all machinery is suitable for its intended use and is properly maintained, and that employees, including those using, mounting and managing the operation of abrasive wheels, are fully informed and properly trained in their safe use.

Electrical Safety

Electricity can kill or severely injure people and cause damage to property. However, you can take simple precautions when working with or near electricity and electrical equipment to significantly reduce the risk of injury to you and others around you. This section provides a summary of those precautions.



The main hazards of working with electricity are:

- Electric shock and burns from contact with live parts
- Injury from exposure to arcing, fire from faulty electrical equipment or installations
- Explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts, for example in a spray paint booth

Do

- Ensure that you know how to use the electrical equipment safely
- Make sure enough sockets are available. Check that socket outlets are not overloaded by using unfused adaptors as this can cause fires
- Ensure there are no trailing cables that can cause you or others to trip or fall
- Switch off and unplug appliances before cleaning or adjusting them
- Look for electrical wires, cables or equipment near where they are going to work and check for signs warning of dangers from electricity, or any other hazard. Checks should be made around the job, and remember that electrical cables may be within walls, floors and ceilings (especially when drilling into these locations) etc
- Make sure if you are working with electricity that you have sufficient skills, knowledge and experience to do so. Incorrectly wiring a plug can be dangerous and lead to fatal accidents or fires.
- Ensure any electrical equipment brought to work, or any that is hired or borrowed, is suitable for use before using it and remains suitable by being maintained as necessary
- Consider using a residual current device (RCD) between the electrical supply and the equipment, especially when working outdoors, or within a wet or confined place (see HSE's electrical safety at work site)

Don't

- Use equipment if it appears to be faulty – have it checked by a competent person

Gas Safety

Plumbing and gas related work is highly specialised and potentially very dangerous if you are not properly trained or qualified

All such work should be properly planned, only carried out by trained and competent contractors and adequate supervision should be provided.

No-one should attempt work on any gas pipework or equipment unless they are a Gas Safe registered engineer



The following work must be carried out by a Gas Safe registered engineer:

- Installing, repairing or servicing a gas boiler
- Installing or repairing a gas fire, gas cooker or hob
- Any other work on a heat producing appliance if it is connected to either a natural gas or liquid petroleum gas (LPG) supply

If you are NOT a Gas Safe registered engineer you should NOT be involved with any of the work listed above and if you do, you will be breaking the law.

Advice for when working in a domestic property, in the vicinity of gas appliances or pipes:

- Open windows or ensure there is plenty of ventilation when working in confined spaces
- Be aware of any gas appliances that might look in need of repair or replacement
- Seek medical advice if you feel ill and suspect you might be suffering from CO poisoning
- If you suspect a leak, extinguish all naked flames, leave the area, do not operate any switches and open windows and doors
- Report any suspected Gas or CO leaks immediately

Fire Safety

People's lives and livelihoods are at risk when a fire starts. Fire prevention is critical in all organisations.

Fire is often a risk when 'hot works' are being carried out. Hot works include Welding, cutting with a flame, cutters and grinders, soldering / brazing and any other operation involving a naked flame.

As soon as you start on a new site you should:

- Locate the Fire Escapes and Fire Assembly Points as soon as you get on site
- Familiarise yourself with the location types of fire extinguishers on site
- Never block a fire escape route and if you see one blocked tell your supervisor
- Only use power tools that pose a fire risk if you are fully trained and have the correct PPE and permits
- Make sure all flammable gases, liquids and materials are stored in a safe place away from direct sunlight and power tools

If you discover a fire

Do

- Call 999.
- Ask for the Fire Service when the exchange operator answers.
- State slowly and distinctly, "We have a fire."
- State the location of where you are working clearly to the operator.

Don't

- Replace the receiver until this information has been correctly acknowledged.

Do

- Notify the senior person present that you have called the Fire Service.
- Evacuate the premises quickly in an orderly manner aiding any colleague who may be in difficulty.

Don't

- Re-enter the building or the site until told to do so by the Senior Fire Officer.

COSHH

Hazardous materials that could be found on site are chemicals, dust (in high quantities), Asphyxiates such as Carbon dioxide and Nitrogen and Carcinogens such as tobacco smoke While you are on site, make sure you are aware of which hazardous materials are used, and where they are kept.

When dealing with hazardous materials:

Do

- Always carry out a risk assessment
- Wear the correct PPE
- Dispose of any materials in the correct manner
- Wash hands after handling hazardous materials

Don't

- Ignore an increase in allergies such as asthma, rashes or if you start to feel unwell following exposure to hazardous materials

Hazardous materials can enter your body in the following ways:

Inhalation - breathing in hazardous materials

Ingestion - eating or drinking substances or foods contaminated by hazardous substances

Absorption - absorbed into the body through the skin causing harm to internal organs.

Injection - through the skin either by wounds or cuts.

If you come into contact with any materials go and visit your doctor or the hospital immediately.

Symbols for Hazardous materials



CORROSIVE



EXPLOSIVE



OXIDISING



FLAMMABLE



HARMFUL/ IRRITANT

Sharps

This should be used as a good practice guide of what to do when working in an environment where injury by needles and sharps is a risk. For further information you can visit the HSE website or the Waste Industry Safety and Health Forum (WISH)



Hypodermic needles are the primary risks to those working within a domestic refurbishment or repairs & maintenance environment. Hypodermic needles are a hollow needle commonly used with a syringe to inject fluid into or extract fluid from the body

Waste workers, demolition operatives, cleaners and maintenance operatives can all be exposed to needles in the materials they handle in their day to day work.

Needle injuries occur when a needle punctures the skin but the chances of accidental contamination from a discarded needle are greatly reduced if you follow the correct procedures and wear the correct safety clothing.

Risks following a skin puncture from a discarded needle can include Tetanus and blood borne diseases such as hepatitis and HIV/AIDS but the actual risk of infection will depend on:

- If the needle is still attached to the syringe and still contains blood
- If the needle user was infected with hepatitis or HIV
- How much infected material has entered the bloodstream
- How infected the material is.

Do

- Wear gloves and use correct equipment to dispose of needle
- Report the needle to your supervisor
- Be alert at all times and look in obvious places for needles
- On finding a needle, mark it by covering it with a bucket or similar object

Dont

- Do not handle the sharp without the correct tools
- Do not re-sheath needle
- Don't throw in domestic waste bins
- On finding it just leave it un-marked
- Don't over fill a sharps box

Respiratory Protective Equipment (RPE)

RPE cannot protect the wearer if it leaks, does not fit properly or does not provide adequate filtration for the materials that you are working with. Select the correct RPE – Any RPE system or mask has an APF (Assigned Protection Factor) and its important that you select the right mask for the right job.

Make sure it is properly fitted – people come in all shapes and sizes and it is unlikely that one particular type of RPE face piece will fit everyone. Ensure that it is fitted by a competent person who has been properly trained, qualified and experienced. For as little as £15-£20 you can have your RPE professionally fitted to your face and it might be the best investment you will ever make.



**Certificate of
Respirator Fit Test**

This is to Certify that
MICHAEL HARTSHORN
Attended the Face Fit Test for
3M 8833 FFP 3

On
Tuesday 7th October 2014

Director: *[Signature]*

Trainer: J. Thompson



Do

- Make sure you maintain, examine and test your RPE
- Follow any instructions in the manual
- Examine your RPE and test it before each use
- Check air flow and air quality at least once every three months
- Keep records of the test you have done

Don't

- Continue to work if you suspect the equipment is faulty
- Allow more than 3 months to pass before completing a through test and examination
- Store your RPE in dirty or contaminated places

Asbestos Awareness

Between the 50's and 70's asbestos was used widely as a building material. Thousands of tonnes are still in buildings today – over 1.5 million buildings!

Over 3000 people a year die from an asbestos related disease. 25% of these have worked or are working in the construction sector.

There is a long delay from exposure to subsequent symptoms – 15-60 years

Once lodged inside the lungs most fibres will not break up or dissolve therefore causing irreparable damage. Any trade that involves power tools and knocking, banging, breaking, drilling, cutting walls, roofs or partitions has been affected. The HSE estimate that 6 joiners die every week from asbestos related diseases

It is known as 'THE HIDDEN KILLER'

UKATA

Certified Asbestos Awareness Training

Working near undisturbed asbestos is perfectly safe, if it is in good condition and in a position where it cannot be damaged or disturbed. It poses NO RISK

Asbestos can serve a useful purpose if undisturbed e.g. it offers excellent fire protection

However, if asbestos exists on site, the employer / manager has a duty to:

- Ensure that a UKAS accredited asbestos consultant is appointed
- Ensure that available information relating to the presence of asbestos is given to contractors
- Provide guidance and training to employees
- Ensure high potential incidents are investigated and reported
- Ensure that records of exposure to asbestos are maintained
- Seek further advice from health and safety support

You have a duty to:

- Make sure you know the building you are working in and if there is a risk of asbestos.
- Be aware of the 'safe working' procedure in the event that there is asbestos in the building
- If asbestos materials are likely to hinder or stop you working identify a work around with your manager
- Advise the manager if you think you have discovered any asbestos containing materials

Physical and Psychological Health Hazards and Risk Control

Noise

Long periods of exposure to loud noises can cause temporary or even permanent hearing damage such as hearing loss, tinnitus and threshold shifts.

In addition to reducing time exposure to the noise source, the following actions should be followed.

Do

- Reduce the level of noise at source where possible
- Ensure ear protection such as ear plugs or ear defenders are worn

Don't

- Take off ear protection at any time, or wear protection that is insufficient for the level of noise determined.

Hand-Arm Vibration (HAV)

There is a variety of equipment and processes within construction that produce HAV such as:

- Grinding, sanding, polishing wood and stone.
- Cutting stone, metal and wood
- Riveting, caulking and hammering
- Compacting sand, concrete and aggregate
- Drilling and breaking rock, concrete and road surfaces
- Surface preparation including de-scaling and paint removal

To minimise the risk of HAV

Do

- Ensure the equipment is well maintained
- Ensure the equipment is suitable for the material being worked

Don't

- Use accessories that are not appropriate or that are badly fitted
- Mis-use the tool at any time

Whole Body Vibration (WBV)

WBV within the Construction Industry generally comes from driving vehicles such as fork lift trucks and other construction plant over rough terrain or uneven surfaces.

Preventative and Precautionary measures for both HAV and WBV.

- Eliminate vibration related or hazardous tasks by performing the job in a different way.
- Ensure the correct equipment is always used
- Be aware of Job rotation which may be used to reduce the length of time you are exposed to the hazard.
- Ensure you have sufficient information and training to use the equipment in a safe manner

C.A.T & Genny (Cable Avoidance Tool & Signal Generator) - What are they & how do they work?

CAT and Genny Cable and Pipe Location

C.A.T. (Cable Avoidance Tool)

Buried services represent a major hazard to all construction workers the world over. Poorly planned excavations can cause cable or pipe damage resulting in costly repairs, delays and personal injury. Cable location is a must for anyone involved in groundwork. The cable avoidance tool known as a CAT is used to locate these services so that they can be avoided. The CAT is a cable locator and can detect signals naturally radiating from metallic services or in conjunction with a Genny that applies a distinctive signal that the CAT can detect. The CAT can be used in 3 modes: Power (P), Radio (R) and Genny (G). The CAT can detect most buried

cables and conductors however some cables and conductors (even live ones) do not radiate signals.

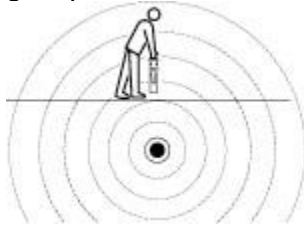
Power (P)

In the power (P) mode the CAT can detect ‘power’ signals that are being radiated by loaded cables. This is used to detect, locate and avoid buried electricity cables.



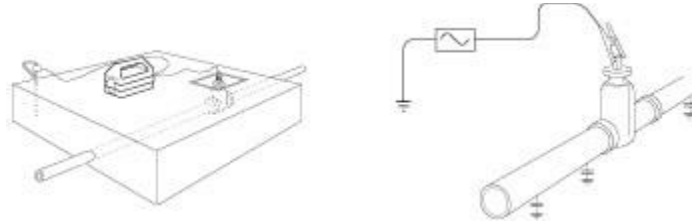
Radio (R)

In the radio (R) mode the CAT detects VLF radio signals re-radiated by buried metallic pipes and cables. This is used to detect, locate and avoid other buried metallic pipes and cables i.e. gas, phone & communication lines, ducts & water services.



Genny (Signal Generator) (G)

In the Genny (G) mode the CAT detects a tone radiated by the Genny to a buried conductor. This is used to detect, locate and avoid all services as a direct connection to the source i.e. plug sockets, water valves or Flexitracegas valves. The Genny usually transmits a signal of 8 or 33kHz.



CAT and Genny service and calibration is recommended every 12 months.

Confined Spaces Regulations 1997

A confined space means any place, including chamber, tank, vat, trench, pipe, sewer, flue, well or similar space which, by virtue of its enclosed nature poses a foreseeable specified risk.

Specified risk – means a risk to any person at work of:

- Serious injury from fire or explosion
- Loss of consciousness from an increase of body temperature
- Loss of consciousness or asphyxiation from gas, fumes, vapour or lack of oxygen
- Drowning from an increase in the level of liquid
- Asphyxiation from a free flowing solid or because of entrapment by it.

The regulation states the following:

- No person shall enter a confined space for any purpose unless it is not reasonably practicable to achieve that purpose with such entry
- Other than in an emergency, no person shall enter, carry out work or leave a confined space otherwise than in accordance with a safe system of work, relevant to the specified risks.



Specific training which is both frequent and detailed is required for all people concerned with confined spaces, whether they act as rescuers, watchers or those carrying out the actual work in the confined space.

3B Training

Our sister company, 3B Training is able to deliver high quality Health and Safety courses throughout the UK. We offer a range of courses including but not limited to First Aid, Fire Warden, Asbestos Awareness, IOSH and a range of CITB courses such as SSSTS and SMSTS.

Our training team can source and organise training for you.

Construction Skills Accredited Courses



- 5 day SMSTS courses
- Day release SMSTS courses
- 2 day SMSTS refresher
- 2 day SSSTS courses
- 1 day SSSTS refresher
- 1 day H&S awareness

First Aid Courses



- Emergency First aid (1 day)
- First Aid at Work (3 day)
- First Aid requal (2 day)
- AED training

H&S Courses



- IOSH
- NEBOSH
- Abrasive Wheels
- Asbestos Awareness
- Confined Spaces
- Fire Safety
- Face Fit

CSCS tests, training & cards

committed to



- CPCS/NPORS specialised plant training
- CPCS telehandler
- CPCS dumper & roller

- CPCS excavator
- IPAF

Other training courses

- Temporary works
- NSWRA
- Deep excavation
- CDM
- CISRS scaffold inspection