



HEALTH & SAFETY
POLICY

July 2010

Section 1 - Policy Statement

Southern Ventilation Ltd. is committed to ensuring the health, safety and welfare of its employees.

The Board of Directors fully accepts their responsibility for persons who may be affected by the company's activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with Southern Ventilation Ltd. to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the boardroom to the shop floor. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety within departments will be set out in separate documents.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Section 2 - Organisation

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

Overall Responsibility

The Board of Directors accepts overall responsibility for all matters, including those regarding health, safety and welfare.

Management Responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own departments or satellite work sites. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable. Management duties include the following:

- (a) Ensuring that employees, contractors and visitors are aware of safety procedures
- (b) Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- (c) Providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- (d) Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- (e) Bringing to the prompt attention of senior management any health and safety issue that requires their attention
- (f) Ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors
- (g) Maintaining safe access to and egress from the workplace at all times.

Managers dealing with particular topic areas will be advised of any specific health and safety duties. (For example, the site manager will be required to obtain material safety data sheets for COSHH purposes prior to ordering a substance for the first time.)

Employee Responsibility

All employees must:

- (a) Take reasonable care for their own health and safety
- (b) Consider the safety of other persons who may be affected by their acts or omissions
- (c) Work in accordance with information and training provided
- (d) Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- (e) Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- (f) Not undertake any task for which authorisation and/or training has not been given.

Health and Safety Assistance

Competent persons have been appointed as Site Managers to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

The company recognises however that there may be occasions when specialist advice is necessary. In order to assist us in our undertaking, we have appointed Flagg Safety to provide competent advice and guidance, which we will

Section 3 - Arrangements

Risk Assessment

The company will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first-aiders will be displayed throughout the workplace.

Information and communication

We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees. Statutory notices will be displayed throughout the workplace.

Safety meetings will be held regularly, (these may be on an informal or formal basis) during which time matters arising in connection with health and safety may be discussed.

Site operatives should report welfare or health and safety issues to their line manager at daily / shift coordination meetings. If the issue is more than a day to day operation which is easy to resolve OR the operative / supervisor feel the findings could benefit employees at other location OR the operative does not feel the issue has been resolved in good time and to an acceptable standard, then a Southern Ventilation Health, Safety & Welfare Report Form (Available from all site / section managers should be forwarded to Head Office for the review of the Managing Director and Senior Contract Manager.

Plant & Equipment

All tools, plant and machinery supplied by Southern Ventilation will be from our bank of equipment or an H.A.E. approved Hire Centre, and will be subject to their rigorous testing procedures in addition to any statutory requirements.

Any machinery, tools or plant brought onto site by other contractors will be checked to ensure safety and suitability for the task prior to use.

Any operators using tools, plant or equipment will be expected to produce a certificate of competence (where applicable), for inspection by the immediate manager who will copy or note the details.

Handling and Use of Substances

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

Every employee shall make full and proper use of any control measure, personal protective equipment or other facility provided for his use in compliance with these Regulations. Every employee shall take all reasonable steps to ensure any control measure, personal protective equipment or other facility provided for his use is returned after use to any accommodation provided for it. If he discovers any defect he shall report it without delay to his employer

Every employee shall report forthwith to his employer (or any other employee with specific responsibility for the health and safety of his fellow employees) any accident or incident which has or may have resulted in the release of a biological agent which could cause severe human disease.

Southern Ventilation managers/supervisors will ensure that the necessary risk assessment has been undertaken for the use of substances hazardous to health. Further to this they will ensure an appropriate job specific method statement is produced, and a risk control sheet for each substance provided to personnel involved.

Information, Instruction and Supervision

Induction Training

The Health and Safety Policy and associated documentation form the initial part of our induction training for employees. All new employees will receive training on our Health and Safety Policy within their first few hours with us. Employee induction training will cover the operational and welfare arrangements of the tasks that employees are expected to carry out with particular emphasis on health and safety practices. All aspects of our fire arrangements will be explained including the fire procedure and relevant fire precautions. Specific fire arrangements relevant to the employees' place of work will be covered, the provisions of which are included in the Fire Policy.

Refresher Training

All of our employees will undergo periodic refresher training in the content and the requirements of our Health and Safety Policy and supporting arrangements.

Supervision

It is our practice to supervise our employees adequately and to take whatever action is required to ensure compliance with the requirements of relevant Legislation, Approved Codes of Practice and Guidance.

Employee Notification and consultation

Our employees will be made aware of any amendments to our Health and Safety Policy and/or associated documentation. Acknowledgement will be required from all employees to identify that they have been made aware of changes. We will inform our employees of any matters affecting their health, safety and/or welfare; such information will be passed on by direct communication and/or through their workplace representatives as appropriate. Should an employee wish to raise an item for discussion at our Health and Safety Committee meeting, they must ensure that the Committee Chairperson is notified well in advance as to the nature of the topic. This should ensure that appropriate resources and/or expertise are made available.

Competence

All Subcontractors, designers and consultants employed by Southern Ventilation will be required to complete our competence questionnaire. These will be assessed by the relevant manager against the standard results form which states the minimum criteria to be achieved for each section relevant to activity. Copies of the questionnaire and the results criteria are held within the company safety manual.

Fire Prevention

In so far as they apply to their workplaces and sites, Management will comply with the Regulatory Reform (Fire Safety) Order 2005. This will be done by assessing the fire risk and providing fire detection and warning arrangements that enable people to escape safely. Fire safety equipment will be regularly checked and maintained. Each business unit will ensure that those in their workplaces know what to do if there is a fire. Where appropriate practice fire drills and alarm soundings will be carried out. Employees working in clients' workplaces must be aware of the fire precautions and evacuation procedures that are to be followed. Full Fire Safety provisions are contained in our "Fire Policy"

Welfare Facilities

Suitable and sufficient sanitary conveniences and washing facilities will be provided at readily accessible places. They and the rooms containing them will be kept clean and be adequately ventilated and lit. Washing facilities have running hot and cold or warm water, soap and clean towels. Drinking water is supplied in all offices via a refillable dispenser and cups. A kitchen facility is also provided with seating, microwave and kettle for lunchtime meals.

Accidents, 1st Aid and Health Surveillance

We will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

Contents of First Aid Kits/Containers

Southern Ventilation Limited first aid boxes contain the following:

Leaflet giving general guidance on First Aid IND (o) 215L 1997	1
Individually wrapped sterile adhesive dressings (Assorted Sizes)	20
Sterile eye pads	2
Individually wrapped triangular bandages (Preferably Sterile)	4
Medium sized Individually wrapped sterile unmedicated wound – dressing approx. 12cm x 12cm	6
Large sterile individually wrapped un-medicated wound dressing approx. 15 cm x 18cm	2
Pair of disposable latex gloves	2
Safety Pins	6
Individually wrapped medi-wipes	10

Southern Ventilation Limited first aid boxes are inspected monthly and the results recorded on the appropriate form.

All deficiencies must be reported to a responsible person so that replacement items can be arranged.

Contents of Travelling First Aid UTS/Containers

Where provided will contain at least the following:

Leaflet giving general guidance on First Aid IND (o) 215L 1997	1
Individually wrapped sterile adhesive dressings (Assorted Sizes)	6
Individually wrapped triangular bandages (Preferably Sterile)	2
Pair of disposable latex gloves	2
Safety Pins	6
Individually wrapped medi-wipes	10

First Aid

First Aid Personnel. It is a lawful requirement for an employer to provide an adequate number of suitably trained persons. When considering your risk the following should be evaluated and appropriate allowances made:

- The operations undertaken at the place of work,
- Your location in relation to obtaining medical assistance - response time(s),
- The number of persons employed/present at any one time, Holiday and or periods of sickness/absence cover. The persons selected should be trained to the required standard by an authorized / recognised body for this purpose, either to the higher standard of 'First Aider' or the lesser One of 'Appointed Person'.

Training should be provided through an agency approved by the Health and Safety Executive; usually the local St John Ambulance. St Andrew Ambulance or the Red Cross provides local training courses.

The number of persons depends on the number of employees and the risks to which they are subjected. A high number of office personnel may require less cover than substantially lower numbers in engineering where the risks are likely to be greater.

However, cover should be provided even for a low number. Even though the risk of an accident is low, there is always the possibility of a serious medical condition such as a heart attack, epilepsy or diabetes.

First Aid Materials and Containers/Kits

The details of first aid materials/supplies are stated on a preceding page.

It is general practice for a recognised and qualified person to take care of the first aid containers/kits supplied by Southern Ventilation Limited.

It is good practice to have extra first aid containers/kits for the temporary replacement of an under-stocked or soiled one. This is particularly appropriate for first aid boxes kept in vehicles. A record should be kept of the date it was inspected and the required contents of the box. Our current arrangements for first aid are detailed at the start of this section. Additional first aid materials and equipment maybe required such as:

- Scissors,
- Adhesive tape,
- Disposable aprons,
- Individually wrapped moist wipes,
- Sterile eye solution (minimum 1 litre),
- Blankets, and
- Specific personal protective equipment for the first aid personnel attending.

Accident Records

The qualified person who carries out the first aid treatment should ensure that the injured person or his representative makes the appropriate entry in the accident/incident record book being BI 510 or similar). A nominated member of the Management Team will inspect the accident/incident record books periodically and update accident statistics; This periodic review will assist in allowing formal remedial action to be taken to reduce the risk of a repeat accident. All accidents no matter how small should be reported in writing in the BI 510 Accident Report Book. It is the responsibility of the injured person to ensure that this is done. The first aider should keep a treatment register giving details of dates/times and type of treatments administered.

Furthermore Southern Ventilation is dedicated to investigating accidents and dangerous occurrences which occur during normal business activities. There is an utmost commitment to investigate ALL dangerous occurrences, breaches of the law and accidents that transpire on site, in workshops and within the office.

Reasons for Investigating Accidents

- a) to ensure that the circumstances of a particular accident have been rectified;
- b) to ensure that the preventative measures taken are adequate and pose no further risk;
- c) to determine whether any specific breaches of legislation have occurred;
- d) to increase the knowledge and awareness of the employer/employee;

These investigations are carried out regardless of whether incidences fall under the RIDDOR regulations or not (In house investigations do not supersede RIDDOR investigations).

Emergency procedures

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each site/department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire marshals (where deemed necessary) will be appointed to assist the site manager with an evacuation.

They will be given adequate instruction and training to ensure effectiveness.

OFFICE AND WORKSHOP
SAFETY ARRANGEMENTS

Housekeeping

General

Do not run in the workplace.

Don't fool around. Horseplay causes accidents.

Do not rush around blind corners, especially if you are pushing or carrying a load in front of you.

Waste & Rubbish

All work areas should be kept clean and in a tidy condition.

Accumulations of waste and rubbish can cause slip, trip and vermin problems. There is a legal requirement to remove accumulations of rubbish on a daily basis. If you cause any rubbish or waste or spill anything on the floor, YOU are responsible for clearing it up. Use the appropriate bins remembering that some rubbish has to go into dedicated bins for waste removal purposes.

Spillages

If you cause a spillage, take the appropriate steps to clean it up,

If you come across a spillage, don't just leave it for someone else to fall over it. Take whatever action is necessary to clear it up. Tell your manager; warn staff, barrier off the area.

Obstructions

Never cause an obstruction to any gangway, fire exit, fire point, first aid box or any area where someone might need emergency access. Don't allow gangways to be obstructed by items projecting onto them.

Close all filing cabinet drawers. Close doors behind you.

Storage

Ensure that all items are stored in their correct location.

Don't leave things lying about; do not overload cabinets, drawers etc; do not place articles on the top of filing cabinets, cupboards etc.

Lifting and carrying

General

Everyone who has to lift or carry, and that includes most employees should be trained in the correct way to do it. Every person should follow the guidance below when lifting or carrying.

Method

Keep your back straight, bend the knees and lift using the strong muscles in the leg.

Keep objects as close to your body as you can, ensuring that where possible, the narrowest side is facing forward. When pushing or pulling keep your back and arms straight, tuck your chin in and use your front foot to balance you whilst you thrust with your back foot. Wherever possible use mechanical means of lifting.

Use trolleys, hoists etc. when lifting or moving. Remember when carrying large items, you may be unable to see where you are walking. Always check your route before starting. Keep the heaviest part of the load to the body when lifting or carrying. Wear suitable protective equipment but remember that gloves which are too big may cause problems if your fingers do not reach the end. Never 'snatch' a load or drag it off a surface when lifting. If it is too heavy you will drop it or cause serious injury.

Display Screen Users

The following points should be considered when using display screen equipment

Ensure that your chair is suitable and provided support for your back. The height should be adjustable, as should the back and back support height. Always set the chair to your own particular requirements.

If your feet do not touch the ground with comfort, use a foot rest. Organise your work, if possible, so that you have occasional breaks away from the screen. Adjust the screen settings to suit yourself. Position the screen so that there is no glare. Report equipment or software faults immediately. Set the keyboard so that it is comfortable and use wrist supports when required. Use carefully positioned holders for your work when you are copy typing.

Signs and Notices

Legal Requirement

There is a legal requirement to provide signs in certain circumstances in line with the Health and Safety (Signs and Signals) Regulations 1996. We will comply with this requirement.

Notices and Posters

There is a legal requirement to provide and display certain statutory notices including the "Health and Safety - What you Should Know" poster.

These are displayed in the workplace, as is our Employers Liability Insurance certificate.

Fire Signs

Fire signs detailing the means of escape from our premises are displayed over every exit door leading from our premises. The outside of the final exit doors are marked to indicate that they are a means of escape route from the premises and so have to be kept clear at all times.

There are fire procedure notices posted around the premises and at every fire point detailing the action to take should a fire occur or the alarm sound.

Each fire point is marked with a sign detailing what each fire extinguisher is to be used for.

Hazard and information signs. There is a legal requirement to ensure that the signs can be seen, so they must not be obscured and must be kept clean at all times.

Clothing and personal protective equipment

Clothing in this sense covers the things that people wear including jewellery etc. The wearing of some jewellery can cause hazards to people whilst at work. Hanging chains can catch in moving machinery, rings can catch when lifting or carrying, earrings can affect the fitting of earmuffs, and watches can snag on moving machinery. Loose clothing can get caught in moving machinery or be hooked onto passing vehicles. Hanging ties/cuffs can get caught in moving machinery.

If required, wear the protective overalls provided. These not only keep your personal clothing clean, but also reduce the risk of being caught. Sometimes there is a legal obligation to wear overalls, ISSUE MI personal protective equipment (PIE) is issued on an individual basis. No one should use PPE issued to someone else WEARING PPE Wherever possible, the necessity to wear PPE will be reduced by removing the reason at source. Where this is not possible, or where engineering solutions may take time to implement, the wearing of PPE may be compulsory. Disciplinary action will be taken against anyone who is not using their PPE in the circumstances for which it has been issued and when it is required.

Care of PPE

There is a legal requirement on anyone issued with PPE to take care of it and to take steps to have it maintained or replaced when necessary.

Types of PPE

The following are types of personal protective equipment you may have to wear:

- boots or shoes with safety toecaps;
- boots or shoes with special soles;
- clean overalls, aprons or dresses;
- hard hats where there is a risk of things falling;
- goggles while grinding, drilling or using air tools or equipment;
- high visibility to warn traffic or to make your presence known
- safety harness where there is a risk of falling;
- earmuffs where noise levels are excessive;
- gloves when handling rough, sharp or cold items.

Alcohol, Drugs & Medical Conditions

Alcohol

People under, the influence of alcohol or drugs whilst at work are liable to either injure themselves or their colleagues. Even a small amount of alcohol consumed at lunchtime can reduce reaction times and may cause errors of judgement when operating plant, machinery or equipment. In addition the perception of risk can be reduced. The "morning after" condition can also lead to serious incidents and accidents, lack of concentration and carelessness.

Drugs

The use of drugs may lead to a risk to health and safety. Be aware that many drugs that are prescribed for medical conditions can also have adverse side effects which can be detrimental to health and safety.

The warning 'This drug causes drowsiness - do not operate machinery' is common on prescription tablets but not always heeded. There can be other effects, which can also cause a hazard in the workplace such as a feeling of cold, sweating, clammy hands etc. Always tell your direct senior if your Doctor has prescribed drugs or medication which could affect your work performance. Drugs do not have to be prescribed to cause side effects. Most cold cures will cause drowsiness.

Medical Conditions

All medical conditions should be explained to your 'senior' and the first aiders. Any condition, which could affect your work, should be explained so that adequate measures can be taken to reduce the risk of the condition causing an accident i.e.

- Diabetes
- Epilepsy
- Angina
- Hypertension, etc.

Disciplinary Matters

Remember that it will be a disciplinary offence to present yourself for work under the influence of alcohol or drugs. Disciplinary action may well be taken if you fail to disclose any permanent or temporary condition caused by medicines or illness that could affect the health and safety of yourself or others.

It could also be a breach of legislation for which action could be taken.

Maintenance Safety

All maintenance activities carry a degree of risk. This risk is increased significantly if inexperienced and or untrained persons undertake such work.

Extra care and attention is required by anyone undertaking maintenance work as conditions may not be normal.

The following points should be noted:

- Always use the correct tool for the job; makeshift tools must not be used;
- When using access equipment, ensure that it is suitable for the job, in good order and you have been trained in its safe use;
- Certain tasks may require a 'permit to work' or a 'safe working system' before work can commence; make sure you have the correct authorisation;
- Plan the work before starting and consider others who may be affected by what you are going to do;
- Use the required personal protective equipment; by the very nature of the job all hazards cannot be engineered out;
- Never undertake electrical Work unless trained, qualified and authorised to do so;
- Ensure that all services are isolated where necessary

Use of Hazardous Chemicals

Only use hazardous chemicals if you are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available. Only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

Storage of Hazardous Chemicals

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

Hazard Data Sheets

There must always be COSHH assessment sheets posted or available where hazardous chemicals are stored, handled, transported and or used. These must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc.

Empty Container

Containers, which have held hazardous chemicals, can be as dangerous as the chemical itself if it contains residue. Always follow the supplier's instructions when disposing of the empty container.

Buying hazardous Chemicals

The person who buys or supplies hazardous chemicals within SOUTHERN VENTILATION REMOVAL LIMITED has a duty to obtain the necessary hazard data sheet and to ensure that it is distributed.

Dangerous Machinery Training

Before someone uses an item of plant, machinery or equipment you must be adequately trained and in some circumstances be of a certain age. The operator of the equipment should be trained in the hazards associated with the machine as well as in the method of operating it.

Operating

The machine must be operated in the prescribed manner, and in conformance with the manual supplied by the manufacturer or supplier of the machinery.

All guards provided must be used at all times and never bypassed. It is illegal to remove anything from the machine that is provided in the interests of safety. It is also very dangerous. Ensure that you know how to stop the machine before starting it and how to disconnect it from its power sources, electricity, gas, air, etc. before operating it. Report any dangerous situations you observe and do not operate the machine until the hazard has been removed.

Cleaning

Do not clean the machine without switching off ALL its power sources and ensuring the machine is stationary, has come to its proper stopping position, and cannot be accidentally restarted. If necessary lock the controls in the off position and remove any keys that will allow re-energisation.

Electricity

Working with Electricity

Only competent, trained and authorised personnel can service, repair, or otherwise maintain electrical equipment within Limited. Even authorised personnel have to ensure that there is no danger present before they carry out any maintenance or repair.

This can only be done by isolating the supply before working on the system and testing to ensure that the equipment circuit is 'dead' or isolated.

Working with electrically powered machinery

Ensure that you know how to operate the machine and how to stop it. You should also be able to isolate it from the electricity supply.

Never bring water into contact with electricity as a short circuit may occur which can cause fire and injury.

REMEMBER - ELECTRICITY KILLS

EMPLOYEES AND SUB-CONTRACTORS
SITE SAFETY ARRANGEMENTS

Reporting at the commencement of works

Before commencing work on any new contract, Southern Ventilation Senior Representative at the site must:

- a) Report to the designated reception or site office and then to the relevant person to discuss the safe conduct of the work to be carried out. He will then be required to carry out a Risk Assessment, along with consultation with the customer/client, so that all hazards can be clearly identified prior to work commencing. A 'Permit to Work' plus as necessary a 'Hot Work Permit', 'Confirmed Space Permit' or 'Working at Height Permit' should then be issued. A 'Permit' must be issued to each group of employees either daily or in the form of a blanket permit for up to and not exceeding, one week. This must be kept with them and be available for inspection at all times.
- b) Be informed of the facilities available to the Company's employees e.g. changing rooms, toilets, canteen, drinking water, First Aid and Engineering facilities. Southern Ventilation never operates as the main contractor and therefore welfare facilities must be provided for by the Main Contractor on each project. Project managers must ensure all employees and sub contractors understand the location and usage of welfare facilities on site.
- c) Be issued with and wear the appropriate protective clothing, It will be the responsibility of the employee to always wear the appropriate protective clothing; Sub-contractors should also ensure that their employees are issued with and use the necessary Personal Protective Equipment defined by the hazards in the 'Permit to Work'.
- d) Be informed of any Hygiene requirements! ~ and comply fully at all times.
- e) All employees and Sub-contractors of Southern Ventilation whilst working at premises of other companies must comply with those companies Health & Safety Policies / Procedures / Environmental Policies and any contractor control methods i.e. signing in and out, which are in place at the time.
- f) All sub contractors should have completed a Southern Ventilation Pre Qualification questionnaire, in order to ascertain their prior experience and qualifications. More importantly, it must be ascertained whether the sub contractors have sufficient public liability insurance. This can be checked with administration or directly with the sub contractor. It is the project manager's responsibility to carry out these checks.

Site Inspections

Southern Ventilation will undertake an "in-house" inspection of all sites every month. This will be carried out alongside sporadic H & S audits currently undertaken by Flagg Safety Consultants. It is the responsibility of the project engineer to ensure these inspections are carried out and logged to ensure site contractors are complying with this policy, method statements, PPE and good working practice. Where deficiencies are found a record of their remedy is required in the log. This is to be implemented from the 1st January 2010

Use of Company equipment

Sub-contractors are expected to provide all their own tools, plant and equipment necessary to the satisfactory performance of the work in hand. Use of the Company's equipment is not permissible without the written authority of the Company, or a person delegated to perform this duty.

Electricity/Gas/Air

On no account may use be made of the Company's electricity, gas or compressed air supply, without the permission of the company or their deputies. Where this permission is granted, the appropriate member of staff must approve the method of connection.

Statutory Provisions

Attention should be made to the following statutory provisions:
Environment Protection Act (Waste Disposal) 1990

Control of Noise at Work Regulations 2005
Control of Pollution Act 1974
Health and Safety at Work etc Act 1974 [HASWA]
Manual Handling Operations Regulations 1992
Work Place (Health, Safety and Welfare) Regulations 1992
Personal Protection Equipment at Work (PPE) Regulations 1992
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998 [PUWER]
The Control of Substances Hazardous to Health Regulations 2002 [COSHH]
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR]
The Electricity at Work Regulations 1989
The Construction (Design and Management) Regulations 2007 [CDM]
The Lifting Operations and Lifting Equipment Regulations 1998 [LOLER]
The Work at Height Regulations 2005

Building Operations

The Company requires all building work to be carried out strictly in accordance with all statutory requirements and in particular, it is important to consider the safe use of scaffolding and access equipment. Scaffolding should be fitted with handrails, toe boards and proper means of access when over 6'6" in height. Ladders must be of good construction and free from obvious defects. They must be suitable for the job in hand and suitably lashed, footed or otherwise made secure when in use.

Overhead Works

All work at height must be carried out using the correct access equipment. The erection of mobile working platforms must be carried out by a competent person. Scaffolding may only be used if erected by an approved contractor and inspected in accordance with best practices. All ladders must be suited to the purpose for which they are to be used and free from any defect. The boatswain's chairs etc may only be used by trained operatives and must be erected by an approved contractor. No work must be commenced above the heads of the Company's employees, or over roadways or gangways until all precautions have been taken to ensure the safety to persons and property below and until such precautions have been checked by a member of the Company. A responsible member of the Company. A responsible member of the management will issue a "Working at Height Permit", If the height is above 3 metres.

Tanks & Chambers etc

No persons may enter any tank, chamber, flue or other confined space without the permission of the Company. A responsible member of the management will issue a "Confined Space Permit".

Excavations

Before any excavation work is begun, the Company must be consulted about the existence of electric cables, drains, air, gas and water mains. Fencing Excavations of any kind must not be left at any time without taking the necessary precautions. All must be fenced and lit with warning lights during the hours of darkness. The area surrounding such work must always be left in a clean and tidy state with all debris cleared away so as not to obstruct gangways etc. Shoring excavations must be suitably strengthened to prevent collapse of the sides as appropriate.

Use of Cranes, Lifting Gear, Vehicles and Equipment

No employee should operate any of the above or drive a Fork lift Truck/MEWP or any other powered access equipment unless he/she has been trained to do so and has been awarded the required certification and license. The Company's access equipment, lifting gear, hoists or vehicles shall not be operated by Sub-contractors' employees unless permission has been given by the Company or other competent members of staff. He must be suitably qualified to drive the vehicle in question. Sub-contractors who bring their own cranes, lifting gear, MEWPS etc on to any Southern Ventilation site/contract and before they begin to use

them, shall satisfy the Company of the vehicles compliance with the relevant laws concerning examination and testing. All documents must be produced upon request of the Company and/or the Health and Safety Officer.

Compliance of Sub Contractors Equipment

Sub-contractors who bring their own equipment onto site must satisfy the Company that such equipment is safe and complies with the relevant legislation; such documentation should be available for inspection on request.

Emergency Procedures

Employees should familiarise themselves with the location of fire extinguishers in the area in which they are working. If additional extinguishers are considered necessary because of the nature of the work, these will be provided by the company. It is the employee's responsibility to become familiar with all Fire & Escape routes & procedures at any premises he is asked to work in, and should not commence any work or task until he has made himself aware of such routes or procedures.

No Smoking

The Company operates a 'No Smoking Policy' as required by law. No smoking is permitted in or on Company premises/vehicles.

Welding, Blow lamps etc.

The Company must be informed before the use of such equipment and a 'Hot Work Permit' obtained. This should be kept at the site of work at all times and be available for inspection upon request.

Storage of Flammable liquids and other hazardous materials

Approval must be given before the storage on site of any such material. Approval must also be given before any potentially hazardous material is brought onto site. Any such substances must comply with the COSHH Regulations regarding the transport, storage, handling, use of a disposal of such substances.

Open Flame Heaters and Burning of Rubbish

Before using oil, coke, coal or gas burning heating appliances, on any Southern Ventilation site, approval must be given by the Company concerning their siting. The same applies for the burning of any waste material on site.

Warning of Danger Safety Precautions

Care must be taken at all times to protect the Company's employees, property and work in progress. Any circumstances, which may give rise to such danger, should be immediately reported to Company Management. Anything provided by the Company for the safety of employees or others must not be interfered with.

Moving Machinery and Guarding

Permission must first be obtained before commencing work or next to moving machinery. Any portable equipment must be suitably guarded to prevent injury from moving parts etc.

Danger from Electricity

If it is necessary to carry out work in any place where there is a potential or exposure to electrical equipment that is 'live' or could become 'live' permission from Company Management must be obtained so that all necessary precautions are observed. No 'Live' working to be undertaken.

All electrical equipment must have a means of isolation: The means of isolation can be an adjacent local isolation device such as a plug and socket, Switch - disconnect or, circuit breaker, fuse etc, as appropriate, which is under the direct control of the competent person carrying out the work. These devices can be used without further precautions provided there is no foreseeable risk that the supply could be reinstated by others.

First Aid

The Company's First Aid facilities are available for the treatment of any injuries sustained by the Sub-contractors employees. All accidents, injuries and dangerous occurrences must be reported to Southern Ventilation Senior Site representative and / or the Health and Safety Officer. All accidents involving personal injury causing more than three days off work, must be notified to Company Management as soon as possible.

Vehicles

Sub-contractors bringing vehicles onto site must ensure that they are suitable for the type of work to be undertaken and are maintained in a road worthy and safe condition -there must be a system of regular inspection of vehicles. Vehicles must meet the standard requirements of the Department of Transport i.e. tyres, brakes, lights, steering etc. All vehicles moving on site must adhere to any speed limits, which are imposed. All company vehicles must be maintained in accordance with the manufacturer's service schedule. The driver is responsible for ensuring the water, oil and air pressures are correct along with lamps, brakes etc, before driving on the public highway. All Company drivers must ensure that they are fully conversant and comply with the Highway Code.

Safe Workplace/Housekeeping

Employees and Sub-contractors must remove from site all unused materials and leave the site in a clean and tidy condition, on the completion of the work. Adequate arrangements must be made to keep workplaces in a clean, orderly safe condition. Walkways, gangways and roads must be clearly marked as appropriate. At all workplaces, safe means of access to, and progress from, all working areas are to be provided and maintained.

PPE

Personal protective equipment is provided and issued to every employee as necessary and must be Used. Failure to use, maintain and store this equipment in accordance with any information, instruction or training provided, may be treated as a disciplinary matter.

Certification

Sub-contractors must submit appropriate valid qualification certificates for the work to be done. Insurance Certification must be provided as necessary to cover liability, automotive insurance and other insurance that might appertain to the transportation of hazardous waste etc. Sub contractors shall also be required to fill out an "approved subcontractor questionnaire" annually to ensure all certificates and insurances are in date. These will be held on the company records.

Mobile Phones

At no time should mobile phones be used when driving vehicles unless it is a fitted hands free car phone.