

Road-Fix

HEALTH & SAFETY & ENVIRONMENTAL MANUAL

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SECTION (1):

POLICY AND ORGANISATION FOR HEALTH & SAFETY MANAGEMENT

1.0 INTRODUCTION

The minimum HS&E standards detailed in this document form part of an overall HS&E Management System that define the way Road-Fix approach business. The document outlines the Road-Fix HS&E Management System, the minimum standards against which performance can be measured and monitored and is intended to provide a vehicle for encouraging open dialogue between Road-Fix and their Contractors/sub-contractors concerning HS&E issues.

Notwithstanding where this document refers to contractors and sub-contractors working for, or on behalf of Road-Fix, the requirements of this procedure shall also apply.

Unless specifically agreed to the contrary by Road-Fix, all Contractors and Sub-contractors must submit details of their Safe Systems of Work for undertaking any work activity before any work commences.

All Contractors and Sub-contractors are required to comply with all current statutory obligations concerning Health, Safety, Welfare and Environmental Protection.

These Minimum HS&E Standards and Requirements bind all Contractors and sub-contractors.

2. HEALTH, SAFETY & ENVIRONMENTAL POLICY AND OBJECTIVES

**ROAD-FIX: HEALTH & SAFETY &
ENVIRONMENTAL POLICY STATEMENT**

It is the policy of Road-Fix to carry out its operations so far as is practicable to minimise damage to the environment, to reduce landfill, use recycled products and employ working practices that demonstrate environmental savings.

It is also the policy of Road-Fix that the Health and Safety of all persons affected by our activities has equal status to other business objectives. To achieve this a Management System has been established that fully reflects and embraces the primary objectives of this policy.

The ultimate responsibility for Health and Safety rests with the Directors of the company. This responsibility will be delegated, without abrogation, through the management organisation of the company.

As an integral part of business management, every Manager shall be responsible for ensuring adequate resources are made available to achieve this policy and every employee shall support and be fully committed to its implementation.

Signed:

.....
Sam Young
Director Road-Fix

Date:.....

ROAD-FIX HEALTH & SAFETY POLICY

PRIMARY OBJECTIVES

Road-Fix. will:

- operate and maintain a health & safety management system within a management structure, to ensure that all persons working for and on behalf of Road-Fix are adequately trained, informed, instructed, managed and monitored in order to maintain the highest safety, health & welfare standards, and to continually reduce the Company's accident/incident rate.
- maintain an organisational structure and promote a culture, which encourages full and active participation of all employees in the systematic control of health & safety.
- develop and maintain an effective Health & Safety Management System adequately resourced to implement the Company H&S Policy.
- comply with the requirements of appropriate regulations and codes of practice.
- ensure that potential health & safety risks, associated with projects and operations are assessed as early as is practicable, in order to minimise adverse effects and to identify opportunities for improvement.
- implement structured training in health & safety matters.
- regularly monitor, review and audit the H&S Management System and performance to ensure compliance with the Policy and encourage continual improvement in the process.

2.3 Supporting H&S Statement

It is the policy of Road-Fix that all its operations are conducted in such a manner so as to ensure, as far as it is reasonably practicable, the protection of the health, safety and welfare of all its employees and all other persons that may be affected by its undertakings. Particular attention is given to:

- (a) The provision and maintenance of plant and equipment so far as reasonably practicable.
- (b) Arrangements for ensuring, so far as reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transportation of articles, equipment and substances.
- (c) Information, instruction, training and supervision of hazard and risk associated with materials, and substances hazardous to health and safety.
- (d) Premises and all places of work which are, so far as is reasonably practicable, safe and without risk to health, including safe access to and egress from such places.
- (e) A healthy working environment for its employees that is, so far as is reasonably practicable, safe, without risk to health and adequate as regards facilities for their welfare at work.
- (f) Induction training, information, instruction, and adequate training and supervision to enable all employees to avoid hazards and contribute positively to their own and others safety and health at work.
- (g) Facilities for such communication and consultation as may be required with clients.
- (h) Suitable protective clothing, first aid, fire escape equipment, and emergency/contingency operations to ensure that the Company is prepared to manage any incident, as far as is reasonably practicable.

3.0 ORGANISATION

3.1 Road-Fix Management Structure for HS&E

The Managing Director has over all responsibility for Health & Safety in Road-Fix with advice from the Health & Safety Advisor. The Operations Managers have day-to-day responsibility for Health & Safety.

The responsibility for the effective implementation of the Road-Fix HS&E Policy lies directly and personally with every manager. In practice the responsibility of managing HS&E issues is delegated through line management to personnel at each place of work.

It is the responsibility of the appropriate manager/supervisor to ensure that this Procedure is communicated, understood and applied effectively by all employees and sub-contractor and to ensure that the requirements of this Procedure are closely and consistently followed.

4.0 KEY HS&E MANAGEMENT REQUIREMENTS

4.1 General Requirements

All Staff and Sub-contractors, working for Road-Fix have a duty to themselves, to their fellow workers and to any others who may be affected by their actions, to work in the safest manner practicable and with due regard to the environment.

In particular they must:

- a) Abide by the rules of these HS&E Requirements.
- b) Avoid any action that might constitute a danger to themselves or others.
- c) Bring to the notice of Road-Fix management any potential health or safety hazard or any practice likely to cause an accident/incident, or damage to the environment.
- d) They have a duty not to interfere with, or defeat, any item, process, or procedure, provided for their protection and the protection of others.
- e) Personal Protective Equipment, must be worn at the times specified by the Management and not be misused or damaged other than by accident.

5.0 CLIENT REQUIREMENTS

All Staff and sub-contractors employed by Road-Fix. will work according to any Client identified minimum HS&E Standards. The Operations Manager is responsible for providing Staff/Sub-contractors with this information.

6.0 HS&E CONCERNS

All staff and sub-contractors shall inform Road-Fix management of any HS&E concerns/hazards/defects/risks which they identify during the normal course of their duties and which they consider are a potential risk of accident or incident which may result in loss, injury, disease, or dangerous occurrence.

8.0 REFERENCES

The following documents or components of documents have been utilised for reference purposes in the composition of the Road-Fix H&S Management System.

Health and Safety at Work etc. Act 1974

The Construction (Design and Management) Regulations 2007

Management of Health & Safety in Construction 2007

SECTION (2):

PROCEDURES, WORK METHODS & GUIDANCE NOTES

Risk Assessment

The MHSWR broadly require all employers:

- a to undertake an assessment of the risks to the health and safety of their employees and to other persons arising out of, or in connection with, their work
- b to make appropriate arrangements for implementing any preventive or protective measures identified in the risk assessment
- c to undertake such health surveillance as is appropriate regarding the risks to employees' health and safety identified in the assessment
- d to appoint one or more competent persons to assist in undertaking the above measures
- e to provide relevant information to their employees.

The Regulations also make more explicit the requirements for health and safety information to be provided to workers on temporary contracts and visiting workers. Where two or more employers (or self-employed persons) share a workplace, they must co-operate with each other regarding their duties under the Regulations and must coordinate their health and safety measures.

It is a requirement under the Management of Health and Safety at Work Regulations 1992, to carry out a suitable and sufficient assessment of risks

Hazard Identification

A hazard may be defined as a potential for somebody to be harmed either by an accident or exposure to a hazardous substance.

Evaluation of Risk

Having identified the hazards, it is necessary to quantify two factors which will then identify the degree of risk posed by the hazard.

The severity of harm that would arise if that hazard manifested itself, i.e. how badly someone may be hurt.

The likelihood that harm will occur. This will relate to the frequency of a hazardous circumstance.

The following equation shows how an evaluation may then be made of the risk.

Severity of harm x Likelihood of occurrence = Risk arising

Severity of harm

The relative severity of harm could be classified as follows:

- HIGH** death, or major harm (such as permanent disability) e.g.:
- falls from a height of more than two meters
 - being hit by mobile plant or moving objects
 - burial or fall due to the collapse of trenches or structures
 - contact with high voltage electricity
 - handling harmful substances or being subjected to heavy noise and vibration (leading to long-term health problems).
- MEDIUM** short term disabilities e.g.:
- falls from a height under two meters
 - manual handling of heavy materials (leading to muscular-skeletal problems)
 - handling harmful substances or being subjected to heavy noise and vibration (leading to short term health problems).
- LOW** minor injury or illness hazard: e.g.:
- tripping
 - contact with low voltage electricity
 - exposure to less harmful substances, noise and vibration.

Likelihood of harm

The likelihood that an accident will occur will depend on:

- (a) the situation of the workplace, e.g. the layout of the site, the stability (e.g. scaffolds, trenches, etc may be considered unstable), isolation, frequency of use, and
- (b) the number of people exposed to the potential for an accident.

The likelihood of occurrence may be classified into the following categories:

- HIGH fairly certain to occur
- MED a reasonable possibility of the harm being caused
- LOW very seldom or never

Risk classification

A multiplication of the two ratings (severity and likelihood) results in an evaluation of risk as shown in table 1 set out below. As an alternative, if a grading is given between the numbers 1 to 10, the highest risk could be categorised as 100% and the lowest risk at 1%.

Table 1 Risk Classification

Severity/Likelyhood

High/High 100%	High / Medium 50%	High Low 10%
Medium/High 50%	Medium/Medium 25%	Medium/Low 5%
Low/High 10%	Medium/Medium 5%	Low/Low 1%

Risk assessment therefore enables some form of score to be calculated for any hazard identified. The higher the score then the more effort should be put into trying to avoid the risk or, if it cannot be avoided, to reduce the exposure and find ways of dealing safely with any remaining risk.

An overall priority rating may be given for the risks expressed as percentages:

- 3% to 14% = Low priority (L)
- 17% to 45% = Medium priority (M)
- 47% to 100% = High priority (H)

An evaluation of risk as Low should indicate that the risk is manageable and is probably controlled by existing procedures.

A Medium risk is an indication that considerable thought must be given to the measures required to reduce the risk. The assessor should record the actions taken to reduce the risk.

An evaluation of risk as High indicates that the task may be regarded as safety critical and that a Permit-to-Work system will be needed as part of controls

Principles of Prevention and Protection

When an evaluation of risk has been considered, the principles of prevention and protection should be applied. The principles, in summary, are to:

- (a) avoid risk
- (b) combat risk at source
- © control risk.

Risk assessment procedure & assessment sheet

Insert risk assessment and risk assessment pro-forma from TE_HS_PROCS(1)

MANUAL HANDLING

Specific Legislation

The Manual Handling Operations Regulations 1992 (SI 1992/2793) define manual handling as the transporting or supporting of a load by bodily force. Where possible, manual handling activities must be avoided so far as is reasonably practicable. If it is not possible to avoid the activity, it must be assessed and the risk of injury reduced to the lowest level reasonably practicable. The assessment should consider:

- a the load to be manually handled
- b the task, i.e. bending, twisting, etc
- c the environment where the activity is being carried out
- d the individual performing the task.

Employers must also provide employees with information on the weight of the load and the centre of gravity of asymmetrical loads, where appropriate. Employees must make full and proper use of any work equipment or system introduced by the employer in compliance with these Regulations.

Control Strategies

Avoidance or reduction of Manual Handling

- a Eliminate. Can process be automated
- b Mechanisation. Use a forklift, sack truck, hoist, crane etc
- c Ergonomic approach. Fit the task to the person by

Task improvement

- change the layout
- remove obstructions
- replace lifting with controlled pushing or pulling
- introduce team lifting
- job rotation

Load improvement

- reducing weight (smaller bags etc)
- providing handles, hand grips, indents etc
- use slings or other aids
- ensure loads are clean and free of dust, oil and corrosive deposits

Working environment improvement

- ensure working areas and gangways are clear
- properly drained surface where possible
- temporary surfaces are prepared and kept even and firm
- clean spillages
- avoid extremes of temperature poor ventilation, winds excessive humidity
- ensure sufficient well directed light

Individual capability

ensure the capability of the employee to carry out task
age/strength/sex/fitness
training
PPE

Good Handling Techniques

Stop & Think

Do you need help. Where is the load to be placed

Place the Feet

Firm stable base. Feet apart and staggered.

Good Posture

Straight back. Bend the knees.

Firm Grip

Don't rely on finger tips

Don't Jerk

Lift with Legs

Don't Twist

Lowering the Load

Straight back. Bend the knees

Manual Handling Procedure & Assessment Sheet

Insert manual handling and manual handling pro-forma from DA-HS-PROCS(1)

NOISE ASSESSMENT

Due to the nature of the works it was decided that the best way of complying with the requirements of The Control Noise at Work Regulations 2005 was to carry out a generic noise assessment of the types of plant and equipment in use and assess employees / subcontractors exposure to the noise generated by these machines during an eight hour working day.

Construction workers are exposed to fluctuating noises throughout the day; sometimes they are in quiet areas or noisy plant is in use. The daily noise exposure can be averaged out over an eight hour day, and referred to as the equivalent continuous sound level normalised to eight hours, or the Leq (8 hours).

The first stage of the assessment was to take noise level readings of all the types of plant commonly in use. Readings were taken in positions occupied by the plant operator and at radii of 1m, 2m, 3m, 4m from these positions.

EXISTING STANDARDS

The Control Noise at Work Regulations 2005

INSTRUMENT USED

Digital integrating sound level meter type D-1421D providing Leq. measurement capability.

SPECIFICATION

Sound level meter according to ANSI S1.4 Type 2A, IEC 651 Type 2, and BSI 5969 Type 2. Impulse Sound Level Meter according to IEC 651 Type 21.

Integrating Averaging Sound Level Meter according to IEC 804 and BS6698.

SOUND LEVEL MEASUREMENTS (dB (A))

Readings were taken on several different sites.

Plant in use was from various manufacturers. Some was company owned, some supplied by plant hire firms.

SOUND LEVEL MEASUREMENTS (Cot)

Readings obtained were as follows:

TYPE OF PLANT	SITE	OPERATOR POSITION				
		ADJACENT	1M	2M	3M	4M
Compressor	1	101.3	98.2	94.4	92.2	90.2
Compressor	2	109.1	107	105.2	104.2	102.3
Compressor	3	106	104.1	99.6	97.2	96.4
Compressor	4	101.9	96.5	95.1	92.4	90.2
Compressor	5	103.7	102.1	100.1	97.6	94.2
Jackhammer	1	102.9	99.1	96.5	93.2	91
Jackhammer	2	103.5	100.5	97.5	94.8	92.1
Jackhammer	3	112.1	109.5	106.1	104.7	102
Jackhammer	4	102.4	98.2	96.9	92.9	90.6
Wacker / Rammer	1	103.9	100.4	97.7	93.9	92
Wacker / Rammer	2	95.6	93.8	92.5	91.7	90.1
Wacker / Rammer	3	99.1	97.2	94.1	90.3	89.9
Wacker / Rammer	4	105.5	98.8	96.2	93.5	92.7
Wacker / Rammer	5	101	95.2	92.1	91.7	90.1
Excavator	1	92	88	84.6	85.5	76.8
Dumper	1	95.3	91.9	89.3	87.4	85
Disc Cutter	1	96.1	93.9	92.1	90	88.3
Road Saw	1	103.2	101.4	99.3	97.3	95.6

TYPE OF WORK AND OPERATIONS CARRIED OUT

The second stage of the assessment was to determine the length of time during a working day that the operatives are exposed to high noise levels.

The answer to this cannot be definitive as it varies greatly from day to day and site to site. However, typically the work consists of breaking out concrete / tarmac surfaces, excavating by machine / hand, backfilling, compacting and making good the wearing surface in footways and carriageways. In the case of all the sites visited the noise generating equipment was in use for less than two hours per day, in total, and then not all at the same time. For example the compressor and jackhammer would only be used for breaking out the hard surface and the wacker / rammer only when backfilling. However, it can be seen from the following table that a person who fails, for whatever reason, to wear ear protection when exposed to a noise level of 105 dB (A) will reach his limit of noise exposure for the working day in 15 minutes.

NOISE LEVEL	TIME TO EXPOSURE LIMIT
90 dB (A)	8 hrs
93 dB (A)	4 hrs
96 dB (A)	2 hrs
99 dB (A)	1 hr
102 dB (A)	1/2 hr
105 dB (A)	1/4 hr

A 3 dB increase in noise levels equals a doubling of the noise level, therefore the exposure time must be halved.

If from the noise survey the worst case is taken (JACKHAMMER (3)) the operator, without ear protection, is exposed to a noise level of 112 dB (A). In this situation, this time to maximum noise exposure for a working day would be less than 3 minutes. Even someone working four meters away, without protection, would be exposed to a noise level of 102 dB (A) and would reach his exposure limit in half an hour. (In this case, of course, the compressor will be in operation at the same time. The noise level will reflect this).

The effect of noise on hearing is a combination of exposure time and the intensity of the noise at the worker's ear.

CONTROL MEASURES

Sound attenuation must be taken into consideration when buying or hiring plant and equipment. We must refuse to accept noisy equipment. Sound levels will vary with operating conditions but it can be seen from the data collected that noise levels for the same type of plant vary dramatically (bearing in mind that a 3dB increase in noise level is a doubling of the noise level). A compressor generating a noise level of 101 dB (A) may be acceptable but one generating 109 dB (A) certainly is not. This noise level could be reduced. The same applies to jackhammers. Three out of four were found to generate around 103dB (A). The fourth generated a noise level of 112 dB (A) (eight times higher). This is not down to operating conditions alone and is not acceptable because it can be reduced. This is the first priority.

All of the following, even with sound attenuation fitted, produce noise levels above 90 dB (A) and sufficiently high to mean that operatives would reach maximum permitted exposure limits within a very short time if ear protection is not worn. These machines must be prominently marked with a warning notice requiring the use of ear protection by operators. Supervisors must enforce this. Ear protection must also be worn by all persons working within four meters of this equipment when it is in operation. It is assessed that, because of the length of time, the noisiest equipment is in use during a working day and drop off in noise levels beyond a four meter radius from the working plant, it is unlikely that anyone working outside this radius would exceed their permitted maximum noise exposure within an eight hour working day. The wearing of ear protection of course, remains optional in these circumstances.

The wearing of suitable ear protection is mandatory when operating the following plant / equipment and also when working within a four meter radius of such operating plant

COMPRESSORS
JACKHAMMERS
WACKERS / RAMMERS
DISC CUTTERS
DUMPERS
EXCAVATORS

The employer must provide ear protection. In providing ear protection the employer must ensure that the protection is suitable for the conditions where it will be used .

Plant and equipment must be maintained to keep sound levels to a minimum - mufflers and sound proofing should always be replaced after maintenance.

Operatives must not be allowed to remove mufflers from the jackhammers etc

Noisy plant should be shut down when not in use.

Where practicable situate compressors etc as far from work site as possible.

Only have necessary people working in noisy areas. If possible organise work with this in mind.

DAILY PERSONAL NOISE EXPOSURE (WITHOUT EAR PROTECTION)

This can vary widely from man to man and from day to day, depending on the operations carried out by an individual. However, typical values have been calculated as follows:

Excavator operator	92 dB (A)
Jackhammer operator / labourer	100 dB (A)
Limit set by regulations	90 dB (A)

Noise Assessment Procedure & assessment sheet

Insert noise assessment and noise assessment pro-forma from DA-HS-PROCS(1)

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Specific Legislation

The Control of Substances Hazardous to Health Regulations 1994 (COSHH) (SI 1994/3246) applies to all substances that are capable of causing adverse health effects and includes chemicals, biological agents, carcinogens, dusts, allergens, etc. Five categories of hazardous substances are specifically defined as follows:

- substances classified as harmful, irritant, toxic, very toxic or corrosive under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 (SI 1994/3247)
- substances that have a maximum exposure limit (MEL) listed in the COSHH Regulations or an occupational exposure standard (OES) assigned to them by the HSE (both of which are listed in HSE guidance note EH40)
- biological agents capable of causing any ill-health effect, i.e. any micro-organism, human endo-parasite, etc that may cause infection, allergy, toxicity or any other human health hazard
- substantial quantities of dust
- non-specified substances that may create a comparable health risk.

The Regulations do not apply to hazards associated with the physical properties of substances, e.g. flammability, explosivity, temperature or pressure, where the risk is to safety rather than health. Lead, asbestos and ionising radiation are covered by other specific legislation.

COSHH requires employers to:

- assess the risks posed by exposure to hazardous substances in the workplace
- prevent, or at least adequately control, those risks
- provide, maintain, test and examine suitable control measures and ensure that they are used
- monitor workplace exposure against the prescribed exposure limits, where appropriate
- provide health surveillance, where appropriate
- provide relevant information, instruction and training to employees.

Employees must make full and proper use of any control measures provided.

Record Keeping Requirements

1. Inventory of hazardous substances.
2. Risk assessment details, including information on all control measures provided.
3. Details of training, information and instruction provided to employees in relation to the risks
4. Associated with the hazardous substances and the necessary control measures.

5. Details of the maintenance, testing and examination of the control measures provided (retained for five years).
6. Details of any exposure monitoring, both workplace and personal (retained for five years (general workplace) or 40 years (individual)).
7. Details of any health surveillance, medical or biological monitoring carried out (retained for 40 years).

COSHH ASSESSMENT PROCEDURE & ASSESSMENT SHEET

**Insert COSHH assessment and COSHH
assessment pro-forma from DA-HS-
PROCS(1)**

REPORTING OF AN INJURY OR DANGEROUS OCCURRENCE

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995** (RIDDOR 95). See Appendix A for examples of incidents which fall within the scope of these regulations, which may involve Road-Fix personnel.

1. Definitions

- 1.1 “Notifiable incident” - any incident which is listed as notifiable to the appropriate Health and Safety enforcing authority, under RIDDOR 95.
- 1.2 “Major Injury” - a serious injury as listed in Appendix A below. Includes fractures, amputations, burns, loss of consciousness.
- 1.3 “3-Day Injury” - any injury which incapacitate a worker for more than 3 days (including weekends/bank holidays/days off); any inability to carry out normal duties counts as incapacitation, even if that worker is back at work on "light/sedentary duties".
- 1.4 “Dangerous Occurrence” - any incident that has the potential for injury or damage. A number of dangerous occurrences are notifiable to the enforcing authorities under RIDDOR 95.
- 3.5 “Enforcing Authority” - for Road-Fix projects (including site offices), the local office of the Health and Safety Executive; for Road-Fix head office activities, the Environmental Health Officer of the local council in which the offices are located.

2. Responsibilities

- 4.1 Departmental Managers/Project Managers/Agents
- Ensure all incidents are correctly recorded, and notified to the Group Quality and Safety Manager as defined below
- 4.2 Quality and Safety Manager
- Carry out all notifications to the enforcing authorities, and ongoing liaison with them
 - Investigate incidents as appropriate
- 4.3 All Employees
- Notify their Manager/Project Manager/Agent of all injuries and dangerous occurrences, as appropriate.
- 4.4 Directors
- Act as the “responsible person” under RIDDOR 95

5. Method

- 5.1 a) All injuries and dangerous occurrences must be reported to the Quality and Safety Manager at Staines immediately, by the quickest practicable means.
- b) For notifiable incidents, this will normally be by the Department Manager or Project Manager/Agent.
- c) In the event of a death, major injury, or notifiable dangerous occurrence, the Quality and Safety Manager will notify the enforcing authority without delay, by the quickest practicable means. The Quality and Safety Manager will be the primary point of contact for the enforcing authority for such incidents, although a Director will be the “responsible person” under the terms of RIDDOR 95. The site should be left undisturbed until an investigation has been completed - changes to the site may be made **ONLY** to stabilise the area and/or prevent further injury, damage or loss.
- d) For non-notifiable incidents, the employee concerned may undertake the reporting.
- 5.2 The Manager will complete a company **Accident Report Form** and forward it to the Quality and Safety Manager within 48 hours. The Manager will record the accident in the local Accident Book (BI.510).
- 5.3 The manager concerned will monitor employee injuries where they are not classified as ‘major’. In the event of the employee being incapacitated for more than 3 days (see Definitions above), the Manager will notify the Quality and Safety Manager immediately this is established.
- 5.4 For three day injuries, the Quality and Safety Manager will complete Health and Safety Executive form F.2508 and forward it to the enforcing authority within seven days.
- 5.5 Depending on the circumstances, the Quality and Safety Manager will arrange for investigation of incidents as appropriate.
- 5.6 In the event of damage to plant, equipment, private property or utilities the Manager/Project Manager/Agent as appropriate will notify the Insurance Company within one hour, **as per Corporate Procedure**

This list is not intended to be exhaustive - contact the Quality and Safety Manager for information if the incident is serious.

A.1. Notifiable Injuries:

Three day injuries:

- Injuries which keep a worker "off sick" for more than 3 days, not counting the day of the accident but including any days which would have not been working days.

Major injuries:

- Any fracture (including break, crack, or chip) other than fingers, thumbs, toes.
- Any amputation.
- Dislocation of hip, shoulder, knee or spine.
- Loss of sight (temporary or permanent).
- Burn or penetrating eye injury.
- Electric shock or burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any injury leading to hypothermia, heat induced illness or unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Inhalation or ingestion of a substance leading to acute illness requiring medical treatment or loss of consciousness.
- Acute illness requiring medical treatment which may have resulted from exposure to a biological agent or it's toxins, or infected material.
- Injuries or time off as described above, and due to Violence at work.

A.2. Notifiable Diseases

- A disease is only notifiable if Road-Fix is notified in writing by a medical practitioner diagnosing the disease as one specified by RIDDOR 95.

A.3 Examples of Notifiable Dangerous Occurrences:

N.B. this list is NOT exhaustive, but highlights those occurrences most likely to occur on Road-Fix premises or as a result of Road-Fix activities. Seek guidance from the Road-Fix QUALITY AND SAFETY team if you think an incident may be notifiable.

Lifting Machinery etc.:

The collapse of, the overturning of, or the failure of any load-bearing part of any

- (a) lift or hoist;
- (b) crane or derrick;
- (c) mobile powered access platform;
- (d) access cradle or window-cleaning cradle;
- (e) excavator;

- (f) pile-driving frame or rig having an overall height, when operating, of more than 7 metres;
- (g) fork lift truck.

Pressure Systems

The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.

Overhead Electric Lines

Any unintentional incident in which plant or equipment either

- (a) comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
- (b) causes an electrical discharge from such an electric line by coming into close proximity to it.

Electrical Short Circuit

Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

Biological Agents

Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

Breathing Apparatus

(1) Any incident in which breathing apparatus malfunctions

- (a) while in use, or
- (b) during testing immediately prior to use in such a way that had the malfunction occurred while the apparatus was in use it would have posed a danger to the health or safety of the user.

(2) This paragraph shall not apply to breathing apparatus while it is being

- (a) used in a mine; or
- (b) maintained or tested as part of a routine maintenance procedure.

Collapse of Scaffolding

The complete or partial collapse of

- (a) any scaffold which is
 - (i) more than 5 metres in height which results in a substantial part of the scaffold falling or overturning; or
 - (ii) erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffold into the water; or
- (b) the suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.

**ACCIDENT REPORT FORM FOR
REPORTING OF AN INJURY OR DANGEROUS OCCURRENCE**

Please complete all sections

Employee Name: _____ Age: _____

Home Address: _____

Telephone No.: _____

Job Title: _____

Please tick appropriate Box PAYE Self Employed Sub-Contractor

Date of Accident: _____ Time: _____

Full Address of Accident: _____

Postcode / Name of Local Authority where accident Happened _____

Time of Starting Work _____ Normal Finishing Time : _____

Time Finished Work: _____

(A) Full Details of how accident occurred and what injured person was doing:

If a fall of person or materials, state height of fall: _____

(B) If due to machinery, state name and type of machine and part causing accident and whether in motion by mechanical power at the time

Necessary Safety Equipment worn: _____

Injury (specify left or right side of body): _____

Site Conditions: _____

Weather Conditions: _____

Medical Treatment Given: _____

Probable Time of Work (more than 3 days) Yes/No: _____

Estimated Time off Work: _____

Witness Name: _____

Address: _____

Road-Fix Employee Yes/No

Comments by Injured Person: _____

Signature: _____ Date: _____

Comments by Project Manager: _____

Signature: _____ Date: _____

THIS FORM **MUST** BE RETURNED TO HEAD OFFICE WITHIN 3 DAYS OF INCIDENT

SITE SAFETY EVALUATION

- The Project Manager/Agent will ensure that all work activities are planned and carried out in a safe manner.
- The Project Manager/Agent will ensure that all activities are monitored with regard to safety on a daily basis
- The Project Manager/Agent will complete the site safety check list on a regular basis for each type of work being supervised (at least monthly).
- All boxes in the relevant sections will be marked with a tick , cross or N/S (not seen)
- Any items marked with a cross must be detailed in full on the front sheet and remedial action noted. (advice can be sought from Ops management or H&S)
- Project Manager/Agent will confirm the non conformance score calculated as
$$\frac{\text{No of crosses}}{\text{No of ticks \& Crosses}} \times 100 = \dots\dots\dots\%$$
- Gang to be instructed as to what remedial actions are required. Rectification's to be actioned, noted and confirmation marked on the sheet
- Completed sheets to be signed and passed to Directors for comment, and counter signature
- Completed Form to be passed to admin copied and filed, one with job, one on site safety check list file.
- The Health and Safety Advisor will review the site safety checks and carry out independent site safety checks every 3 months. Findings will be reported to the Managing Director.

Site Safety Check List

PERMIT TO DIG

Employees involved in the excavation of ground whether on the highway or area of open ground, shall be provided with:

- appropriate training which describes the dangers of underground services detailed in Health & Safety Executive Guidance HS(G)47 "Avoiding Danger from Underground Services; the use of cable location equipment; and the working of this procedure.
- Service drawings should be provided by the Client's Representative for work which can be pre-inspected and used to identify the location of any underground services in the area.
- The supervisor/operative(s) should ensure that precautions have been taken to identify the presence of underground services prior to commencing work. A Permit To Dig form shall be completed.
- Initial excavations shall not be permitted within 0.5m each side of known underground services.
- Having broken the ground surface, the operatives shall 'hand dig' to expose the buried underground services.

Definitions

- Services means all underground electricity, gas, water (including piped sewage), telecommunications and cable television.
- Service Connections means a pipe and/or cable linking a distribution main with individual Premises.
- Excavation / dig means any breaking of the ground other than the lifting of ASP, modules and brick paving.

Buried services are widespread and it should be assumed that they are present until proved otherwise.

Safe Systems of Work should incorporate: checking plans and drawings and marking services on site where practicable; locating services using cable and pipe detecting equipment: and safe digging techniques.

Safe digging once cable location equipment has been used, excavation may proceed, with trial holes dug using hand tools where practicable, to confirm the position of any buried services.

DO NOT USE HAND HELD POWER TOOLS WITHIN 0.5m EITHER SIDE OF THE INDICATED LINE OF A BURIED CABLE.

PERMIT TO DIG PROCEDURE & PRO-FORMA

SECTION 3

GENERIC METHOD STATEMENTS

EXCAVATIONS

The main hazards associated with excavations are:

- Collapse of the sides
- Persons falling into excavations
- Striking underground services (see specific assessment)
- Persons in excavations being struck by falling materials
- Buildings or structures collapsing due to excavations
- Flooding
- Asphyxiation or poisoning due to ground conditions or fumes from plant
- Plant running into excavations

WHO MIGHT BE HARMED

Employees and contractors working in excavations

Plant operators working near excavations

Pedestrians tripping and/or falling into excavations

Passing vehicles running into excavations

Children playing in or near excavations

EXISTING STANDARDS

All excavation work will be carried out in accordance with the Construction (Health safety and Welfare) Regulations 1996.

B S Code of Practice 6031:1981, "Earthworks", gives advice on precautions and standards to be complied with.

The Construction Industry Research and Information Association (CIRIA) publication "Trenching Practice", gives practical information on methods of selection, installation and removal of trench supports.

CONTROL MEASURES

Planning Procedures

At tender or negotiation stage, the plant, equipment, materials and procedures necessary to comply with the above standards will be allowed for.

Details of ground conditions to be encountered in excavation work, or the buildings or structures affected, should be contained in the pre-tender health and safety plan provided by the client. If it is not, the Project Manager must obtain this information so that the work may be planned safely. This information must be communicated to site staff before excavation commences.

Training will be provided to Chargehands / Gangers required to carry out inspections and thorough examinations of excavations and to operatives involved in supporting excavations.

Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Supervision

The Site Agent will not permit excavation work to begin until all plant, materials and equipment necessary to carry out the excavation work safely is available on site.

Check area for services and complete a permit to dig. (see method statement for underground services)

No person is permitted to enter any excavation more than 1.2 metres deep unless the sides are properly supported or battered back to a safe angle applicable to the ground conditions. Shallower trenches may require support in very poor ground conditions.

Where possible, the excavation support should be installed from ground level otherwise precautions must be provided for the safety of operatives installing support.

The Site Agent must inspect daily all excavations required to be supported as noted above and the working end of any trench more than 2 metres deep at the commencement of each shift.

The Site Agent must also carry out a thorough examination of any excavation required to be supported which has been open for 7 days and then every 7 days after.

A thorough examination must also be carried out after blasting in or near the excavation or if there has been a fall of earth or rock or if any part of the support has been substantially damaged.

These thorough examinations must be recorded in the site register F91, Part 1, Section B.

Access and plant must be routed away from excavations.

Stop blocks or other precautions must be provided to prevent vehicles, tipping into excavations, from reversing over the edge.

Materials must not be stacked or placed near the edges of excavations.

Secure barriers must be provided around any excavation more than 2 metres deep or around excavations of any depth in public areas.

Ladders, securely fixed, must be provided for access into excavations and to provide a means of egress in the event of flooding.

Where necessary, excavation supports, underpinning or shoring will be designed by specialists.

All personnel required to enter excavations must wear a safety helmet where there is a foreseeable risk of a head injury from a falling object or moving plant. In practice this will mean in all but very shallow trenches.

The safety of the public, in particular, children, blind or disabled persons must be considered when excavations are left open outside working hours.

Where health hazards may be encountered, e.g. landfill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc. a site specific risk assessment must be carried out. Expert advice must be sought on precautions required, e.g. air sampling, soil analysis etc.

Operatives

Do not work in an excavation unless it is considered safe to do so by your chargehand / ganger.

Use gangways provided for crossing excavations. Do not jump.

Do not stand on struts.

Do not interfere with or alter the positioning of barriers or supports in excavations or trenches unless authorised to do so.

Ensure that manholes or other openings are covered or an effective barrier is erected. On sites where the general public, and particularly children, are likely to gain access or have a right of way, barriers to excavations must be at least to the standard required by Chapter 8 of the Traffic Sign Manual.

Be careful of slipping when using ladders in trenches, especially in wet and greasy conditions. All ladders must be secured and extend at least 1.07m (3'6") above the landing.

Keep gangways clear and free from rubbish at all times.

When vehicles are working near the edges of excavations, chocks should be positioned to prevent over-riding or falling in.

Never work in an untimbered trench of a depth of 1.2m (4 foot) or more, or ahead of timbering unless it is very shallow or battered to an angle of at least 30 degrees to prevent materials and spoil falling into the trench.

Never work beyond the supported sides of an excavation. If an excavating machine is being used, always face it.

Materials and spoil must be stacked at least 2 feet back from the edge of the trench.

When working in excavations always make sure that you have proper means of entering and leaving the trench by placing sufficient ladders at regular intervals and never attempt to enter or leave the trench by any other way than that provided.

NOTE:

REMEMBER, ONE CUBIC METRE OF SOIL WEIGHS APPROXIMATELY TWO TONNES. ALL EXCAVATIONS GREATER THAN 1.2m (4 FT) DEEP MUST BE SUPPORTED or HAVE BEEN DESIGNED BY A QUALIFIED ENGINEER FOR OPEN CUT WORKING.

UNDERGROUND SERVICES

The Hazards

Underground services, particularly electricity and gas, can be dangerous. Damage to electricity cables can cause a flash, leading to severe burns or even death. Gas leaks can cause fire or explosion.

Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat any services found anywhere as LIVE.

Accidents have happened because people have mistaken one service for another e.g. black plastic covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.

WHO MIGHT BE HARMED

Operatives excavating in the vicinity of a live service or persons working or passing nearby when a strike occurs.

EXISTING STANDARDS

Regulation 14 of the Electricity at Work Regulations 1989 requires precautions to be taken to prevent danger from electricity cables.

Other services if damaged by excavation could also be a hazard, e.g. water flooding trench, gas causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and in all cases the costs involved in repair must be taken into account.

The safe working procedures set out in the H.S.E's guidance HS(G)47 "Avoiding danger from underground services", will be followed at all times. Disciplinary action must be taken in cases of non-compliance.

A copy of HS(G)47 is to be issued to all Project Managers and Agents.

A copy of the NJUG advisory card "Advice to site personnel when working near underground services", is to be issued to all operatives.

CONTROL MEASURES

Planning Procedures

All work will be tendered for or negotiated in accordance with the above standards. Full details of all underground services must be obtained from the various service authorities, if it is not provided by the client or their agent. This information should be contained in the health and safety file and be taken into account when developing the health and safety plan.

Supervision

Make sure you have plans of the underground services in the area. This may not always be possible for emergency or unforeseen works. Remember that service connection cables and pipes from the main to a building or street light may not be shown.

Before commencing any excavation a detailed survey using records and suitable locating equipment must be undertaken and a permit to dig completed.

All services must be marked out in such a manner that the Agent/Operatives can identify the service runs prior to excavation commencing.

PLEASE NOTE: These markings are to be used as a guide only. The ultimate responsibility for avoiding underground services lies with the persons carrying out the excavation.

All relevant information on the hazards present and the control measures necessary to minimise risk must be communicated to the persons carrying out the work. Supervision must enforce safe working practices.

Operatives

Use a cable and pipe locator to trace electricity cables and metal pipes. If in doubt, or if you have any difficulty, ask your supervisor for advice. Complete a permit to dig.

Mark the positions of the cables and pipes using waterproof crayon, chalk or paint on made up surfaces or wooden pegs for grass or unsurfaced areas.

Look for signs of service connection cables or pipes, e.g. a gas meter or service connection entry to a house or a street light.

Hand dig trial holes (as many as necessary) to confirm the position of services in the area of your work. This is particularly important if there are plastic pipes, which cannot be found using a locator.

When you start work

Wherever possible hand dig near buried services. Spades and shovels are safer than picks or forks.

Check that any cable which is embedded in concrete and has to be broken out has been made dead before work starts, or that another safe way of working has been agreed with the regional electricity company.

Watch out for signs of services as work continues.

Backfill around services with a fine material. DO NOT use flints, bricks, mass concrete or similar materials.

Report any damage to a cable, pipe or pipe coating, even if there is no immediate danger, damage could lead to danger at a later date.

Do not use hand held power tools within 0.5m of the marked position of an electricity cable (unless the number of services present makes it impossible or surface obstructions reduce the space available)

Do not use hand held power tools directly over the marked line of a cable unless:

- a. You have already found the cable at that position by careful hand digging beneath the surface and it is at a safe depth (at least 300mm) below the bottom of the surface to be broken; or
- b. Physical means have been used to prevent the tool striking it.

Do not use a mechanical excavator within 0.5m of a gas pipe. If an excavator is used near an electricity cable keep everyone clear of the bucket while it is digging.

Do not handle or attempt to alter the position of an exposed service.

Do not install plant close to an existing service. Ask your supervisor to tell you what the separation should be.

Do not build existing services into manholes or other structures to encase them in concrete.

If you suspect a gas leak

Remove everyone from the immediate area of the escape. Remember that if a service connection to a building has been damaged it may cause a leak in the building. Warn occupants of the building and of the adjoining buildings to leave.

Telephone the local Gas Region immediately, ban smoking and naked flames within 5m of the leak.

Assist the Gas Board, Police or Fire Services as requested.

REMEMBER IF IN DOUBT ASK

ELECTRICITY - OVERHEAD POWER LINES

The Hazards

Accidental contact with Live Overhead Power Lines causes many fatalities and serious injuries. Such accidents are particularly related to cranes and other plant working or travelling near or under Overhead Cables or operatives handling long objects, e.g. scaffold tube, cladding sheet or ladders etc.

The fact that electricity can “arc” across gaps must always be taken into account.

Where work directly beneath or near cables has to be carried out, the cables may need to be made dead and a Permit to Work system operated.

In certain situations, capacitated or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30 kv. Specialist advice should be sought in these circumstances.

WHO MIGHT BE HARMED

Plant operators, drivers or tipper lorries and crane drivers, also operatives carrying long objects.

EXISTING STANDARDS

The Electricity at Work Regulations 1989 Regulation 14 requires precautions to be taken where work takes place near live conductors.

Health and Safety Executive Guidance Notes GS6, “Avoidance of Danger from Overhead Electric Lines” gives guidance on the precautions to be taken and must be complied with at all times.

B.S. 7121 “Safe Use of Cranes”, also gives advice on the precautions to be taken.

CONTROL MEASURES

Planning Procedures

At tender or negotiation stages, the existence of any overhead cables will be noted and allowed for in accordance with the above standards.

At pre-contract stage, the Project Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions, etc with the regional electricity company. If the Company is working as a sub-contractor, the Project Manager will ensure that the principal contractor has complied with the above standards.

All sub-contractors likely to be affected will be informed of any overhead cables on the site.

Supervision

The Site Agent will ensure that the necessary protection is erected in accordance with the above standards.

The protection provided will be checked by the Site Agent or other responsible appointed person, at regular intervals, and the protection must be maintained.

Appropriate disciplinary action must be taken against any person(s) who disregard or damage the protection provided.

Operatives

While we, as your employer, must provide a safe place of work - by having Power Lines re-routed, switched off or protected by "goalposts" and barriers - you, as employees, have a part to play as well.

If you have to work near Overhead Power Lines - observe the following rules:

Treat all Overhead Lines as "Live" unless you have been specifically instructed otherwise.

Get to know any maximum clearance requirements specified by the Electricity Company.

Do not try to circumvent "goalposts" barriers or other warnings.

If you are a Banksman to a Plant Operator, always keep the Overhead Lines in view when giving directions and only pass under where "goalposts" are provided.

Never stack materials or tip under "Overhead Lines". This could reduce the safe clearance and, in wet weather, result in a "flash over" to earth. Equally, a tipper body may come dangerously near to the wires - or accidentally touch with disastrous results.

If work has to be carried out under Overhead Wires, special precautions will be laid down by the Electricity Company. Make sure you have been instructed as to what they are.

When working near Power Lines, check that crane jibs, for example, cannot encroach on the safe clearance specified. Barriers should have been provided at an adequate distance to prevent this.

MINIMUM HEIGHT OF OVERHEAD CABLES

400KV	7.3m (24ft)
275KV	7.0m (23ft)
132KV	6.7m (22ft)
33-66KV	6.0m (19ft 9ins)
11-33KV	5.2m (17ft)

WORKING NEAR OVERHEAD POWER LINES

The Area Electricity Company should be consulted before work commences and a safe system of work devised and implemented.

Where a site borders electrified railway wiring, it may be appropriate to contact Railtrack.

Regulation 14 of the Electricity at Work Regulations 1989 requires that either the power lines are made dead, or suitable precautions taken to prevent the danger. The placing of adequate and suitable barriers is a practical step that can be taken to prevent danger from live electrical cables or apparatus.

If access is possible only from one side, a barrier on this side only will suffice, but if the overhead line crosses the site, barriers will be required on both sides of it. If there is danger to men carrying metal scaffold poles, ladders or other conducting objects, the barrier should exclude both men and mobile plant.

Any ground level barriers should consist of either :

- a stout post and rail fence, or
- a tension wire fence earthed at both ends, having flags on the wire, the fence being earthed in consultation with the Electricity Company, or
- large steel drums, for example 182 litre (40 gallon) oil drums filled with rubble or concrete and placed at frequent intervals, or
- an earth bank not less than 1m high and marked by posts to stop vehicles, or
- substantial timber baulks to act as wheel stops

PLANT AND VEHICLES

The Hazards

The main hazards associated with the use of plant and vehicles on site are:

- Contact with overhead power lines (see separate section)
- Contact with underground services (see separate section)
- Unskilled operation
- Incorrect use
- Speeding
- Reversing unsupervised
- Poor maintenance
- Carrying of passengers where no proper seat fitted
- Lack of care when refuelling
- Overloading or insecure loads
- Incorrect or improper towing
- Noise (see separate section)

WHO MIGHT BE HARMED

Plant Operators

Vehicle Drivers

Illegal Passengers

Personnel working near moving plant and vehicles

Visitors to site and passers by

Children playing on and around improperly secured plant and vehicles.

EXISTING STANDARDS

All plant and transport on site including dumpers, excavators, trenching machines, compressors, grab lorries, fork lift trucks etc will be provided, maintained, and operated in accordance with the Provision and Use of Work Equipment Regulations 1992 and the Construction (Lifting Operations) Regulations 1961 (see also separate section on mechanical handling).

The Provision and Use of Work Equipment Regulations 1992 are now also relevant. These cover, amongst other things, specification, design, training and maintenance.

The road traffic acts and associated legislation will obviously also apply to transport/plant being driven/towed on public roads.

Health and Safety Executive publications "Safe Working with Small Dumpers" and "Transport Kills", gives information on the precautions and procedures required to prevent accidents.

CONTROL MEASURES

Planning Procedures

All work will be tendered for or negotiated in accordance with the above standards.

The Project Manager will arrange for suitable plant and vehicles to be provided taking into account the work to be carried out and the above standards.

Where necessary, discussions will take place between the Project Manager and the local Highway Authority, Police, etc on road crossings, traffic management etc.

Temporary access roads, fuel storage, maintenance facilities etc for plant and vehicles will be planned in advance.

A planned maintenance schedule will be prepared for all plant and vehicles and details of all defects, repairs, maintenance etc will be recorded.

Training will be arranged for plant operators where necessary. This is particularly important where a new piece of equipment is being brought into use.

Where appropriate, only licensed drivers will be employed (e.g. HGV)

Also where appropriate, only operatives who possess a certificate under the CTA/CITB Plant Operators Registration scheme will be employed to operate plant.

Supervision

The Site Agent will ensure that all plant and vehicles under his control are in good order and fitted with all necessary safety devices, notices and guards.

Any defects noted will be reported to the relevant Hire Company immediately.

The Site Agent will ensure that only authorised and, where appropriate, certificated / licensed drivers / operators are permitted to drive / operate plant and vehicles. Where any doubt exists as to the competency of a driver / operator, the Site Agent will stop the operator from working and report this Hire Company.

No young person, under 18 years old, is permitted to operate any item of plant or act as banksman unless being trained and under direct supervision.

The minimum age is increased to 21 years old in respect of certain items of transport and guidance on this can be obtained from the Transport Manager.

All plant and vehicles will be properly secured and immobilised at the end of each working day.

All necessary testing and thorough examination certificates will be requested and checked by the Site Agent and all items of plant requiring weekly inspections by the operator or other competent person will have the inspection recorded in the site register regardless of any register kept by the operator or plant hire company.

The Site Agent will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific planned requirements.

The Site Agent will ensure that any defect notified by the plant operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant must be withdrawn from use until repairs have been carried out.

Children must not be permitted to enter working areas whilst plant is in use and all necessary measures must be taken to avoid hazards to children on the site outside working hours, particularly if it is not possible to fence the site.

Operatives

Transport drivers / plant operators must not consume or otherwise be under the influence of any intoxicating liquids or drugs during the working day or shift.

Personal protective equipment must be worn as necessary (see separate assessment on PPE).

Do not operate plant or drive vehicles unless you have been trained and are competent to do so.

Do not carry passengers where there is no proper seat provided for you to do so.

Do not speed or fool around.

Beware excavations.

WELDING / FLAME CUTTING

The main hazards are:

Fire / explosion

Radiations (causing "arc eye" and skin burn)

Fumes

Hot materials (thermal burns to the skin)

WHO MIGHT BE HARMED

Anyone carrying out welding / cutting operations or working / passing nearby.

EXISTING STANDARDS

The following Regulations contain requirements which apply to welding processes:

Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work Regulations 1989

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 1992

Various British / European Standards cover welding equipment and protective clothing. All equipment will be provided to the appropriate standard.

Health and Safety at Work series booklets No. 38 "Electric Arc welding", and No. 50 "Welding and Flame Cutting using Compressed Gases", give recommendations on safety precautions which will be complied with.

Health and Safety Executive Guidance Note MS15 gives information on the health risks associated with welding processes and PM64 "Electrical Safety in Arc Welding".

Health and Safety Executive Booklet HS (G) 5 "Hot Work", gives recommendations on welding and cutting of tanks or vessels which contain or have contained explosive or flammable substances. This work must only be carried out after a specific risk assessment by a competent person. A safe working procedure developed from such a risk assessment may include washing / steaming of the vessel and / or purging with an inert gas - this would depend on the nature of the substance being dealt with. Seek expert advice.

PLEASE NOTE: A flame applied to the outside of an "empty" lubricating oil drum will cause an explosion in the drum

The film of oil still present on the inside of the "empty" drum will vaporise to form an explosive mixture with the air present in the drum.

Other information on welding safety is available from suppliers booklets e.g. BOC "Safe Under Pressure - Guidelines for all who Work with Cylinder Gases" etc.

Copies of the Regulations will be kept for reference at the workplace.

CONTROL MEASURES

Planning Procedures

All welding and flame cutting work will be planned and carried out taking into account the above requirements.

The Manager will ensure that all necessary protective clothing, ventilation equipment, respirators or breathing apparatus, fire resistant sheets, extinguishers, screens and so on required to comply with the above standards, are supplied and maintained in good condition.

Serious consideration should be given to establishing a Hot Work Permit system for work on tanks or vessels that have contained flammable substances and for welding and flame cutting work in confined spaces.

Supervision

The Workshop Foreman will ensure that:

All necessary safety equipment is available before work starts.

Flashback arrestors will be fitted to all oxygen and fuel gas regulators.

All welding equipment will be checked at least at weekly intervals and any defective equipment will be replaced.

All LPG and compressed gas cylinders are used and stored in accordance with Company Policy and that trolleys or cradles, where required, are provided and used.

Only trained and experienced operatives are permitted to carry out work with welding equipment.

Information obtained from suppliers of welding rods on possible health risks and precautions must be acted upon.

Be aware that special precautions may be necessary when working on painted metal - seek advice if necessary.

Do not allow "Hot Work" in a confined space without specific planning.

Do not allow "hot Work" on tanks or vessels that contain or have contained flammable substances without specific planning.

Operatives

Leak test your equipment every time you use it.

Report any defects to supervision immediately. If the defect(s) affect safe operation do not use the equipment until the defect(s) have been repaired.

Always work in accordance with the above standards.

Clear up your own mess.

Do not attempt to use any equipment you have not been trained to use.

Be aware of what is going on around you.

Never carry out "Hot Work" on a tank or vessel that contains or has contained a flammable substance without expert advice and adequate planning (*if you do it could be your last time!*)

Never carry out "Hot Work" in a confined space without expert advice and adequate planning (*if you do it could be your last time!*)

ABRASIVE WHEELS

The Hazards

The main hazards associated with abrasive wheels are:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc
- Dusts given off by certain types of material e.g. asbestos
- Loose clothing tangled in disc
- Noise
- Fire and explosion

WHO MIGHT BE HARMED

All operatives working with abrasive wheel equipment or those working nearby.

Visitors to site

Members of the public passing by.

EXISTING STANDARDS

The Abrasive Wheels Regulations 1970

The Provision and Use of Work Equipment Regulations 1992

Health and Safety at Work booklet No.4 "Safety in the Use of Abrasive Wheels" and Health and Safety Executive Guidance Note No. PM22, "Training Advice on the Mounting of Abrasive Wheels", gives advice on the precautions required.

CONTROL MEASURES

Planning Procedures

All work will be tendered for or negotiated taking into account the above standards.

The Project Manager will ensure that any abrasive wheel Machine hired or owned by the company will be provided and maintained in accordance with the regulations.

The Project Manager will ensure that sufficient operatives have been trained in accordance with the Abrasive Wheels Regulations in the mounting of abrasive wheels and discs on the type of machine to be used and that the names of the persons appointed are entered in the Register F2346.

Supervision

The Site Agent will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations.

The Site Agent will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection and other protective equipment is available and issued when required.

Any person required to use an abrasive wheel machine or tool will be given instructions in the precautions required by a person trained under the regulations above.

Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect which could give rise to injury is taken out of use immediately.

Disciplinary action must be taken against individuals who ignore the safety regulations and/or practice "horseplay" with this equipment.

Operatives

Never use, or change discs on, an abrasive wheel machine unless you have been trained to do so.

Always wear the correct Personal Protective Equipment, including goggles, gloves, ear protection and perhaps dust mask.

Do not wear loose clothing. Keep long hair under control.

Do not "fool around"

COMPRESSED AIR OPERATED EQUIPMENT

The Hazards

“Compressed air” may not sound dangerous, but the air itself, the hoses which carry it and the tools it operates can all be lethal if mishandled.

WHO MIGHT BE HARMED

All Operatives working with compressed air equipment or working nearby. Members of the public passing close to the work site.

EXISTING STANDARDS

The following Regulations apply to the use of compressed air equipment on site:

The Provision and Use of Work Equipment Regulations

The Personal Protective Equipment Regulations

The Protection of Eyes Regulations

The Noise at Work Regulations

CONTROL MEASURES

Planning Procedures

At tender or negotiation stage the above standards will be taken into account.

The Project Manager will ensure that any compressor and compressed air tools which are purchased or hired for use on site or in the workplace comply with the above standards.

Supervision

The Site Agent will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, etc) and sound attenuation and that instruction are given to operatives in the correct use of the equipment to reduce noise, injuries, damage etc.

The Site Agent will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, is available and provided for use as required.

The Site Agent will ensure that any defects in the compressor, hoses or tools is reported immediately to the Transport/Plan Manager or the hire company.

The Company must enforce the wearing of suitable safety footwear by all operatives using compressed air equipment, breakers, rammers etc.

Compressed air must not be used to blow down clothing etc and disciplinary action must be taken against any operative seen directing a live compressed air hose at any other person.

People required to use air operated equipment must have been instructed in its use by a competent person.

Operatives

By following the rules given below, you will avoid accidents to yourself or others

Quite low pressures of compressed air have been known to cause serious injuries or even fatalities. Treat it with respect.

Before starting work, check that hoses and pipes have no leaks.

Keep hoses as short as possible and keep traffic away from them, if necessary, by barriers.

Do not bend or restrict hoses in any way to reduce power. The extra pressure on couplings can make them part and the hose whip and twist at high speed.

Never direct the air jet at yourself or another person. Compressed air in the bloodstream, eyes, ears or nose can be fatal.

Do not blow dust, swarf, etc off your clothing with an air line.

Make sure you know the correct action to take if the air line breaks:

1. Turn off the air supply at source.
2. Failing this, crimp the hose a safe distance from the break.

Never try to change tools without turning off the air supply, tools must be disconnected from the air supply for inspection and cleaning / maintenance or when not in use.

Use ear protectors, goggles etc as required by law.

Never get involved in horseplay with hoses it is dangerous.

ELECTRICAL EQUIPMENT / ELECTRIC HAND TOOLS

The Hazards

Electrocution

Fire

WHO MIGHT BE HARMED

Anyone working with faulty or incorrectly installed equipment.

Fires caused by faulty installations / equipment could have a far more reaching effect.

EXISTING STANDARDS

- The Electricity at Work Regulations 1989
- The Provision and Use of Work Equipment Regulations 1992
- The Construction (General Provisions) Regulations 1961

The following Health and Safety Executive Guidance Notes will be complied with where applicable:

- PM32 “The Safe Use of Portable Electrical Apparatus”
- PM38 “The Selection and Use of Electric Handlamps ”
- GS24 “Electricity on Construction Sites”
- GS37 “Flexible Leads, Plugs, Sockets etc”

CONTROL MEASURES

Planning Procedures

At tender or negotiation stage, the above standards will be taken into account.

All electrical equipment on Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the above standards.

The Project Manager, in conjunction with the Site Agent, will plan any temporary electricity supply and distribution on site in accordance with the above standards. Temporary supplies, where required, are to be installed by competent electricians and tested in accordance with the IEE Regulations.

The Project Manager / Site Agent will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British / European Standards.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on site unless special arrangements are made. These are to be discussed and planned in advance with an electrical and / or safety specialist.

Lower voltage tools, lighting etc may be required in damp or confined situations.

All sub-contractors must be informed of the Company policy on the use of electricity on site and will be expected to comply with these requirements.

Supervision

The Site Agent will ensure that any temporary electrical supply is installed and tested as planned.

The Site Agent will ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British / European Standards before being permitted to be used on site.

Immediate disciplinary action will be taken against any employee or sub-contractor abusing or incorrectly using electrical equipment on site

The Site Agent will ensure that all power cables are installed clear of accessways and preferably above head height.

The Site Agent will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Site Agent so that immediate steps can be taken to have defects remedied.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

All electrical equipment used on site must be regularly inspected by a competent electrician.

Operatives

Use only 110 volts tools, if in doubt, check with your foreman.

Do not tamper with electrical installations.

Use electric tools in a proper manner. Never improvise or tamper with the equipment.

Report any faults immediately. Never attempt to repair electrical equipment yourself, this must be done by a qualified electrician.

Ensure that all tools are fitted with a proper plug. Never connect to a socket with matchsticks or similar pieces of wood.

Always check that the leads are in good condition and firmly fixed to tool and plug.

Never join cables using insulating tape.

SIGNING AND GUARDING OF ROADWORKS

The Hazards

Motor vehicles running into roadworks.

Roadworks causing confusion leading to vehicular accidents.

Workers stepping out from roadworks into path of oncoming traffic.

Pedestrians falling into excavations or tripping over obstructions.

WHO MIGHT BE HARMED

Roadworkers

Drivers of passing vehicles

Pedestrians. Special consideration must be given to blind or otherwise disabled persons.

EXISTING STANDARDS

Full details on traffic safety measures for road works are given in Chapter 8 of the Traffic Signs Manual . Managers and Supervisors MUST refer to this at the contract planning stage.

A booklet "Safety at Street Works and Road Works" - A Code of Practice - has been produced with road workers and supervisors particularly in mind. All Supervisors will be issued with a copy of the booklet - if you do not have one, ask. This booklet will help you carry out roadworks safely and to make conditions better for everyone. It shows what to do when signing and guarding roadworks, except those on motorways and high speed dual carriageways with hard shoulders. Roadworkers, Supervisors and Managers must always follow the principles outlined in this booklet.

The New Roads and Street Works Act 1991 makes compliance with the Code of Practice a legal requirement.

CONTROL MEASURES

Planning Procedures

All work will be tendered for or negotiated in accordance with the above standards.

Supervisors and operatives must be certified and registered in accordance with the requirements of the New Roads and Street Works Act. This, amongst other things, covers competence in the Signing and Guarding of road works.

The Project Manager must ensure that sufficient materials are always available.

Supervision

Site supervision must always ensure, as far as is reasonably practicable, that the above standards are implemented.

Operatives

Wear Hi-Vis jackets to current British / European standards.

Keep site clean, tidy and uncluttered.

As far as is reasonably practicable, work to the above standards. If in any doubt, get advice from supervision.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective clothing and equipment plays a vital part in Accident Prevention and it is the Company's policy to provide the equipment and clothing necessary by Law, it is the duty of every employee to use the equipment provided. Sub-contractors are expected to comply with the law and our company policy by also providing the necessary equipment.

There is some type of protective equipment for every part of the body:

Head	-	Safety Helmet and ear defenders
Face	-	Goggles, face shields and breathing apparatus
Hands	-	Cotton, leather, rubber, plastic, neoprene & kevlar gloves; the use of barrier creams can protect if properly used.
Body	-	Clothing suitable for the job in hand + HIGH VISIBILITY JERKIN
Feet	-	Safety footwear, suitable for job in hand.

NOTE:

YOU HAVE A DUTY, UNDER THE HEALTH AND SAFETY AT WORK ACT, TO USE THE EQUIPMENT PROVIDED. DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL, WILL BE TAKEN AGAINST PERSONS FAILING TO COMPLY

SAFETY HELMETS

From 30th March 1990, you have been required by law to wear head protection - "a hard hat" - nearly all the time you are at work on a construction site. Wearing a hard hat may prevent or lessen an injury to your head from falling objects or hitting your head against something.

A safety helmet must always be worn in the following circumstances:

1. If you work on a site where several contractors work, the person in control may make written rules telling you when to wear your safety helmet. You must follow these rules, and also obey any safety signs indicating you are entering a "hard hat" area.
2. Where there is a foreseeable risk of head injury from falling objects, moving plant or striking of the head against an obstruction / projection a hard hat must be worn

These are examples for guidance only (the list is not exhaustive).

- (i) Where work is being carried out on more than one level (on scaffolding, around scaffolding, in an unfinished building, or in a trench / excavation with head below ground level).
- (ii) Where a crane, hoist, excavator or other plant is in use.

In summary where there is a foreseeable risk of head injury in any situation, other than the person falling, suitable head protection must be worn and management / supervision must enforce the regulations.

You must wear your safety helmet properly and look after it.
Report immediately any loss of or damage to the helmet to your supervisor.

THE PROTECTION OF EYES REGULATIONS 1974

Whilst most are aware that the above regulations impose duties on employers to provide eye protectors and shields, there are many who do not appreciate the duties of the employee under Section 11 of the regulations.

In simple terms this section states that every person who is provided with eye protectors or a shield for a specified process shall use same at all times whilst he is employed in that process or while he is employed in a place where there is a reasonably foreseeable risk of injury to his eyes.

The HSE Inspectorate have power to prosecute a Company in breach of the Regulations and they may prosecute the individual employee who does not comply with Section 11.

WHO MUST WEAR EYE PROTECTION WHEN

- Using hammer drills, rock drills or road breakers
- For plugging operations
- If drilling overhead
- When breaking or cutting bricks, earthenware duct, concrete etc
- For chipping or wire brushing paint, rust scale etc
- Using abrasive wheels
- When striking one metallic tool with another
- If driving in masonry nails, pins, bolts, collars etc
- During cutting or knocking out of cold rivets, bolts nuts etc
- When cutting wire or metal strapping under tension (release tension first if possible)
- When handling, coiling or cutting springy wire
- When adjacent to pole erection digging operations
- Whilst tree cutting

If using tools (or soldering) at, or above, eye level

LOOK AFTER YOUR EYES

A tiny fragment in your eye can cause disaster

Trained first-aid is required for attention to eyes not a dirty handkerchief

You have a legal obligation to wear or use the eye protection provided in accordance with regulations.

Even if you are not carrying out one of the specified processes you may be at risk, so wear or use the eye protection provided.

Do not watch welding processes unless your eyes are properly protected (danger of "Arc Eye")

Do not go into areas where eye protection is required unless you are wearing protective equipment.

Take care of any protective equipment issued to you

Have any damaged, lost or unserviceable protective equipment replaced immediately

Make sure your eye protectors are suitable for you and the work being done.

Ensure that eye protectors are comfortable to wear and keep them clean

The place for eye protectors is over your eyes - not on your head or round your neck.

Remember - eye protectors are replaceable; your eyes are not

In the event of any injury or irritation to your eyes seek immediate medical assistance.

HAND PROTECTION

You only have one pair of hands so look after them.

Gloves are provided for your protection WEAR THEM.

Remember rings can all too easily catch on sharp edges or projections so if you can't remove them cover them with insulation tape.

ALWAYS WEAR YOUR GLOVES WHEN:

Digging holes or trenches

Moving spoil from excavations

Using coated road materials, Premix, Mortar etc

Handling timber

Loading or unloading vehicles

Handling sharp or rough objects

Handling cable

Handling wire

Handling creosoted wood.

SAFETY FOOTWEAR

Construction sites are such that safety footwear, of one type or another, must be worn at all times. Under normal circumstances a riggers type boot with steel toe cap and midsole will give adequate protection. However, when levelling concrete or handling chemicals, for example, wellington boots made of materials resistant to those substances must be worn. IN these circumstances the wearing of suitable overtrousers, over the boots, is also a sensible precaution.

Footwear must be kept in a good state of repair and replaced when necessary.

EAR PROTECTION

Wear ear protection (ear plugs or ear muffs) provided for you whenever you are in places where 90dB(A) noise levels might be reached, e.g. when using or working near Dumpers, Stihl Saws, Road Drills, Jack Hammers etc and every time you go into an area marked as an ear protection zone.

Use any other equipment the employer provides under the regulations. For example, if the machine is meant to have a silencer fitted, don't take it off.

Look after any equipment provided to you under the regulations.

Report to your employer any defects you discover in any of your equipment.

Your employer should warn you when your exposure might reach the 85 dB(A) First Action Level and provide you with personal ear protectors if you want them. It is in your own interest to ask for them and to use them.

SUPERVISORS MUST ENSURE SILENCING EQUIPMENT IS FITTED TO ALL NOISY MACHINERY

TIME TO MAXIMUM LEGAL NOISE EXPOSURE LIMIT (WITHOUT EAR PROTECTION)

Average Noise Level dB (A)	Time to Maximum Exposure
90	8 hours
93	4 hours
96	2 hours
99	1 hour
102	30 minutes
105	15 minutes
108	7.5 minutes
111	3.75 minutes

SAFETY BELTS AND HARNESSSES

Belts or harnesses sometimes become regarded as an encumbrance - the fact that they can save serious injury or even a life is often ignored.

It is one thing for an enlightened employer to provide them - it is quite another to get men to wear them.

Regulations permit the use of belts and harnesses only if it is impossible to provide standard working platforms at heights in excess of 2m and if the belts are always worn and always secured to a safe anchorage.

There are several types of inertia controlled reels or slides permitting free movement along the line of the rope but which becomes effective immediately any sudden pull is exerted as the result of a fall.

In choosing a belt or harness for a particular application, care should be taken to ensure that it will give the user, as far as is compatible with safety, maximum comfort, freedom of movement and, in the event of a fall, every possible protection to the body from the shock of sudden arrest. Proper fitting and adjustment are essential to achieve these aims.

The full harness gives greater protection than a safety belt in the event of a fall and is therefore preferable; the use of lanyards fitted with energy absorbers is also recommended.

Details are specified in BS EN 361. The harness should be fitted with a lanyard which will limit the fall to a maximum of 2m.

Examination and inspection

All belts and harnesses should be thoroughly examined by a competent person at least every 3 months. Leather and webbing should be inspected for cuts, cracks, abrasions or tears and any signs of undue stretching. Snap hooks should be examined for signs of damage, distortion or faulty springs. The tongues of buckles should be examined where they fit to the shoulders. Stitching threads should not be cut or worn. Ropes and chains should be inspected for damage and signs of wear.

A record of examinations should be maintained.

The wearer should make a visual inspection at least daily before use.

Storage

Belts and harnesses should be stored in a cool, dry well ventilated place away from direct sunlight and free from contact with anything that could cause damage (eg. corrosive chemicals, oils and greases).

VIBRATION

The Hazards

Several types of injury or disease may be caused by prolonged exposure to high levels of local vibration, the most common condition being Vibration White Finger (VWF), or Raynaud's Phenomenon of Occupational Origin.

A number of tools and processes are associated with the incidence of VWF; these include pneumatic hammers and drills, chain saws, pedestal and hand held portable grinder, chipping hammers and concrete vibro-thickeners.

In the initial stages of injury, slight tingling or numbness occurs in the fingers and this may pass unnoticed. Later, the tips of one or more fingers most exposed to vibration suffer attacks of blanching (whiteness), the attacks being more frequent in cold weather and early in the morning. Attacks of VWF typically last about one hour, ending with a sudden rush of blood to the affected fingers and often considerable pain. If prolonged exposure to vibration continues, the fingers may take on a permanent blue-black appearance and, very rarely, gangrene of a finger may occur.

WHO MIGHT BE HARMED

Any person who operates equipment producing significant levels of local vibration for extended periods.

EXISTING STANDARDS

The Provision and Use of Work Equipment Regulations 1992.

CONTROL MEASURES

Planning Procedures

All work will be tendered for or negotiated in accordance with the above standards.

It is possible to reduce vibration exposure. Certain tools, for example chain saws and jackhammers are available in an anti-vibration form, and design modifications of tools to reduce the vibration level appears to be the only satisfactory way to combat VWF.

Equipment should be specified taking this into account.

Persons working with vibratory tools should be informed of VWF and its symptoms, as the condition can become a serious occupational handicap and also restrict leisure activities.

Supervisors

Be aware of the causes and symptoms of VWF

If any of your operatives complain of symptoms associated with VWF bring this to management's attention.

Operatives

Vibration absorbing gloves can help

Keep hands warm.

Removal of Hypodermic Needles and Syringes.

The occurrence of needles and syringes is a rare in the highway environment and it is the normal practice of Road-Fix. to employ a specialist sub-contractor to carry out the removal of needles and syringes

Whenever hypodermic needles or syringes are encountered the location of the objects shall be made safe, closed to the public and site operatives and the site agent informed. The site agent shall inform the Client of the location of the needles or syringes. No immediate action will be taken to remove the needles or syringes without the Client approval.

Road-Fix will obtain a permit to work before removing any needles.

Lone Working Policy

Road-Fix. has a policy of only permitting lone working where the risk of accident is low and where operatives can be in clear sight of other people. No confined space working is permitted at any time with lone operatives

On arrival at site a lone operative is required to contact the office by telephone and advise commencement of work. On completion of work and at 2 hour intervals the operative is required to contact the office. Where sites have a security, tenant or owner presence Denver operatives are required to report prior to commencing work and advise on completion of each days work.

Current lone working operations

- Site surveys
- Gully emptying
- ACO type drain cleaning
- Emergency paving repairs
- Minor paving repairs
- Small sign fixing
- Painting and decorating