# EC ITR<sup>\*</sup>



## **Work Safety** Handbook

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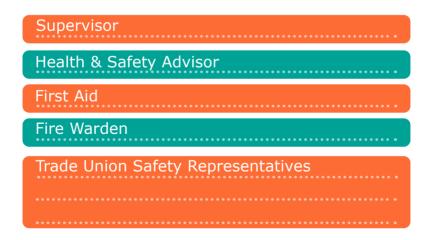
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#### Health & Safety Assistance

Competent persons should have been appointed to assist you in meeting your health and safety obligations. Please complete the text boxes below.

These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

You should list the names, job titles and functions of these people below:



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#### **Positive Safety Culture**

Safety for all is achieved when each individual helps to create a positive safety culture:

Maintain your self-control  $(\checkmark)$ Have respect for rules and procedures Ensure good time management 🛇 Have a 'safety first' attitude 🛇 Always behave appropriately Be tidy and hygienic (e.g. good housekeeping) Have respect for others Take care of yourself and others  $\bigcirc$ Challenge unsafe acts and behaviours Stay alert Beware of fatigue and its effects on you  $(\checkmark)$ Always pay attention, avoid distractions (such as  $\checkmark$ mobile telephones)

#### General Health & Safety

#### All workers must:

- Take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts or omissions
- Work in accordance with information and training provided
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
  - Read and understand all job-related paperwork such as method statements before starting work. Speak to a supervisor if there is anything you are not sure about
- Carry out a check that everything at the worksite is as it should be before you start. If it is not, contact your supervisor
- Report any defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
  - Not undertake any task for which authorisation and/or training has not been given

#### Personal Protective Equipment (PPE)

The use of PPE is an important means of controlling risks involved in various work activities.

To ensure that it is effective, the following procedures should be observed when using PPE:

	Ensure that protective clothing fits properly and adjust your PPE so that it is comfortable when you are working
$\bigcirc$	Make sure that the PPE is functioning correctly before use for a specified work activity. If in any doubt, report the suspected defect
$\bigcirc$	When using two (or more) types of PPE together, ensure that items are compatible
$\oslash$	Report symptoms of discomfort or ill health immediately
$\bigcirc$	Do not use any PPE unless you have been trained to do so
$\bigcirc$	When a problem arises you must inform a responsible person immediately

#### Ac<mark>c</mark>ident or Near Miss

All accidents and near-miss incidents must be reported, however minor.

In order to achieve this, the following procedure should be adopted.

- Report all near misses to your supervisor or your safety representative as soon as possible
- Obtain treatment for the injury from a first aider or other appointed person
- Make the area safe following the incident. Enter details in the accident book
- Inform the injured person's manager (or a responsible person) of the incident
- Keep the company informed of any after-effects of the incident, including periods of total or partial incapacity for work
- Assist the company with the accident investigation that will be needed to minimise the risk

### Housekeeping

In order to ensure that satisfactory standards of housekeeping are achieved, the following arrangements should be adhered to.

- Check that the workplace is free from hazards at the beginning of each day
- On not store objects on the floor or in walkways
- Always return articles to their designated storage point when they are no longer required
- Clear up any spillages, etc. immediately

Do not allow objects to protrude into walkways, or to be stored precariously where they might fall

 $\checkmark$ 

Ensure that obsolete and waste materials are properly stored and are removed on a regular basis

Ensure that special arrangements are made for the removal of unusual or extra large objects or substances



 $\checkmark$ 

Do not store articles or substances anywhere other than in designated areas



Ensure the workplace is tidy and articles and substances have been put away at the end of the shift

### Slips, Trips & Falls

Slips, trips and falls are one of the most frequent causes of accidents in the industry and are often caused by poor housekeeping.

- Take care at all times when moving around
- Do not assume that because you move through an area regularly that it will always be safe to do so
- Ensure you follow designated routes and walkways
- Always wear appropriate footwear including PPE where needed
- Try to stay in areas with good visibility, lighting, routes and surfaces
- Keep all areas free of obstacles
- Ensure wires and cables are routed and protected in a safe manner
- Always watch for warning signs and barriers, which may change frequently, and take appropriate action
- Watch for unusual hazards eg spillages, large puddles of water, flooding, ice, snow. Do not try to go through/over such hazards, ensure you report them appropriately

#### Alcohol & Drugs

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules must be adhered to.



#### Fire Prevention

Observe the following safety measures with regard to electrical equipment:

Avoid temporary connections and joints in cables

Inspect adaptors and extension cables before starting work

 Do not carry out work on electrical installations,
only competent, authorised persons should undertake this work

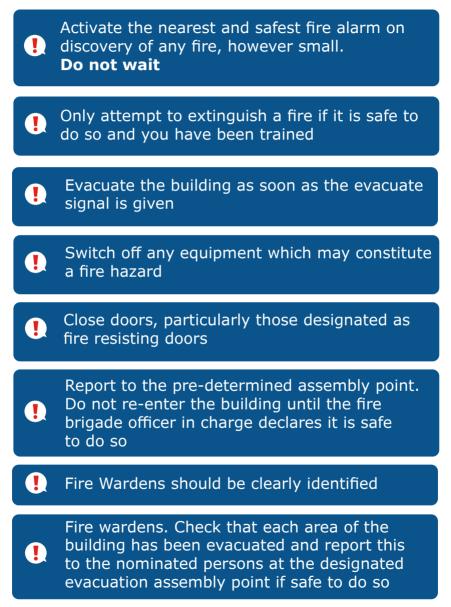
- Ensure that there is a clear space around appliances that are sources of heat

Avoid bringing your own electrical appliances to work if at all possible, but if you do, ensure that the equipment is inspected and tested

- Switch off all electrical equipment at the end of the working day
- Only smoke where it is permitted

Keep your work area clean and dispose of waste regularly and safely

#### **Fire Procedures**



### Special Dangers

Site operations include a wide range of specialist processes which require special care from those around them.

Examples are Welding; Cranes & Lift trucks; Abrasive Wheels; Scaffolding; and there are many others.



**Never attempt** to use a special process unless you are trained and authorised



**Keep clear** of special processes unless you have a need to approach



**Never** approach someone using a specialist process unless he/she knows you are there (to avoid surprises)



**Be aware** of hazards that may be related to the processes such as sparks from welding or grinding, items falling from height

### **Electricity**

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

#### **Faulty Equipment**



Report faults immediately. Do not use or continue to use faulty equipment



Do not carry out repairs etc, or even fit plugs, unless you are authorised to do so

#### **Portable & Transportable Electrical Equipment**



Personal issue equipment should be visually inspected at least once a week by the user



Equipment used out of doors should be 110 volt or be supplied via a residual current device (RCD)



Avoid using long extension leads wherever possible. If their use is unavoidable, ensure that the connector is manufactured to BS 4343

#### Working at Height

Work at height means work in any place above or below ground where, if measures were not taken, a person could fall a distance likely to cause personal injury.

#### Work at height includes working on:

- Structures (eg scaffolds/mobile towers)
- Mobile platforms (eg MEWPs)
- Temporary devices (eg ladders)
- In trenches / excavations

Never go into a working at height situation without appropriate training, authorisation and PPE

Only obtain access to such a place via a staircase in a permanent workplace unless you are trained and authorised to use other means

If you are near a location where working at height is taking place watch out for falling objects, barriers and signs

If you need to approach someone who is working at height, ensure they are aware of your presence early to avoid surprising them and causing them to have an accident

Avoid working at height if possible by using other appropriate methods

#### Use of Ladders

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**Do not** use ladders for the wrong purpose, e.g. as a working platform instead of scaffolding

**Do not** use the wrong type of ladder, e.g. a metal ladder near overhead electricity lines

	Always lash and foot ladders
•	Always extend ladders 1 metre above their landing place
	Never use defective or poorly maintained ladders
•	Always use ladders at correct angle (75°, i.e. 1 metre out at the base for every 4 metres in height)
	Ensure only one person is on the ladder at a time
	Use tool-carrying bags to leave both hands free to hold ladder
	Report defects and remove ladders from service if necessary
	Always check the ladder inspection tag, and that it is in date

#### Vibrations

The risk of incurring the harmful effects of vibration (Hand, Arm Vibration Syndrome – HAVS) can be minimised by taking the following precautions:

$\bigcirc$	Avoid using vibrating equipment and vehicles, or reduce their use as much as possible
$\bigcirc$	Cooperate fully with any vibration assessments that are being carried out
$\odot$	Correctly use all equipment and procedures designed to reduce exposure levels, i.e. correct techniques for equipment use, work task rotation, reduction of grip force, maintenance of good blood circulation and correct selection of equipment for the task
$\bigcirc$	Promptly report all situations which may lead to increases in vibration exposure levels, such as defects in equipment or changes in work routine
	Participate fully in training sessions which detail the procedures to follow to avoid the harmful effects of vibration
$\odot$	Inform the company of any discomfort you may feel when using vibrating equipment

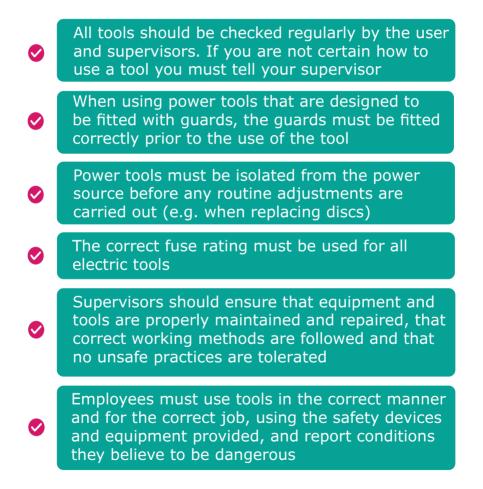
#### **Noise Control**

Working in high levels of noise without proper protection can cause irreversible damage to hearing.

#### • Even at lower levels noise can cause disturbance and stress.

- Avoid making unnecessary noise
- Correctly use all equipment and procedures designed to reduce noise exposure levels, e.g. noise enclosures, acoustic covers, silencers, etc
- Always wear the ear protectors provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that the ear protectors are always fitted correctly and are properly looked after
- Promptly report all situations which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine
- Participate fully in training sessions
- Advise management immediately of any problems caused by noise at work

#### Use of Hand Tools



#### Manual Handling



Poor lifting and carrying techniques can result in discomfort and increase the risk of injury.

#### These risks can be reduced by adopting the following simple precautions:

- Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment
- Always ask for help if you need it to lift something safely
- Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height
- Use the legs and knees to bend and lift do not stoop or bend your back
- Avoid tasks which require stretching or twisting
- **Ensure** that there are no sharp, hot or cold edges which could cause injury
- Make full and proper use of personal protective equipment
- Report any problems or concerns associated with manual handling operations to a responsible person without delay

### **Hazardous Substances**

Poorly maintained control measures can result in inadvertent exposure to substances hazardous to health.

#### The following steps can be taken to minimise the risk:

**1** Ensure hazard information is up-to-date for any product you use

2 Ensure you are familiar with, and trained in the nature of the hazards and use of control measures your work involves

**3** Ensure controls are maintained and monitored



Ensure all documentation is comprehensive and comprehensible and that you understand it



You must always report faults and problems to your supervisor or safety representative

#### Waste Disposal

Ensure that disposal of waste at the workplace A is carried out safely and in accordance with the law Use only designated receptacles for holding 0 waste products Do not discard waste carelessly; ensure you always put the right waste in the right bin Do not overfill waste containers. Inform a responsible person when additional resources are likely to be required Report any leakage or overflow of waste from a waste container to a responsible person Ensure that any spillage of substances at the workplace is cleared in an approved manner and that any materials used are properly disposed of Remember: special arrangements or 0 precautions may need to be taken Wear any personal protective equipment that is required for safe handling of waste products

#### Outdoor Workers

The risks to the outdoor worker and others can be eliminated, or reduced by careful preparation and planning of the activity.

#### In particular, the following precautions should be taken:

$\bigcirc$	Devote time when planning your work to ensure that all problems have been anticipated
$\bigcirc$	Ensure that you understand and can comply with all job-related documents and procedures such as method statements, permits to work etc
	Do not attempt anything you have not been trained to do
$\bigcirc$	Employees must report to the responsible person when the site is under another party's control
	When working alone ensure that your whereabouts are known and arrange for contact to be made at intervals
$\bigcirc$	When others may be present, ensure that they are informed of your activities
$\odot$	Always protect yourself from the sun, use the correct barrier cream



Vehicles are one of the main causes of accidents, including items or people falling from vehicles as well as people being struck or crushed by vehicles.

#### In particular, the following precautions should be taken:

•	Vehicles on site may only be driven by drivers who are trained and authorised
	Ensure you are aware of vehicles which may be present in any area in which you work or walk through
	Stay clear of vehicles, whether operating or stationary, and watch for potential falling items
•	Follow marked walkways or designated pedestrian routes and only cross at marked crossing points
	Watch for beacons or vehicle lights and listen for warning horns or reversing alarms

#### Smoking



Smoking is one of the most significant causes of disease and premature death in the UK. The overriding aim of a smoking policy is to protect non-smokers from the effects of passive smoking.

#### In order to preserve the health of non-smokers (and maintain safety in the workplace) the following standards should be observed:

- If you wish to smoke, do so in a designated smoking area; do not smoke in areas of the workplace in which smoking is prohibited
- Dispose of waste smoking materials (eg cigarette ends) in a responsible way to avoid any fire risk
- If you find it difficult to restrict your smoking or wish to give up smoking, inform the appropriate person in the company who may be able to help
- Inform any visitors, contractors, temporary staff or clients you may deal with of the company's smoking policy

### **Personal Hygiene**

Observing the following guidelines on personal hygiene will minimise health and safety problems.



#### Washroom & Toilet Facilities

Any defects in washing and sanitary facilities must be reported immediately to a responsible person for investigation and action.

Only use those facilities that you are authorised to use and for the intended purpose Hand basins should not be used for rinsing of mops or soiled rags, etc Ensure that spillages of water or other slip hazards are cleared up immediately Do not leave spare toilet rolls or towels, etc. on the floor. Keep them in their designated locations Inform management of any special needs in relation to provision or use of sanitary or washing facilities Do not smoke in toilets or washrooms Clean up after yourself and ensure that all 

facilities are left in clean and tidy order

#### **First Aid**

The following arrangements should be followed in order to ensure that suitable and sufficient first aid personnel and equipment is available.

- First aid personnel **must inform** the company when their training certification is nearing expiry
- **Familiarise yourself** with the identity and location of your first aider and first aid box
- The **names** of **first aid personnel** must be displayed on the notice board
- Ensure that there is easy access to first aid equipment and that your work area does not interfere
- Report all first aid treatment to your supervisor at once
- Remember: you must always make sure that you record all accidents in the Accident Book

### **Abbreviations**

CAR	Control of Asbestos Regulations
CDM	Construction Design and Management Regulations
СОЅНН	Control of Substances Hazardous to Health
dB	Decibels
HAVS	Hand-Arm Vibration Syndrome
HSWA	Health and Safety at Work Act
LOLER	Lifting Operation and Lifting Equipment Regulations
MEWP	Mobile Elevated Work Platforms
РРЕ	Personal Protective Equipment
PUWER	Provision and Use of Work Equipment Regulations
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RPE	Respiratory Protective Equipment
WAHR	Work at Height Regulations