

EC
ITB*



CCNSG

Client Contractor
National Safety Group



Work Safety Handbook

ecitb.org.uk

Office F15, Kings House Business Centre, Station Road,
Kings Langley, Herts, WD4 8LZ

✉ **safetypassport@ecitb.org.uk**

☎ **01923 260000**

Name

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:

Supervisor

Health & Safety Advisor

First Aid

Fire Warden

Trade Union Safety Representatives

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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
- ✓ 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
- ✓ Challenge unsafe acts and behaviours
- ✓ Stay alert
- ✓ Beware of fatigue and its effects on you
- ✓ Always pay attention, avoid distractions (such as 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
- ✓ Make sure that the PPE is functioning correctly before use for a specified work activity. If in any doubt, report the suspected defect
- ✓ When using two (or more) types of PPE together, ensure that items are compatible
- ✓ Report symptoms of discomfort or ill health immediately
- ✓ Do not use any PPE unless you have been trained to do so
- ✓ When a problem arises you must inform a responsible person immediately



Accident 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
- ✔ Do 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
- ✔ 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
- ✔ 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.



Do not come to work under the influence of alcohol or drugs



Inform the company of any prescribed or non-prescribed drugs or medicines you may be taking



Comply with company rules on alcohol and non-prescribed drugs



Check with your doctor or pharmacist about the side-effects of prescribed medications



Never drive or operate machinery under the influence of alcohol or drugs











Offer support and advice to colleagues whom you suspect of suffering from alcohol or drug abuse: do not “protect” them by keeping silent



Ask for assistance if you feel that matters are beyond your own control

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



Activate the nearest and safest fire alarm on discovery of any fire, however small.

Do not wait



Only attempt to extinguish a fire if it is safe to do so and you have been trained



Evacuate the building as soon as the evacuate signal is given



Switch off any equipment which may constitute a fire hazard



Close doors, particularly those designated as fire resisting doors



Report to the pre-determined assembly point. Do not re-enter the building until the fire brigade officer in charge declares it is safe to do so



Fire Wardens should be clearly identified



Fire wardens. Check that each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly point if safe to do so



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



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:

✓ Avoid using vibrating equipment and vehicles, or reduce their use as much as possible

✓ Cooperate fully with any vibration assessments that are being carried out

✓ 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

✓ 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

✓ 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

- ✓ All tools should be checked regularly by the user and supervisors. If you are not certain how to use a tool you must tell your supervisor
- ✓ When using power tools that are designed to be fitted with guards, the guards must be fitted correctly prior to the use of the tool
- ✓ Power tools must be isolated from the power source before any routine adjustments are carried out (e.g. when replacing discs)
- ✓ The correct fuse rating must be used for all electric tools
- ✓ Supervisors should ensure that equipment and tools are properly maintained and repaired, that correct working methods are followed and that no unsafe practices are tolerated
- ✓ Employees must use tools in the correct manner and for the correct job, using the safety devices and equipment provided, and report conditions they believe to be dangerous

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
- 4** Ensure all documentation is comprehensive and comprehensible and that you understand it
- 5** You must always report faults and problems to your supervisor or safety representative

Waste Disposal



Ensure that disposal of waste at the workplace is carried out safely and in accordance with the law



Use only designated receptacles for holding 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 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:

- ✓ Devote time when planning your work to ensure that all problems have been anticipated
- ✓ 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
- ✓ 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
- ✓ When others may be present, ensure that they are informed of your activities
- ✓ Always protect yourself from the sun, use the correct barrier cream

Vehicles

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.

- ✓ Before starting work, check that there are no signs of skin irritation or open wounds
- ✓ Cover open wounds with suitable waterproof dressings and ensure that existing dressings are clean before starting work
- ✓ Ensure that protective clothing is clean, changed when necessary and regularly washed where appropriate
- ✓ Wash hands and face before eating, drinking or smoking
- ✓ Wash hands before and after using toilet facilities
- ✓ Make full use of barrier creams, cleansers and other skin creams
- ✓ Refrain from spitting in the workplace
- ✓ Report any problems to a responsible person

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
COSHH	Control of Substances Hazardous to Health
dB	Decibels
HAWS	Hand-Arm Vibration Syndrome
HSWA	Health and Safety at Work Act
LOLER	Lifting Operation and Lifting Equipment Regulations
MEWP	Mobile Elevated Work Platforms
PPE	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