



## Our health and safety policy statement

**Health and Safety Officer:**  
Fred Robinson  
General Manager

Fred Robinson  
General Manager

Niels Lerche  
Managing Director

## **General Statement of Policy**

The entire product of the company is designed to provide an environmentally friendly system, which is safe in use. It is therefore a natural step forward to enhance this policy by implementing a comprehensive document, which will be clearly understood by all members of staff.

It is the policy of Tefcote Surface Systems to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Tefcote Surface Systems health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Tefcote Surface Systems recognise and accept their duty to protect the health and safety of all visitors to the company including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of Tefcote Surface Systems will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being or any other person.

The management of Tefcote Surface Systems will provide employees with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Director of Safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of themselves or any other person.

All injuries however small, sustained by a person at work must be reported to the Safety Advisor a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Tefcote's health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our options occur. The policy will be updated at least every 12 months.

Signed .....

Date .....

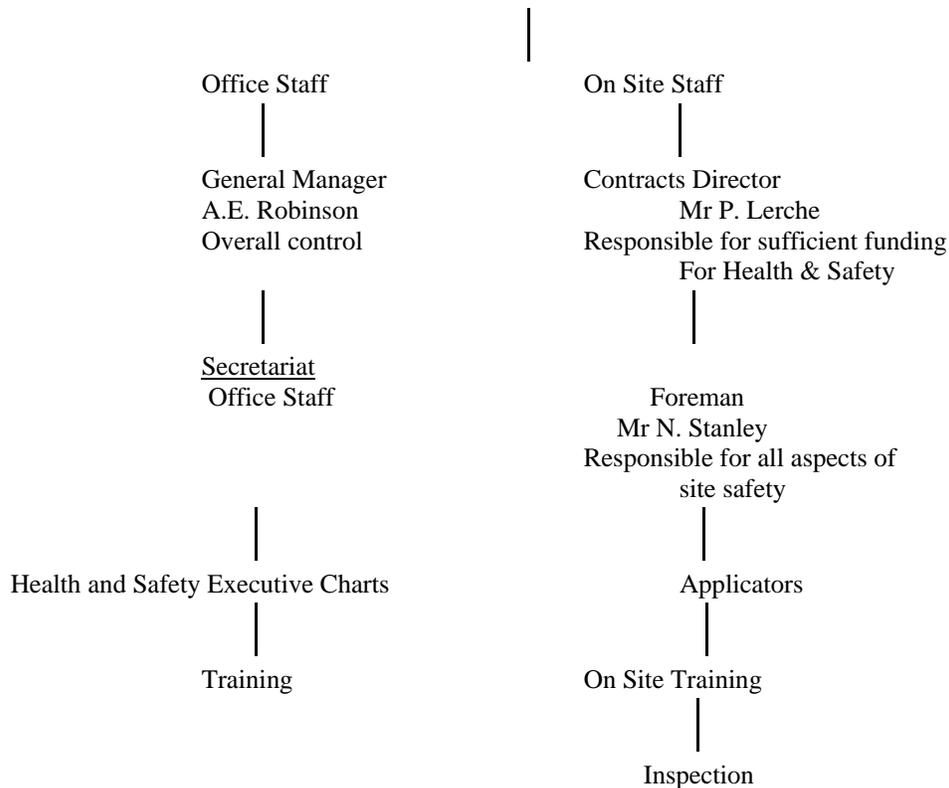
Title General Manager & Health and Safety Officer.

## SAFETY STRUCTURE

A.E. Robinson

Health & Safety Officer and General Manager

Responsible for all aspects of Health & Safety throughout the company



**N.B Full details of responsibilities can be found in our Health and Safety policy**

### **External Health & Safety Advisor:-**

Victor Colin  
Brymor Contractors  
Unit 19 Stratfield Park  
Elettra Avenue  
Waterlooville  
Hampshire PO7 7XN

Tel: 023 9226 1515  
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## Addendum - RISK ASSESSMENT PROCEDURES

### 1. General

Tefcote Surface Systems are committed to ensuring safe systems of work on all sites, and will make suitable & sufficient assessments of :-

- The risks to health and safety to which employees are exposed whilst at work.
- The risks to health and safety of persons not in Tefcote's employment but who are affected by the undertakings of the Company.

### 2. Commencement of Work

Before work commences on site the Site Manager will ensure a 'project hazard analysis' is carried out. The project analysis will identify those activities that require a more detailed risk assessment. When an activity requiring a more detailed assessment is identified, the Site manager will ensure that a site specific assessment' is carried out, this assessment will :-

- Ensure all relevant risks or hazards are addressed.
- Identify the significant risks.
- Identify hazards, which have the potential to cause harm.
- Comply with Acts or Regulations, which will help to identify hazards.
- Be systematic in looking at risks or hazards.
- Ensure all aspects of the activity are covered.
- Ensure all groups of employees, and others who might be affected, are considered.
- Identify persons, e.g. young persons or disabled, who might be particularly at risk.
- Consider existing preventive or precautionary measures, and further controls required to reduce the risk.
- Consider the views of operatives who will carry out the work.
- Identify where health surveillance is required.

### 3. Preventative and Protective Measures

- ▣ Preventative measures will comply with current legislation.
- ▣ If possible the measures will avoid the risk altogether.
- ▣ Measures will attempt to combat the risk at source, and not use palliative measures.
- ▣ The work will where possible, be adapted to suit the individual.
- ▣ The measures will form part of a coherent policy that will progressively reduce the risks that cannot be avoided.
- ▣ All resources to improve work methods, and make them safer, will be considered.
- ▣ Measures that protect the whole work force will be given priority.
- ▣ Control measures will be formulated to be easily understandable by employees.

#### **4. Information for Employees**

Before commencing work, employees and sub-contractors will receive an induction pack which contains :-

- The risks to health & safety identified by assessments.
- The preventative and protective measures required.
- The procedure to be followed in the event of an emergency

Site safety notice boards will have signs that show :-

- The name of the Site Safety Co-ordinator (normally the Site Manager).
- The name of the Site safety Advisor.
- A list of emergency telephone numbers.

Information to employees may be provided in the form of method statements.

#### **5. Recording, Monitoring and Review**

Risk assessments will be recorded, and retained in the site safety file by the Site manager. The effectiveness of the controls established to reduce risks will be monitored, and if adverse events take place, the assessment will be reviewed and improved upon.

If there is a significant change in the activity, the persons carrying out the activity, or in the conditions in which the activity is carried out the assessment will be reviewed to establish if improvements in the controls are required.

#### **6. Generic Risk Assessments**

When an assessment has been carried out under current legislation, and similar work is to be undertaken, this assessment may be used, on condition that :-

- The assessment is valid.
- All significant risks are covered.

#### **7. Co-operation and Co-ordination**

Where a workplace is shared, Tefcote employees will Co-operate with other employers to enable them to comply with statutory provisions.

Take all necessary steps to comply with the requirements other employers are taking to reduce risks.

Inform the other employer of the risks to their employees arising out of Tefcote's undertakings.

## **8. Sub-contractors**

Tefcote's Project Supervisor will ensure that before appointment of subcontractors, they are aware, of and comply with, the requirements contained in this method statement, and provide relevant risk assessments before commencing work.

9. Before Tefcote employees commence work on the premises of another employer the Project Supervisor will ascertain: -

- Any risks to Tefcote employees arising from the host employer's undertakings.
- The controls required to reduce the risks.
- Any emergency requirements instituted by the host employee.

Tefcote's Project Supervisor will ensure that all information detailed above is passed to the Site Manager for inclusion in the operative's induction pack.

## **10. Construction Phase Health & Safety Plan**

In accordance with Regulation 15(4) of The Construction (Design & Management) Regulations 1994, before commencement of work Tefcote Surface Systems will submit a construction phase health and safety plan to the Planning Supervisor, this plan will be maintained throughout the works.

## **11. Health & Safety File**

Throughout the contract and at the completion of works, Tefcote Surface Systems will pass any information, which might reasonably be expected should be included in the Health & Safety File, to the Planning Supervisor for inclusion.

## **12. Safety Personnel**

The person with overall and final responsibility for health and safety in Tefcote Surface Systems is the General Manager Mr A E Robinson.

In addition to other titles Mr. Robinson will be referred to as the Director of Safety.

### **12.1 General Managers Duties**

The General Managers duties are as follows:

#### **12.1.1 Health and Safety Policy**

Ensuring the overall effectiveness of the Company Health Safety and Welfare Policy, and that the Policy is periodically reviewed in the event of changes in legislation, or other matters affecting the Policy.

#### **12.1.2 Insurance**

Ensuring the Company has adequate insurance cover for injury, loss or damage, risk and liabilities, relating to the company's operations.

### **12.1.3 Funding**

Ensuring adequate funds are available for Health and Safety and Welfare measures.

### **12.1.4 Reviews**

Carrying out an annual review of the safety performance, and ensuring modifications are instituted as necessary.

### **12.1.5 Appointments & Competency of Personnel**

To appoint a Safety Advisor and to ensure that Senior Managers are competent to carry out the duties required of them with regard to health safety & welfare matters, and to ensure that all management staff with health and safety responsibilities have received, in writing, notice of these responsibilities.

## **12. Safety Personnel**

The person responsible for overseeing implementing and monitoring the policy is the Safety Advisor, Mr. A E Robinson.

### **12.2 Safety Advisor's Duties**

The Safety Advisors duties are as follows:

#### **12.2.1 Health & Safety Policy**

Monitoring the implementation of the Company's Health and Safety Policy.

#### **12.2.2 Advice to Managers**

Advising senior and line managers, and assisting them in meeting their Health and Safety responsibilities, on such matters as -

- the use of plant and equipment
- identifying unsafe plant
- working conditions and practices
- making recommendations for correcting defects found during safety inspections.

#### **12.2.3 Safe Systems of Work**

Assisting with the formulation and implementation of safe Systems of work, and recommending suitable protective equipment.

#### **12.2.4 Statutory Legislation**

Checking compliance with all statutory requirements effecting Health and Safety, and monitoring the necessary safety registers, records and accident books.

#### **12.2.5 Risk Assessments**

Co-ordinating risk assessment programmes.

### **12.2.6 Information**

Updating line management on new regulations, codes of practice and guidance notes, and their relevance to the operations of the company.

Disseminating information on health & safety, and promoting accident prevention techniques.

### **12.2.7 Accident/Incident Reporting**

Investigating, reporting and recording, injury and damage accidents, to:-

- establish the causes,
- recommend remedial action to prevent a recurrence,
- monitor performance,
- examine trends,
- provide meaningful information on accident statistics.

### **12.2.8 Liaison on Health & Safety Matters**

Liaison with management and employees, sub contractors, the customer and the Health and Safety Executive, Insurance Companies etc. and all others affected by the activities of Tefcote Surface Systems on aspects of health, safety, and Welfare.

### **12.2.9 Safety Audits**

Carrying out safety audits at all of the company's sites, and places of work, advising on remedial actions necessary, and presenting reports on audits to the Managing Director.

### **12.2.10 Safety Bulletins**

The writing and issuing of Company Safety Bulletins.

## **12. Safety Personnel- ON SITE**

The person responsible for 'on site' safety is the Site Manager.

### **12.3 Site Managers/Supervisors Duties**

The Site Managers and supervisors duties are as follows:

#### **12.3.1 Health & Safety Policy**

To ensure that instructions on the implications of the Health and Safety at Work Act and the Company's Safety Policy, and other subsequent regulations, are given to all site employees, sub-contractors and their employees, and others employed on the site, and to ensure that they carry out their safety responsibilities as required under the Company's Safety Policy, The Health and Safety at Work Act, and other statutory legislation.

#### **12.3.2 Supervision**

To ensure that adequate supervision is maintained at all times on site, and to organise works under their control so that it is executed to the required standard with the minimum risk to the work force and others, and to equipment and materials.

To restrain persons from taking unsafe risk discourage horseplay and to reprimand and discipline any employee or sub-contractor who are careless in regard to their own safety or the safety of others.

### **12.3.3 Safety Documentation**

To be familiar with regulations and codes of practice applicable to the work on which their operatives are engaged and to ensure that these regulations and codes of practice are observed.

To ensure that all employees have read and understand safety documentation issued to site, and has signed to this affect.

To ensure that operatives and sub-contractors under their control work in precise terms as to method statements, risk assessments, COSHH assessments, noise assessments and manual handling assessments, issued for the site.

To ensure that all necessary permits to work are issued and the procedures adhered to.

### **12.3.4 Safety Signs**

To ensure that statutory safety signs, and safety signs provided by the Company are displayed in a proper manner, in places that are appropriate and easily accessible to all personnel and visitors.

### **12.3.5 Training**

To ensure that all site employees are instructed, and receive such training as may be necessary to enable them to do their job in a safe and efficient manner, and are adequately competent to carry out the work required of them.

### **12.3.0 Personal Protective Equipment**

To ensure that an adequate supply of necessary personal protective equipment is kept in a clean store and is maintained in good order.

To ensure that all site operatives under their supervision wear all appropriate personal protective equipment and clothing when required, and are trained in its use.

### **12.3.7 Plant & Equipment**

To check that periodic tests, inspections and maintenance has been carried out for plant and equipment supplied to operatives, or used by sub-contractors.

To ensure that all plant supplied to operatives, or used by sub-contractors, is safe and fully efficient and tested in accordance with current regulations.

To ensure that all-unsafe plant, defects noticed, or brought to their attention, are dealt with promptly, and that dangerous plant is put out of service until it is properly repaired.

### **12.3.8 Accidents/ Incident Reporting**

To ensure details of accidents or dangerous incidents that may occur are entered into the Company's accident book regardless of whether such accidents involve employees, visitors or members of the general public.

### **12.3.9 Liaison**

To co-operate and liaise with the company's safety advisor, subcontractors, the customers representatives, and the Health and Safety Executive with regard to safety measures, and to ensure that any defects or faults brought to their notice are suitably corrected.

### **12.3.10 Fire Precautions**

To ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with, and to ensure fire drills are in place and practised by all personnel.

### **12.3.11 Welfare Facilities**

To ensure the welfare facilities, including toilets, washing and drying facilities are adequate and available to site operatives and are cleaned on a regular basis.

To ensure that first aid facilities are readily available and supplies are checked and maintained.

### **12.3.12 Safety Inspections**

To carry out a weekly written safety inspection of the site and a daily visual inspection, end to rectify immediately any defects discovered as a result of the inspection.

### **12.3.13 Statutory Records/HSE**

To ensure that statutory records are completed and reporting procedures are carried out.  
To co-operate with any HSE Officer visiting the site, and to take prompt action to deal effectively with any faults or defects noted by him and to notify the safety advisor immediately of the visit, and/or any matters arising from the visit.

### **12.3.14 Safety of Others Affected by the Company's Activities**

To ensure that the general public are not put at risk from the Company's operations, and that security arrangements are kept in order at all times.

To ensure that visitors are made aware of and comply with the rules and regulations regarding to safety.

### **12.3.15 Co-ordination of Site Health & Safety Matters**

The site manager will co-ordinate the activities of all operatives, sub-contractors, and suppliers, under his control to ensure safe systems of work and that the activities of any person on site does not present a dangerous hazard to themselves or others.

### **12.3.16 Consultation**

The site manager will actively encourage consultation, between all persons on site on ways to improve health, welfare, or safety.

### **12.3.17 Discipline**

The site manager will ensure that site operatives indulging in activities that might endanger themselves or others are disciplined, and that the company safety adviser is notified of the disciplinary action taken.

### **13. Consultation**

The management of Tefcote Surface Systems sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings every as often as is deemed necessary.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

### **14. Communication**

The management of Tefcote Surface Systems will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.

Tefcote Surface Systems communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

### **15. Co-operation & Care**

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to comply with safety instructions, and to accept their duties under this policy.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

### **16. Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Tefcote Surface Systems that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held every so often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training is:-

**Safety Advisor Mr A.E. Robinson**

### **17. Workplace Inspections**

It is the policy of Tefcote Surface Systems to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted by the Safety Advisor. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **18. Work Equipment**

It is the policy of Tefcote Surface Systems to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

Tefcote Surface Systems will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

### **19. Personal Protective Equipment**

It is the policy of Tefcote Surface Systems to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Tefcote Surface Systems will be properly assessed prior to its provision.

All personal protective equipment provided by Tefcote Surface Systems will be maintained in good working order.

All workers provided with personal protective equipment by Tefcote Surface Systems will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Tefcote Surface Systems will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

## **20. Manual Handling Operations**

It is the policy of Tefcote Surface Systems to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided, as far, as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

## **21. Display Screen Equipment**

It is the policy of Tefcote Surface Systems to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Tefcote Surface Systems will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements no later than 31 December 1996.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **22. Control of Hazardous Substances**

It is the policy of Tefcote Surface Systems to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1989.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Tefcote Surface Systems will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

## **23. Fire Safety**

Tefcote Surface Systems fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

The person(s) with responsibility for the maintenance and testing of fire fighting equipment on site are the Site Managers.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999), and to comply with site fire plans.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Safety Advisor is responsible for the provision and maintenance of fire prevention and detection equipment.

Site Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

#### **24. Smoking**

Smoking is prohibited in all areas of the workplace except those areas, which have been specifically designated as smoking areas.

Smoking areas should at all times be kept fire safe.

Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

#### **25. Accident Investigation & Reporting**

It is the policy of Tefcote Surface Systems to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Tefcote Surface Systems see accident investigation as a valuable Tool in the prevention of future incidents.

In the event of an accident resulting in injury a report will be drawn up by Safety Advisor detailing:-

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

## **26. Accident Procedure**

First aid stations are located in areas where personnel are concentrated around the workplace.

All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

Accident records are compiled and stored by the Safety Advisor.

The Safety Advisor is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

## **27. Safe Rules - General**

1. All employees should be aware to respect this policy statement.
2. Adhere to the rules and procedures
3. All employees shall immediately report any unsafe practices or conditions to the relevant authority
4. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
5. Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
6. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
7. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- 8 All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- 9 No worker should undertake a job, which appears to be unsafe.
- 10 No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- 11 All injuries must be reported to Site Manager, or the Safety Advisor.
- 12 Employees should take care to ensure that all-protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Site Manager or the Safety Advisor.
- 13 Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- 14 No employees should use chemicals without the knowledge required to work with those chemicals safely.
- 15 Suitable clothing and footwear will be worn at all times and shall be worn wherever appropriate.
- 16 All employees are expected to attend departmental safety meetings.

## **28. Working Environment**

1. Work sites must be kept clean and tidy
2. My spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed regularly.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

## **29. Passageways/Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

## **30. Tool and Equipment Maintenance**

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Site Manager to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition.
3. Any tools or equipment which are in any way defective must be repaired or replaced.
4. All tools must be properly and safely stored when not in use.
5. No tool should be used without the manufacturers recommended shields, guards or attachments.
6. Approved personal protective equipment must be properly used where appropriate.
7. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
8. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

## **31. Personal Protective Equipment**

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Safety Advisor.

### **32. Manual Lifting and Moving**

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn.
4. Gloves should be free from oil, grease or other agents which might impair grip.
5. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
6. Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
7. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
8. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

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