
Glenister Building Services Ltd

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CDM Regulations - Company Policies, Procedures and Guidance

Construction (Design and Management) Regulations 1994

Company Policy

1. General

- 1.1 GBS shall fully comply with the CDM Regulations.
- 1.2 Sufficient resources and expertise shall be applied by GBS to ensure compliance with the regulations.
- 1.3 Proper information and training shall be provided to GBS staff to allow compliance with the regulations. This training shall be extended and developed as necessary.
- 1.4 The GBS policy, procedures and standard CDM documentation shall be controlled by GBS staff.

2. GBS Building as Principal Contractor

Principal contractor means any person for the time being appointed under regulation 6 (1) (b) of the regulations and carrying out the requirements under regulation 16. (Normally the “Main” contractor.)

- 2.1 The divisional construction/operations director responsible for a project shall nominate a person to act as principal contractor’s representative (PCR). This will normally be the contracts manager or project manager in charge of the construction.
- 2.2 The PCR shall be responsible for ensuring compliance with the principal contractor’s duties and obligations and shall be the primary point of contact with the planning supervisor.

The PCR may be assisted by the appointment of “CDM Technicians” to carry out CDM administration related to the principal contractor function. (Full-time, site based on larger contracts or visiting on smaller contracts.)
- 2.3 The principal contractor’s representative shall be suitably qualified and experienced and shall have knowledge of construction practice and H and S issues.
- 2.4 The additional administration necessary to comply with the regulations shall be assessed on each tender and contract and preliminaries adjusted accordingly.
- 2.5 Lead-in and mobilisation periods for “Traditional” and D and B contracts may be extended by compliance with the regulations and shall be rigorously

assessed to ensure that sufficient time is allowed for completion of the H and S plan prior to commencement of the construction phase.

- 2.6 The buying department shall extend databases on sub-contractors/suppliers to ensure compliance with competence, resources and other requirements of the regulations.
- 2.7 Construction and other departmental procedures shall be amended to include the measures necessary to comply with the regulations.

YOUR SAFETY

Health and Safety Law

Organisation for Health and Safety

General Responsibilities

Directors, Contract Managers, Project Managers, Managers of permanent installations, area offices and depots are responsible for the implementation of the Company's declared safety policy and are accountable to the Board for its implementation.

All employees are expected to set a personal example and take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work. Employees who are responsible for supervision are expected to promote and encourage a safety awareness in the employees and sub-contractors under their control.

All employees should have a knowledge of the legislation governing the activities that they are employed upon.

Organisation for Health and Safety

Specific Responsibilities

The following responsibilities are the specific duties of management and are in addition to the duties outlined above under General Responsibilities.

A. IMPLEMENTATION/PROVISIONS/MAINTENANCE

1. Company Directors

- a)
- b) Apply the Company's safety policy, receive reports on the effectiveness of it and implement revisions as and when decided by the Board.

2. Contract/Depot/Area/Project//Department/Office and Factory Works Managers

- a) Ensure that the workplaces under their control are adequate with respect to Health, Safety and welfare and report to their Company Directors.
- b) Appoint Temporary Works Co-ordinators where necessary.

3. Supervising Agents/Agents and Site Supervisors (or other persons responsible for operational activities)

- a) Organise and implement the provision and maintenance of a working environment, systems of work and plant that are safe and without risk to health, so far as is reasonably practicable.
- b) Satisfy themselves that the employees under their control are properly supervised; have the necessary experience and arrange for training or instruction as necessary.
- c) Make arrangements with sub-contractors and other contractors to clearly define areas of responsibility and ensure they have available a satisfactory Safety Policy.
- d) Appoint Safety Supervisors where required.

4. Sub-Agents/Engineers and Designers

- a) Ensure the production of precise information and instructions to other employees and sub-contractors in order to promote safe working methods.
- b) Ensure that their designs are safe and without risk to health and that adequate information is provided to ensure their correct implementation.

Organisation for Health and Safety

5. Site Works Managers and General Foremen

- a) Organise the works to maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health.
- b) Give all Foremen/Trades Foremen/Gangers and Charge Hands precise instructions on their responsibilities for correct working methods; see that they do not permit individuals to take unnecessary risks.
- c) Ensure that suitable protective clothing and safety equipment is available where appropriate and that it is correctly used.

6. Foremen/Trades Foremen/Gangers and Charge Hands

- a) Ensure that individuals under their control are made aware of the safety precautions associated with their type of work and that their place of work is safe.
- b) Maintain means of access to and egress from their places of work that are safe and without risk to health.
- c) Ensure that protective clothing and safety equipment is correctly used.
- d) Do not permit individuals to take unnecessary risks.

7. All Employees

- a) Take reasonable care for the Health and Safety of themselves and others who may be affected by their activities at work.
- b) Use all tools and equipment provided for their work correctly.
- c) Use protective clothing and safety equipment supplied.
- d) Refrain from horseplay and the abuse of welfare facilities.
- e) Co-operate with their supervisor or any other person so far as necessary to enable them to comply with any duty or requirement imposed on them by any statutory provision. Report any hazards or defects to their supervisor.

Organisation for Health and Safety

8. Company Plant and Transport Managers

- a) Have a detailed knowledge of legislation relating to plant/transport and advise Managers on the selection/suitability of plant/transport.
- b) Resolve any difference of opinion relating to the safe use of plant or transport in co-operation with the Company Chief Safety Officer.

9. Depot and Site Plant/Transport Managers and Plant/Transport Supervisors

- a) Ensure that all plant/transport (whether owned or hired by the Company) is correctly maintained, is safe and without risk to health when properly used.
- b) Organise the provision and maintenance of systems of work, to ensure that plant/transport is inspected as necessary and correct documentation is maintained.
- c) Advise the Manager of the workplace of any modification or changes to plant/transport.
- d) Ensure that plant/transport operators are competent and advise the Manager of the workplace of training requirements as necessary.

B. CONTROL/ADMINISTRATION/ADVICE

1. Named Company Director Responsible for Health and Safety

- a) Keep the Board informed of Health and Safety matters within the Company and submit recommendations to the Board whenever necessary for revision of the Company's Safety Policy.

2. Company Chief Safety Officer

- a) Organise and direct the duties of the Safety Inspector and report to the Company Director responsible for Health and Safety.
- b) Make recommendations to the appropriate management on all matters relating to Health, Safety and welfare.
- c) Prepare and circulate information relating to Health and Safety matters.
- d) Generate an awareness of safety within the Company as an integral part of good management.

Organisation for Health and Safety

3. Safety Inspectors

- a) Carry out regular inspections of workplaces (including plant and transport), give guidance and advise welfare Managers and Safety Supervisors on all aspects of Health, Safety and welfare.
- b) Prepare and distribute safety reports after each inspection.
- c) Carry out training as and when directed by the Company Chief Safety Officer on matters relating to the Health and Safety of employees.
- d) Generate an awareness of safety within the Company as an integral part of good management.

Note:

The above covers the majority of the Company's activities. However it may be necessary for Directors/Managers of workplaces to re-define certain occupational duties contained in "Specific Responsibilities" to suit either their particular requirement or any new operation being undertaken.

Organisation for Health and Safety

Training

The Company Chief Safety Officer and the staff of Safety Inspectors are responsible for recommending and arranging with the Training Department safety training and refresher courses for all employees as necessary. Particular regard is to be given to this requirement where special risks are involved.

Managers of workplaces should satisfy themselves that employees under their supervision have the necessary experience and training to carry out the duties allocated to them. Where necessary, Managers should arrange with the Company Chief Safety Officer for training and instruction of employees with particular emphasis on new employees.

Safe Systems of Work

Employees who are responsible for the supervision of other employees and sub-contractors are expected to identify, provide and maintain safe systems of work.

Employees who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established safe system of work, or an unusual use of plant, is reported to the Manager of the workplace who is responsible for ensuring that the modified system is safe and without risk to health.

Where modifications or changes to plant/transport are made which may affect the safety of the unit, the Company Plant/Transport Manager and the Company Chief Safety Officer must be notified.

Standard procedures are available in the “Your Safety” booklet, covering work recognised as having special risks, e.g. entry into enclosed spaces, work involving asbestos and the safe use of inflammable gases (fitting flash back arrestors) etc.

Environment Control

Employees who are responsible for establishing a working environment which is safe and without risk to health, shall consult the specialists in the Plant/Transport and Safety Departments who are available to give advice as necessary.

Instrumentation is available from the above departments to establish and monitor satisfactory levels of lighting, humidity, temperature, atmosphere and noise at the workplace.

Organisation for Health and Safety

Safe Place of Work

Adequate arrangements must be made to keep workplaces in a clean, orderly and safe condition. Walkways, gangways and roads to be clearly marked as appropriate.

At all workplaces safe means of access to and from egress from all working areas are to be provided and maintained.

Adequate arrangements are to be made at each workplace for flammable, toxic and corrosive substances to be stored and used safely and without risk to health.

The established Permit to Work procedure is to be used wherever necessary. Advice on this procedure can be obtained from the Safety Department.

Machinery/Plant and Transport

Employees responsible for the supervision of operations involving the use of machinery/plant and transport must ensure that it is used correctly and is safe and without risk to health. Checks must be made to ensure that machinery/plant and transport operators are competent and, where necessary, arrangements for training must be made. All machinery/plant and transport must be inspected, serviced and maintained as necessary, all of which shall be correctly documented. Full information relating to servicing and maintenance is sent with the item of plant from the Plant Department or made available by the Supplier. Safety Inspectors will advise on procedures for servicing and maintenance during the inspection of workplaces.

Noise

Employees responsible for the selection of plant and machinery shall take into account the level of noise where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing to reduce the overall noise to an acceptable level. Advice on the reduction of and equipment to monitor noise is available from the Safety Department.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and employees affected provided with suitable ear protectors.

The requirements of the Code of Practice for reducing the exposure of employed persons to noise must be understood and adhered to wherever practicable.

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Radiation

It is generally the policy of the Company to use specialist sub-contractors in any operation involving radioactive isotopes. However, it is the responsibility of the Manager of the workplace to ensure that adequate precautions are taken to ensure the safety of persons who may be affected and that adequate monitoring/warning equipment is available and used. For operations involving company owned equipment containing a radioactive source, their use must be controlled in accordance with company procedures. Records are to be kept in accordance with statutory regulations.

Toxic Materials

Employees responsible for the use, handling, storage or transport of articles and substances which are identified as being toxic must make arrangements to ensure that the use, handling, storage and transport of such articles and substances is safe and without risk to health.

Where toxic chemicals are identified and used, adequate precautions must be taken to ensure the health and safety of persons affected by the proper use of protective clothing and respiratory equipment.

The Safety Department has or will obtain information on toxic materials used by the Company. Problems relating to identification, precautions to be taken, or protective equipment to be used should be directed to that department.

Internal Communication

The Safety Department staff shall set a personal example and develop enthusiasm in others to raise the standard of safety awareness during regular visits to all workplaces.

Where Safety Representatives are appointed, their role shall be recognised in accordance with the accepted procedures for the industry.

“Your Safety” is a Company booklet which is issued to all employees. The contains a copy of the Safety Policy and general information and advice is included relating to Health, Safety and welfare with particular reference to common hazards associated to their type of work.

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Medical and Welfare Facilities

Employees responsible for the supervision of other employees must ensure that adequate facilities and arrangements are provided in respect of first aid and welfare and that these facilities are adequately maintained in a satisfactory condition. Employees must be informed of the location and arrangements made for first aid treatment by the Manager of the workplace.

First aid equipment facilities and the suitability of persons to administer first aid must be adequate and appropriate depending on the type of workplace.

Advice on what is considered adequate and appropriate is available from the Safety Department.

Records

At each workplace appropriate registers are available for keeping statutory records. Registers and forms for maintaining statutory records at the workplace are available from the Safety Department. The registers contain a summary of the relevant statutory regulations and Codes of Practice.

These records are regularly vetted by visiting Safety Inspectors and returns made on the entries to enable areas of strengths and weaknesses to be identified. As all registers/records have to be kept for a statutory period, all completed registers and forms should be sent to the Safety Department.

Emergency Procedures

Procedures to be followed in the event of accident, fire or any other emergency will be specified by the Manager of the workplace and effective steps shall be taken to ensure all affected persons are familiar with the emergency procedure.

Monitoring at the Workplace

It is the responsibility of the Company Chief Safety Officer to record and analyse information on all accidents, assess accident trends and review the overall safety performance.

YOUR SAFETY

Safety Policy Statement and Employees Responsibilities

Organisation for Health and Safety

General

Make sure you fully understand the safe and proper way to do any job. If you are in any doubt, go to your supervisor for advice or further instructions and, if you do not understand the instructions, ask again - don't guess!

Report unsafe conditions and defects to your supervisor.

Observe warning and hazard notices.

The importance of site tidiness cannot be over-emphasised, Scattered materials, timber, scaffold tube and fittings, steel wire, etc., cause many serious tripping accidents as well as being costly and wasteful.

Remove or knock down any upstanding nails - don't wait for someone to step on them, it may be you! Remember - the job isn't finished until the work area has been tidied. Good housekeeping prevents accidents and reduces costs.

The canteen, drying room and toilet arrangements are provided for your welfare and convenience. Help to keep these facilities clean and tidy.

First aid facilities are available, make sure you know where to go to receive treatment. It is in your own interest that you report any injury, however minor, and ensure it is entered in the accident book.

Never indulge in horseplay or practical jokes.

ALWAYS WORK SAFELY - the Company does not want you to take chances or to work in hazardous conditions.

Transport and Mobile Plant

Never ride on any vehicle as a passenger unless the vehicle is suitably equipped for this purpose.

Do not drive any site vehicle unless authorised.

Drivers - ensure, at all times, your vehicle is in efficient working order and in good repair. Report any defects immediately.

Do not permit any person to ride on your vehicle unless there is a place provided for this purpose.

Do not leave your vehicle unattended with the engine running.

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Before driving off, make sure your load is secure and the load does not interfere with the safe driving of your vehicle.

Never reverse your vehicle without assistance if your rear view is in any way restricted.

Always drive with care and consideration for others.

Protective Equipment

For your protection the Company supplies safety helmets, ear protectors, safety belts, face masks, goggles, screens and other items of protective equipment depending on the type of work. Look after this equipment and see that it is in good condition before use.

It is in your own interest that you wear this equipment when required and when there is any possibility of personal injury in the course of your work.

The law requires that you **MUST** wear eye protectors or use effective screens when you are engaged on or in close proximity of certain specific activities such as dry grinding, breaking, cutting or carving of metal, stone, concrete, slag or similar materials. Similar precautions must also be observed during the chipping or scaling of painted or corroded metal surfaces and during the welding or flame cutting of metals.

Always wear sound, sensible footwear and avoid not only a painful injury, but the many other problems created by unsuitable footwear.

Safety Helmets

Safety helmets must be worn by everyone on a construction site, quarry and any other workplace where there is a foreseeable risk of head injury. Safety helmets are provided for your protection.

The law requires you to co-operate with your employer and wear a safety helmet when instructed.

Hazardous Materials

There is an ever-increasing variety of materials and substances which, if not properly used, can be hazardous to your health.

You will normally be instructed in the safe use of potentially hazardous materials and when required, the protective equipment which must be used.

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If your work involves asbestos or lead based materials the following basic rules must be observed:

- 1) Wear the protective clothing and breathing apparatus as instructed by your supervisor.
- 2) Do not smoke or go into the messroom or eat any food until you have removed your protective clothing and washed your hands.
- 3) Do not permit dust and waste to accumulate in the work area. The waste must be collected and placed in sealed containers for proper disposal.
- 4) No person under 18 years may be employed in any process requiring respirators and specialist protective clothing.
- 5) Airborne dust must be kept to the absolute minimum. Do not create a hazard which may affect yourself or any other person in the vicinity of your work.

Scaffolding

To ensure that scaffolds, temporary working places and ladders are kept safe and in good order for yourself and your workmates the following advice should be remembered:

Never use a makeshift ladder or scaffold. Before using any ladder make sure it is properly lashed or footed and that it rises at least 1.1m (3'-6") above the landing stage.

Never use a defective ladder - report the defect without delay.

Make sure that scaffold platforms are fully boarded out and fitted with guardrails and toe boards. Never alter any scaffold, remove boards or guardrails and, in particular, never remove or alter the position of any ties or braces unless instructed to do so by your supervisor.

Never overload a scaffold or stack materials above the height of the toeboard, without first fitting brickguards to the guardrails. Never stack materials above the guardrail.

Never work from a mobile scaffold unless it is properly secured or chocked against movement. Never remain on a mobile scaffold whilst it is being moved.

When working overhead never drop tools or materials, or throw them down - remember your workmates below.

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Inspection

A scaffold shall be inspected before use, every seven days and at other times in certain circumstances, see Regulation 22 of the Construction (Working Places) Regulations, 1966. Some of the main points to be checked in inspecting a scaffold are:

- 1) That the standards are correctly aligned and properly supported at their bases.
- 2) That there is no undue deflection in ledgers and putlogs or transoms.
- 3) That no essential members of the structure have been removed.
- 4) That all ties and braces are effective in stabilizing the structure.
- 5) That the correct type of couplers are in use.
- 6) That all scaffold boards are sound and properly supported.
- 7) That all guardrails and toeboards are in place.
- 8) That all ladders are in good condition, properly supported and secured.

Excavations

Before commencing any excavation make sure you fully understand any instruction given and the degree of care to be taken in the vicinity of any underground power cable, gas supply or other service.

Always enter or leave any excavation by means of the proper access.

Where there is any possibility of a fall of earth, rock or other materials, ensure that suitable protection is provided for your safety. Report unsafe conditions without delay. Where timbering or other form of support is used, never work ahead of this protection unless special precautions are taken and never alter the support or remove props without instruction.

Never deposit tools or materials close to the edge of an excavation and make sure that spoil from the excavation is deposited well back from the edge. Where vehicles or machines approach the edge of an excavation to deposit materials or equipment ensure that adequately secured stop blocks are provided to prevent the vehicle over-running the edge.

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The edges of an excavation must have a suitable warning barrier provided. Take particular care when placing an engine driven pump or other similar plant near the edge of an excavation. A concentration of fumes from an engine can be dangerous if allowed to collect in an excavation. Ensure the exhaust is directed down wind away from the excavation.

Lifting

Many accidents are caused by lifting incorrectly.

Do not attempt to lift or manhandle materials or items of plant which are obviously too heavy. If you are employed as a banksman or slinger use only the approved signals, (see back of this booklet). Give signals distinctly so that the crane driver can clearly understand what is required.

Avoid carrying loads over the heads of other people. If necessary, give warning for them to keep clear.

If you are in control of a load being lifted, always keep it in clear view and make sure you are in continuous contact with the driver of the lifting machine.

You must stay alert and act upon any warning notices displayed, either on a container or package, which indicates a particular hazard.

Never use slings or other lifting gear if its safe working load (S.W.L.) cannot be established.

Never make up a sling or alter any lifting gear without instruction from your supervisor.

Before lifting, check the weight distribution of the load and make sure the gear is correct and suitable for the job.

Use wood or other packing between sling and load where there is any risk of slings slipping along the load or the sling being damaged from any sharp edges.

See that the load is properly secure and adjusted - keep your hands clear of the sling and do not stand under the suspended load.

Examine lifting tackle regularly and report any damage or defect immediately.

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Electricity

Electricity is one of the safest forms of power if used properly but can easily be a killer if mis-used.

Temporary supplies to portable tools and lighting

The installation of and alteration to any temporary electrical system is the job of a competent electrician.

Handle all tools, switches, sockets, plugs and cables with care - report all defects immediately. Before commencing work find out where the main switch is situated.

Do not allow trailing cables to lie in water or in a position where they may be damaged by vehicles or sharp edges. Wherever possible tie the cables up out of harms way and protect the cables where they must pass across vehicle routes.

Temporary lights are placed for your safety - do not tamper with the installation; and never attempt connecting a power tool into a lamp socket. Report dangerous lighting conditions immediately.

Underground Cables

The greatest possible care must be taken when excavating in the vicinity of known underground cables - they are often found out of position from where they are shown on the plans.

Regard every underground cable as being live unless instructed otherwise by your supervisor.

Never attempt to move a cable unless instructed by your supervisor and ensure that exposed cables are properly supported where necessary and protected from possible damage.

Mechanical excavators, pneumatic or hydraulic drills and spades should not be used within 610mm (2ft) of electric cables.

When hand digging to locate electric cables, avoid using pointed tools, e.g. fork, picks etc.

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Overhead Cables (Vehicles)

Regard every overhead line as being electrically charged.

Observe and obey all warning notices and barriers erected for your safety.

Do not pass under any overhead cable except by the permitted route. All raised parts of a crane, excavator or tipping vehicle must be lowered and, whenever necessary, directed, by a banksman.

When passing under overhead lines do not raise the jib between the warning barriers.

Do not stack, load or off-load equipment or materials in the vicinity of overhead cables. This particularly applies to scaffold tubes, metal or metal-bound ladders and reinforcing steel.

If your machine makes contact with an overhead cable and you cannot back off, stay in the cab until the Electricity Board's engineer confirms it is safe. If, however, you have to leave your cab **jump** clear, do not climb down in the usual manner.

Remember, you do not have to touch a high voltage cable to receive a shock. Under certain damp conditions, electricity can jump considerable distances.

Stay alert and keep clear of all cables.

Small Tools

This category refers to all hand-held tools and portable machines operated by electricity, compressed air, petrol or diesel, cartridges, gas or simply by hand.

Hand Tools

Ensure the tools in use are maintained in good repair, e.g. hammer heads are not loose, chisels do not have mushroomed heads, spanner jaws are not strained.

Portable Tools and Machines

All electric tools in use on site should operate on 110V unless authorised otherwise for special tasks. Report all defects immediately and do not indulge in temporary repairs.

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Tools fitted with abrasive wheels or discs must be fitted with guards whenever practicable. Guards are fitted for the protection of you and other persons in the vicinity. Under no circumstances must guards be removed without authority.

Only trained and authorised personnel are permitted to fit abrasive wheels and discs.

Ensure that compressed air lines are connected to air tools by couplings which are sound and free from any defect. Do not cut off the air by crimping the hose - turn off the air at source before disconnecting the tool.

Cartridge tools should only be used by persons trained, authorised and over 18 years of age.

Use only the cartridges and fixings applicable to the type of cartridge tool in use - other manufacturers' fixings and cartridges may jam and cause misfires.

If a misfire occurs wait one minute before attempting to open the tool to remove the cartridge.

Never walk around with a loaded cartridge tool or leave loose cartridges lying around the site.

Treat the tool with respect, always wear eye protection when operating or loading and never indulge in horseplay.

Water Safety

Working over or adjacent to water requires special precautions to be taken and particular vigilance by all concerned.

Depending on the risk, lifebuoys with lines attached, safety boats, life jackets and buoyancy aids will be provided for your safety. Look after this equipment and report any defects or deficiencies immediately.

You should always wear the buoyancy aid jackets when there is any risk of falling into water. Make sure you know where the lifebuoys are positioned and the routine to be followed if any person falls into the water.

Confined Spaces

Entry into Tanks and Confined Spaces

Great care must be taken and special precautions and procedures followed before entering any ballast tank, shaft pit or other confined space.

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Never assume a confined space is safe as it may contain toxic or explosive gases, or an atmosphere deficient in oxygen.

Before anyone enters this type of working place, a competent person must carry out the laid down procedure of checking, testing and ventilating as necessary to ensure a safe place of work.

Always have a trained person (top man) in attendance outside and, if the person in the confined space is seen to be in difficulties, the top man must call for assistance before going to his aid.

The person entering a confined space to assist another must wear a lifeline, safety harness and suitable breathing apparatus. Never smoke or use any naked flame without positive assurance it is safe to do so.

Do not go in unless you know it is safe.

Compressed Gas Cylinders

Handle all cylinders with care - never slide or roll cylinders and never lift by means of the valve. In use ensure they are secure in an upright position preferably in a properly designed cage or stand.

Keep oils and grease away from oxygen cylinders as contact with oxygen can cause spontaneous ignition.

Ensure that all cylinders are kept away from any source of heat. A distance of at least 3m (10ft) is regarded as a safe distance of L.P.G. from a bitumen boiler.

Gas cylinders must not be stored or used in site offices or welfare units. Where cylinder gas is used, ensure the cylinder is properly installed, using only approved pattern hose and clips, outside the building. All cylinders not in use should be stored in a compound properly constructed for this purpose.

Gas Welding and Burning

Check your equipment for damage before use and purge the hoses to avoid a blow back or ignition caused by a mixture of gases in the hose.

Never use oxygen to improve the atmosphere when working in a confined space. This dangerous practice can lead to an explosive fire.

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When a gas cylinder is accidentally heated or becomes hot due to excessive or severe backfire it must be dealt with promptly as follows:

Shut valve, detach regulator or other fittings and take cylinder outdoors into an open space immediately. Immerse in or apply water copiously to cool, open valve fully and keep cool with water until cylinder is empty.

As this may take several hours immediately contact the supplier for further advice.

All oxygen and acetylene cylinders, when in use, must be fitted with flashback arrestors, fitted between the cylinder gauges and hoses. The use of flashback arrestors will automatically prevent a blow back flame reaching the cylinders.

Young Persons

It is recognised that persons under eighteen years of age are at special risk and must be carefully instructed and properly supervised in their work.

The law places certain restrictions on many site activities which a young person is permitted to carry out, unless under the direct supervision of a responsible person for purposes of training. Particular reference is made to the following.

A 'young person' is not allowed to:

- 1) Drive any site vehicle or mobile plant, operate or give directions to a crane, operate a hoist or haulage winch.
- 2) Operate any circular sawing machine unless he has successfully completed an approved course of training.
- 3) Be designated a 'classified worker' in work connected with radioactive substances.
- 4) Handle or use explosives.
- 5) Be employed in blasting by abrasives or employed to work regularly within 6m (20ft) of any blasting enclosures unless there is an effective wall or screen separating him from any dust.
- 6) Be employed in any process involving asbestos dust is liable to escape unless the process has properly installed ventilation.

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Fire Protection

Strictly observe all NO SMOKING and other similar notices. Do not smoke or use any naked flame near flammable materials.

Never use unauthorised fires or cooking appliances and only light fires when instructed, taking care to ensure such fires are properly attended. Bitumen boilers, particularly when used at roof level, must be placed in a steel tray to contain any spillage.

Make certain you know where the fire extinguishers are positioned, how to operate them and know the procedure for calling assistance.

YOUR SAFETY

Safety Responsibilities for Sub-Contractors

1. INTRODUCTION

- 1.1. This booklet has been prepared to assist sub-contracting to work safely and comply with their legal obligations.
- 1.2. Difficulties can arise when courts are asked to interpret whether or not a person is self-employed or a direct employee. These difficulties raise questions relating to matters outside considerations of safety. It would, therefore, be advisable in terms of their health and safety to treat self-employed and labour-only sub-contractors in the same manner as one would one's employees.
- 1.3. Sub-contractors should be ensure that their supervisors and operatives are aware of the obligations placed upon them by contract as well as statute and common law; also that they have received sufficient proven training and instruction and are competent to carry out their work in a safe and healthy manner.
- 1.4. It would not be possible for the contents of this guidance to contain advice on every contingency and, for a detailed explanation of construction safety matters, sub-contractors are referred to the "Construction Safety Manual" (published by the Building Advisory Service for the Building Employers Confederation).
- 1.5. Main contractors and sub-contractors have responsibilities under the following three separate areas of law:
 - a) Contract (Para. 2. below)
 - b) Common Law (Para. 3. below)
 - c) Statute (Para. 4. below)

2. CONTRACTUAL OBLIGATIONS

- 2.1. The relationship between the main contractor and the sub-contractor will be governed by the contractual arrangements into which they have entered. These terms may contain references to health and safety and should set out the safety obligations of each party. In particular, the main contractor should require sight of the statement of the sub-contractor's general policy issued to employees (see paragraph 4.3.2). Sub-contractors should ask to see the main contractor's statement and those of other relevant contractors on site, so that

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each will know the other's organisation and arrangements for the health and safety of employees.

- 2.2. The main contractor will also require information about the sub-contractor's arrangements and organisation for dealing with hazards associated with his work on site.
- 2.3. The main contractor having overall responsibility for the site will co-ordinate and disseminate information as to potential hazards and how health and safety will be supervised. This does not remove from sub-contractors any of their responsibilities. Sub-contractors should check to see what these arrangements are and whether or not they are adequate. Any areas of concern should be discussed urgently with the main contractor.
- 2.4. Sub-contractors should ensure they comply with any contractual requirements with regard to safety and health matters, including the provision of protective clothing and equipment, e.g. safety helmets.
- 2.5. Sub-contractors should take the necessary disciplinary action against any employee who fails to comply with safety requirements.
- 2.6. Sub-contractors should ensure the main contractor is informed of any work to be undertaken outside normal working hours, including weekends.
- 2.7. The main contractor should specify whether shared welfare arrangements are available.
- 2.8. It is only the parties to the contract that can enforce its terms.

3. DUTIES AT COMMON LAW

- 3.1. At common law both main and sub-contractors have a duty of care towards anyone who might be affected by their operations. This will particularly apply to employees. This gives the individual the right to be protected from harm and the right to sue for compensation when he suffers loss or ill health or injury due to the negligence of another. It requires the employer to take reasonable care for the protection of workers and others affected by his activities.
- 3.2. It is the person to whom the duty of care is owed to who may sue for negligence at common law. It will have to be shown that the contractor or sub-contractor was negligent and did not exercise the standard of care required.

4. STATUTORY OBLIGATIONS

4.1. There are now a number of Acts of Parliament, regulations and codes of practice applying to construction safety and health. In general each main contractor and each sub-contractor is responsible in law for the safety and health of the people he employs or controls. This responsibility cannot be passed to another contractor, and is different from the common law responsibilities referred to above. Where there is a breach of a statutory obligation it will not normally matter whether it was negligence that caused the breach. Breaches of statutory obligations are criminal offences leaving the offender liable to fines and in certain circumstances imprisonment.

4.2. The most important piece of legislation is the Health and Safety at Work etc. Act 1974 (HASAWA). The Act contains significant requirements but sub-contractors should note that although the main contractor will have overall responsibility for the general state of safety and health on site, the sub-contractor still has the following three areas of specific responsibility:

- a) duties to employees (HASAWA S.2)
- b) duties to other persons (HASAWA S.3)
- c) duties in respect of work premises (HASAWA S.4)

4.3. Sub-Contractors Duties to Employees (HASAWA S.2)

4.3.1. Most sub-contractors will be employers in their own right of their own direct employees. The duties under Section 2 include the previous common law duty of every employer to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all his employees. In particular:

- a) providing and maintaining machinery, equipment etc. and systems of work that are safe and without risks to health;
- b) arranging safe and healthy systems for use, handling, storage and transport of machinery, equipment or appliances and solid, liquid or gaseous, natural or artificial substances;
- c) providing whatever information, instruction, training and supervision is necessary to ensure health and safety at work;

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- d) maintaining any workplace under their control in a safe and healthy condition and providing and maintaining means of access to and egress from the workplace that are safe and without risks to health;
 - e) providing and maintaining working environments which are safe, without risks to health and have adequate facilities and arrangements for the welfare of employees whilst at work.
- 4.3.2. All employers (except those with less than five employees) must prepare, keep up to date and bring to the notice of all employees a written statement of their general policy with respect to the health and safety at work of their employers. (HASAWA S.2).
- 4.3.3. This written policy must include arrangements for dealing with particular hazards, and with the organisation which will ensure that the necessary precautions are implemented. In preparing their policy sub-contractors might start by asking themselves these questions:
- a) What hazards will be met in the carrying out of our work?
 - b) What precautions should we take to eliminate or satisfactorily control these hazards?
 - c) Who will implement these necessary precautions?
- 4.3.4. Further advice on the preparation of this policy is available in the HSC booklet “Guidance on the Implementation of Safety Policies” prepared by the Construction Industry Advisory Committee (CONIAC) and obtainable from the local offices of the HSE.

4.4. Sub-Contractor’s Duties to Other Persons (HASAWA S.3)

- 4.4.1. As employers, sub-contractors have a duty to carry out their work in such a way that persons not in their employment, who may be affected by their operations, are not exposed to any risk to their health and safety. This Section provides protection to anyone (including members of the public) who might be affected by the sub-contractor’s operations. For example, protection is afforded to all visitors to the site, people passing the site and to employees of other contractors or sub-contractors who are also on the site.

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4.4.2. As part of this duty, sub-contractors must give information and instructions to all who might be affected by their operations, through the contractor having overall responsibility for the site. Sub-contractors must satisfy themselves that the information has been fully disseminated to those who might be affected by their operations.

4.5. Sub-Contractor's Duties in Respect of Work Premises (HASAWA S.4)

4.5.1. If the sub-contractor is undertaking work on a part of the site, he has a duty to ensure that so far as is reasonably practicable, that part of the site i.e. the premises and the access and egress thereto and therefrom are safe and without risks to health and that any plant and equipment or materials there, or provided for use there, are also safe and without risks to health.

5. INSURANCE

5.1. HASAWA is designed primarily to prevent injury to employees and others and to avoid loss or damage to property, and the consequence of failure to do so could result in claims for substantial damages.

5.2. Sub-contractors must ensure that they have adequate Employer's Liability and Public Liability insurance, if necessary establishing with their Insurers or Brokers that the cover is adequate to comply with the obligations imposed upon them under the specific contracts, both in relation to the scope of the cover and the limit of indemnity.

5.3. Particular regard should be made to any specific exclusions relating to types or methods of work which could invalidate the sub-contractor's insurance cover.

6. CHECKLIST

6.1. There are set out below areas or operations that may be performed by sub-contractors which might cause a hazard to others. Sub-contractors undertaking operations of this sort (and the list is not exhaustive) should ensure that where practicable they have given the main contractor a written statement of how the work will be undertaken and of the potential dangers connected with that work.

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- 6.2. Sub-contractors should ensure their operatives are aware of all matters likely to cause danger to themselves or others.
- 6.3. The sub-contractor in conjunction with the main contractor may wish to consider a “permit to work” system where hazardous work has to be performed above or in proximity to other persons.
- 6.4. The sub-contractor will be responsible for ensuring that any statutory tests or inspections of equipment and plant under his control have been correctly carried out and for ensuring that the results of such tests or inspections have been correctly recorded.
- 6.5. The following operations, machinery or other matters may cause hazards to others:

ELECTRICITY SUPPLIES
EXCAVATIONS
NIGHTWORK
EXPLOSIVES
LIFTING APPLIANCES (including lifting gear)
TRACTORS, FORK LIFTS AND DUMPERS
EXCAVATORS
WORKING AT HEIGHT
SCAFFOLDING/TOWERS
LADDERS
CIRCULAR SAWS AND OTHER WOODWORKING MACHINERY
CHIPPING, GRINDING, SIMILAR OPERATIONS
ABRASIVE TOOLS
ELECTRICAL TOOLS AND LIGHTING APPLIANCES
L.P. GAS - particularly its use and storage
FRAGILE ROOFS
ASBESTOS
CARTRIDGE TOOLS
RADIO-ACTIVE SUBSTANCES
WORK IN SEWERS
WORK ON, OVER OR NEAR WATER
LEAD BASED PAINTS AND OTHER LEAD COMPOUNDS
DEMOLITION WORK