



INTERFACE CONTRACTS LTD

Health & Safety Policy



Interface Contracts Ltd Health & Safety Policy

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1. Health & Safety Policy Statement



Health & Safety Policy Statement

Interface Contracts Ltd carries out the electrical installations of new build and refurbishment projects within the water industry for the public and private sectors throughout the UK and Europe. The company will endeavour to ensure that all operations and activities are undertaken in accordance with current Health and Safety legislation and relevant codes of practice.

The overall responsibility for this policy rests with the Managing Director, David B. Taylor and the Directors of Interface Contracts Ltd.

The objective of this policy is to attain and maintain high standards of health and safety performance throughout the company and detail the standards expected of employees and sub contractors who undertake work on its behalf.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:

- The provision and maintenance of plant and systems of work that are safe and without risk.
- Adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control the risks arising.
- Arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the company.
- Providing any necessary personal protective clothing and equipment required, as the result of a risk assessment.
- The maintenance of any workplace under the control of the company in a condition that is safe to use and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without risk.
- The provision and maintenance of working environments that are without risk to health and adequate with regard to first aid; fire prevention and control; welfare facilities and arrangements for employees of the company.
- The co-operation of employees of the company to enable statutory obligations to be met.
- A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed annually.

Signed:

Date: 20.06.2016

David B. Taylor
Managing Director.



2. Implementation



IMPLEMENTATION OF POLICY

Within the general principles for the provision of safe working conditions and ensuring the health of employees, the Managing Director shall ensure:-

1. that specific responsibility within the management structure for each aspect of the Health, Safety and Welfare policy is identified to a named established post and officer;
2. that the nature of all hazards to employees arising from work conditions, the use of plant, machinery, tools, equipment and materials will be identified; Cable stripping tools will only be used when undertaking cable termination work.
3. That appropriate standards of procedure for operation and protection will be set out in relation to each potentially hazardous situation and substance.
4. That adequate health and safety training for all employees will be provided:-
 - a. in relation to the interpretation and application of statutory requirements and under the Health And Safety At Work Act 1974,
 - b. in the use and handling of plant, machinery, tools, equipment, materials and substances so as to establish hazards at source, or to reduce or minimise any risks.
 - c. annual training will take place with all employees to appraise them of changes as well as maintaining awareness.
5. That all employees know what to do in case of accident or fire, where fire equipment is located and how to use it, and where first aid equipment is located;
6. That warning notices are displayed at all potentially hazardous places and where potentially hazardous equipment is used;
7. That safety equipment, protective clothing, and other aids are provided as necessary and proper training given in their use and application;
8. That joint consultation with staff representatives take place on all matters relating to measures for ensuring the health and safety of employees;
9. That representatives of both staff and management are maintained on the appropriate Health and Safety Board.
10. That every member of staff is given access to a copy of the Interface Health and Safety Statement and Policy document.
11. That constant monitoring of all aspects of safety policy and procedures will be carried out and the Health and Safety Statement and Policies Document updated or revised as necessary.



12. The use of hand-held mobile phones (whether listening, speaking or 'texting') while driving is an offence. As such, hand-held mobile phones should not be used whilst driving. Instead, hand-held phones should only be used when the vehicle is safely stopped.

Employees should also reduce conversations on 'hands-free' phones to a minimum and again, look to stop in a safe place whenever reasonably practical. Therefore please do not use your mobile phone when you are driving either to/from work or on company business. We strongly recommend that your phone is turned off when you get into the car and switched back on again once your journey is complete for you to retrieve any messages. Any employee caught using a mobile phone for Company business whilst driving, could be subject to disciplinary action.



3. Organisation

3. ORGANISATION

The overall responsibility for health and safety rests firmly with the highest management, however, ALL individuals within the workforce have to accept a certain duty for health and safety towards themselves and others who might be affected by their acts or omissions.

Key job titles are named and their responsibilities defined (often a “top-down” diagram is used to chart the organisation). In small businesses, however, it is often one person alone who will take responsibility for co-ordinating health and safety.

Head of Company

The Managing Director has overall responsibility for health and safety within the company, and will:

- Ensure suitable financial provision is made for health and safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health and safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

Inspection & Safety Officer

The person responsible for Health and Safety is Alan Faulkner, Inspection and Safety Officer

Health and Safety Experience/Qualification of the above person is, Tech IOSH

The Health and Safety Officer will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing and new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013.



Employees

Section 7 of the Health and Safety at Work Act 1974 states the following: 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 others who may be affected by his acts or omissions at work and; and
- b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction/training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents

Subcontractors

Prior to appointment, the subcontractor may be required to submit the information listed below:-

- a) The person who will be responsible for quality of construction on site.
- b) The person who will deal with problems or complaints when these are beyond the authority of the subcontractor's site representative
- c) Details of any work instructions, supplier's recommendations or Codes of Practice that relate to work carried out, and which the subcontractor is providing to the site operatives.
- d) Procedures, work instructions, or method statements which are required to be submitted for comment/approval.
- e) Details of the inspection and test records that the subcontractor will provide to confirm that the work has been completed in accordance with the specified requirements, including methods of testing to be used (where appropriate). These should be recorded.
- f) Confirmation that the operatives being employed on site have the necessary qualifications, skills and training for the tasks being demanded of them.
- g) Confirmation that any measuring and test equipment being used will be calibrated and the records that will be made available to provide evidence of this.
- h) Arrangements for the storage and protection of materials.
- i) Proposed methods for the protection of completed work (where appropriate)



The subcontractors will also be asked to identify where they will employ their own subcontractors, including "labour only" subcontractors, and what arrangements they will make for controlling the quality of materials and workmanship in these circumstances. The arrangements listed above will be the subject of review at the periodic progress meetings to be held with subcontractors on a project.



4. Arrangements



4. ARRANGEMENTS

COMMUNICATION / CONSULTATION

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

The communication and consultation will take place directly with the employees via regular safety meeting, tool box talks, emails and memo's posted on the staff notice board. More considerations take place when communicating with employees whose first language is not English. Adequate time is taken to consult with employees to ensure that the information, instruction, training, supervision and communication is clearly understood. Signage displayed on site and head office will enable the employee to understand any situation and a buddy system is operated within the company as included within the Interface Contracts Staff Induction process where the employee is introduced to a fellow colleague to commence working with and to consult with if any questions are raised. The provision of translations and translators are considered to be included if the need arises.

TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE, Manual Handling and Working at Height. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

EMERGENCY PROCEDURES

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. A copy of the fire action plan for a project is to be displayed on the site notice board and other locations throughout the site detailing the procedure to be followed in the event of a fire occurring on site. The requirements of the fire plan will be made to all persons as part of the site



Induction training. The persons appointed as Fire Safety Coordinator, Deputy and Fire Marshall are identified within the site specific Project Management Plan and as identified within Head Office.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staffs are trained in proper fire prevention practices and emergency procedures. Fire Alarm testing will be carried out on a weekly basis at both on site and at Head Office and records kept. Fire Extinguishers at both on site and at Head Office will be serviced and inspected on an annual basis

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until the all clear has been given

ACTION UPON HEARING THE FIRE ALARM

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions
- Do not re-enter the building for any purpose until all clear is given

WELFARE ARRANGEMENTS

Wherever possible, arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

Where these facilities are not provided by the Client or Principal Contractor, the company will provide suitable welfare facilities from the start of a project.

Currently it is necessary to provide:

Toilet facilities clean, ventilated and properly lit (male and female)

Washbasins with hot and cold or warm running water (large enough to wash forearms properly), soap and towels or other drying facilities

Facilities to change into different clothes, to dry wet clothing and store clothing (male and female as appropriate)

Clean drinking water and a supply of cups or a water fountain.



A clean, warm place where workers can sit, make hot drinks and prepare and heat food. It should be equipped with seating backs.

When planning the layout of facilities, issues will be considered as follows:-

Setting up near the site entrance to avoid the need for visitors, delivery vehicles, and so on, to cross the site to get to the offices and welfare facilities

Vehicle routes to segregate vehicles and pedestrians where practicable.

Access on to, and from the site for vehicles and pedestrians.

Thought will also be given to safety items such as a supply of posters, a hazards board, which is regularly updated, and an information board containing information such as first aid and facilities, the accident reports location and how to get to the nearest hospital. The health and safety law poster must be displayed in a location to which the entire workforce has access.

WORK EQUIPMENT

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking, will comply with the Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R)

Before new equipment is introduced into the working environment, an assessment will be made by the Inspection and Safety Officer, in order to ascertain that the equipment is suitable for its intended use. No employee will use equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimize a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

PORTABLE APPLIANCE TESTING

The law requires electrical equipment to be maintained to prevent danger. The type and frequency of user checks, inspections and testing needed will depend on the equipment, the environment in which it is used and the results of previous checks.



Testing of Portable Electrical Equipment

The routine inspection and testing of portable and fixed electrical appliances or equipment, especially those used in severe environments such as construction sites is an important safety requirement.

Interface Contracts strategy for carrying out the required tests are user checks, backed up by formal visual inspection and combined inspection and test.

User Check

The user of the equipment is encouraged to check the condition of the equipment prior to use looking out for signs of damage, overheating and misuse.

Formal Visual Inspection

The most important monitoring of portable appliances is through a regular formal visual inspection. This is carried out by personnel at Interface Contracts qualified to City and Guilds 2377 standard. This inspection will include condition of plugs, flexible cables, cable clamping arrangements, fuses etc.

Combined Inspection and Testing

The combined inspection and testing of portable equipment is carried out using an approved portable appliance tester carrying out tests for continuity and insulation resistance as the required minimum. The testing interval, of portable equipment is carried out in accordance with the IET Code of Practice for In-service Inspection and Testing of Electrical Equipment.

Inspection and Test Records

Prior to their use, the identification details of all portable equipment must be recorded in the Interface Contracts and sub contractors site plant registers. Portable equipment must be inspected and tested at the recommended intervals and copies of PAT test certificates will be provided. Any equipment failing to comply will be withdrawn from use. All electrical portable tools will be accompanied by a PAT Test record; this includes all hired equipment that is used on site

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The “Personal Protective Equipment at Work Regulations 1992” forms part of a series of health and safety regulations implementing EC Directives. The effect of the PPE at Work Regulations is to ensure that certain basic duties governing the provision and use of PPE apply to all situations where PPE is required. The Regulations follow sound principles for the effective and economical use of PPE, which all employers and employees should follow.

PPE is defined in the Regulations as “... all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her health or safety”. As an absolute minimum, the following items of PPE will be worn during working hours on site: Safety Helmet, Cut Resistant Gloves most suitable for the task being carried out, Eye Protection (BSEN166 standard), High Visibility Clothing and Safety Footwear c/w ankle support.



The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk. However, where PPE is the only effective means of controlling the risk of injury or ill health, then employers must ensure that it is available for use at work and employees must ensure that they use the PPE provided to protect themselves in a safe and proper manner.

Employees have a legal duty to wear PPE; therefore they are checked initially to ensure that they have the requisite PPE during their attendance at the site induction as stated within the respective site rules, site specific risk assessment and method statement and are regularly monitored for the wearing of such equipment by site management. If any PPE is required to be supplied / replaced to any of the site team, an Interface "Request for PPE" form is completed and the relevant item of PPE requested is supplied and signed for on receipt of the equipment and the hard copy is kept on file. Any defects or malfunction of PPE must be reported to the Health & Safety Officer.

FIRST AID AND ACCIDENT REPORTING

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily identified to all employees at all times when they are at work. The location of first aid boxes and trained first aiders will be clearly displayed at strategic places and form part of the induction information.

On Project Sites – a member of the project team as a qualified first aider will be nominated and a first aid box supplied which will contain adequate supplies for the total number of employees on site. Arrangements are made with clients/principal contractors to use their first aid facilities.

Head Office – the first aid box is located with each qualified first aider

The Qualified First Aiders are: Janet Atkinson – Head Office
Site Supervisors – Site based

All accidents **MUST** be reported to your Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health & Safety Officer, as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R)

Certain accidents are reportable to the HSE's Incident Contact Centre. The Inspection and Safety Officer must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 7 working days
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;



- Any other injury leading to, hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

All accidents/incidents will be investigated by senior management and/or the Inspection and Safety Officer with the following objectives:

Loss of sight (temporary or permanent)

- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to, hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

All accidents/incidents will be investigated by senior management and/or the Inspection and Safety Officer with the following objectives:

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

HEALTH SURVEILLANCE

Interface Contracts recognize that in the workplace, substances are in use that has been known to cause irritant and/or allergic problems. Interface Contracts believe that nothing is more important than the health and safety of our employees; from this ethos we will ensure that project teams set aside time to undertake a health surveillance session; on a monthly basis or as and when necessary in the form of a series of tool box talks. This provision is also designed to comply with the Control of Substances Hazardous to Health 2002 (COSHH), Regulation Six.

Please note: - Should any person feel that they are suffering from any type of health complaint caused By their work activities then they must alert the site supervisor, who shall investigate and/or contact the health and safety team for guidance and assistance where applicable. The monthly tool box talks on health aspects will allow for the discussion as a team on any matters which have affected individuals or a group; should such sessions be required prior to this arrangement then the Site Senior Representative shall allow time for these provisions to



Proceed. From the findings of these sessions should any ill health effects be discovered an investigation may take place; looking into the effectiveness and suitability of PPE/RPE, Safe System of Works / Risk Assessment / Method Statements, and COSHH Assessments.



Additionally, to assist Interface deliver our ethos effectively we require all new entrants to our projects to complete a health induction questionnaire during the general induction process along with completing periodic health questionnaires at the monthly health surveillance tool box talks. Typical health surveillance sessions will incorporate tool box talks/completing health surveillance questionnaires on the following:-

- Vibration
- Skin diseases/Dermatitis
- Noise
- Respiratory
- Manual Handling

HAZARDOUS SUBSTANCES (COSHH)

An inventory of all substances and materials hazardous to health is held at Head Office.

Interface Contracts recognize that whilst at work our employees can encounter a wide range of substances capable of damaging their health. Interface recognize hazardous substances may be used either directly by our employees or our by our sub-contractors. The following procedures and arrangements will demonstrate that Interface are committed to preventing any harm coming to our people, sub- contractors or others who may be harmed by such activities

.Additionally these following procedures and arrangements are also designed to assist Interface comply with the following legislative requirements and the associated approved codes of practice with particular reference to: -

- The Health & Safety at Work etc Act 1974 - the duty to ensure so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and Transport of articles and substances
- The Management of Health and Safety at Work Regulations 1999, Regulation 3 & 4 - The requirement to assess risks arising from work activities and the implementation of the assessment
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002 - All requirements

In order to comply with the aforementioned legislation Interface Contracts will:-

- Ensure wherever possible the least harmful substance is used. Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Officer, in line with the Control of Substances Hazardous to health regulations (COSHH).



Alternative less harmful substances will be used wherever possible.

- An inventory of all substances and materials hazardous to health is held at head office.
- Ensure that the hazards associated with substances are correctly identified
- Ensure that the assessments of the use of substances are correct and up to date. Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substances precautions, with written records being located in an accessible location within each department.
- Ensure that the control measures in place are adequate
- Ensure that sufficient information, instruction and training is given to ensure understanding of the hazards to health posed by substances in the workplace
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Under the direction of each business sector Director; Senior Managers / Engineers/ nominated persons will have responsibility for ensuring the implementation of risk / COSHH Assessment procedures and the control measures identified by the assessment.

Senior Managers and nominated persons will seek to ensure:-

- The Elimination or substitution of the substance with one which is less hazardous where appropriate.
- Ensure that all operations, which involve, or may involve, the exposure to substances hazardous to health are adequately assessed and that the most appropriate control measures are introduced where elimination or substitution of the substance is not possible.
- The provisions of training for staff to carry out the necessary assessments and/or implementation of necessary arrangements so as to ensure our people are not exposed to substances which could harm their health.
- Project management inform all employees and others who may work in affected areas; where harm may occur; providing details of the safe systems of work / engineering controls put in place; whilst ensuring that these mechanisms are properly maintained and monitored for their continued effectiveness.
- Ensure that personal protective equipment (PPE) as per the established hierarchy is normally only used as a last resort and that the appropriate assessment indicates why other control measures cannot be achieved by other means.



- Project management teams assess the type and use of PPE, provide training for staff on its use and arrange for appropriate maintenance and storage in accordance with manufacturer's instructions
- Provide appropriate health surveillance where the need has been identified during the assessment process
- Ensure that where health surveillance is carried out, appropriate health records are recorded and maintained.
- Arrange for employees to be provided with information and training regarding the safe use of any hazardous substances they may be required to work with.
- Notify employees of the results of any monitoring or health surveillance carried out.

MANUAL HANDLING

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

Manual handling injuries can occur wherever people are at work – in offices and on our working projects and while making deliveries. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors implicated in the development of Musculoskeletal Disorders.

Prevention and control of Musculoskeletal Disorders, such as manual handling injuries, has been identified as a priority within the company. Therefore the company has taken steps to prevent these injuries from happening and is likely to be cost effective. However, all Musculoskeletal Disorders cannot be prevented, so it is essential to encourage early reporting of symptoms and make arrangements for the proper treatment and rehabilitation of anybody who does get injured.

The risks from manual handling are considered to the health and safety of the employees. The workforce, especially the site operatives are consulted and involved in manual handling procedures having first-hand knowledge what the risks in the workplace are and being able to offer practical solutions to controlling them.

Manual Handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the provision of suitable equipment to assist in the operation



- The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Employers Requirements

The Employers requirements are to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees Requirements

The Employees requirements are to:

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided for their safety.
- Co-operate with their employer on health and safety matters.
- Inform the employer if they identify hazardous handling activities.
- Take care to ensure that their activities do not put others at risk.

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the provision of suitable equipment to assist in the operation
- The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

CO-OPERATION AND CO-ORDINATION

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times. Before commencing work, the site supervisor will attend any site meetings or inform other trades working in



the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

RISK ASSESSMENTS

The Inspection & Safety Officer / Project Engineer will carry out and record formal risk assessments based on the “Five steps to Risk Assessment” process. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the Inspection and Safety Officer if required. The Inspection and Safety Officer ensures operators are provided appropriate instruction and training on risk assessments. The Managing Director shall liaise with the company Health and Safety Board including Directors, Engineers, Inspection and Safety Officer and Technical Advisers to establish safe methods of work which are free from risk to health and safety and comply in all respects with current legislation and codes of practice.

DISPLAY SCREEN EQUIPMENT

Interface will seek to ensure good practice in relation to the use of DSE. For the purpose of this section, a DSE user is an employee who uses DSE for an hour or more each day.

The arrangements Interface has in place to control these hazards are as follows:-

a) Risk Assessment

All DSE will be assessed to evaluate any safety hazards, checking for both essential and desirable work station features. Assessments will be organized by the responsible person and performed by a suitably trained person. The assessments will be reviewed if there are changes in the job, equipment or users.

b) Daily Work Routine

DSE jobs should be designed if possible to consist of mixed screen desk based and other tasks. The users should organise their so that an appropriate mixture of VDU/non VDU work is undertaken. Managers should encourage employees to take their break entitlement.

c) Eyes / Eyesight

All DSE users are entitled to regular eye and eyesight tests as and when recommended by a qualified optometrist or as and when problems connected to DSE arise.

d) Training

All DSE users will be provided with health and safety training (to be arranged by the Responsible Person) of any use of work station and associated hazards as soon as possible after employment or on starting DSE work. In particular, training will cover the application of ergonomic and preventative principles.



e) Information

All DSE users will be provided as soon as possible after employment commences or on starting DSE work with health and safety information relating to the safe use of the work station in particular the entitlement to breaks and eye sight testing.

f) DSE Standards

All DSE users are entitled to an ergonomically designed work station which suits their individual requirements and those of the job.

g) Instructions to Employees

All employees should be encouraged to sit comfortably in their chairs and not to slouch; adjust back rest to support the lower back; remove obstructions from under the desk that prevents sitting upright; organise the work station in order to sit upright thereby avoiding constant and awkward leaning; place documents in holders; place holders close to the screen; adjust the document holder height to match the display screen height; use a foot rest if feet do not touch the floor; adjust the screen angle to suit their sitting height; adjust the display screen height to minimize head/neck movements; during breaks get up and move around. Avoiding eye and vision problems – All employees should adjust screens to avoid reflection; use window blinds as necessary to prevent screen glare; clean screens regularly; adjust the brightness/contrast to suit light levels. Report any problems you have with your workstation/equipment or software to your line manager. Report any ill health symptoms you may feel connected to your work to your line manager. Take all your breaks away from the VDU. Take your full entitlements to breaks.

h) Instructions to Managers

Ensure that existing and new users receive health and safety training and information. Ensure the risk assessments are performed, recorded and reviewed. Encourage users to take regular breaks. Discuss with employees ways of organizing and controlling DSE work flow to minimise periods of continuous usage. Encourage users to have regular eye and eyesight assessments.

WORKING AT HEIGHT

Introduction

It is widely recognised that Falls are the single biggest cause of workplace deaths and the second most common cause of major injuries, however, falls can be prevented by careful management of work at height. There are two main categories of fall:

- High falls (over 2m) mainly from ladders and roofs which occur most frequently in the Construction Industry
- Low falls (less than 2m and not including slips or trips at ground level) mainly from ladders and scaffolds.



Working at Height includes any place at work along with activities above or below ground level. The regulations apply everywhere, every industry, every work activity at height where there is a risk of a fall liable to cause personal injury.

Most accidents involving falls can be prevented if the right equipment is provided, is adequately maintained and is properly used. Interface Contracts recognizes the fact that as many falls happen due to poor management as are caused by equipment failure. Key faults include:-

- A failure to recognize a problem
- To ensure that safe systems of work are followed
- To provide safe systems of work
- To supply adequate information, instruction, training and supervision
- To ensure correct use of equipment supplied
- To provide safe plant / equipment

Interface's approach to working at height, however, is to eliminate this activity where possible. The main causes of falls have been recognized as follows:-

- Ladders primarily from moveable ladders
- Scaffolding
- Work area / Platform
- Vehicles
- Roof Edge
- Stairs
- Fragile Roofs
- Gangways / catwalks

From this policy to manage these aspects Interface have implemented procedures & arrangements to comply with the WORKING AT HEIGHT REGULATIONS 2005 (AMENDED 2007)

These procedures are outlined in the following:-

Who has duties under these regulations?

- Employers
- Self employed
- Anyone who controls work of others
- Employees



What are Interface's duties so as to comply with the regulations:-

- Plan and organize work at height; including emergency arrangements
- Ensure those working at height are competent
- Assess the risks from working at height
- Select and use the most appropriate work equipment from the following hierarchy:-
- Mobile Elevated Working Platform. The operatives using these machines are trained in accordance with the IPAF standard.
- Mobile Tower. The operatives using these towers are trained in accordance with the PASMA standard
- Podium Steps
- Step Ladders. Please note that the use of step ladders will only be used for short duration only.
- Properly control the risks from fragile surfaces
- Properly inspect and maintain equipment

What duties do Interface Contracts employees have:-

- Report any safety hazard
- Use equipment supplied properly
- Inspect equipment before use (along with daily, weekly as per manufactures recommendations (mobile scaffold after alteration/movement/reconstruction)
- Follow any training and instructions (unless they think its unsafe to do so; then the task shall be reviewed until a safer method can be established)

From these requirements Interface management, project management teams, supervisors and operatives must ensure that they plan, organize, supervise and conduct activities to follow the following hierarchy:-

- Working at height must be avoided where they can
- Falls must be prevented where work cannot be avoided at height
- Protections must be in place to prevent an operative falling from a distance, so as to mitigate/reduce the impacts to as low as is physically possible where we cannot prevent a fall

Interface will adopt the following to manage this aspect in the field:-

Collective fall Prevention:-

- Scaffolds; both mobile and static with Handrails, Guardrails and gates
- Other access equipment with handrails and guardrails & gates
- Mobile Elevated Working Platforms with guardrails and handrails
- Walkways with handrails and guardrails
- Excavations with robust edge protection



Personal fall prevention

- Harness/lanyard and lifelines: These are checked pre use by the user in accordance with their training carried out to IPAF accreditation and are inspected on a six monthly basis by an independent assessor compliant with the requirements of BS8437:2005

Fall Arrest

- Harness / lanyard / arrester blocks and lifelines
- Crash decks and /or Protective netting
- Air bags

NOISE AND ENVIRONMENTAL POLLUTION

The main requirements of the Noise at Work Regulations apply where noise exposure is likely to be at or above any of the three “Action Levels”. Two of the action levels are values of “Daily Personal Exposure to Noise” which depend on the noise level in the work areas and how long people work in them. The first action level is 80DB (A) which requires ear protection to be made available. The second action level of 85DB (A) requires the noise to be reduced where practicable, or ensure that ear protection is worn. The third action level of 140DB (A) 200 Pascal's need not be considered.

Noise

Demolition plant frequently creates noise levels in excess of the 85DB (A) legal limit at which the wearing of ear defenders is mandatory. Long term exposure to high noise levels can result in hearing loss. It is difficult to reduce noise from demolition plant and the main control measure remains the wearing of ear defenders.

Employers must provide ear defenders and ensure they are worn by the workforce whenever noise levels are at 85DB (A) or above. Ear protection must be suitable for the circumstances and operatives should be trained in its use. Adequate facilities for its maintenance and storage must be provided by the employer.

If demolition work is carried out in a populated area the risks to the public should be recognised. Restricted working hours should be recognised. Restricted working hours should be established and local environmental health officers should ensure that any time restrictions are complied with.

Clients will sometimes insist on noise surveys being carried out to establish noise levels. Records of results should be kept as part of a safe system of work.

It is considered that no other Interface Contracts operation would produce any noise pollution problems.



Dust – (Summary)

Dust particles vary in size, properties and effects, depending on the source of the dusts. The main hazards associated with dusts are their effect on the respiratory system, potential for skin and eye irritation, and potential for causing fire and explosions.

Controlling Health Hazards

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH), as amended, a risk assessment must be carried out for exposure to all hazardous substances, including dusts. This assessment should consider:

- The hazardous effects of the dusts
- The likely level of exposure
- The routes of exposure i.e. inhalation, eye and skin contact
- Who is likely to be exposed, including any individual susceptibility?

Once exposure has been assessed, measures to prevent or control exposure to dust must be put into place. These control measures include:

- Elimination of dust from the workplace, e.g. by using chemicals in a liquid rather than powdered form.
- Substituting a hazardous product, which produces dust, with a less hazardous one?
- Using methods which suppress dusts e.g. wet methods, vacuum cleaning.
- Restricting access to areas where dust is produced.
- Reducing the number of people exposed to dust.
- Setting up good hygiene practices such as washing after handling dusts, using ventilation to remove dust from the workplace.
- Providing workers, with personal protective equipment (PPE), but only as a last resort.

Dust monitoring is important to measure exposure limits so that appropriate control measures can be introduced when necessary. Water hoses can be used to dampen down dust hazards. It is especially important when the site is situated in a residential area to ensure that dust is kept within the site confines and away from operatives' breathing zone.

All control measures must be used properly and be well maintained. Local exhaust ventilation and respiratory protective equipment (RPE) must be thoroughly examined at intervals prescribed by COSHH.

Control of Debris

A recurring hazard in demolition work is the unplanned collapse of structures as a result of uneven loading of debris. Various methods can be employed to avoid this. Floor boarding can be removed so that debris build up is prevented, provided care is taken to prevent debris falling through floors. Adequate gravity chutes should be provided to transport the debris to a safe area and to prevent material build up against walls already weakened by the demolition process. The outlets of gravity chutes should be kept away from the building. Clearing of debris is essential but should not be completed whilst debris discharge is being carried out.



Personal Protective Equipment

PPE must only be used to control exposure to dust as a last resort, when the other control measures would not provide adequate protection. The standards of RPE are covered by COSHH. Provision of other types of RPE, including protective gloves and eye protection, is covered by the Personal Protective Equipment at Work Regulations 1992.

Protection of the Public

High standards of site protection, safe systems of work and effective supervision are required to ensure the safety of the public in the vicinity of the site. They must be protected against flying debris, dust, noise and unauthorised entry to the site.

A perimeter fence of at least two metres high should be erected with warning signs displayed. Netting or fans on scaffolding can be used to protect the public from falling objects. Outside working hours, excavations should be fenced, vehicles and plant should be immobilised, electricity and gas supplies isolated or locked in compounds and ladders providing access to scaffold should be removed or stored in a secure place.

Environmental Incidents

Any environmental incidents that occur during the course of the project will be reported and investigated to the Principal Contractor who in turn will report to the CDM Coordinator. All relevant works will cease until a clean-up operation and investigation has taken place. The investigation will include the review of risk assessment sheets that are in place, COSHH assessments sheets that are in place and the corrections actions recommended that will help prevent this type of incident to happen again. Constant reviewing of all applicable operations will be in place at all times.

POLICY REVIEW

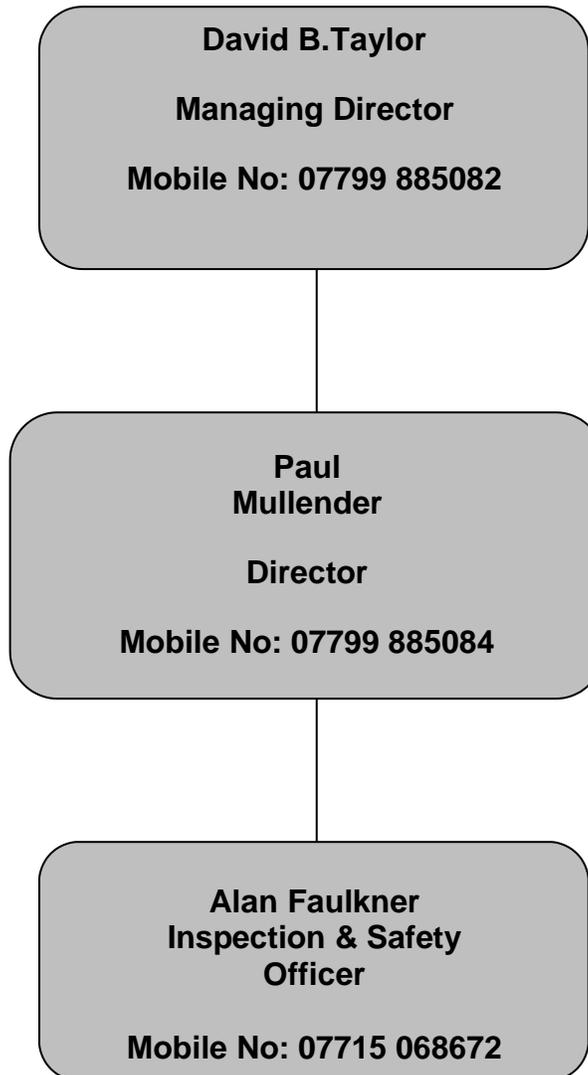
This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc, will take place from time to time.



APPENDIX A – SAFETY ESCALATION CHART



SAFETY ESCALATION CHART



PPE – 100% MANDATORY

i.e. Safety Helmet, Safety Glasses, Cut Resistant Gloves, Safety Footwear, Hi-Visibility Clothing