



HEALTH AND SAFETY POLICY

GENERAL STATEMENT

Patterson Plant Hire Ltd realises its own responsibilities in relation to employees and clients and any others affected by its work and with this in mind we make the following statements:

It is **Patterson Plant Hire Ltd** policy that, as far as is reasonably practicable, we will provide:

- ✓ Well maintained plant and safe systems of work.
- ✓ Suitable arrangements for the use, handling, storage and transport of articles and substances.
- ✓ Adequate information, instruction, training and supervision to enable the work to be carried out safely.
- ✓ Safe premises and work places, including access to and egress from them.
- ✓ Safe working environments

EMPLOYEES GENERAL RESPONSIBILITIES

For health, safety and welfare matters, it is your personal responsibility to:

- ✓ Read, understand and obey your company's safety policy, arrangements, procedures and rules issued.
- ✓ Always work in accordance with method statements and risk assessments as provided.
- ✓ Take care of your own health and safety whilst working for your company. Ensure that your activities do not adversely affect the health and safety of others.
- ✓ Co-operate with your company in maintaining a safe working environment and make your contribution to reducing accidents.
- ✓ Never undertake hazardous operations, do not operate any item of plant or equipment unless trained and authorised to do so.
- ✓ Develop a concern for safety personally and for others, particularly new employees and young persons.
- ✓ Set a good personal example.
- ✓ Report all incidents which could result in personal injury or damage to property.
- ✓ Report to your immediate supervisor any defects in plant or equipment or unsafe methods of work and ensure that plant and equipment are left in a safe and secure state and where appropriate in a safe and secure place when unattended.
- ✓ Avoid unsafe improvising.
- ✓ use the correct tools and equipment for the job, use safety and protective equipment which is made available and issued when required.
- ✓ Keep tools and equipment in good condition.
- ✓ Take care of company property entrusted to you, refrain from horseplay and the abuse of welfare facilities.
- ✓ Report any personal injury, however minor to your immediate supervisor and ensure that an entry is made in the accident book.

A GENERAL GUIDE TO SAFETY

- ✓ You have a legal duty to take reasonable care of your own health and safety at work.
- ✓ You also have a legal duty towards the health and safety of people you work with and members of the public.
- ✓ Play your part in keeping the workplace and site tidy and safe.
- ✓ Watch out for, and obey, warning notices and signs posted on the site - they are there in your interests.
- ✓ Always keep alert when working in the vicinity of mechanical plant.
- ✓ Never operate machines, plant or equipment for which you have not been trained.
- ✓ In doubt about anything, ASK.

HOUSEKEEPING

- ✓ Maintaining a tidy work area is vital in achieving safety at work. It is everyone's responsibility to keep the work area tidy.
- ✓ Tidy up your own debris and keep your work area clean.
- ✓ Remember, accumulated debris is a fire risk and a tripping hazard.
- ✓ Keep all access ways, working platforms and ladder accesses free from materials, debris and other obstructions.

MANUAL HANDLING

- ✓ Many accidents are caused through mishandling loads and with care could be avoided.
- ✓ You should ensure that no load is heavier than you are capable of properly lifting. When in doubt, obtain assistance.
- ✓ wear suitable gloves to protect your hands against sharp and rough edges.
- ✓ Wear sensible safety footwear to guard against the kind of injuries caused by loads being dropped during handling.
- ✓ REMEMBER - get down to the load, bend your knees not your back and lift using your legs.

FALLS AND FALLING MATERIAL

- ✓ Every day people on construction sites are injured, some fatally by falling materials, tools etc. You can play an important role in preventing this from happening to you or others.
- ✓ Wear a safety helmet as required by **Patterson Plant Hire Ltd** Head Protection Policy, remembering that this is a legal requirement as well as a condition of work. Take care that tools and equipment are stored carefully when you are working at heights.

LADDERS

- ✓ NEVER use makeshift ladders or scaffold.
- ✓ DO NOT use defective ladders.
- ✓ Make sure that any ladder you do not use is securely lashed and footed.
- ✓ Never jump or climb - use the ladders provided.

PROTECTIVE EQUIPMENT

- ✓ Protective equipment is useless if not worn. So wear it.
- ✓ Please ensure that you take care of the equipment issued for your protection and report any defects in it.
- ✓ Use all equipment provided in accordance with site rules. Do not use unsuitable footwear on construction sites.

PROTECTION OF EYES

Regulations stipulate that eye protection must be worn in certain situations and the type of protection is also specified. The requirements are too exhaustive to specify here but in general terms wherever there is a foreseeable risk of hazardous splashed or flying particles in the air or glare from process work (welding etc). Suitable eye protection must be made available and work should not commence unless this is worn/used. This requirement extends to all persons likely to be affected. The regulations also stipulate that protection should be suitable for the wearer and therefore, several types should be available.

ACCIDENTS

- ✓ All accidents, must be entered in the Accident Book.

SITE PLANT

- ✓ You must not operate mobile plant, dumpers, forklift trucks, tractors etc unless you have been suitable trained and have been authorised to do so by Site Management.
- ✓ Riding on such plant is forbidden except in proper seats.
- ✓ Operators must make sure that mobile plant cannot be started by others - especially children.

FIRE

- ✓ Fires must not be lit on site.
- ✓ Strictly observe all no smoking signs and do not smoke near flammable materials. Never use unofficial lighting, heating or cooking appliances.
- ✓ Do not throw cigarette ends into or behind piles of materials or site debris, where they may smoulder and cause a fire. Stub them out with your foot.
- ✓ Small fires can quickly become major ones. So, in the event of an outbreak, take immediate action. Speed is essential but DO NOT place yourself in danger. The golden rule is to get out and stay out.

COMPRESSED AIR TOOLS

Use the right tools for the job, keep them clean and in good condition, and use them correctly. Before starting work, check that all air hoses and hose connections on pneumatic tools are in good condition and that pressure gauges are working correctly.

- ✓ Turn off the air and release the air pressure before connecting or disconnecting pneumatic hoses.
- ✓ Do not try to cut off the air by kinking the hose.
- ✓ Never fool with compressed air or use it in a dangerous manner.
- ✓ Never tamper with the speed governor on an air operated grinder or any other tool.

CUTTING TOOLS

- ✓ You are only allowed to fit cutting discs if you have received approved training and have been formally appointed to carry out work of this kind.
- ✓ Guards must always be fitted when in use. Proper safety goggles or screens must be used at all times.
- ✓ Never use or interfere with a tool unless you are a trained person.

HAZARDOUS SUBSTANCES

Most materials, whether liquid, solid or gaseous can be hazardous. But some are more so than others and call for special precautions. All should have been assessed under the Control of Hazardous to Health Regulations (COSHH).

If you come across some unexpected or potential hazard in the course of the job, inform your foreman or supervisor immediately.

NOISE

Noise can seriously damage hearing, it should be remembered that: Too much noise can:

- ✓ Damage hearing
- ✓ Create stress that can affect your physical and mental well being.
- ✓ Cause accidents when people cannot hear instructions or warning signals.

Wear hearing protection when exposed to loud or sustained noise - the law requires it.

ELECTRICITY

- ✓ Electricity can be very dangerous. you cannot see, hear or smell it but it can without warning cause death or serious injury.
- ✓ Treat all electrical tools, appliances, switches, plugs, sockets and cables with respect. Report all defects immediately and leave repair jobs to the electrician.
- ✓ Never lift electrical tools by the lead.
- ✓ Do not allow the leads of portable lights or tools to train in water, or lie near sharp edges or where they may be tripped over. Wherever possible they should be carried overhead out of harms way.
- ✓ Temporary lighting, electrical tools and equipment tools must be operated at 110 volts unless authorised by the site foreman.

EXCAVATIONS

- ✓ Where persons are at work in excavations the sides must be suitably supported or battered back to a safe angle usually 45 degrees if required. 'Hit & Miss' timbering or piling is the minimum standard of support in most excavations. Close boarding or sheeting may be required if the ground is unstable.
- ✓ A competent person should direct all fitting and removal of excavation supports. The work should also be done by competent, experienced workmen. Persons should not unnecessarily enter unsupported excavations during the installation of shoring. Where possible install it from the top.

- ✓ There should be an adequate supply of shoring materials on site and these should be used as early as possible in the course of the work.
- ✓ All timbering or other support for an excavation should be sound and in good repair.
- ✓ Do not overload the sides of an excavation. Spoil heaps and materials should be kept at least 1 metre from the edge.
- ✓ make sure the excavation support can withstand loads from vehicles or plant working nearby. If necessary install stop-blocks at least 1 metre from the edge especially where dumpers are used to backfill excavations.
- ✓ Locate and mark all buried services before starting to dig.

WATER SAFETY

- ✓ When working above or close to water, a fall could result in drowning. In these conditions, for your own safety and that of others, buoyancy aids or life jackets must be worn.
- ✓ Standby lifelines and their attaching lines and boathooks must not be removed other than for maintenance or rescue purposes.
- ✓ Always make sure you know where these appliances are positioned and where rescue craft are located.

CONCLUSION

Patterson Plant Hire Ltd expects that you will agree with and abide by the advice and basic precautions outlined.

We all know however, that conditions on working sites can change rapidly, suddenly creating new dangers to guard against. For this reason you are asked to 'THINK SAFETY' and recognise that accident - prevention concerns everyone.