

Safe Working Guidance

(Tool Box Talks)



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Appendices:

Safety Reminders

To all Employees

Safe Use of Cable Strippers and Cutting Knives

For Supervision

Welding, Burning and Grinding Operations

Burning Tackle

General Safety Reminders, Health & Safety at Work Act 1974

Accident Book Form

Makita Cut-Off Machine

Safety Reminders – Ladders

Safety Reminders – Confined Spaces

For further guidance refer to SD538 Crib Sheets & Power Point

SWG 01 – Advice to Supervisors

1. Study your Company's Health & Safety Policy, which lays down your responsibilities and the organisation and arrangements for the health and safety of persons in your care.
2. As a Supervisor you are the link between senior management and operative, and you have a direct responsibility for ensuring that the Company's Safety Policy is implemented by yourself and personnel under your control.
3. When giving instructions to operatives ensure that:-
 - a) There is a safe means of access to the workplace.
 - b) The workplace is safe.
 - c) There is a safe system of work.
 - d) Any plant and equipment required to do the work is safe and suitable.
 - e) The operative has received adequate information, training and / or instructions to carryout the work.
4. When protective clothing or equipment is needed by the operatives ensure that it is available, issued and used correctly.
5. In nearly all accidents unsafe conditions and / or unsafe acts play a prominent part.

Unsafe conditions include:-

- Equipment improperly guarded.
- Defective equipment.
- Unsafe clothing, footwear and eye protection.
- Improper ventilation.
- Unsafe design or construction.
- Improper storage of Liquefied Petroleum Gases (LPG).
- Defective electrical installation.
- Improper shoring.

SWG 02 – Advice to Employees

1. Study your Company's Health & Safety Policy, which explains the arrangements made for your health and safety.
2. You have a legal duty to take reasonable care of your own health and safety at work. . If you are requested to carry out any task that you believe is unsafe or contradicts the health and safety regulations you can refuse to carry out the task without any repercussions in good faith.
3. You also have a legal duty regarding the health and safety of the people you work with and members of the public.
4. When protective clothing and / or equipment is issued for your use, wear and / or use it as instructed.
5. Play your part in keeping the site **TIDY and SAFE**.
6. Watch out for warning notices and **OBEY** the warnings given.
7. Always keep alert if you are working in the vicinity of a mobile plant.
8. Never attempt to operate a machine unless you have been trained and authorised to do so.
9. Never ride on machines which have no passenger seat. It is illegal.
10. Never interfere with ladders, alter scaffolding or move boards unless you are properly/trained authorised to do so.
11. Never throw anything from scaffolding or any height, lower it properly.
12. Do not take shortcuts, use the access provided.
13. Lifting heavy objects or materials can cause injuries. Obtain assistance when necessary.
14. Report any defects or damage to ladders, scaffolding, plant or tools or any unsafe circumstances to your foreman at once.
15. Report all incidents involving injury, however slight, to your foreman. Details of an accident necessitating first aid treatment should be entered in the Accident Book.
16. If in doubt about your job ask your foreman.
17. Construction sites are particularly inviting to young children. Your co-operation in discouraging children from entering site will help to reduce accidents to them.
18. All materials which would be liable to cause injury if they fall should be stacked or stored so as to prevent easy displacement. Temporary but secure and stable racking should be used when appropriate.

SWG 03 – Abrasive Wheel Grinders

1. Only trained card holders to operate grinders and change wheels.
2. Wear goggles when using an abrasive wheel.
3. Adjust the guard rail to expose the minimum wheel surface necessary for the operation.
4. Keep the glass screen in the safety position.
5. Adjust the tool rest as close as possible to the face of the wheel.
6. Keep your fingers below the tool rest level.
7. Take care that work does not slip off the rest.
8. Use the correct grade of wheel for the work in hand.
9. Keep the face of the wheel evenly dressed.
10. Never use the side of the wheel.
11. Do not exert heavy pressure on the wheel.
12. Run a replacement wheel for a full minute after fitting before attempting to use it. Stand clear during the test.
13. Stop the wheel when not in use.

PROTECT YOUR EYES FROM FLYING FRAGMENTS

SWG 04 – Alcohol

Do you enjoy a drink? Most people do and alcohol gives great pleasure to millions of men and women but there are times when drink leads to danger. In a high risk industry like ours alcohol and work are not compatible.

Alcohol is a depressant drug which depressed parts of the brain function. When you work at heights or with machinery or are involved in moving large items, you require all of your brain functions to save you from injury.

LJJ Ltd have therefore made it their policy and a condition of employment on this site that if it is suspected that anyone is intoxicated by drink or is under the influence of drugs then they will not be permitted on site.

Any alcohol you drink will affect your actions and it takes time for alcohol to work out of your system. 1 unit of alcohol (0.5 pints of ordinary beer or a large single whiskey or glass of wine) will take 1 hour to leave your body.

A few facts may alert you to the hazards of drink:-

- 50% of all drivers killed are over the legal driving limit (very roughly equivalent to 5 units, dependant on your weight, sex or recent food intake).
- Do not rely on this approximation. If you drink **DO NOT DRIVE**.
- 35% of fatal accidents are related to alcohol.

Keep your head clear and leave your drinking sessions to sociable occasions where you cannot cause injury to yourself or others.

SWG 05 – Compressed Gas Cylinders

1. Treat every cylinder as 'full' and handle carefully. Do not roll along the ground.
2. Always use a carrier and secure the cylinder to it.
3. Always secure acetylene cylinders in an upright position both in use and in storage.
4. Store **ALL** cylinders so that they cannot fall.
5. Keep them away from the sun, artificial heat, flammable materials, corrosive chemicals and fumes.
6. Avoid damage to valves and fittings. Do not use them for lifting and carrying.
7. Keep valves and fittings of oxygen cylinders free from oil and grease.
8. Open cylinder valves slowly and close sufficiently to shut-off gas. Never use force.
9. Always lift cylinders from trucks, do not drop or slide them.
10. Keep hose lines clear of traffic lanes.
11. **REMEMBER** - handling cylinders is a two man job.

REPORT ANY DAMAGE OR DEFECTS IMMEDIATELY

SWG 06 – Chains

1. Select the right chain for the job. If in doubt ask.
2. Check all chains before using. Report immediately any chain with deformed, corroded, cracked or cut links.
3. Make sure that the chain is marked with its safe working load.
4. Make sure that the chain is not kinked or twisted.
5. Immediately after use return chains to the store, where they should be properly racked.
6. Use packaging for chain slings when lifting anything with sharp edges.

Do not:-

1. Shorten a chain by knotting it.
2. Length a chain by joining pieces together.
3. Lubricate chain slings, nor hoist chains if the lubricant is liable to pick up sand or grit.
4. Drop chains on hard surfaces.
5. Leave chains where they can be run over or otherwise ill-treated.
6. Expose chains to acids or other corrosive substances.

REMEMBER – A CHAIN IS ONLY AS STRONG AS ITS WEAKEST LINK

SWG 07 – Cartridge Hammers of Rivet Guns

1. Read makers' instructions carefully before using gun.
 2. Before handling gun make sure it is **NOT LOADED**.
 3. Load gun with barrel pointing in safe position – away from you.
 4. Never place your hand over the end of the barrel.
 5. Never walk around with a loaded gun. Load at point of use.
 6. Check material into which bolt is to be fired.
 7. Allow at least 3” from edges of concrete or brickwork.
 8. Hold gun at right angles to the job when firing.
 9. Wear goggles and hearing protection when using the gun. Eye protection should be Grade 1 protection.
 10. In the event of a misfire wait a minute before unloading.
 11. Keep the gun clean and well oiled.
 12. Never leave the gun loaded when not in use.
 13. Account for all cartridges used.
 14. Remove spent cartridges and dispose of safely.
- * **Only to be used by trained persons issued with a certificate.**

TREAT CARTRIDGE HAMMERS WITH RESPECT – ALWAYS

SWG 08 – Construction Site Basic Safety Checklist

These procedures are designed to assist site agents, general foremen, chargehands and other supervisory personnel to make sites safer places of work. The checklist is basic and should be modified to suit local needs.

1. *IS IT SAFE?* Pinpoint unsafe situations or practices and take steps to correct them before anyone gets injured.
2. *SAFE ACCESS:* Are roads, gangways, passageways, hoists, staircases and scaffolds properly lit and free from obstruction? Are openings properly guarded?
3. *LADDERS:* Are ladders in good condition, the correct length, properly angled and secured with adequate handholds at the place of landing?
4. *TUBULAR SCAFFOLDS:* Is the scaffolding completely erected with toe-boards and guard rails fitted? Do not overload and ensure that loads are evenly distributed. Has it been inspected within the last seven days and the results recorded?
5. *ROOF WORK:* Are crawling boards provided and being used? Is there sufficient protection at openings and roof edges to prevent falls? Check for fragile roof coverings and for men working underneath.
6. *EXCAVATIONS:* Is adequate support material provided and fitted properly? Are barriers and vehicle stops in place? Have all excavations been inspected today?
7. *PLANT AND TRANSPORT:* Vehicles and plant must be maintained in good repair, driven safely and properly loaded. Emphasise and safeguard against the dangers of tipping vehicles. Do not allow anyone to ride in dangerous positions. Do not allow unauthorised persons to operate plant or machinery.
8. *MACHINERY:* Are all dangerous moving parts securely guarded, especially the hidden ones like projecting shaft ends.
9. *GOOD HOISTS:* Is the hoistway fully enclosed with gates at every landing? Are gates kept shut? Has it been inspected within the last seven days and the results recorded?
10. *CRANES AND LIFTING APPLIANCES:* Is the crane regularly maintained and has it been inspected within the last seven days and the results recorded? Is it sited on a hard level base and clearly marked with safe working loads? Are the driver and the slinger / banksman fully trained? Are the SWL indicators working?
11. *ELECTRICITY:* Are apparatus, wires, cables and connections all sound? Check for overhead electric lines or underground cables and take appropriate action if present. Make maximum use of reduced voltage equipment.
12. *MANUAL HANDLING:* Ensure that loads are handled and lifted correctly, that gloves are used when necessary and that loads are not too heavy to handle manually.
13. *TRESPASSERS:* Is the site secure against children? Have all ladders been removed or rungs boarded and plant immobilised? Are all other potential hazards safeguarded?

SWG 08 – Construction Site Basic Safety Checklist (Continued)

14. ***HEALTH RISKS:*** Identify harmful materials and substitute if possible. Specify precautions and ensure that suitable safety equipment is provided and used properly. Check the atmosphere in confined workplaces and provide air supply respirators if necessary.
15. ***PROTECTIVE CLOTHING / EQUIPMENT:*** Is protective clothing or equipment provided at least to the minimum standard required by law? Is it being worn and / or used?
16. ***FIRE RISKS:*** Are there adequate fire extinguishers and fire exits? Are proper precautions taken for storing and handling highly inflammable liquids, compressed gases and other combustible materials? Are fires and heaters checked at the end of each working day?
17. ***EXPLOSIVES:*** Ensure that only authorised persons have charge of the transportation, storage, handling or use of explosives.
18. ***CARTRIDGE OPERATED TOOLS:*** Has the operator been properly trained? Is he following the instructions and wearing goggles? Are the tools and cartridges kept in a secure place when not in use?
19. ***NOISE:*** Is ear protection supplied and worn in noisy surroundings? Are breakers fitted with muffs, and noise from other plant or machinery minimised?
20. ***FALSEWORK / FORMWORK:*** Have the design and supports been checked? Are the plumbing props properly set out, firmly based and fitted with the correct pins? Are the conditions of any timber forms or supports regularly checked?
21. ***WELFARE:*** Are the lavatories, washbasins and mess hut clean? Can wet clothes be dried? Is there a supply of drinking water? Are there appropriate first aid facilities?
22. ***GENERAL:*** Are all personnel who are required to operate power tools, plant or machinery adequately trained and / or instructed in the correct techniques and procedures?

SWG 09 – Eye Protection

1. A tiny fragment in your eye can cause disaster.
2. Obtain trained first aid for attention to eyes, not a dirty handkerchief.
3. You have a legal obligation to wear or use the eye protection provided in accordance with regulations.
4. Even if you are not carrying out one of the specified processes you may be at risk, so wear or use the eye protection provided.
5. Do not watch welding processes unless your eyes are properly protected.
6. Do not go into areas where eye protection is required unless you are wearing it.
7. Take care of any protective equipment issued to you.
8. Have any damaged, lost or unserviceable protective equipment replaced immediately.
9. Make sure that your eye protectors are suitable for you and for the work being done i.e. a full face visor must be used for chop saws.
10. Ensure that eye protectors are comfortable to wear and keep them clean.
11. The place for eye protectors is over your eyes, not on your head or round your neck.
12. **REMEMBER** – eye protectors are replaceable, your eyes are not.

A SENSIBLE WORKER VALUES HIS / HER SIGHT

SWG 10 – Fire

1. See that you know what to do in case of a fire.
2. Make certain that you know your escape route.
3. Keep fire doors and shutters clear and unobstructed.
4. Do not obstruct access to fire extinguishers. Learn how they operate – read the labels or ask.
5. Do not hang clothing over or near heating equipment.
6. Do not let paper, oily rags or other rubbish accumulate.
7. Do not smoke in forbidden areas.
8. Use proper containers for flammable liquids, not open tins or buckets.
9. Handle flammable liquids at a safe distance from the possible sources of ignition.
10. Check before and after using blow lamps, welding and cutting equipment.
11. Asphalt pots, crucibles, soldering irons and gas rings must be on non-combustible stands.
12. Switch off from the mains any electrical equipment when not in use.
13. All operatives and visitors must sign in using the site diary

PLAN IN ADVANCE – YOU WILL NOT HAVE TIME WHEN THE FIRE BREAKS OUT

SWG 11 – Heads and Feet

By wearing the correct head and footwear you can help prevent much discomfort, many injuries and even **DEATH**.

Safety Helmets

Every year in the construction industry 140 head injuries are reported to the Factory Inspectorate. These are only the most serious cases, 50% are fractures of the skull, many more are never reported, yet still cause much pain and suffering.

Most head injuries can be prevented by wearing a safety helmet.

Safety helmets are designed to a British Standard to be strong enough to prevent most falling materials from damaging your brain. If your brain is damaged it is unlikely that you will be able to work as well as now.

Helmets can also prevent many of the minor head injuries, from bumps and scrapes that occur on building sites.

Do not customise your helmet by sticking labels of 'go faster stripes' on them. Some labels and most paints contain solvents which have a detrimental effect on plastic. Helmets should be worn as issued.

REMEMBER YOUR LIFE MAY DEPEND ON IT

We do not want you to be injured on this contract, **BECAUSE WE NEED YOU**, the law says that you must wear a hard hat.

Certain areas **MAY** allow some relaxation but unless you are told otherwise you **MUST** wear your helmet at **ALL** times whilst on site.

Foot Protection

Over 200 major injuries to feet and ankles are reported to the Factory Inspectorate every year. Sensible robust footwear will reduce this unnecessary loss of time and considerable pain which follows these injuries.

Strong boots give support to and prevent any twisted ankles. Steel midsoles prevent puncture wounds from tying wires when working on reinforcement and also where nails are left in timber.

Steel toecaps prevent crushing of, and possible loss of, toes.

Wherever you work and whatever you do you are never free from the danger of foot injuries.

SWG 12 – Housekeeping

We should regard good housekeeping at work with the same importance as 'at home'. Do not always rely on others to clean things up, it's just as easy to put tools away tidily as it is to leave them laying around benches, on the floor, on scaffolding, resting on pipes or other positions where they can create a tripping hazard, fall onto a person or be damaged in a fall. A place for everything and everything in its place.

If dismantling anything stack parts away neatly and tidily. Do not leave materials in gangways as they could cut off someone's escape route or cause a tripping hazard. If dismantling anything constructed of wood make sure that all nails are removed. If this is not possible, then hammer the nails flat to make sure that no parts are left protruding that could cause injury to fellow employees. Damaged lengths or parts of wood should be guarded as these also prevent hazards.

All rubbish should be placed in skips to be removed. In this way, should a fire occur, it can be confined to a small area and dealt with quickly and efficiently, thus preventing the fire spreading, especially in high winds.

If tools get damaged they should be repaired or replaced. Do not leave them lying around to cause hazards.

When finishing work put personnel overalls and other gear away, don't just leave things lying about hoping that they will still be there when you return.

If you notice rubbish piling up which you cannot remove bring this to the attention of you supervisor who will make arrangements to have it removed.

Should you be working at heights and notice loose objects on boards or walkways put them somewhere where they cannot be dislodged. They could fall and hurt someone.

Untidy sites:-

- Reduce productivity
- Lower quality standards
- Increase the numbers of accidents and incidents

A TIDY SITE IS AN EFFICIENT SITE

SWG 13 – Hand Tools

1. Use the right size spanner for the nut. Where adjustable spanners are used take extra care, as these slip more easily.
2. Files must be fitted with handles to prevent hand injuries and files must not be used as punches or for levering as they brake easily.
3. Chisels and punches with mushroomed heads must be ground down to prevent splinters of metal flying off.
4. Keep hammer heads tightly wedged on their shafts.
5. Replace split or damaged wooden handles, do not wire or tape up.
6. Keep edges of cutting tools sharp.
7. Keep hands behind the cutting edge when working.
8. Do not use the screwdrivers on work that is held in the hand.
9. Do not use screwdrivers as chisels as the handles may fracture.
10. Keep tools in racks or boxes when not in use.
11. Project sharp edges of tools that are to be stored or covered. Stanley knives kept uncovered in pockets cause many hand injuries.
12. Scrap tools when they become weak or damaged beyond repair.
13. Always use the correct tool for the job. Do not improvise, i.e. by using tubes to extend spanners as the extra leverage may open the jaws and allow it to slip.

GOOD USE OF TOOLS MEANS FASTER AND SAFER WORK

SWG 14 – Manual Handling

1. Where possible gloves should be worn to protect against cuts, scratches or punctures.
2. Wear safety boots or shoes to protect toes from falling loads.
3. Size up the load and if necessary make a trial lift of a few inches.
4. Do not attempt to lift alone any load that is too heavy, too large or too awkward. Use mechanical option wherever possible or split the load to make smaller/lighter.
5. See that there are no obstructions in the directions you will be going in.
6. Take up position, feet hip breadth apart, one foot slightly advanced pointing in the direction it is intended to move.
7. Bend the knees, back muscles should be relaxed.
8. Get a secure grip of the load.
9. Lift, keeping the back straight, arms close to the body, leg muscles taking the strain.
10. Step off in the direction advanced foot is pointing, load held close to the body.
11. Do not carry a load which obscures the vision.
12. When lifting to a height from the floor do it in two stages.

SWG 15 – Noise

Excessive noise from plant on site can cause, over a period of time, progressive and irreversible loss of hearing. Before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called 'TINNITUS'.

If you work in areas where you need to shout to be heard then you require hearing protection. This can be either ear plugs or ear defenders. These give good protection if some simple rules are observed:

1. Wear ear protectors at all times if exposed to a noise hazard i.e. hammer drills.
2. Do not use cotton wool for ear protection, it is not effective.
3. Make sure that ear plugs are a good fit in each ear and are properly inserted.
4. Regularly cleanse re-usable ear plugs to the manufacturer's instructions.
5. Use disposable ear plugs once only.
6. Hands should be clean when handling all types of ear plugs.
7. Ear defenders should be a good fit to the head all around the seal.
8. Ensure that ear defenders are worn the correct way round.
9. See that the defender seals are always in a serviceable condition.
10. Do not alter the pressure of the ear defenders by bending the head band.

If you work with compressed air tools ensure that:-

- a) Mufflers are fitted, where possible, to tools.
- b) Air lines do not leak, this can cause unnecessary noise.
- c) Compressor access covers are kept shut.

Radios can increase the general level of noise and can cause annoyance. If these are allowed on site consider others.

**REMEMBER – THERE IS NO SATISFACTORY TREATMENT FOR
NOISE INDUCED HEARING LOSS**

SWG 16 – Openings and Edges

Every year in our industry hundreds of people are killed or injured when they fall from an unprotected area or are struck by materials or tools falling from above. Over half of all accidents (1,400) reported to the Factory Inspectorate are of these two types – falls of persons and falls of materials.

The **LAW** requires that if you work where it is possible for you to fall more than 2 metres then protection must be provided.

The following list gives an idea of the required protection.

1. *Scaffolds*

Guard rails and toe-boards must be provided to all working levels. Secured ladders are also required.

2. *Floors*

Protection must be provided to all floor edges, lift openings, stairways and duct openings.

3. *Roofs*

Edge protection must be provided at the eaves and gable.

If the roof is of fragile material, crawling boards or ladders must be used. Where openings or fragile skylights occur in the roof these must be guarded or securely covered also.

4. *Excavations*

All excavations require warning barriers or guardrails. Where the sides are sloping, barriers may be sufficient but if sides are vertical then more than adequate guarding is needed.

5. *Working Alongside Water*

Guard rails and lifeboats are required where work is carried out alongside rivers, docks etc.

6. *Manholes, Road Gullies etc.*

Strong secured covers are required here as vehicles damage covers and leave traps. All protection will need to be moved to allow work to progress but this must be done in a controlled manner so that protection is re-fixed once the work is done.

Serious accidents occur where covers have been removed from openings in floors or guarding has been removed from service ducts.

If you remove protection under instruction make sure that it is replaced.

Where edge protection is not practical, safety harnesses and restraint wire may be suitable. See you supervisor for instructions.

IF YOU ARE WORKING ALONGSIDE AN UNGUARDED EDGE OR OPENING TELL YOUR FOREMAN NOW!

SWG 17 – Portable Electric Tools

1. Before using a portable electric tool check to see that it has been PAT tested, is properly earthed, unless it is an approved type that does not require earthing.
2. Before using an electric tool make sure that the casing is undamaged. If it is damaged do not use the tool.
3. Make sure that all cables, plugs or connectors are sound and properly wired up.
4. Use tools only on the correct power supply as instructed on the makers label. Only 110 volt tools are permitted on site.
5. Make sure that the power cable is long enough to reach your working place without straining it.
6. Keep power cables off the floor. They may get damaged or cause somebody to trip.
7. Never stand on a damp or wet surface when using electrical equipment, and always keep equipment clean and dry.
8. Portable electric tools should only be used for their designed purpose.
9. Never connect a portable electric tool to a lighting socket.
10. Never use worn, blunt or damaged bits or other accessories.
11. Disconnect tools when not in use.
12. Electric power tools must be regularly inspected and maintained (PAT tested within the last three months) by a competent person.

REPORT ALL DEFECTS IMMEDIATELY

SWG 18 – Personal Points

1. Do not take chances, carry out instructions.
2. If you do not know, ask.
3. Rectify or report all unsafe conditions.
4. Use the correct tools and equipment.
5. Help to keep the work place clean and tidy.
6. Have all injuries, however slight, properly attended to and recorded in the accident book.
7. Do not indulge in horseplay or distract others.
8. Wear the protective clothing and equipment provided for your safety.
9. Do not start machinery unless authorised and without the guard being in place.
10. Obey all safety rules and signs.
11. Use only those tools that you are authorised to use.
12. Do not leave tools on the floor or where they can fall on people below.

YOU MAY BE ALL RIGHT BUT THINK OF YOUR MATES

SWG 19 – Responsibilities

The Health and Safety at Work Act and the Construction Regulations give everyone responsibilities.

Where these responsibilities are not carried out people like you can be injured or killed, others could be prosecuted. Over 100 people are killed every year, several thousand are seriously injured and fines can be thousands of pounds for companies who break the regulations.

Employers: Your employers must provide you with a safe place of work, safe equipment and the necessary instruction and training to enable you to carry out your work safely.

Employees: You must take reasonable care to ensure that no person, yourself included, suffers because of the way that you work.

You must help your employer to carry out his responsibilities by:-

1. Not interfering with items provided for your safety.
2. By using equipment given to you for your protection and by not abusing it, for example helmets, goggles and hearing protection.
3. By telling your foreman of any hazards that you notice which could affect you or others safety.

Some examples:-

1. If you work on a scaffold provided by another company your foreman must ensure that it is safe for your use. Therefore if you notice anything which you consider unsafe point this out.
2. If you need a ladder or a pair of steps do not remove from elsewhere without ensuring that you are not putting someone else at risk.
3. If you are permitted to remove a guard rail or cover for the passage of materials or services, make sure it goes back – **DO NOT LEAVE A TRAP FOR OTHERS.**
4. If you are working or having to pass alongside openings, i.e. floors or excavations which are unguarded, your foreman must ensure that they are protected even though you may not have been responsible for making the hazard.

CARRY OUT YOUR RESPONSIBILITIES AND GO HOME WITH A CLEAR CONSCIENCE

SWG 20 – Podium Steps

Podium steps represent a safe alternative to builders step ladders to gain access to high level. They are built from a framework of aluminium tubes and 'snap-lock/hook locking' type fittings and shall only be erected by competent and experienced operators.

Various companies supply a variety of podium steps, Safety platforms designated as 420, 500, 670, 750, 960, 1200 for example have models Mk1, Mk2 and Mk3 providing varying maximum work platform heights ranging from 0.42M to 1.9M. The assembly instructions and checklists must be available for reference at all times and must be followed exactly.

Podium Step Rules

1. Always complete the LJJ scaffold tag before commencing work.
2. Podium steps must be erected on a firm level base.
3. Check **ALL** components are free from damage for correct function and use.
4. Check for overhead hazards where work is to be carried out.
5. The podium steps **MUST** be erected in accordance with the manufacturer's instructions. Once erected, check the podium steps to ensure all components, hooks and locking mechanisms fit and operate correctly.
6. Access must be via the steps and serrated rungs where provided. Climbing up the outside of the podium steps is not permitted.
7. Podiums are provided with swivel castors. Each castor is fitted with a brake. The brakes must all be 'on' when the steps are in use. This means that men and materials must not be on the platform when the podium steps are moved.
8. Move the podium steps by pushing horizontally near the base. Make sure the route is clear at both ground level and up to the height of the steps before starting to push.
9. Extra care is essential if outriggers are in use. Outriggers are only to provide extra stability to the podium steps. Only raise outriggers by the minimum amount possible when moving the steps. If in doubt about stability, get assistance to steady the frame whilst moving the steps.
10. Check safe working load for the working platform. Do **NOT** overload the steps – one man and hand tools. Do **NOT** store materials on the steps.
11. Always work with the guard rail gate fully closed in the locked position. Never work with the gate open, there is a high risk of falling from height.
12. Ladders must **NOT** be leant against podium steps or stood on the platform to gain extra height. Never stand on the frame to gain extra height.
13. When working on podium steps, pushing or pulling work actions such as pipe wrenching or cable pulling needs to be undertaken with due thought as to where you are to avoid the risk of overturning.
14. Work end on if possible and **NEVER** overreach when working.
15. Do not use another contractor's podium steps. It may not be correctly erected; it may be damaged or incomplete, etc. Use only podium steps provided by your company and erected by a competent person.
16. Do **NOT** loan the podium to other contractors.
17. If in doubt about any application, refer to the supplier or manufacturer for advice.

Any Questions?

Summarise main points and add:

Report any defective equipment to your supervisor and ensure no-one else uses the faulty equipment.

SWG 21 – Step Ladders

Before using a step ladder check whether ladders and steps are the most suitable access equipment.

Check the condition of:-

1. Treads
2. Stiles
3. Hinge arrangement

Damaged step ladders are to be taken out of use and either destroyed or returned to the supplier.

Working From Step Ladders

1. Firm level base
2. Type of operation – use for light work only i.e. carry no more than 10 kilos without a Risk Assessment /Method Statement (should a mobile platform be used instead).
3. Always leave three steps clear at the top of the steps/ladder and maintain three points of contact when climbing and working.
4. Boards are not to be slung between the threads on steps to provide working platforms (treads are not designed for this loading, a one board wide platform is not a safe working place).

SWG 22 – Safe Stacking

Many accidents occur when materials have to be taken from stacks, in particular when this is done by hand.

Care taken when material is stacked initially can help prevent accidents.

SAFE STACKS SAVE INJURIES

1. When handling materials wear protective clothing, i.e. helmet, gloves and steel toed boots.
2. Only stack material in authorised areas. **NEVER** near doorways, access ways or on fire routes.
3. Stack on a level surface and provide packing.
4. Never make stacks higher than 3 times the minimum base width.
5. Materials stacked by machine may have to be removed by hand, consider this in the method of placing.

Machines can lift greater loads to a higher level.

6. When handling materials by hand check the weight, if in doubt **ASK**.

Do not attempt to lift more than you feel able to.

7. If material is being lowered by machine keep your hands clear of the load.

Sheet Material

Stack where possible. If corners are sharp - **PROTECT** (examples: reinforcing mesh, steel sheets).

If stacked vertically use suitable racks to prevent collapse. Material stacked vertically against walls can easily collapse whilst being removed or may overload walls etc.

Pipes and Tubes

Where of small diameter stack in racks or stillages.

If of large diameter securely chock at base and at subsequent cross bearers. Pyramid stacks can quickly spread and “a rolling tube damages toes”.

SWG 23 – Skin Care

The Employment Medical Advisory Service, in conjunction with the Health and Safety Executive, have issued information on skin care as this is the most common occupational health problem. The following advice may help prevent you becoming affected.

Save Your Skin

Occupational contact dermatitis is a rash caused by substances used at work. It can look like some common rashes not connected with work. Some people are more likely to get this than others but it is not catching. It most commonly affects the hands, forearms and legs. When it is caused by dust, mist or fumes you may also get it on the face, neck or chest. Some common causes are as follows:

- Pitch, tar and bitumen
- Brick, stone, plaster and dust
- Cement
- Paints, varnishes, lacquers and stains
- Certain woods
- Certain epoxy resins
- Acrylic and formaldehyde resins
- Chromates (in primer paint, cement)
- Organic solvents
- Petrol, white spirit and thinners
- Acids
- Alkalis
- Ionising radiations

Some substances take weeks, months or even years to cause dermatitis. This is because the skin becomes allergic to them. This type of dermatitis may also cause swelling of the eyes and lips. Some substances that can cause allergic contact dermatitis are:-

- Chrome and nickel compounds
- Some resins, glues and hardeners
- Some woods and plants
- Some chemicals

LOOK FOR WARNING LABELS ON CONTAINERS

If you work with substances that can cause dermatitis:

- Avoid skin contact with the substances
- Wear protective clothing such as gloves
- Keep your skin clean and use after-wash cream
- Keep your workplace clean
- Get first aid treatment for all cuts and grazes and keep them covered
- Do not use solvents or spirits to clean your skin
- Do not let synthetic resins or glue harden on your skin
- Avoid work with irritant or allergic substances if you suffer from eczema or allergic rashes
- Keep an eye on your skin.

If you notice a rash tell your supervisor or family doctor **AT ONCE**.

UNTREATED DERMATITIS BECOMES SERIOUS

SWG 24 – Safe Use Of Ladders

Why do people fall from ladders?

The dominating factors where a ladder remained stable were:-

Foot slipped on rung
Missed footing
Lost Footing
Overbalanced
Overreached

Carrying tools or materials
Obstruction part way up the ladder
Struck by falling material
Jumped off to avoid hazards

What can be done to reduce the risk?

1. See that the ladder cannot slip.
2. Ensure ladders are tied near the top.
3. Keep rungs and footwear clean.
4. Use both hands when climbing or descending.
5. Ladders stacked to prevent slipping.
6. Set ladders at the correct angle; 300mm out to every 1,200mm up.
7. Always check ladders before and after use. Report any defects immediately.
8. Never use a make shift ladder.
9. Do not use ladders with cracked or broken rungs or other defects.
10. Do not overreach from a ladder, always move it.
11. Do not stand a ladder on a drum, box or other unsteady base.
12. Never overload a ladder or support it on its bottom rung on a plank.
13. Do not use ladders that are too short.
14. While working on building sites only industrial class 1 access equipment is to be used.
15. Operatives and sub contractors working on-behalf of LJJ should the correct access equipment please Do not use furniture or any other equipment to gain access if some thing is in the way please report it to your site supervisor/foreman to get it removed to allow for easy access.

Avoid the use of ladders whenever possible.

SWG 25 – Tower Scaffold

1. Prefabricated access towers are to be erected in accordance with the manufacturers' instructions by competent operatives only with the appropriate PASMA certificate. Erection instructions must be available on site.
2. Towers must only be used on firm surfaces. Where ground is soft or sloping adequate support must be provided.
3. The platform height should not be more than three times the length of the shortest side of the tower (example: shortest side of the tower is 1.5 metres, this multiplied by three gives a maximum platform height of 4.5 metres). To ensure stability and safe working, stabilisers must be fitted at the first opportunity (1st lift).
4. The manufacturers' instructions on safe loading levels must not be exceeded.
5. Care must be taken when working from the platform that pulling or pushing actions do not overturn the tower.
6. Do not pull heavy items up the side of the tower, use lifting devices.
7. Do not use ladders from the platforms of towers, this causes high overturning forces.
8. Proprietary steel or aluminium alloy towers have a variety of means of access, these being:
 - a) Integral diagonal stairway; as well as providing access this will form part of the bracing of the tower.
 - b) Ladder units which slip onto the end frame, or inclined ladders securely fixed inside of the scaffold frame.
 - c) Climbing a ladder section which is incorporated within the end frame.

SWG 26 – Trestle Scaffolds

Two types of trestle scaffolds are used on construction sites:-

1. Folding wooden or metal trestles.
2. Fixed metal trestles or bandstands.

Trestles must only be used on firm level surfaces. Both types are frequently misused and several accidents have occurred. **OBSERVE THE RULES AND PREVENT A FALL.**

Folding Trestles

1. Use for work of a **LIGHT** nature and for a **SHORT DURATION** only.
2. Examine for damaged cross bearers, broken or damaged hinges or damaged stiles.
3. Use lightweight stagings for the platform. If normal scaffold boards are used support at 1.2 metre centres.
4. Do not use the top third of the trestle.
5. Do not attempt to increase the height of the platform by the use of hop-ups.
6. These must not be used if it is possible to fall more than 4.5 metres (15 feet).
7. The platform must be at least 430mm wide (17 inches).

Fixed Trestles

1. Ensure that the correct pins are used when the height is raised (not reinforcement or nails).
2. If used with normal scaffold boards, the space stands 1.2 metres apart (4 feet).
3. If used with lightweight stagings check the allowable loads.
4. Where it is possible to fall 2 metres or more guard rails and toe-boards must be fitted. This is generally difficult and will require a scaffolder.
5. Safe access – a tied ladder must always be provided.

Particular care must be taken when trestle scaffolds are erected near floor edges or on existing scaffold platforms to ensure that guarding is provided.

CHECK YOUR WORKPLACE NOW

SWG 27 – Do's and Don'ts on Scaffold

DO NOT climb the scaffold unless you are a trained scaffolder.

DO use the ladder access or the stairs.

DO NOT remove any scaffold tie yourself unless you are a scaffolder.

DO get a scaffolder to do it so that he can position the alternative tie.

DO NOT make working platforms (however low) out of planks placed on chocks, bricks or oil drums.

DO use a properly constructed platform on trestles, bandstands or scaffolding.

DO NOT leave a section of a scaffold platform without a guard rail or toe-board if you have to move a ladder access point.

DO make sure that the gap is closed with a short guard rail and toe-board. If in doubt ask your supervisor to get a scaffolder to do it.

DO NOT remove cross-braces from scaffolding.

DO see your supervisor if cross-braces are in your way.

DO NOT dig trenches under scaffolds.

DO ensure that strengthening works are carried out by scaffolders if trenches are permitted.

DO NOT remove boards from the platform for any purpose.

DO report any gaps or 'traps' in the scaffold to your supervisor.

DO NOT stack materials in centres of bays or above guard rail height.

DO stack adjacent to the standards or uprights and consider the weights.

SWG 28 – Unsafe Acts

- Operating plant and equipment without authority.
- Operating at an unsafe speed or in a dangerous manner.
- Making safety devices inoperative.
- Using unsafe equipment or equipment unsafely.
- Loading or placing unsafely.
- Being in as unsafe position.
- Working on moving or dangerous equipment.
- Horseplay.
- Not using personal protective equipment or the incorrect use of PPE.

You have a responsibility to **ALL** personnel, including you sub-contractors, to ensure that they recognise and avoid any unsafe acts and conditions.

Dangerous occurrences, whether reported to you or not, must be immediately investigated and remedial action taken where necessary.

Every injury, no matter how slight it may appear, should be immediately reported to you. Ensure that prompt first aid treatment is given by the person nominated to administer first aid, and that an entry is made in the Accident Report Book.

Ensure that appropriate site safety information sheets (alerts) are issued to employees under your control and are retained, used and replaced as necessary.

SWG 29 – Welding Safely

There are several potential hazards when undertaking welding and cutting operations. By your actions you can prevent these hazards, protect yourself and protect others.

The general hazards and their solutions are as follows:

1. *Light Rays*

(Infra-red, visible light and ultra-violet radiation) Hot metal and sparks cause eye damage and can burn the skin. Therefore always wear the correct eye and body protection.

Eye Protection

For most welding and cutting operations filter lenses are required, but for all operations where sparks and hot metal splash is possible eye protection must be worn.

Clothing

Flame resistant materials are required for body, hand and foot protection, leather being the favourite for heavy works. Clothing should not retain sparks and synthetic fabrics should not be used as these melt when contacted by sparks.

2. *Fumes and Gases*

Welding and cutting of all metals produces fumes which can harm the respiratory system, whilst fumes from galvanised lead or toxic coated materials can also affect the rest of the body.

Protection

Wear correctly filtered respirators for low volume works. Use an exhaust ventilation system for large concentrations of welders or where working in 'confined spaces' (additional precautions may be necessary, see your supervisor).

3. *Compressed Gases*

Compressed gases can cause fires or explosions due to their being either highly flammable or under pressure.

Precautions

Only have the required amount of cylinders at work position (1 days supply). Store spares correctly in a compound.

Flash back arrestors must be fitted at cylinder gauge ends and non-return valves at the inlets to the blowpipe.

Close valves before moving cylinders and after use.

Do not allow cylinders to become heated. Keep oil away from oxygen cylinders, valves etc. If you suspect a leak move the cylinder into the open air and notify the supplier.

SWG 29 – Welding Safety (Continued)

4. *Electricity*

When electric arc welding the greatest danger is from electric shock.

Precautions

Never touch live metal parts with bare skin or wet clothing.

Ensure that cables, electrode holders and cable connections are in good condition and that insulation is complete.

Ensure the welding machine is correctly earthed.

Do not weld whilst standing in water or change electrodes whilst on a wet or earthed surface.

Do not connect earth lead to electrical circuits or pipes containing flammable materials.

5. *Fire*

Welding and cutting operations cause many fires on construction sites.

Precautions

Check whether a 'Hot Work' permit is required.

Ensure that the area is free of flammable materials before starting work and check the area after completion for likely smouldering materials.

Carry a fire extinguisher suitable for materials being welded and for gases used (CO₂ or dry powder are most usual).

Dispose of used rods, electrodes and hot metal safely.

6. *First Aid*

Seek urgent help for any injuries or breathing difficulties.

7. *Noise*

Some processes produce noise, so wear hearing protection.

SKILLED WELDERS ARE RARE. ENSURE YOU REMAIN A RARITY

SWG 30 – Working Safely With Electricity

There is a very tragic way to learn about the dangers of misusing electrical tools and equipment, it is called electrocution.

Electricity is so much part of our modern way of life. Pushing in a plug is second nature and all items of electrical equipment are produced to strict safety standards so as to all intents and purposes, used correctly, they are **SAFE**. Why then do so many people suffer shocks? Everyone knows that electricity can and does **KILL** and yet still people continue to take stupid risks with it **OR** they take it for granted where safety is concerned, both of which can lead to shocks, burns, serious injury and even a horrible death!

The dangers are particularly increased at work where electrical equipment is used in adverse conditions on site in wet or damp areas for instance or voltages are necessarily more lethal.

Read this guide, know your ABC, follow these simple safety rules in any working situation and if in doubt about the safety of any electrical equipment report it and get an electrician or the proper maintenance people for the job **IMMEDIATELY!!** Do not let a live connection take a life, yours or anyone else's.

- Always check for defective plugs, cables and sockets before using any electrical equipment!! Do not use if the appliance does not have a current PAT Test label. If the item has not been PAT Tested report immediately.
- Be sure that cables are long enough to reach your working place without straining or pulling!!
- The correct power supply is important for all equipment. Check that it is adequate!!

ELECTRICITY KILLS – NEVER FORGET IT!!

- Fuses should always be appropriate to the equipment to which they are fitted!!
- Get all blown fuses replaced promptly and correctly. Never **'MAKE DO'**!!
- Have all of the **'EMERGENCY STOP'** switches on all machinery tested regularly!!
- Installation of all electrical wiring requires the attention of a qualified contractor!!
- Joined lengths of cables should always be attached by the proper connections and **NEVER** with insulating tape!!
- Keep electrical circuits in good repair with regular periodic tests by an approved contractor!!
- Lighting sockets should **NEVER** be used for electrical equipment!!
- Mains cables and flexes should never trail across the floor where they may get caught or pulled!!
- New electrical equipment should be PAT tested before it goes into everyday use!!
- Overloading sockets with plugs and adaptors is dangerous. Only **ONE** appliance per power socket is recommended!!
- Portable power tools must never be used near flammable vapours or gases!!

SWG 30 – Working Safely With Electricity (Continued)

- Qualified help should be sought immediately on **ALL** types of electrical problems. Never touch or tamper yourself!!
- Report all defective tools and equipment!!
- See that all electrical connections are the correct ones!!
- Do not tamper with the internal workings of any types of electrical equipment and machinery.
- Under no circumstances should you touch plugs, sockets or electrical equipment with wet hands!!
- Very worn, twisted, crushed or kinked cables should be discarded and replaced!!
- Water should be kept away from all electrical equipment and tools should not be used in wet or damp conditions!!
- Extra care should always be taken when attaching plugs to be sure that all wires are well connected to the right terminals and that the flex is held securely!!
- You are responsible for seeing that all of these safety rules are observed to ensure the safety of yourself and others!!

Zzzzzz!! Sleep easy in your bed if you have read every one of these safety rules and are always alert to the dangers of electricity!!

DO NOT LET A LIVE TAKE A LIFE

SWG 31 – Work on Roofs

Risk Assessments and Method Statements must be issued and adhered to before commencing work on roofs. Working on roofs gives rise to a substantial number of fatal and serious accidents every year.

Statistics

In a typical year 20 men are killed in roof accidents, 250 are injured falling through fragile materials and 170 by falling from roofs.

Check statistics

Stick to the Rules

1. Only properly trained operatives may be used for roofing works.
2. A safe method of working must be agreed before work starts.
3. Suitable crawling boards or roof ladders must be used on fragile materials or sloping roofs (other than suitably battened roofs).
4. Where crawling boards are used for access over fragile materials or near to roof edges, guard rails are required.
5. Roof edge barriers (or scaffolds) must be erected to prevent men and materials falling.
6. Openings in the roof must be securely covered and guarded.
7. Coverings or guarding may be removed to allow the passage of men and material **BUT** must be replaced immediately after that operation.
8. Access ladders must rise at least 1,050mm above the stepping off point and must be secured.
9. Where the access ladders rise above 9 metres an intermediate platform with guard rails and toe-boards must be provided.
10. Wet, windy or icy weather can seriously affect your safety during roofing works, ask if in doubt.

DO NOT END UP AS ANOTHER STATISTIC

SWG 32 – Working Dress

1. Always wear the right clothing for the right job.
2. Always keep clothes clean. Dirty clothing can offer a fire or dermatitis risk.
3. Avoid loose ends. The old school tie can throttle you.
4. If protective clothing is provided then wear it – if you don't have it ask for it.
5. Glove will protect your hands.
6. Finger rings are dangerous near moving machinery.
7. A safety helmet will protect your head and perhaps save your life.
8. Safety shoes save toes.
9. Danger can strike upwards. Be sure that your boots or shoes have strong soles.
10. Remove contaminated clothing **IMMEDIATELY** and **WASH**.
11. **REMEMBER** – cotton burns easier than wool.
12. It is worth dressing properly, even for a small job.

PROPER CLOTHING MEANS SAFER WORKING

APPENDICES

Safety Reminders:

To all Employees

Safe Use of Cable Strippers and Cutting Knives

For Supervision

Welding, Burning and Grinding Operations

Burning Tackle

General Safety Reminders; Health and Safety at Work Act 1974

Accident Report Book

Makita Cut-Off Machine

Safety Reminders – Ladders

Safety Reminders – Confined Spaces

For further guidance refer to SD538 Crib Sheets & Power Point

Safety Reminders

To All Employees

To avoid the minor cuts and bruises that are constantly happening there are a few simple precautions to take, which is a **CODE OF PRACTICE** that everyone is expected to follow.

1. Wear helmets, safety boots or shoes and gloves. Gloves will reduce injury if not completely protect your hands.
2. Watch your step. Be careful of uneven surfaces or materials which can cause painful twists to foot or ankle.
3. Move obstructions on access walkways to one side to give clear passage for yourself and others.
4. Be careful how you lift things. Get help for heavy items rather than try to do it alone.
5. Do not climb over toe-boards or under guard rails which are there for your protection. Use ladders to travel up and down.
6. Do not climb on reinforcement bars or scaffold tubes for access. Scaffold boards will be fitted where work has to be done.
7. Never jump or stretch over gaps which are dangerous.
8. Wear eye and ear protection whenever necessary.
9. Be especially careful of moving objects or loads, keep out of the way.
10. Use mechanical or electrical tools very carefully and only after proper instruction.
11. Lay air hoses and electricity cables along straight lines where they are protected and are not being stretched or causing trip hazards.
12. Report any dangers you see on site to your foreman or the safety supervisor at once.

Safe Use of Cable Strippers and Cutting Knives

- a) Cable strippers are to be used where possible.
- b) If a knife has to be used the operative must wear a protective glove on the hand being used to steady the cable or tubing.

Remember:

1. Always cut away from the body (where practical).
2. When stripping lead – beware of the knife snagging on varying ‘thickness’ along its length.
3. With bench work in ideal conditioning workshops “Do not become complacent”.
4. Housekeeping – always keep the work area clear of tripping hazards.
5. In Awkward, confined spaces, inaccessible corners do not rush the work to be done.
6. Personal protective equipment - it is your duty to use and wear these items.

ALL KNIVES, SLITTING DISCS AND CUTTING TOOLS ARE POTENTIALLY DANGEROUS

Safety Reminders (Continued)

For Supervision

1. Supervisors have the responsibility to ensure that all their workforce carries out their work in a safe and proper manner.
2. To ensure that all of the workforce have safe access and egress to their place of work.
3. To ensure that the workforce have a safe work area.
4. To ensure that the workforce adhere to the company policy and wear all personal safety equipment provided by the company.
5. All supervisors will take any positive action required to prevent any bad practices or dangerous situations.
6. All supervisors will instruct the workforce to wear safety harnesses at all times and to ensure that the harness is used when working aloft.

THE SUPERVISOR WILL BE HELD RESPONSIBLE FOR THE SAFETY OF HIS WORKFORCE

Welding, Burning and Grinding Operations

All supervisors must ensure that before any welding / burning and grinding operations start that:-

1. The employee who is to carryout the said task is provided with and wears all protective equipment required for the task at hand, i.e. burning / welding goggles, welders' gloves, helmet etc.
2. Before any burning operation starts fire extinguishers are to be at hand. Fire blankets are to be spread over the work surface to catch and contain any hot drop. If the operation is to be carried out aloft a fire watcher is to be in attendance.
3. Before any welding operation starts the area of work must be screened off (with a non-flammable material) to protect from A.R.C. flashes. Fir extinguishers and blankets are to be used as Item 2 above.
4. All electric welding cables and gas oxygen pipes must be checked to ensure that they are in good condition prior to use and that the cables and pipes are laid out in a proper manner with protection given if and when required.

All cables and pipes must be collected up at the end of the particular job in hand and stored in a safe manner.

5. All gas and oxygen bottles are to be tied in a vertical secure position and are to remain on site only whilst in use. When empty or not in use these are to be returned to the store compound.
6. All bottles are to be fitted with a flash back arrestor.

Safety Reminders (Continued)

7. Grinding or cutting operations, using grinding equipment, will only be carried out where reasonable precautions to protect persons and the prevention of possible fires are taken.
 - a) By screening the area of operations or by setting up a distance barrier.
 - b) Pre-grinding inspections / removal or protection of possible flammable materials.
 - c) To notify adjacent workforce of intention to commence grinding.

These minimal requirements are believed reasonable. Failure to follow these instructions will lead to disciplinary procedures.

Burning Tackle

Usage of compressed gas bottles and torches, together with the associated hose lines, are an essential part of mechanical and electrical operations.

However, if this equipment is used wrongly the results can be devastating, either in the damage or injury sustained.

It is important to remember that oxygen bottle contents are compressed to approximately 2,000 P.S.I. Given the right conditions a potential bomb situation exists.

Gas bottles, where as not being compressed to the high pressure required for oxygen, can present their own hazards because of their content, flammability and asphyxiant properties.

Apart from the normal technical operating use of this equipment (which all skilled trades should know) we would like you to ponder on some of the main causes which contribute towards accidents happening on site.

1. *Training Hoses*

These cause a tripping hazard, to others as well as yourself.

2. *Fire Hazard*

This is caused by dross fall. Ensure that the surrounding area is clear of combustibles before burning commences. If it is impossible to remove these, take all necessary precautions, i.e. fire blankets to contain and fire extinguishers to suit the compatibility of the risk exposed.

3. *Torches*

Never leave a lit torch unattended.

4. *Movement*

When changing burning location which necessitates relocation of the hoses, and extinguish your torch before moving.

5. *Leakages*

Propane gas is heavier than air and will settle at lower levels, i.e. pits, confined spaces etc. If sufficient quantities of gas build up it will displace air with consequential results if a person is exposed.

Safety Reminders (Continued)

Always ensure that valves are isolated and hoses purged after use and at the end of a shift.

Detect leaks by using soapy water only. Bubbling shows up leaks.

Suspect bottles should be returned to the stores and reported.

6. *Oxygen Enriched Atmosphere*

Pure oxygen when added to air creates an extremely volatile situation and on ignition will explode. Pure oxygen supports the combustion of many materials which do not normally burn in air. It can be highly dangerous with oil, greases, tarry substances and many plastics.

Cold oxygen gas is considerably denser than air.

7. *Fire Risk*

Never leave hoses coiled around the bottles.

8. *Containment*

Normally bottles are retained and transported in a trolley or cradle. If not used in this way, then you must ensure that they are securely tied in order to prevent damage to the components by falling.

WHERE DOUBT EXISTS ASK BY CONSULTING YOUR SUPERVISOR OR SAFETY OFFICER

General Safety Reminders On The Health And Safety At Work Act 1974

- As an employee **YOU** have certain responsibilities.
- These are to yourself, work mates and other persons.
- Your company policy is to ensure that your health, safety and welfare as far as reasonably practical at all times.
- You should take notice of all warning signs and obey them.
- You should read all regulations as they affect you.
- You should develop a personal concern for safety.
- Look out for 'hazards' and give warnings to others where necessary.
- Suggest ways of eliminating dangers on site.
- Keep your workplace, tools and vehicles clean and tidy.
- Do not take shortcuts or risks.
- Know what to do in case of fire or accident and where to get first aid.
- Always wear protective gear and use the correct equipment for the job.
-

Safety Reminders (Continued)

- Safety helmets must be worn at all times on building sites.
- Keep your 'hard hat' with you everywhere.
- Wear eye, face and ear protectors where necessary.
- Do not approach welding operations without the proper dark eye glasses.
- Wear sensible boots and clothing whilst on site.
- Do not enter until it is 'safe' to do so and not until a ladder is available.
- Never stand between the barrier and an open trench.
- Do not use machines for work that they are not designed to do.

Your foreman will issue items of safety equipment wherever necessary.

THESE NOTES ARE FOR YOUR OWN HEALTH, SAFETY AND WELFARE AND IN ORDER THAT WE MAY AVOID ACCIDENTS

Accident Report Book

1. The 'Accident Report Book' is an official **LEGAL** document.
2. All firms have to have this document / book available at all times in a prominent position.
3. Every employer and employee has to be made aware of its existence and where it is available.
4. This book has to be made available where any employed earner can easily get to it at all reasonable times. This is because they have to tell you as soon as they can if they are injured at work. Anyone acting on their behalf can also tell you about their injury.
5. When they record an accident in this book they will have carried out this duty to you.
6. The cause of the injury has to be investigated.
7. When the book is full, keep it for three years after the date of the last entry.

Employee's Responsibilities

When or if you are injured at work the law says that you have to tell your employer as soon as you can. You can do this by writing your accident in the book, or anyone else can do this on your behalf.

Safety Reminders (Continued)

Makita Cut-Off Machine

Safety "Tool Box" Talk – Know Your Power Tool

1. *Keep guards in place*

There are three guards:-

- a) Fixed guard
- b) Movable spring guard
- c) Gravity wedge shaped guard

All must be fitted and in use during every cutting operation.

2. *Remove adjusting keys and wedges*

Form habits of checking to see that the keys and adjusting wrenches are removed from the machine before switching on.

3. *Keep work area clean*

Cluttered areas and benches invite accidents. Ensure a secure foothold and do not overreach.

4. *Do not use in a dangerous environment*

Do not use machinery in damp or wet locations or expose to rain. Keep work areas well lit.

5. *Do not force machinery*

It will do the job better and safer at the rate for which it was designed.

6. *Wear proper apparel*

Wear no loose clothing, and check jewellery (rings, pendants etc).

7. *Always wear safety goggles*

For full protection of the eyes everyday glasses / safety glasses have not the impact resistant lenses required. The BS2092 (British Standard) is the required protection.

8. *Hearing protection*

Ear plugs or ear defenders have to be worn under certain noise levels (seek advice from site safety advisors if in doubt).

9. *Never leave power 'on'*

When machines are unattended.

10. *Repeatedly check cables*

Safety Reminders (Continued)

11. *Do not use the side of a cutting disc for any reason*

It is bad, unsafe practice and weakens / distorts the disc.

12. *Remember*

Only personnel who have been appointed to mount abrasive wheels can change a cutting disk on a Makita.

13. *Requirements by Law*

Any appointed person who changes a Makita cutting disc where that machine is not fully fitted with safety guards **IS BREAKING THE LAW**.

14. *Optional areas*

The Makita cut-off machine is designed to be operated at ground floor level.

Note

IF IN ANY DOUBT AS TO THE OPERATION MAINTENANCE OR GENERAL SERVICEABLE CONDITION OF A MAKITA CUT-OFF MACHINR INFORM YOUR SUPERVISOR IMMEDIATELY

Safety Reminders – Ladders

Care should be taken at all times when either using ladders as access or for working off.

1. Ladders should always be lashed to a safe point.
2. Ladders should not be used if the ladder does not project at least 3'20" past the point of access, plus if the ladder projects too far past this can also be highly dangerous.
3. Always attach safety harnesses to a convenient point when working off ladders.
4. Always ensure that ladders are in good order and that rungs are not twisted or split. If faults are found then remove the ladder and report its faults and number to the storeroom.
5. Always ensure that ladders are stored in a reasonable manner.
6. Never clown about on ladders.

Remember a ladder is your lifeline to safe access and egress from the point of work. Don't let it be your cause of an accident.

Safety Reminders (Continued)

Safety Reminders – Confined Spaces

Confined spaces can be deadly. On average work in confined spaces kills 15 people every year in the UK across a wide range of industries.

What is a confined space?

It can be of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen). Some confined spaces are easy to identify e.g. enclosures with limited openings:-

- Storage tanks
- Silos
- Reaction vessels
- Enclosed drains
- Sewers

Others may be less obvious:-

- Ductwork
- Plant room (unventilated or poorly ventilated rooms)
- Manholes
- Shafts

Hazards

- Lack of oxygen
- Poisonous gas, fume or vapour
- Liquids and solids which can suddenly fill the space
- Fire and explosions (e.g. from flammable vapours)
- Hot conditions leading to a dangerous increase in body temperature

Some of the above conditions may already be present, however they may also arise from the work being carried out.

It is not possible to provide a comprehensive list of confined spaces, therefore advice and safe working methods should be sought from your safety department before working in a confined space.

LJJ LTD

I confirm that I have read and understand the Safe Working Guidance document with regards Health and Safety at Work and Tool Box Talks and agree to abide by them at all times.

I have particularly taken note of the responsibilities section (SWG 19).

Name:

Signature:

Date: