

# Site Safety Plan

## General Responsibilities

Employees are required to: Please refer to the company “**Safety Policy**”

- A Adhere to Company Procedures, Method Statements and Safe Systems of Work jointly agreed on their behalf for securing a safe work place.
- B Work safely and efficiently by using the protective equipment provided and by meeting the statutory obligations.
- C Liase with client/other tradesmen working in the same area to ensure the safety of all concerned whilst on site.
- D Report incidents that have led or may lead to any injury. Details must be entered in the accident book.
- E Co-operate in the investigation of accidents with the object of introducing measures to prevent a re-occurrence.

## MANAGEMENT OF THE CONTRACT

Due to the small number of IDS employees on site at any time (one or two employees) the supervisory structure responsible for safety will be simple and straightforward. The mechanical/electrical engineer team leader will be initially responsible for all on site safety elements, encompassing personal site safety for himself and his colleagues as well as ensuring safe working practices for all vehicles, tools and equipment in line with both D.S.M.A site safety regulations and on site regulations.

Should there be an occurrence of an accident or an adverse safety situation then the engineering team leader would report such an incident to the IDS Head Office, based at Trafford Park, Manchester reporting to either:

- |   |   |                    |
|---|---|--------------------|
| a) Managing Director                              | - | Mr. Jeff Barnett   |
| b) Service Manager                                | - | Mr. Malcolm Masset |
| c) Quality Assurance/Health & Safety Co-ordinator | - | Mrs. Sally Jones   |

The above personnel would then take the necessary appropriate action.

**All necessary site safety training** will be carried out in accordance with both the specific site induction training and the methods/procedures as established by the site Health and Safety requirements.

Prior to commencement of all works:

### **DEMARCATIION OF WORK AREA**

The engineers must ensure that the site contact is informed, and subsequently he can inform neighbouring areas and personnel using the thoroughfare. Confirmation from the site contact that alternative access is and can be maintained throughout the works. Demarcation and restricting access by means of cones, barriers, bunting and warning signs.

For established Emergency Routes, access and egress maybe maintained under pre-defined arrangement.

The following are extracts from the DSMA Site Safety Booklet

### **MANAGEMENT OF SCAFFOLD SAFETY**

The engineers must ensure items of scaffold and working platforms are erected by competent persons and that they are checked daily. If the construction is found to be unsafe in any way then it must not be used.

Do not remove or modify scaffolding in any way ask a scaffolder to remove or reposition any part of a scaffold that is preventing safe access to your work

Ensure that all hand rails and toe boards on vertical scaffolding are in the correct position at all working levels.

Ensure that walkways are the correct width - 630mm (25") for footing only, (34") for footing and materials.

Ensure scaffolds are not overloaded with material. The engineers must not use scaffolds which are being erected or dismantled.

If a scaffold is not ready for use an appropriate notice should be clearly displayed and the scaffold should not be used.

### **TOWER SCAFFOLDS**

Engineer to ensure the following:

- a) Tower scaffolds must be erected correctly in accordance with supplier's handbook and instructions.
- b) Hand rails and toe boards are in position at all times.
- c) Ground conditions are safe and firm when using the tower scaffolds.
- d) Tower height must never exceed three times the minimum base dimension when outside, unless tied securely to the structure or correctly laced out riggers are used. Three and a half times is permissible in doors on a level floor.
- e) A wheeled tower scaffold is always pulled at base and never pushed.
- f) All wheels are locked when tower is in use.
- g) No person is to remain on the tower whilst it is being removed.
- h) Towers are never overloaded with materials.
- i) Remove tools and materials or ensure that they are secured and thus can not fall from platform when the tower is being moved.

j) Ladders are not to be stood on the top of a scaffold tower.

## **PLANT & EQUIPMENT LIFTING MATERIALS**

The engineers must ensure that they:

- 1) Do not attempt to move heavy or bulky objects without additional manual or mechanical assistance.
- 2) Inspect hoists and lifting tackle daily before use. Engineers to check for broken welds, frayed ropes, bent struts, distorted chain links, or faulty mechanical parts.
- 3) The capacity of the hoist or tackle is not exceeded.

Engineers must:

- a) Never ride on a hoist.
- b) Never lift a load over anyone's head.
- c) Allow anyone to walk under a suspended load.
- d) Keep clothes and fingers away from hoist and conveyor mechanisms.
- e) Keep debris away from hoisting areas keep them tidy.

Where cranes are used for lifting, engineers must ensure that loads are lifted correctly using correct slings and safety hooks.

When using hoist equipment it must be ensured that it is fixed properly by a competent person, that the rope or chain is in good order and that the equipment is not overloaded beyond its plated capacity.

All lifting gear and appliances used on site must comply in every respect with the construction (lifting operations) regulations 1961 and relevant test certificates and inspections, records will be made available by IDS for clients inspection prior to commencement of contract.

## **SAFE ACCESS TO WORK ABOVE GROUND LADDERS**

- i) The engineers at all times adhere to the following:
- ii) No climbing on makeshift arrangement, a ladder is always used.
- iii) Inspection of ladders prior to use to ensure their good condition.
- iv) Ladders are not used if defective i.e. broken, badly worn or missing rungs, warped or racked stiles. Any defects are reported to their supervisors.
- v) The ladders must be long enough for the works. It should extend at least 1.1 metres (42") above its resisting place or above the rungs onto which the user is standing.
- vi) The ladder must be placed on firm level ground and always tied near top. If for any reason the ladder cannot be secured in this way it must be footed by another person or mounted on a proprietary ladder anchor to hold it firm and prevent slipping.
- vii) Never try to increase the height of the ladder by using debris oil drums etc.
- viii) Ladders should always be set up at the correct angle of 1 foot out or every 4 feet upwards or approximately 75 degrees to the horizontal.
- ix) Always face the ladder when using it. Maintaining a firm grip and no more than one person on the ladder at any one time.
- x) Do not over reach. Move ladder as required, never move the ladder by "jumping" along the wall.

- xi) Never undertake normal work from a ladder in extreme wind conditions.
- xii) Extension ladders must be overlapped by at least three rungs, ensuring also that securing clips are fully engaged.
- xiii) Only work on ladders on lightweight tasks of short duration use a scaffold/tower whenever possible.
- xiv) Aluminium ladders shall comply with the appropriate duty rating of BS 2037, timber ladders shall comply with BS1129.

## **ELECTRIC TOOLS & EQUIPMENT**

The engineers should always check to ensure that at no time is a power supply exceeding 110 volts (single or 3 phase source) used on the small portable hand tools. Suitable transformers must be used where necessary to ensure that this regulation is strictly adhered to.

No unauthorised persons should ever interface with electricity distribution boxes or units on site.

Live services (or services liable to become live) must not be opened, connected to or interfered with in any manner except by authorised sub-contractors.

All electrical equipment being used must be periodically inspected to ensure that it is not damaged or defective and if so must be reported, repaired or replaced.

## **TOOLS - GENERAL**

- i) Keep tools and equipment dry and in good order.
- ii) Damaged tools are not used.
- iii) Safety guards are kept in place.
- iv) Engineer will not operated tools or equipment if unsure of operation procedure.
- v) Plugs and sockets are checked for correct wiring, earthing and they are undamaged.
- vi) Electrical transformers should be positioned close to the working location, where possible. (It is recommended that only very short 240v leads are used on site transformers in conjunction with cut out devices).
- vii) Automatic cut out switches must **not** be interfered with.
- viii) Power supply must always be disconnected when machine or tools are being cleaned, repaired or adjusted.

## **POWER TOOLS**

- 1) All power tools used on site should be regularly checked and maintained to ensure that they are always safe and in effective working order.
- 2) All portable/semi portable electrical tools shall be rated not exceeding 110v and shall be properly maintained.
- 3) It is recommended that electrically operated tools should be "kite marked" and appropriately earthed. All plugs and sockets used in conjunction with these tools shall confirm to current British Standards.
- 4) Domestic plugs and sockets must not be used.
- 5) All generators and transformers for portable tools shall be 110v single voltage type, centre tapped

and having socket outlets conforming to BS 4343.

## WELDING & BURNING - GAS TORCHING

Engineers must strictly adhere to the following guidelines:

- a) Contact the fire and safety officers and notify them of your intention to carry out work. Acquire the requisite **hot work permit**, ensure the area around the work place is clear and free of inflammable materials.
- b) Use minimum valve setting when lighting a torch.
- c) Never leave lighted torch unattended.
- d) Always rest a lighted torch on its support legs when not in use. Always keep torch head pointing upwards.
- e) Always have a dry powder fire extinguisher in the work area in case of emergency.
- f) Check torch equipment regularly. If leaking or otherwise unserviceable, remedy immediately and replace faulty parts.
- g) All gas cylinders kept at least 3 metres (10ft) from any open flame.
- h) When drying off ensure that the flame does not penetrate to vulnerable areas.
- i) After drying off, the area is not to be left unattended before making sure it is safe. Area to be checked thoroughly to ensure that a fire has not started.
- j) Safe storage oxyacetylene and oxypropane equipment is to follow suppliers' user guidelines.
- k) Correct gauges flashback arresters and hose check valves must be used at all times.

## ELECTRIC ARC WELDING

Engineers must strictly adhere to the following guidelines:

- i) Contact the fire and safety officers and notify them of your intention to carry out work. Acquire the requisite **hot work permit**, ensure the area around the work place is clear and free of inflammable materials.
- ii) The appropriated fire extinguisher and fire retardant blanket should be placed immediately adjacent to the work site.
- iii) Check that all leads are free from frayed ends and are securely fastened to or plugged into the machine. Also check that leads are of adequate length when working above the ground.
- iv) Ensure that leads are not tightly coiled when in use as this can cause over heating and represents a fire hazard.
- v) If a petrol or diesel generator is used this should be situated so that the exhaust gases are well clear of the building. It is important that the engineer's assistant watches the area during the welding process to ensure that no fire is started, (assistant must not stand directly below the work site).
- vi) The engineers must also ensure that a clean and effective earth connection is made to the work piece to be welded.
- vii) As there is always a danger of earthing through the in house wiring earth system.
- viii) Scrape off paint and rust from steelwork as required.

- ix) Engineer carrying out manual metal arc welding work on site should be trained to the necessary skill and be suitably experienced.

## **SUBSTANCES HARMFUL TO HEALTH**

In order to achieve compliance with COSHH regulations the following procedures must be followed:

- 1) Assess the risk to health arising from the work done and decide on the appropriate precautions.
- 2) Introduce appropriate measures to prevent or control the risk.
- 3) Ensure that control measures are used and that all equipment is properly maintained and procedures observed.
- 4) Where necessary monitor the exposure of the workers and ensure that an appropriate form of health surveillance is carried out.
- 5) Inform, instruct and train employees regarding both the risks and precautions to be taken.

## **CENTRAL HAZARDOUS MATERIALS**

- i) The engineers must also always treat chemical products with care. They can be hazardous if handled carelessly or subject to abuse.
- ii) Be especially careful when using primers/cleaners/solvents.
- iii) Avoid inhalation of vapours.
- iv) A high standard of cleanliness is essential. The recommendations regarding hygiene must be observed. Wash all exposed areas of the body using a proprietary cleaner.
- v) Do not smoke whilst handling sealants and putty.
- vi) Do not work on asbestos without seeking expert advice if you encounter asbestos in any form report the matter at once to supervisor.

## **PERSONAL PROTECTIVE EQUIPMENT**

- a) Wearing protective footwear is mandatory at all times. Engineers are supplied with all necessary PPE.
- b) Engineers are responsible for upkeep and reporting lost or defective equipment
- c) Engineers are expected to wear personal protective safety equipment, appropriate to the type of the work upon which they are engaged. (e.g. Safety helmets, safety goggles, glasses, gloves, overalls, high visibility vest, etc.).
- d) Attention must be drawn to the protection of eye regulations 1974. Operatives engaged on work as specified in the regulations must wear safety goggles, failure to comply with this regulation could lead to possible prosecution.
- e) Safety helmets shall be worn by all when on site.
- f) Ear protection should be worn in all high noise hazard areas/activities.
- g) All loose clothing such as ties and scarf's must be removed prior to commencement of works.
- h) Wear any protective clothing equipment and and/or goggles as is necessary for carrying out the designated works in a safe manner.

## **TIDINESS AND HOUSEKEEPING**

- 1) Keep the work area tidy at all times to avoid unnecessary clutter.
- 2) Remove all waste immediately.
- 3) Clean and tidy work area prior to leaving site.
- 4) Remove all waste material from site for disposal. Only use of client's skips with prior agreement.

The information and guidance contained within the above notes has been provided in good faith and in the interests of both ensuring and improving safety standards within the working environment.