

CALANPOINT LTD

HEALTH AND SAFETY POLICY

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SAFETY POLICY

Contents

Section 1.	Safety Policy Statement
Section 2.	Responsibilities
Section 3.	Employees Responsibilities
Section 4.	General
Section 5.	Standing Instructions. <ol style="list-style-type: none">1. Employees under 18 years are prohibited from.2. Woodworking Machinery.3. Vehicles and Plant4. Electrical Appliances.5. Scaffolding and Ladders.6. Roofwork.7. Abrasive Wheels.8. Safety Helmets.9. Gas.10. Weils Disease.11. Slings.12. Asbestos.13. Compressed Air Equipment.14. Eye Protection.15. Dangerous Substances.16. Generally.
Section 6.	Accident Reporting Procedures.
Section 7.	Control of Substances Hazardous to Health.
Section 8.	Safety Declaration.

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SAFETY POLICY STATEMENT

SECTION 1

It is the policy of Calanpoint Ltd to provide working conditions that are safe and healthy for all employees and at all times carry out its operations so that the Health and Safety of any person will not be adversely affected.

The requirements of the Health and Safety at Works Act 1974 and all duties and obligations imposed by the Act and all other Acts and regulations affecting the activities of the Company are to be complied with.

The Company Safety Director will advise all employees and supervise the application of the requirements of the Health and Safety at Works Act 1974 and any related Legislation and approved codes of practice.

Instructions and information on Health and Safety matters are contained in the Company's Standing Instructions.

The Safety Policy is issued by the Company and it is the duty of all employees to adhere to the Policy at all times.

Mr A Biglin is the Director responsible for Safety.

SIGNED.....

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Section 2

Responsibilities

Mr T Biglin has been appointed by the Safety Director as Safety Officer responsible for all health, safety and welfare matters.

He will ensure that there is an effective Health and Safety Policy, that it is regularly reviewed in order to monitor its efficiency and that adequate staff and materials are provided to meet the policy requirements. He will also ensure;

1. That responsibilities for safety is properly assigned and accepted at all levels.
2. That Supervisors are appointed and trained.
3. Arrange Safety Training.
4. The Co - ordination of Safety promotion.
5. Maintain and update the detailed Health and Safety regulations and instructions.

SITE FOREMAN

Site foremen are responsible for daily Safety on sites under their authority and for ensuring that all directly employed and sub contracted employees operate in accordance with the Company's Safety Policy.

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Section 3

EMPLOYEE RESPONSIBILITIES

The Health and Safety at work Act 1974 requires that you have specific duties while at work.

1. It shall be the duty of every employee while at work;
 - a) To take reasonable care for the Health and Safety of himself and of other persons who may be affected by his action or omissions at work.
 - b) Regard any duty or requirements imposed on his employer or any other person by or under any of the statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
2. No persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety welfare in pursuance of any of the relevant statutory provisions.

A simple interpretation of your duties while at work, you **must:-**

- A) Take reasonable care of your Health and Safety.
- B) Ensure that you do not put at risk the Health and Safety of any other person.
- C) Co-operate with your employer or any other person with duties relating to Health and Safety.
- D) Not interfere with or misuse anything provided for your Health and Safety welfare.

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Section 4

GENERAL

Make sure you fully understand the safe and proper way to carry out any job.

If in doubt ask your foreman or supervisor for advise or further information, don't guess.

Report unsafe conditions to your supervisor or foreman and observe warning and hazard signs.

The importance of site tidiness cannot be over emphasised. Scattered materials, scaffold etc may cause serious tripping accidents as well as being costly and wasteful.

Where canteen and toilet facilities are provided for your welfare and convenience please ensure that you keep these facilities clean and tidy.

With First Aid facilities make sure you know where to go and receive treatment. It is also in your own interest that you report any accident however minor and ensure that it is entered in the accident book. A First Aid Kit is available in the site Office where no First Aid point is available.

Always work safely, the company does not want you to take chances or to work in hazardous conditions.

Never indulge in horseplay or practical jokes.

Never drive any vehicle without authorisation.

Always drive with care and consideration of others especially on sites and observe site speed limits.

Never appear for work under the influence of alcohol or drugs or consume same during working hours.

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Section 5

STANDING INSTRUCTIONS

1. EMPLOYEES UNDER 18 YEARS ARE PROHIBITED FROM:

- a) Operating any sawing machine fitted with a circular blade, any planing machines for surfacing which is not mechanically fed, or any spindle

moulding machine, unless they have completed or are undergoing an approved course of training.

- b) Acting as Banksman or giving signals to a crane driver.
- c) Driving dumpers.
- d) Operating hoists, cradles or any other mechanically driven lifting appliances.
- e) Testing of plant and vehicles unless they are under supervision or a competent person or have satisfactorily completed an approved course of training.

2. WOODWORKING MACHINERY

Only trained and competent persons may operate woodworking machinery and on no account must persons under 18 years of age operate such machinery other than in the course of instruction by an attendant supervisor. This ruling also extends to hand operated circular saws.

CIRCULAR SAWS

Before starting a circular saw ensure the guards are properly adjusted and the riving knife is in position. Use push sticks.

Never remove resin from or apply oil to a circular saw whilst it is in motion.

BAND SAWS

The blades must be correctly tensioned and guide guards positioned as near as possible to the work before starting a machine.

SPINDLE MOULDING MACHINES

Make sure that the tools are properly secured and balanced before starting the machine.

Check tools and fixing bolts each time before restarting.

Use guards and push sticks provided.

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OVERHEAD PLANNING MACHINES

Proper adjustment of the fence and cutter guards must be carried out before operating the machine.

GUARDS

Employers are required by law to guard and / or fence all dangerous parts of machinery. Once these guards are fitted employees have a legal duty to use them in order to comply with the Factory Act Regulations.

Fixed guards must never be removed without permission and if for any reason they are removed e.g during maintenance operations they must be replaced before the machine is set in motion.

Adjustable guards must not be removed except when necessary during setting up operations.

They must be replaced and properly adjusted in a fully effective position before the machinery is operated.

REGULATIONS

Under the Provision and use of Work Equipment Regulations 1995 employees must use and keep properly adjusted all guards devices and safeguards provided and also use the various spikes, push blocks, jigs, holders and back stops as required by law under the regulations.

Employees also have a legal duty to report any defects in their machinery or safety appliances which may be a danger. Any floor surfaces around machines which are not in a good condition or are slippery must also be reported.

3. VEHICLES AND PLANT

- a) Only drivers and operators authorised by the Supervisor may use any vehicle, plant or machinery.
- b) Drivers of lorries, vans, dumpers, cranes, excavators, hoists forklifts etc must ensure that their machinery are in good working order and well maintained. Weekly inspections appropriate to each machine must be made and any defects brought to attention of the supervisor.
- c) Drivers of vehicles must report defects such as faulty brakes, faulty steering etc to his supervisor immediately.
- d) Unsafe faulty or unsuitable vehicles, plant or machinery must not be used and should be removed from site or immobilised until made safe.

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3. Vehicles and Plant cont

- e) Official notices or instructions on vehicles, plant and machinery must be obeyed.
- f) Vehicles and machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition.
- g) Anything carried in or on a dumper must be contained within its skip.

- h) It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.
- i) All guards must be kept in position at all times whilst machinery is being operated.
- j) No equipment must be used beyond the marked safe working load except for the purpose of testing which must be supervised by a competent person.
- k) For lift trucks must not be used to lift personnel.
- l) It is forbidden to operate a fork truck unless you have a trained person to do so.

4. ELECTRICAL APPLIANCES

- a) It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised by the supervisor.
- b) No appliance may be connected to an electrical system by any means other than the correct plug or connection.
- c) It is forbidden to interfere with any electrical appliances.
- d) If any electrical appliance whilst in use is found to be faulty it must be reported immediately to the supervisor.
- e) All electrical tools, leads, plugs and like must be checked by the user before bringing into use.

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5. SCAFFOLDING AND LADDERS

Ensure that all scaffold, ladders, steps etc are in good working order if in doubt do not use.

Never use a makeshift ladder or scaffold. Before using any ladder make sure it is properly fitted or lashed at least 3' 6" above landing stage.

Never overload a scaffold or stack materials above toe board height.

Make sure scaffold platforms are fully boarded out and fitted with guard rails and toe boards.

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

When working overhead never drop or throw down materials or tools.

Always inspect scaffold daily before use.

6. ROOFWORK

Roofwork has the second highest accident rate in the construction Industry and frequently these accidents are fatal.

- a) Crawling boards must be used on any fragile roof materials.
- b) Do not leave any opening uncovered.
- c) Do not enter upon any roof existing until authorised to do so by the supervisor.
- d) If you are unused to working on roofs or at roof heights inform your supervisor.

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7. ABRASIVE WHEELS

Only those persons who have been trained and certificated may mount a grinding wheel on to a spindle.

Always check for cracks and before mounting and, if found to be defective, exchange.

When mounting a grinding wheel, the following checks should be made;

1. There is clearance between its bore and spindle diameter.

2. Suitable flanges, properly relieved and of equal size (at least a third of the diameter of the wheels) and used.
3. Washers of a compressible material are placed between the flanges and the standard grinding wheels.
4. Ensure the wheel nuts or bolts are tightened by use of the correct spanner and by hand pressure only.
5. Wheel guards are replaced before starting the machine.
6. New wheels should be run at full working speed for five minutes before applying work.
7. Never run a grinding wheel at a speed in excess of the safe working speed marked on it.
8. Special spindle adapters must be used.
9. Safety spectacles goggles or screens must be used when grinding.
10. The bursting of a grinding wheel must be reported to your supervisor immediately.

8. SAFETY HELMETS

All operatives must be in the possession of the safety helmet which must be worn on site at all times.

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9. GAS

- a) All calor, propane or similar gas bottles must not be used or stored inside any hut, store or vehicle. When not in use they should be stored under lock and key.
- b) If a smell of gas is detected open all doors and windows immediately and report the occurrences to your supervisor.

DO NOT USE A NAKED FLAME

- c) Allow a period of at least 20 minutes for the gas to disperse and check for leakage at all internal joints within the cabin.
- d) Finally, check that the gas has completely cleared at both Head level and floor level.
- e) Do not enter a confined space where dangerous sewer or exposed gases may be present until proven safe to do so. If in doubt consult the supervisor.

10. WEILS DISEASE

When working in contact with raw sewage there is a possibility of catching Weils Disease which can be fatal. Strict observation of the following precaution considerably reduces the risk of infection.

- a) After working in contact with sewage or handling equipment contaminated with sewage, the hands and forearms should be thoroughly washed with soap and water.
- b) Any scratches or abrasions should be thoroughly washed and covered by a waterproof dressing.
- c) Should the eyes be affected by accidental contact with sewage do not rub them with your hands but seek first Aid treatment.
- d) All site personnel who may come into contact with sewage will have a letter which should be given to their doctor explaining that they may contract Weils Disease due to their occupation.

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11. SLINGS

- a) Check lifting gear daily and examine all wire slings for kinks and frays and nylon slings for cut and tears.
- b) Do not use improvised slings.
- c) Ensure that the correct pin is used in all shackles and that it is properly screwed home.
- d) Always see that the crane hook is centrally placed over the load to prevent swinging when the load is lifted.
- e) Do not hang slings or ropes to the teeth of excavator buckets.

- f) Nylon slings must not be used in close proximity to hot surfaces such as engine exhausts and steam pipes.

12. ASBESTOS

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years. There is no cure.

ASBESTOS CAN BE FOUND IN

It is used in asbestos cement products such as sheets, tiles, tank gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipework and plant, caulking fire protection.

IF YOU DISCOVER OR ENCOUNTER ASBESTOS

If you suspect asbestos or think you have disturbed asbestos based materials, **STOP WORK** inform your Safety Supervisor and do not recommence your work until instructed by him. Make sure your workmates know of the hazard of asbestos.

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13. COMPRESSED AIR EQUIPMENT

- a) Obtain all necessary protection equipment that you need from the supervisor before using this type of equipment, including Mufflers.
- b) Report all defects immediately to your supervisor and ensure the defects are rectified prior to further use.
- c) Do not start the compressor until you are sure it is safe to do so.
- d) Compressed air tools must not be connected to the compressed air supply line until the tap to which your air hose is connected has been turned off.
- e) It is forbidden to interfere in any way with the compressor until you are trained to do so.

- f) No appliances may be connected to the compressed air system by any means other than the correct connector.
- g) It is forbidden for any person to mis-use compressor air in any way.

14. EYE PROTECTORS

Eye protectors must be used by operatives in the following operations;

- a) Securing fittings or fixtures using masonry nails whether by hand or power tools.
- b) Work carried out using cartridge tools.
- c) Work carried out using an abrasive wheel cutting disc.
- d) Chipping or scruffing paint , sealer, rust etc.
- e) Mixing or applying solutions containing dangerous substances.
- f) Breaking, cutting, dressing materials where particles or fragments thrown off could foreseeably injure the persons eyes.
- g) Removing dust etc using compressed air.

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15. DANGEROUS SUBSTANCES.

You must assume that all substances are hazardous unless proved otherwise and you must abide by all the hazard information seen on the packaging, If you are in doubt as to the substance or its method of use ask the supervisor.

16. GENERALLY

If you are aware of any hazardous situations on site do not wait for an accident to occur - **Report It** to the supervisor.

- a) At all times every effort must be made to keep the site and workplace clean and tidy.
- b) It is forbidden to leave timbers around the site with protruding nails.

c) Do not take short cuts, use access ways provided.

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SECTION 6

ACCIDENT REPORTING PROCEDURES

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 affects the procedures to be followed for the recording and reporting of accidents.

The Company holds an Accident Book for recording all accidents. All accidents must be recorded in the book giving as much information as possible. Incidents which result in injury or illness should also be recorded even though they may not be regarded as “accidental” eg a criminal attack or violent behaviour causing injury. It is also important to record injuries arising from accidents away from company premises but during the course of works eg road traffic accidents while on company business.

The accident records should be completed as soon as possible after the incident comes to your notice. In addition all accidents which come under the above regulations necessitate the completion and return of health and safety form F2508.

This procedure applies not only to company employees but also to visitors, clients and contractors who may have accidents on Company premises.

SECTION 7

The Control of Substances Hazardous to Health Regulations 1994

It is the policy of Calanpoint Ltd to comply with COSHH requirements in accordance with the Regulations and the guidance Note for Construction working issued by the H.S.E.

All hazardous substances to be used at _____ will be listed. Hazard data sheets will be available on site and assessments made at the work point.

A list of hazardous substances to be used by Calanpoint Ltd at

_____ can be made available for inspection.

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Section 8

SAFETY DECLARATION

I hereby confirm that I have been issued with read and understood;

- a) A copy of the Company Policy Statement.
- b) Safety Standing Instructions.
- c) COSHH Regulations 1994

SIGNED: _____

DATE: _____

PRINT NAME: _____