

ACROPOLIS FLOORING - SITE-WORK SAFETY Appendix (iii)

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

SAFE WORKING METHOD DATA FOR SUBSTANCES USED BY ACROPOLIS FLOORING

Contents

HAZARDOUS SUBSTANCES

No.	Substance Name	Hazard
1.		
2.		
3.		
4.		

NON-HAZARDOUS SUBSTANCES

- 1.
- 2.
- 3.
- 4.

Note

Although the above non-hazardous substances are not hazardous within the strict terms of the Regulations they must still be handled with care using normal hygiene procedures such as washing hands after use etc.



ACROPOLIS FLOORING Co LTD

HEALTH & SAFETY AT WORK POLICY, RULES, PROCEDURES & SAFE WORKING METHODS

PART 3

SITE-WORK

This part of the manual is provided for the use of those managing flooring projects by Acropolis Flooring when working on site-work on behalf of the company.

Employees and Contractors carrying out work on behalf of the company will work to the standard safe working methods prescribed in this document plus any "site specific" safe working controls detailed on the company form Acropolis Flooring H&S Form 1 (Appendix (i)).

CLIENT INFORMATION

A copy of this manual plus completed Acropolis Flooring Forms 1, as necessary, may be forwarded to the Client or Agent for the Client during the tendering stage of a contract negotiation.

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**Appendix (ii) Register of portable tools approved for use on site-work.
 SUBJECT TO IN-DATE PAT TEST WHEN POWERED BY ELECTRICITY**

Tool	Power source
1. Floor Scrubbers	110v / 240v mains.
2. Floor Strippers	110v / 240v mains.
3. Power Drills	110v / 240v mains.
4. Hot Air Welder	110v / 240v mains.
5. Floor Sanders	110v / 240v mains.
6. Floor Buffers	110v / 240v mains.
7. Compressor Motors	110v / 240v mains.
8. Hilti Bolt Gun	Explosive Cartridge.
9. Spot Nailers	Compressed Air.
10. Air Nailers	Compressed Air.
11. Stanley Knives	Manual.

ACROPOLIS FLOORING - SITE-WORK SAFETY PART 1

THE ORGANISATION OF SAFETY ON SITE-WORK

General

Acropolis Flooring designs, plans and installs flooring systems to client specification,. This part of the company Health and Safety Policy, Rules and Procedures Manual deals solely with the installation of company flooring systems on clients sites.

Employee Selection & Training

Employees, including sub-contract employees, are selected and recruited for site-work on the basis of experience, competence in relevant skills, aptitude, attitude to safe working and proven reliability.

On commencing employment all employees undergo Induction Training which includes instruction on health and safety arrangements, rules and procedures (Safety Memo No. 10).

Sub- Contractor Selection

Sub- Contractors are selected by the satisfactory completion of a Sub- Contractor's Health & Safety Assessment Form (see Safety Memo No.15).

RESPONSIBILITY FOR SAFETY

Mr Ian Wordsworth, Managing Director, has the overall responsibility for the health and safety arrangements in the company.

Mrs Mia Roberts, Office Manager is responsible for the day to day health and safety activities of employees and others contracted by the company for installation work.

ACROPOLIS FLOORING SITE-WORK SAFETY Appendix (I)

SITE INSTALLATION, METHOD STATEMENT & SAFE SYSTEMS FORM 1

INSTRUCTIONS FOR COMPLETION

Form 1 is to be used to define the hazards and the preventative action to be taken for risks that are identified as being specific to the site of the project.

Normal and everyday generic risks associated with window installation work are defined elsewhere in this manual. However, some risks are specific to a particular site. The Form 1 is designed to cover this eventuality.

SAFETY SIGNS

The regulations regarding the design and colour coding of safety signs are now standard throughout the European Community.

Spectra Telecom employees will comply and give due attention to all safety signs.

The examples overleaf illustrate the specific meaning of the colour coding of safety signs:

HAZARD WARNING (Black Symbol on yellow triangular background with black edging)



MANDATORY ACTION (White Symbol on circular blue background with white edging)



PROHIBITION (Black Symbol on white background enclosed in red circle and bar)



EMERGENCY ESCAPE OR FIRST-AID (White Symbol on green rectangular background with white edging)



FIRE FIGHTING (White Symbol on red rectangular background with white edging)



During site-work, a Senior Floor Fitter is appointed who is responsible for the implementation of the safety arrangements for the company employees on the site and for ensuring that the day-to-day activities during the site-work are carried out according to the safety rules and procedures for safe systems of work and safe use of equipment, tools and substances.

During site-work every employee, including sub-contract and temporary employees, has a duty to co-operate with the appointed Senior Floor Fitter and conform to the safety rules and procedures relevant to the site and the project.

Note

If the company is sub-contracted to install its products as part of a major contract and where a “**Principal Contractor**” has been appointed, then the installation team will work to the health and safety rules established by the Principal Contractor.

Mr E.D. Roe of TED ROE & ASSOCIATES is appointed to give specialist advice and support on safety matters.

CONSULTATION

The company recognises that consultation is a key factor in establishing a sound basis for the right attitude to safety, and towards this end any employee should feel free to raise any matter that they genuinely feel may affect their health or safety at work. The matter should be raised directly with Mr Ian Wordsworth who will discuss the matter with all those concerned and will give a decision on how the matter will be resolved; his decision will be final.

COMMUNICATION

The arrangements for meeting the requirements of The Health and Safety (Consultation with Employees) Regulations 1996 are as follows:

If a significant safety problem arises or a substantial change to health and safety arrangements, procedures, rules or any other matter that may affect employee health and safety is under consideration, Mr Wordsworth will convene a meeting with those concerned, consult them about the matter and take due consideration of the views expressed, before a final conclusion is arrived at.

ACROPOLIS FLOORING - SITE-WORK SAFETY PART 2

GENERIC RISKS ON SITE-WORK

Certain activity hazards have been identified that are generally common to flooring installation. The control measures for these hazards are dealt with in this part of the manual.

SITE INSTALLATION METHOD STATEMENT and SITE SPECIFIC RISK ASSESSMENT

In addition to ensuring that the general safety measures necessary on site-work, including identified generic hazards, are complied with, the company will assess all risks specific to the site, including those presented by other contractors, prior to tendering, to ensure that the working conditions and environment where the work is to take place do not present any additional hazards to the health and safety of Acropolis Flooring employees and others who may be affected by their actions.

When any hazards concerning the work are identified as specific to the site, the company will discuss these with the Client and/or the Principal Contractor and agree on the control measures to be put in place to remove the risk or reduce it as far as is reasonably practicable to avoid injury or damage to health. This will be recorded on a Acropolis Flooring Safe Systems Form 1

The site safety measures and subsequent additional control measures agreed will be recorded in writing and communicated to all concerned in a Site Installation Method Statement and a Safe Systems Form 1. (see Appendix (i) to this part of the manual)

SITE-WORK WELFARE FACILITIES

The availability and provision of welfare facilities including first-aid, washing, toilets, food consumption etc., will be discussed and agreed with the Client or Principal Contractor prior to commencing work at the site.

Portable Tool Provision – Installers

Flooring Fitters use a range of portable tools provided by the company. In order to ensure that all portable tools used by Fitters are maintained in a good and safe working condition and used in a safe manner the following rule must be complied with. **All portable power tools and equipment, provided by the company, will be approved for use at work by the company. All portable power tools and equipment approved for use at work, will be registered on a company register and will undergo regular PAT testing.**

The register of portable tools approved for use on flooring work by company employees is attached as Appendix (ii) to this part of the manual.

HAZARDOUS SUBSTANCES

There are special regulations called the “Control of Substances Hazardous to Health Regulations 2002 (COSHH) which cover the use of any substance that may cause injury or be a hazard to your health. There are also special regulations covering the provision of information about hazardous substances regarding labelling and packaging called the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 (CHIP2).

A hazardous substance may be a solid, a liquid, a powder, granule, crystal, salt, a gas, vapour, fume or any other matter which by itself or mixed with another substance, reacting agent or exposed to certain circumstances such as fire, is a hazard to a person’s health and safety.

COSHH information sheets for hazardous substances used on site-work by Countryside Windows employees, giving details on safe use and action to take in an emergency are included as **Appendix (iii)** to this manual.

Hazardous substances used on site-work by Acropolis Flooring will carry the appropriate hazard labels with descriptive symbols as required by the regulations. **Hazardous substances must be removed from the site at the end of the working day or placed in a secure and appropriate storage.**

HAZARDOUS WASTE

In the event of hazardous waste arising from Acropolis Flooring activities during site-work the company employees will secure and remove this waste as instructed on the appropriate COSHH Information Sheet.

ASBESTOS

The Client has a duty in law to inform the company of the presence of any asbestos containing materials (ACMs) that are present at the place of work and of the measures in place to control the release of asbestos fibres.

However, in older buildings there may be situations where ACMs are present that have not been discovered due to enclosure or obstructions, These may be in the form of insulation or lagging in ducting, as panels for supporting switchgear or as wall cladding or roof sheeting.

Should an employee of the company suspect the presence of an ACM in the course of their work they should leave the situation as found and report the fact immediately to the Client. It is the duty of the Client to have the material assessed to determine whether any hazard exists.

ACROPOLIS FLOORING - SITE-WORK SAFETY PART 3

GENERAL HEALTH AND SAFETY RULES FOR SITE-WORK

It is the policy of Acropolis Flooring that employees of the company will work and conform to the health and safety policy, rules and procedures established by the Client when carrying out work on a client's premises and to work and conform to the health and safety policy, rules and procedures established by the Principal Contractor when carrying out work on a construction project. Acropolis Flooring regards the provision of adequate rules and procedures as being the minimum requirement to provide safe working conditions during site-work. Therefore, in the absence of similar and equitable standards set by the Client or Principal Contractor, Acropolis Flooring employees will conform to the following rules and procedures.

Minimum standard Health & Safety Rules for Site-work on a Client's premises not classed as a 'Construction Project'.

1. Suitable Protective Footwear must be worn at all times.
2. Suitable Hearing Protection must be used in the vicinity of any mandatory (Blue) Hearing Protection signs and specifically if using grinding, cutting or drilling tools.
3. Eye Protection to BS 2092.2 must be worn where mandatory Eye Protection signs are displayed and specifically if using grinding, cutting or drilling tools or handling a hazardous substance.
4. Ladders generally, should only be used for gaining access or inspection at height. Ladders must be industrial grade Class 1 or 2, be in good condition and inspected regularly. When in use the ladder must either be lashed or footed by an attendant. Both hands must be free when ascending or descending a ladder. If working from a ladder is the only practical solution available the work must not extend beyond an arm's length from the ladder and hand tools and materials must be raised and lowered by a rope line after the user has reached the point where the work is to be carried out.
5. Hazardous work areas must be fenced off. Workspace must be kept clean and free of obstruction at all times. Acropolis Flooring employees are responsible for clearing and disposing of waste and packaging materials arising from their work on-site.
6. Electrical and portable power tools for use on the site should preferably be of the cordless type or powered via an RCD adaptor. The equipment must also display an in-date 3 monthly PAT inspection tag.
7. All injuries and accidents occurring on the site must, in the first instance, be reported to the Client or Principal Contractor and subsequently to Acropolis Flooring for recording and, if necessary, investigation.
8. Investigation and reporting, during site-work, of Notifiable or Reportable Injuries, Diseases or Dangerous Occurrences in accordance with RIDDOR 95 Regulations is the responsibility of the Client or Principal Contractor.

Lifting Plant

In the event that lifting plant is required for use on site-work the plant will be hired from a recognised provider and include a competent operator.

The project manager will view the certificate of competence of the operator and the record of inspection of the plant and associated equipment before the plant is used on the project.

Mobile Elevating Work Platforms (MEWP's)

In the event that an MEWP such as a Scissor Lifts or a Cherry Picker is required for use on site-work the plant will be hired from a recognised provider.

Before accepting the equipment, in addition to checking the record of inspection, the project manager will ensure that the supplier provides sufficient and adequate instruction and information on the safe operation of the equipment including the method of safe escape from the work platform should it become defective when at height.

Personal Protective Equipment (PPE)

PPE is the title given to equipment provided to protect a person from injury or damage to health in the course of their work.

Where an assessment of a risk has determined that PPE is necessary the company will select and provide this and instruct the wearer in its correct use.

An employee provided with PPE by the company has a legal responsibility to use the equipment properly and for the purpose for which it is provided. You must report any loss or defect in PPE provided for your use immediately.

PPE which has not been approved or provided by the company must not be used at work.

9. Foot boarding to adequately cover the work area and the access route must be secured to the joists when work is to be carried out in non-floored roof spaces.
10. Acropolis Flooring employees working on site-work must be familiar with the site emergency procedure for fire or other dangerous occurrence.
11. A 'Hot Work Permit' must be obtained from the Client or Principal Contractor before proceeding with work involving welding, burning, grinding, disc cutting or any other work that may produce heat, sparks or naked flame.
12. No Smoking rules must be obeyed, where applicable.
13. Meal breaks must be taken away from the job and preferably in a welfare facility provided by the Client or Principal Contractor. The consumption of food in the open or in a private car is discouraged.
14. A declaration of Flammable and Hazardous Substances to be used on the site including details of the safety controls to be used will be passed to the Client or Principal Contractor during the tendering stage of a contract.
Note
Details of Flammable and Hazardous Substances normally used by Acropolis Flooring on site-work are included in appendix (iii) to this manual.
15. Flammable and Hazardous Substances provided for the project will be stored in suitable secure enclosures when not in use.

Manual Handling Operations

There are special regulations covering manual handling operations and hazardous handling operations identified on site-work will be assessed and action taken in accordance with these regulations.

However, the nature of site-work is such that unforeseen handling situations can arise in the course of carrying out the work. Because of this it is important that the following guide for safe handling is always followed by Acropolis Flooring employees.

Never	Always
'show off' when moving heavy objects	'warm up' before you start to move things
try and rush the job	think before you lift
twist or stoop when bearing a load	take your time when lifting
attempt to move too much at once	ask someone to help you or use mechanical aids e.g. jacks, levers or trolleys
attempt to open doors while still holding a load	ensure the route is clear and doors are open
continue repetitive actions without rest	vary the task or take short breaks
over-stretch	keep the load as close to the body as possible take the weight on your leg muscles not your back
move loads excessive distances	make sure there are suitable rest points on the way
throw heavy loads	break the load down into smaller loads if possible
under-estimate the weight of loads	test the weight before lifting

Lifting equipment

Cranes, Hoists, Fork Lift Trucks and all associated chains, slings and other portable tackle used for lifting and handling must be inspected by a competent person every 12 months according to law. Life supporting equipment such as Safety Harnesses must be inspected every 3 months. Test documentation must be on record and if the equipment is hired the documentation must accompany the equipment.

Spillages

Spillages create risks for yourself and other people. Always clear them up as soon as possible, or you could be sued if an accident occurs.

Portable Electrical Equipment

Live electricity is a life-threatening hazard and there are special and very strict regulations to ensure the risk of electric shock is reduced to the safest level possible.

Because of the kind of treatment that portable electrical equipment usually suffers on site-work and because the power leads, cables and connectors are very prone to damage and wear the regulations are not necessarily a safeguard against injury as far as this kind of equipment is concerned.

Although electrical equipment undergoes examination and test by a competent person and it is important that you only use equipment that has been examined in this way. In addition, with any tool, regular visual inspection by the user is the first line of defence against damage or defects that could result in injury.

With electrical equipment regular user inspection is even more important.

Note

Because of the restrictions on electrical equipment it will be recognised by all that private unauthorised electrical equipment which can be connected to a client's power supply cannot be allowed onto site-work.

Compressed air tools

Misuse of air tools or skylarking with air lines is dangerous and is strictly forbidden.

Minimum standard additional Health & Safety Rules for Site-work on a 'Construction Project'.

In addition to rules 1-15 for general site-work. When the site is a 'Construction Project' the following rules also apply:

16. Approved Head Protection must be worn at all times.
17. Personal Protective Equipment (PPE) must be suitable and appropriate for the protection of the employee against the identified hazard. The issue and verification that the employee has been instructed in the proper use of the PPE must be recorded and a copy of this record lodged with the Principal Contractor.
18. Working platforms above 2 metres may only be erected or adapted by a certificated competent person. The erector must deposit a 'Handover Certificate' with the Principal Contractor when the erection of the platform is complete and safe to use.
19. Plant operators must be in possession of an in-date and relevant operator's certificate of competence.
20. Hired Plant must carry a record of last inspection and display safe operating characteristics.
21. Edges of pits, holes and excavations must be covered or fenced off and warning signs posted.
22. Excavations must be in accordance with Regulation 12 of The Construction (Health, Safety and Welfare) Regulations 1996.

SERIOUS INJURY, DISEASE or DANGEROUS OCCURRENCE REPORTING ON SITE-WORK

The company has a duty in law to ensure that the circumstances of a serious injury, contraction of a disease/illness or the occurrence of a dangerous incident at work or caused by work, are reported to the Health and Safety Executive (HSE). On site-work the occurrences must be reported to the Client or Principal Contractor who will normally be responsible for making the report to the HSE.

The details of the occurrence must also be passed to our Safety Adviser who will investigate the circumstances in order to establish the factors that contributed to the occurrence and advise on ways and means to prevent a repetition. All employees involved will be expected to co-operate fully with these investigations.

Any employee suffering an injury, becomes ill at work or is involved in a dangerous occurrence must report the circumstances and ensure the details are recorded in the Accident Book provided for this purpose at the site, for site work, or the Acropolis Flooring Office on any other occasion.

WORK EQUIPMENT USE AND MAINTENANCE

The selection, correct use and proper maintenance of work equipment from a simple hand tool to a complex piece of machinery or instrumentation is a vital element of working efficiency and for the maintenance of safety at work. There are procedures in force for certain equipment such as power tools and lifting equipment to be regularly inspected and tested but by far the most effective method of early detection of faulty equipment is by its regular inspection by the user.

It is therefore of the utmost importance that defective, badly worn or damaged equipment is reported by the user and the defective equipment removed from use as a matter of urgency. It is also important that only competent persons use the equipment and carry out repairs.

No employee may use equipment or carry out repairs of defective equipment authorised by the company for use on Site-work unless authorised as competent by the company.

Work equipment must either be removed from the site at the end of the working day or placed in a secure storage.

PURCHASE OR HIRE OF PLANT AND WORK EQUIPMENT

Because of the safety requirements of selection and use of work equipment new, second-hand or hired tools, plant, equipment and substances must be risk assessed and the purchase requisition countersigned by a Director of the company for final approval for purchase.

ACROPOLIS FLOORING - SITE-WORK SAFETY PART 4

GENERAL GUIDANCE ON THE CONTROL OF HAZARDS ON SITE-WORK AND THE REDUCTION OF RISK

In line with the general policy on safety in the company, any hazards that are perceived or known to exist are assessed and arrangements put in place to remove or reduce the risk to the lowest level practicable.

These arrangements are known as 'Safe Systems of Work' and depending on the potential to injure or damage health, are either written into normal work procedures and methods, or, if the risk is serious, will be issued as a specific safe system of work.

Where a specific 'Safe System of Work' is in force the procedure must be followed to the letter and variations may only be made on the written authority of the manager/foreman in charge of the particular activity concerned.

In addition to safe systems of work there are some general rules that apply to everyone in the interest of their personal safety and health and of others who may be affected by their actions.

Access and Workspace

Always ensure that you have clear access to and egress from your workspace and that the standing, seating and work areas are free of obstruction and clutter.

Hot Work

Hot work includes: hot air or arc welding, burning, cutting, brazing, soldering, bitumen boiling, using spirit or LPG burners or any other activity producing heat or naked flame.

Special precautions must be taken before hot work takes place and it may only be carried out by approved competent persons.

Guards and Fencing

Guards, fencing and other safety devices such as interlocks and isolating switches or valves on machinery and equipment are provided according to the law. These devices must always be in place, secured correctly and be in good working order when the machinery or equipment is in use or available for use.

This rule may only be relaxed on the express permission of management and only after all sources of power supply, pressure or hazardous content have been isolated and securely 'Locked-Off' from the machine or equipment in question.

PORTABLE HAND-HELD FIRE EXTINGUISHERS

This equipment is mainly provided for use by trained persons. It is generally only suitable for dealing with small fires but it can also be very useful in holding a fire back to allow people to escape to safety.

Acropolis Flooring employees are instructed in the use of hand-held extinguishers but it is very important to remember the following:

Always sound the alarm before you decide to 'have a go'. This ensures that help is on the way should you become trapped.

Always make sure that your escape route is clear before you 'have a go'.

WATER filled extinguishers must never be used where electricity is present.

CO2 or DRY POWDER extinguishers are safe to use where electricity is present.

FIRE & EMERGENCY POLICY & PROCEDURE ON SITE-WORK

In the event of fire or other life threatening emergency, the preservation of life has priority over all other considerations.

In the first instance the policy of Acropolis Flooring is that while on site-work company employees will work to the fire and emergency procedures that are in place on the Client's premises. Where there are no existing arrangements on a site the following procedure should be followed.

Evacuation Procedure

If the fire alarms sound and you have not been advised of a test, or if the Client, an officer of the client company or the Principal Contractor orders an evacuation, all persons on the site must make their way from the buildings or other activities by the quickest possible route, in a calm and orderly manner, and assemble at the designated assembly point or, if none has been agreed, at a point clear of the building and in sight of others.

On arrival at the assembly point give your name to the senior person and inform him/her if you have any information about the whereabouts of colleagues who have not arrived.

Managers and Supervisors on the site should assist with the evacuation of their local area and, if time and the proximity of the emergency allows, will stop machinery, isolate power supplies and close doors and windows on leaving.

Visitors on the site are the responsibility of the person they are visiting who should ensure their safe evacuation and report their presence to the senior person at the assembly point.

FIRE PREVENTION

Acropolis Flooring employees must always be aware of the causes of fire and they must carry out their work in a safe manner with due attention paid to the prevention of fires.

A fire is caused by the mixing of the three elements of:

HEAT

FUEL

OXYGEN

**This is often called the
FIRE TRIANGLE**

