



Site Safety

Good house keeping

In addition to responsible behaviour it is essential for the prevention of accidents and fire to keep your work area tidy. It is not a difficult task if the following points are observed.

1. Put waste material in the bins provided.
2. Tidy up as you go along
3. Always keep gang ways clear
4. Should waste accumulate- clean it up

A tidy work area is a sign of an orderly and tidy person.

Safety in the Yard

In order to keep health and safety requirements and accidents at a minimum in the yard the following should be adhered to.

1. High visibility jackets should always be worn in the yard as well as safety boots.
2. Visitors should not be allowed to wander around the yard. They should stick to the designated walkways. If necessary they can be escorted around the yard.
3. There should be no reversing in the yard without the use of a banks man.
4. Horse Play

All work and no play – no one is asking you to be unsociable but save the jokes for outside the work area. The yard is a very dangerous area. Behave responsibly.

Do not run

Do not experiment with unfamiliar equipment.

Accidents rarely just **happen** they are caused. Always use your commonsense and if you are in any doubt concerning any aspect of your job ask for help.

5. Only authorised operators are allowed to drive company forklift trucks.
 - a. Always beware of forklift trucks operating near you.
 - b. Do not pass under the raised forks of a truck
 - c. Do not distract a forklift driver's attention except in an emergency
 - d. Never ride on a forklift for whatever reason.

The Vehicles

As a driver you know that your vehicle is an expensive and complicated piece of machinery. The more care you give it, the better performance it will give you and the less risk of accidents.

Make sure you know the Highway Code and observe its advice at all times.

Underneath is a complex list on how we expect our drivers to act and complete.

1. **Vehicle checks-** Before leaving the yard, check water and oil levels and that you have enough fuel to get around your daily task. The law requires that the vehicle is



2. In a roadworthy condition; ensure that the following are in good working order and clean.
 - i. Indicators
 - ii. Reflectors
 - iii. Mirrors
 - iv. Steering
 - v. Lights
 - vi. Horn
 - vii. Brakes
 - viii. Tyres

Windscreen wipers and washers. Marker and number plates.

3. **Vehicle defects-** You must ensure as soon as it is practicable that you report any defects on your vehicle. All defects are to be entered into a defect book, which is kept in the office.
4. **Driving in the yard-** Take special care when driving in any customers yard and our own. Always be prepared for the unexpected, such as fork trucks moving within the yard or people emerging from behind parked motors.
5. **Vehicle dimensions-** The length, breath and height of the vehicle should always be firmly fixed in the mind. You could be driving a different vehicle or an unfamiliar route where there may be width, height or weight restrictions.
6. Don't drive when tired. Pull in for a rest as soon as possible.
7. **Getting in and out of the vehicle-** Always use the grab handles and non-slip surface provided. Always be aware of passing traffic. Climb down using the grab handles and non-slip surface. **Do not jump.** Keep the rear of the vehicle tidy as well as your cab.
8. You should never attempt to carry out vehicle repairs. Always ring in to the office for help.
9. **Hygiene-** Use gloves when filling your vehicle with diesel and oil. Always attempt to keep your vehicle in a clean condition. Do not leave empty bottles, newspapers or dirty rags in your cab where these could become a hazard. Wash grease from your hands before eating. Wash hands before you go to the toilet and after. If a skin rash appears please report it to your doctor, this could be a very painful skin infection.

Fire

Fire is a killer, extremely expensive and should be avoided. Never discard a cigarette ends amongst goods or in waste pare bins, even if you think they are out. You must not smoke near flammable or explosive substances. **There is no smoking in the company building at all times.**



If you notice a fire starting, **DO NOT PANIC**. Report to your director. When the fire alarm is sounded go directly to your assembly point, never run, always leave in an orderly manner. You must not go back into the building until you have been told it is safe to do so.

If you are a member of a fire party report immediately to your leader.

Electrical hazard

Never tamper with electrical appliances. Report any defects and do not use until repaired. Electric cables should be protected against damage.

Handling Equipment

Manual handling is easy and safe if your body is used correctly. Your backbone can bend and twist in many directions, but the real power lies in the strong muscles and bones of your arms and legs. Incorrect lifting causes most manual handling injuries. In all acts of lifting, the back should be kept straight. It should not be allowed to curve inwards or outwards. If you want to lower your hands, relax your knees. Always keep your feet flat, not just your toes. When lifting always grip firmly with the whole hand and not just the finger tips. Always get a firm footing with your feet close to the object and approximately 20" apart. Squat down keeping your back straight, push up with your legs keeping the load close to your body with your chin tucked in.

If you change direction always move your feet first then your body. Watch for slippery floor and obstacles that might cause you to trip. Check loads for sharp edges, splinters etc. Never over load causing you to block your vision. Do not struggle with big or bulky loads – get help.

Do not persist in lifting a load that is causing you to strain. When lifting weights never show off by wanting to carry a bigger load than anyone else. You could end up in a wheel chair!

Safety in offices

All office staff should be aware of the dangers outlined in this statement. In this particular part there are some additional safety rules, which should be remembered when working in the office.

Check that there are no trip hazards such as trailing desk light leads and telephone cables, worn carpet and linoleum. Only allow non-slip polish to be used on office floors.

Smooth off any rough corners on chairs and desks. Use the equipment provided, do not improvise. Do not overload filing cabinets and do not pull out more than one drawer at a time, as cabinets can easily tip over.

Always close drawers after use.

Do not allow parcels etc to be left near doorways. Never run along corridors – walk and look where you are going. Never throw waste paper on the floor. You should always use waste paper baskets. Broken glass, empty bottles or tins should always be carefully wrapped and put in a dustbin.

If you use the new equipment check installation, see that the instructions are displayed for everyone to see. Remove all plugs from the sockets before going home, cleaning or servicing. The appliances may be switched off, but it could still be live.



When leaving the office at the end of the day, always check that the electrical appliances have been switched off.

Safety in the workshops

What ever you are using the workshop for, always keep the area clean and tidy. Hand tools account for approximately one in ten of all accidents in workshops. Many of these accidents are due to defective or unsuitable tools. Do not use defective tools and report it immediately.

Welding in the workshop is a big part of what we use the area for so makes sure you follow these simple and sensible precautions.

1. Look after the equipment
2. You must always wear protective clothing and use any safety equipment provided
3. Ensure that there is adequate ventilation or air supply.
4. Guard against fire and explosions
5. Clean any metal which is coated, painted or dirty
6. Only use proper ignition tools for gas welding.

You must never remove any guards or fencing whilst a machine is in motion. Guards are fixed on machines to protect you from dangerous moving parts. Make sure you know how to stop the machine before you start.

You must not use a machine unless it is within your scope of your job and you are trained in its use.

Fork lift truck drivers

The only safe way to work with any equipment is to understand its functions and recognise its limits and your capabilities and not work beyond them.

Only qualified operators are permitted to use fork lift trucks Operators must be alert at all times to avoid accidents.

Ensure that the forklift truck is in good working order. Accidents rarely just **happen** they are caused. You have a responsible role, your safety and the safety of your fellow employees not only depends on your operating skills, but also your understanding and willingness to follow a few simple rules: -

Always

1. Check- brakes, tyres, horn, all speed, direction and hydraulic controls – at the beginning of your shift.
2. Secure your load. The load should be firmly located against the fork carriage, with the mast tilted to suit the load being carried.
3. Check that your truck has no loose or damaged parts that may cause injury. Report a faulty truck and do not use it until repair.
4. Use defect book when faults are found
5. Operate at a safe speed and watch for pedestrians and overhead clearances.
6. Operate controls smoothly.
7. Slow down on wet or bad surfaces and remove loose objects from your path.



8. Sound the horn and slow down at gangways, aisles and doorways.
9. Apply parking brake when stopped. Before leaving the truck, ensure forks are resting on the ground and all controls are at neutral and the power is switched off.
10. Maintain a firm grip on the steering wheel during travel. Look to the rear before reversing and make certain no person, material or equipment is in the way.
11. Report all accidents immediately to your director whether causing personal injury or not.

Never

1. Drive up to anyone who is standing in front of a wall or other object.
2. Allow anyone to stand or walk under elevated forks whether loaded or unloaded.
3. Overload or place load off centre. Add counter weight. Travel unladen with the forks more than six inches from the ground.
4. Make your own repairs or adjustments
5. Make jerky starts, turns or other movements
6. Check batteries using a naked flame
7. Smoke in charging areas
8. Place arms, legs or head between mast uprights or outside limits of truck
9. Drive into trailers or vehicles
10. Park or leave load in the way of fire equipment, exits, doorways or anywhere it would cause an obstruction
11. Carry passengers on the truck for whatever reason.

Your obligations are imposed by law

You must use the safety appliances provided. You must not interfere with or misuse items that are supplied for your safety, health or welfare.

You must not wilfully or without reasonable cause do anything liable to endanger yourself or others.

If at anytime you see any possible danger or dangerous practices and in fact anything which in your opinion may endanger life, limb or plant, report it to the directors immediately,