

# **M.J. MC BRIDE CONSTRUCTION LIMITED**

## **COMPANY HEALTH, SAFETY AND WELFARE POLICY**



## FORWARD

This is your personal copy of **MJ McBride Construction Ltd** Health, Safety & Welfare Policy.

Its purpose is to help you recognise the hazards that may be encountered in the workplace and, more importantly, to outline the precautions that can help you avoid injury and disease.

It is important that you keep this Policy and make yourself familiar with its contents.

By all of us accepting our share of responsibility for the health and safety of ourselves and fellow employees we can maintain and improve health and safety standards throughout the Company.

NAME: .....

POSITION: .....

I acknowledge receipt of a copy of **MJ McBride Construction Ltd** Health, Safety & Welfare Policy and Procedures.

Signed: .....

Date: .....

*(This page to be detached and retained by **MJ McBride Construction Ltd**)*

## AMENDMENT RECORD SHEET

Date	Issue	Amdt	Sect	Page	Amendment Details	Signature
011208	1	---	All	All	Initial Issue	--
011009	2		All	All	Annual review	
011010	3		All	All	Annual review	
011011	4		All	All	Annual review	
020913	5		All	All	Post Safe T Cert Review	MC
260913	6		All	All	Post Safe T Cert Review	MC
030714	7		All	All	Pre OHSAS Review	MC

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## Section 1.0.

### **GENERAL POLICY STATEMENT.**

- **MJ McBride - Building Contractor** considers that the Health, Safety and Welfare at work of all its staff and employees is a management responsibility equal to that of any other function.
- It is the policy of the company that all operations are undertaken in such a manner as to ensure that as far as reasonably practicable no employee or person likely to be effected by its operations or activities are put at risk and will endeavour to ensure that safe systems of work are employed at all times.
- Ultimate responsibility for the overall implementation of this policy rests with the Proprietor who will delegate as far as is reasonable practicable the detailed responsibilities to the appropriate persons within the company. Mr M McBride is appointed as the person responsible for Health, Safety & Welfare within the company and a competent persons will be appointed as Health & Safety Manager to provide guidance, inspections and advise on all aspects of Health, Safety & Welfare at Work.
- Staff and employees are to observe and comply with the company Health, Safety & Welfare Policy observe and are responsible for ensuring they take care for their own safety and the safety of others by both carrying out the safety procedures laid down and by using all safety equipment provided for their use.
- The company will provide such information, instruction, training and supervision as is reasonably practicable so as to enable staff and employees to safely undertake their work.
- Sufficient funds will be provided by the company to implement and maintain the Health, Safety & Welfare Policy and to improve safety measures wherever possible.
- The company will regularly review this policy and update it to comply with any changes to legislation or its operations and activities.

Signed

Date – 02/09/2012

MJ McBride  
Proprietor

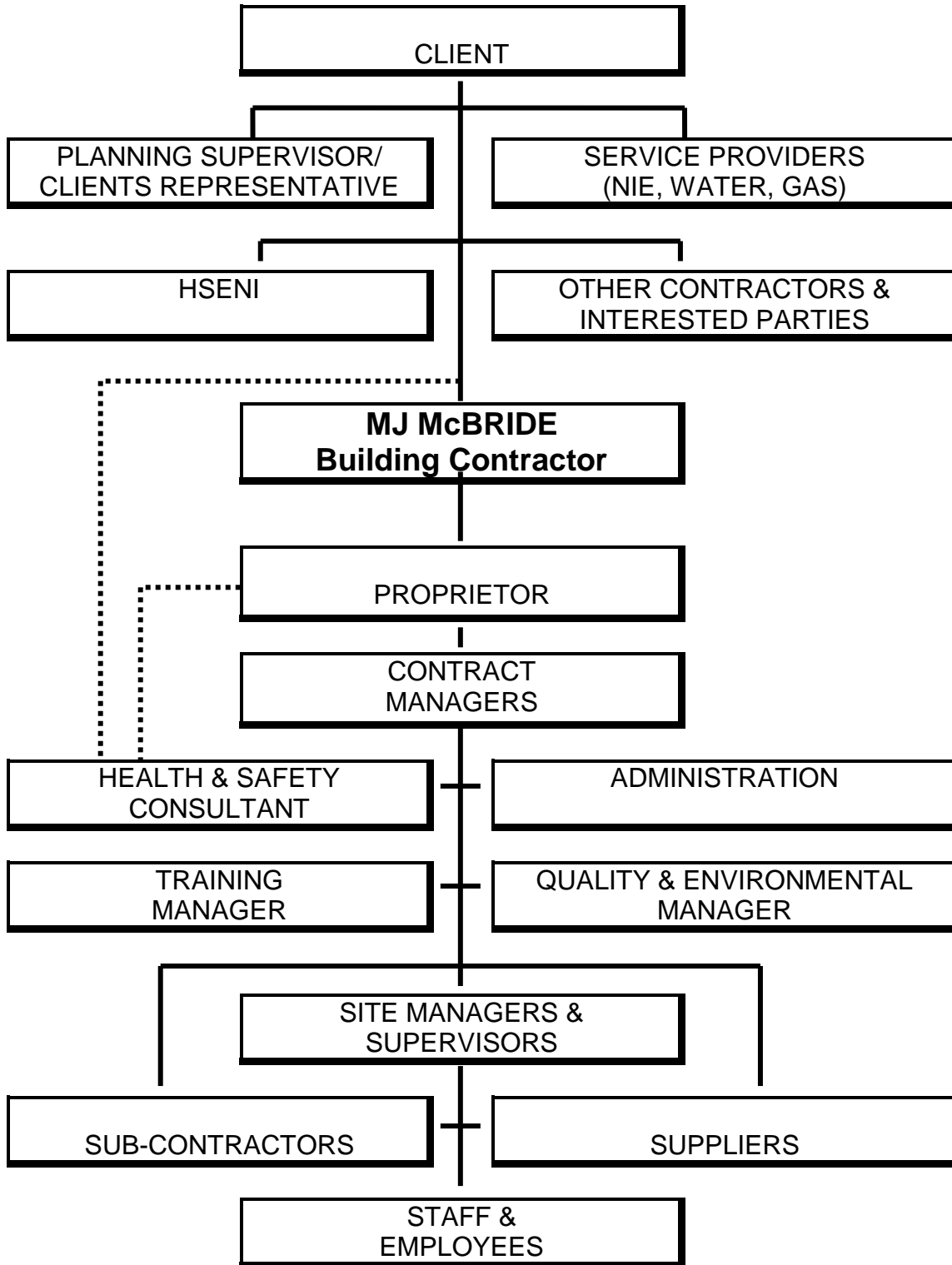
## **COMPANY HEALTH, SAFETY & WELFARE OBJECTIVES.**

The Health, Safety & Welfare objectives are set as follows:

- Maintain a safe working environment for all staff and employees and anyone who may be effected by their work or operations.
- Promote and increase H&S awareness within the company.
- Reduce accident & incidents.
- Provide such information, instruction, training and supervision as is reasonably practicable so as to enable staff and employees to safely undertake their work.
- Provide sufficient funds to implement and maintain the Health, Safety & Welfare Policy and to improve safety measures wherever possible.
- Regularly review these objectives and update them to comply with any changes to legislation or its operations and activities.

These objectives will be measured and reviewed against the target annually during the review of the policy.

## COMPANY HEALTH, SAFETY & WELFARE ORGANISATION.



## Section 2.0

### **DUTIES & RESPONSIBILITIES.**

#### 2.1. GENERAL BEHAVIOUR.

**MJ McBride Construction Ltd** has a good record on work place safety. Management and staff work hard together to maintain and improve standards, but to maximise this effort we all need to be participators and involved in the H&S culture within the company and behave in a responsible manner when at work.

**Practical Joking and Horseplay** - Practical jokes and horseplay can result in serious injury and sometimes fatalities. Individuals are not to engage in practical joking or horseplay or be tempted to try out unfamiliar equipment, or take rides on plant or machinery.

**Alcohol and Drug Abuse** – Individuals are not to report for work while under the influence of alcohol or non-prescribed drugs. Intoxicating liquor and non-prescribed drugs must not be brought into, or consumed on, company or customers premises. Individuals are to report to head office any course of prescribed medication from their doctor they are required to undergo.

**Safety Equipment and Notices** – Individuals are to follow the guidance of any safety instruction fully and use, look after, maintain or have repaired/replaced any item of defensive safety equipment issued to them. These are provided for your protection but are only effective if implemented or used properly.

**Housekeeping** - This simply means using some common sense in keeping our work area tidy. Individuals are responsible for ensuring there is nothing that might cause a risk to themselves or others and for make sure any waste material is properly disposed of. Tools and equipment are to be stored in their proper places and make sure any sharp or pointed items are not left where they can give rise to injury. If working with chemicals, always make sure that containers are properly labelled, and that lids and tops are replaced when containers are not in use.

**Smoking** - Many areas are identified as No Smoking Areas and are designated as such for both the protection of individuals and equipment. No smoking rules must be obeyed.

**Passageways and Exits** – Doors and passageways must be kept clear of all obstructions or items that may cause tripping or slipping. This is particularly important where doors are designated as Fire Exits. It is equally important not to wedge fire doors open.



## 2.2. THE DIRECTOR.

The Director is responsible for :

- The company maintaining its Health, Safety & Welfare Policy and undertake regular reviews as to its content, relevancy and statutory duties.
- Setting a personal example regarding H&S matters to all those who come under their control and supervision.
- Having a knowledge and understand the requirements of relevant legislation.
- The responsibility for the management of Health & Safety within the company is delegated to competent individuals.
- Appointing a competent persons to the post of Health & Safety Manager with responsibility for the management of the Health & Safety Policy.
- Staff and employees at all levels receiving adequate and appropriate training to enable them to undertake the work required.
- Only safe working practices and procedures being employed in the workplace and that those practices and procedures are readily available to all staff and employees as necessary.
- All staff and employees are made aware of, and comply with the Health, Safety & Welfare Policy requirements.
- Ensuring full investigations are carried out into all incidents, accidents and dangerous occurrences and that all such incidents are properly reported and recorded and that any report findings or recommendations are acted upon without delay.
- Sufficient funds and facilities being made available to meet the requirements of the policy.
- Appropriate disciplinary action, in line with company disciplinary policy and procedures is taken where deemed necessary against anyone who fails to comply with the Health, Safety & Welfare Policy.

### **2.3. MANAGERS & SUPERVISORS.**

The Managers & Supervisors are responsible for the effective implementation of the company Health, Safety & Welfare Policy and for insuring that they: -

- Set a personal example regarding H&S matters to all those who come under his control and supervision.
- Make themselves familiar with, and conform to the company Health, Safety & Welfare Policy.
- Have knowledge of, and understand the requirements of relevant legislation.
- Ensure adequate and reasonable instructions on safe methods of work are issued and that all work is carried out to the required standard with the minimum of risk to individuals, equipment, materials and members of the general public.
- Ensure work once started is carried out to a planned programme or procedure and that all registers, records and reports are maintained in proper order and further that all staff and employees engaged in the work have sufficient knowledge or training to safely undertake such work.
- Ensure all staff and employees receive or are in possession of instructions as to their responsibilities for the correct safe methods of work to be undertaken and that all safety precautions identified and/or required are employed.
- Ensure use of mechanical handling methods are employed wherever possible to avoid unnecessary manual handling.
- Ensure all plant and machinery is inspected and checked on a regular bases and maintained in a serviceable condition.
- Ensure that work areas are maintained so far as is reasonably practicable, in a clean and tidy condition and that all rubbish is disposed of correctly.
- Ensure all accidents, incidents and occurrences are reported without delay and assist in any investigations that may be undertaken.
- Ensure that defined safety measures are being maintained and undertake regular inspections of the site or areas under their control as necessary.

- Ensure the emergency drills are known to all staff and employees and that first aid equipment is available and its location clearly identified.
- Ensure all new staff and employees are informed of any hazards or potential hazards to health and safety they may encounter in the course of their work and the precautions to be taken by them in carrying out such work to safeguard their health, safety and well being.
- Assist and fully co-operate with the Health & Safety Manager or other safety inspection teams during safety audits and act upon, without delay any reports, instructions or advice issued by the Health & Safety Manager or others.
- Keep under review safety measures, instructions and training and amend such as necessary to ensure the continued health, welfare and safety of staff and employees.
- Make themselves available to receive and discuss health, safety or welfare queries raised by staff and employees under their control at all times.

## 2.4. HEALTH & SAFETY MANAGER.

The Health & Safety Manager is responsible for advising management on: -

- Preventing injury to personnel and damage to plant and equipment.
- Potential hazards on new contracts before work starts and liaison with the management and planning supervisor in determining the safety requirement on site.
- Methods of safe working procedures arising from new developments.
- The control and implementation of the Health, Safety & Welfare Policy within the company.
- All matters relating to Health, Safety & Welfare at work, relevant regulations, standards and codes of practice.
- All new regulations or legislation brought into force and its implementation.
- Giving guidance and advice to all staff and employees concerning Health, Safety & Welfare practices.
- Conducting regular audits and inspections within the company of its operations to ensure the safety standards set are maintained and improved.
- The promotion of good safety practices and safety training and give instructions in accident prevention, health, and hygiene measures.
- Undertaking investigations into accidents and dangerous occurrences and producing a report.
- Consultation and liaison with statutory bodies such as HSE, Electricity, Gas, Water, BT, local councils and emergency services as required to further promote and improve Health Safety & Welfare standards within the company.
- The establishment and continued good relations with the HSE inspectorate.
- Undertaking regular reviews of the accident and incident analysis and identify any particular conditions or concerns appearing causing

injury and advise management of any appropriate action that may reduce the risk or hazard.

## **2.5. STAFF & EMPLOYEES.**

Staff & Employees are responsible for ensuring they: -

- Make themselves familiar with and conform to the company Health, Safety & Welfare Policy and observe all safety rules at all times.
- Develop a personal concern for health and safety for themselves and others and take reasonable care for the health & safety of themselves and other persons who may be effected by their acts or omissions.
- Report any defects in plant or equipment without delay to their supervisor.
- Bring to the attention of management any suggestions for ways to eliminate hazards or potential hazards.
- Warn new staff or employees of known hazards or risks.
- Use only the correct tool or equipment for the job.
- Wear the issued PPE at all times as required and report any damage, effects or loss of such PPE to their immediate supervisor without delay.
- Do not improvise, take unnecessary risks, engage in any form of horseplay or abuse of the Health, Safety or Welfare facilities.
- Report all accidents and incidents to their supervisor without delay and co-operate in any investigations.
- Make themselves familiar with instructions and alarm systems in the event of fire or other emergency and the reporting procedures for reporting incidents.

## **2.6. VEHICLE DRIVERS & PLANT OPERATORS.**

In addition to the general responsibilities vehicle drivers and plant operators have the additional responsibilities for ensuring they: -

- Hold the appropriate licence or operators certificate for the vehicle or plant item to be driven or operated and bring to the attention of the company management any loss, suspension or expiry of any licence or operators certificate held.
- Report without delay any incident or accident that they are involved in and co-operate fully with any investigation into the incident or accident.
- Do not use or operate any vehicle or item of plant, which is known to be unsafe or unserviceable and likely to cause damage to materials or injury to the driver, operator or other persons.
- Report defects or damage to their supervisor without delay.
- Only use vehicles and plant in the correct manner for which they were designed.
- Check loads are secure before setting off.
- Are familiar with and recognise the signals used for the control and operation of plant and machinery.
- Obey all road and site speed limits and make themselves familiar with, and observe as applicable the requirements of the Highway Code, site rules and all other relevant statutory requirements.
- Check all lifting gear is adequate for any load to be lifted.

## 2.7. SUB-CONTRACTORS.

In addition to their own company Health & Safety Policy and Procedures or in the absence of any such policy or procedures Sub-Contractors and their employees engaged in work for **MJ McBride Construction Ltd** are responsible for the management of their own health & safety, production of safe systems of work and ensuring they:

-

- Make themselves familiar with and conform to the company Health, Safety & Welfare Policy and observe all safety rules at all times.
- Develop a personal concern for health and safety for themselves and others and take reasonable care for the health & safety of themselves and other persons who may be effected by their acts or omissions.
- Report any defects in plant or equipment without delay to their supervisor.
- Bring to the attention of management any suggestions for ways to eliminate hazards or potential hazards.
- Warn new staff or employees of known hazards or risks.
- Use only the correct tool or equipment for the job.
- Wear the issued PPE at all times as required and report any damage, effects or loss of such PPE to their immediate supervisor without delay.
- Do not improvise, take unnecessary risks, engage in any form of horseplay or abuse of the Health, Safety or Welfare facilities.
- Report all accidents and incidents to their supervisor without delay and co-operate in any investigations.
- Make themselves familiar with instructions and alarm systems in the event of fire or other emergency and the reporting procedures for reporting incidents.

## **Section 3.0.**

### **EMERGENCY PROCEDURES.**

#### **3.1. GENERAL SAFETY.**

1. Follow all safety instructions. Never take chances. If you don't know, ASK
2. Report immediately to your Supervisor any condition or practise you think might cause injury or damage.
3. Help keep the plant clean and tidy
4. Always use the right tools and equipment for the job and use them safely.
5. Use, adjust and repair equipment only when authorised.
6. Use prescribed protective equipment when necessary.
7. Don't engage in horseplay or distract others.
8. Report all personal injury and property damage incidents to your Supervisor at the first possible opportunity.
9. Obey company safety rules and signs.
10. Never run in the workshop or office areas.

#### **ELECTRICITY.**

1. Never interfere with any electrical equipment unless authorised to do so.
2. Never attempt to repair an electrical appliance, including its lead and plug, unless trained to do so.
3. Where possible at the end of a shift, turn off electrical appliances.
4. Never put foreign objects into pinholes on sockets.
5. Never use unauthorised electrical equipment.
6. Never use a defective electrical appliance.



## **FIRE.**

1. Always keep your work place tidy and do not allow waste to accumulate.
2. If you smoke you must ensure that cigarettes are extinguished and spent matches properly disposed of.
3. Store all flammable materials correctly and replace lids when material is not in use.
4. Never pour inflammable liquids down drains or into bins/skips.
5. Ensure that any electrical equipment you use is properly maintained and that any damage or wear to leads, plugs or sockets is reported.
6. Familiarise yourself with the operation of fire fighting equipment and emergency escape procedures.
7. Never interfere with or misuse fire protection equipment.
8. Never block fire exits or fire fighting equipment.

## **MACHINERY.**

1. Never operate any machine unless you are authorised to do so.
2. Never leave a machine running unnecessarily.
3. Do not clean, touch or lubricate moving machinery.
4. Always make full use of guards and other protective devices.
5. Never remove swarf and turnings from a machine by hand.
6. Never leave loose tools or articles on machine tables or slides.
7. Never interfere with or override any safety device fitted to a machine unless authorised to do so.
8. Never use a defective machine or appliance.
9. Always keep the area around your machine clean, tidy and free from obstruction.

### 3.2. GENERAL SAFETY RULES.

Specific health and safety rules will be provided for each location. Where no specific rules are provided the general rules provided will apply. Safety rules are to be read in conjunction with the Company Health, Safety Policy. All staff must conform to and obey the site rules as published. The following General Safety Rules will apply to all employees and other persons visiting or working at a location.

All visitors must report to reception on arrival.

The Supervisor for this location is: -

The first aider for this location is: -

The First Aid Kit is located in: -

All accidents must be reported to the Supervisor without delay. Any hazardous situation on site, which anyone becomes aware of must be reported to the supervisor. Any situation or work for which safety precautions are not felt to be adequate must be reported to the supervisor.

NO SMOKING is allowed in this location.

Food or drink will only be permitted to be consumed within the defined canteen or rest work area.

Designated escape routes are to be kept clear at all times.

In the event of an emergency the alarm will be raised by: -

On hearing the alarm all persons are to immediately make safe and stop what they are doing and leave the location or site by the most direct escape route and proceed to the assembly point and thereafter follow all instruction issued.

The assembly point for this site is: -

### **3.3. FIRE PREVENTION & EVACUATION PROCEDURES.**

All staff and employees are responsible for ensuring they take all necessary precautions to ensure fire is prevented from starting and they familiarise themselves with the procedures to be taken in the event of the discovery of a fire or on hearing the fire alarm.

Fire and evacuation drills will be carried out at regular intervals to ensure all staff are aware of the procedures. Detailed Fire and Evacuation rules for use in an emergency will be developed and published for each location as required and Fire Fighting Equipment provided where there is an identified risk of fire.

The following general rules will apply to all locations: -

- Smoking is prohibited in all areas and will only be permitted in designated smoking areas.
- Emergency escape routes and fire doors must be kept clear at all times.
- Rubbish must be cleared away and not allowed to accumulate.
- The burning of rubbish in any but designated areas is not permitted.
- Inflammable substances, liquids and gasses must be clearly identified, stored in designated areas and in proper containers.

All staff must know:

- The general fire procedures and what to do in the event of a fire.
- The escape routes.
- How to summon the emergency services.
- How to operate fire-fighting equipment where it is provided.
- Where the assembly point is and who to report to.

### **1. Emergency Action - What to do if you discover a fire.**

If you discover a fire on site or company premises it is essential for your safety and the safety of others that you take the following actions in order of priority given below:

Raise the alarm immediately by operating the automatic fire alarm system or by shouting Fire, Fire, Fire, and report the fire to the Emergency Services by dialling 999 and giving the following information:

- Your name
- The exact location of the fire
- Is anyone trapped or injured.
- Any hazardous substances or gasses involved
- Is there a need that area evacuated

The reason that reporting a fire must be your first priority is that should you discover a fire and attempt fire fighting or any other action before making a report then the fire could get out of control and trap other people including yourself. This could lead to severe injuries or deaths.

Having reported the fire endeavour to extinguish it using the First Strike Fire Fighting Equipment, **but only if it is safe to do so.**

#### **REMEMBER.**

- Lives are more important than property
- Get out, stay out and get the fire brigade out.

### **2. Evacuation - What to do in the event of an evacuation.**

It is the duty of all employees to read and understand the fire and evacuation posters displayed throughout the company premises. Ensure you know where your assembly point is and you know all routes out of your working area including any emergency exits.

### **3. Use of Fire Fighting Equipment.**

The following are regarded as First Strike Fire Fighting Equipment

- Fire Extinguishers
- Fire Blankets

Fire extinguishers are the most common form of First Strike Fire Fighting Equipment within the company. They are colour coded according to their contents. All extinguishers have a simple guide as to their use on the makers label. Employees should familiarise themselves with the operating instructions of the extinguishers in their area.

This will save precious time in the event of a fire. However, during familiarisation do not remove the safety tab and pin from the extinguisher. This could render the equipment unserviceable. These safety pins and tabs should only be removed when the extinguisher is about to be used in a genuine emergency.

Do's and Don'ts regarding extinguishers

**DO's: -**

- Select the correct extinguisher for the type of fire.
- Isolate all electrics in the area of fire where possible before using extinguishers
- Keep yourself between the fire and your safe exit from the area.

**Don'ts: -**

- Use water on burning liquid, electrical or flammable metal fires.
- Use foam on flammable metal or electrical fires.
- Use dry powder on electrical equipment with voltages exceeding 1000v or on flammable metal fires.
- Use carbon dioxide in confined spaces or on flammable metal fires.

Fire blankets are used for extinguishing small containers of burning liquids. Carefully drape the blanket over the container to exclude the air and the fire will go out. Fire blankets can also be used to extinguish the clothing of anyone caught on fire. The first step is to get the person on the ground face upwards and the wrap them tightly in the fire blanket.

#### **4. Fire Prevention.**

Fire prevention can be simply defined as those measures taken to prevent an outbreak of fire.

Typical examples include the following:

- A ban on smoking, matches or naked lights in hazardous areas.
- Switching off all electrical equipment when not in use.
- Careful maintenance of electrical equipment and correct use only.

Always report:

- Defective earthing
- Damaged cables, plugs and sockets,

- Overloading of plugs, sockets, fuses etc.
- Faulty electrically operated machinery.

Do not use any equipment with the above faults. The principles of fire prevention rely heavily on common sense. If in doubt regarding the fire safety of your proposed actions - ask your Supervisor before you start.

## **5. Fire Precautions.**

Fire precautions can be simply defined as those measures taken in advance to minimise the effect of any fire that may occur.

Typical examples include the following:

- Fire awareness and safety training
- Provision of first strike fire fighting equipment throughout the company premises.
- Good housekeeping to prevent accumulation of combustibles in the work place.
- Compliance with the “Hot Work” Permit System where any burning, welding, grinding or other spark producing process is required.
- Compliance with good practise regarding the storage and handling of highly flammable liquids.

## **6. Summary.**

Good fire awareness from all employees is an essential requirement for the continued good health of the company. Your knowledge of the contents of this guide and your responsible common sense actions can protect lives, company assets and ultimately jobs. By remaining constantly vigilant of fire risks and knowing the prevention and precaution measures used within the company to control them, you will contribute to your safety and job security. If in doubt ask your Supervisor regarding necessary fire precautions within your area.

### 3.4. ACCIDENT PREVENTION AND INCIDENT REPORTING.

Most accidents and dangerous occurrence are preventable by training, supervision and following the safe systems of work provided. All staff must be alert to the hazards and risks whilst at work and consider Health & Safety precautions as an important part of the job.

All Staff and Employees must: -

- Make themselves familiar with and conform to the Company Health, Safety & Welfare Policy.
- Only undertake works for which they are trained and authorised to do.
- Observe all Safety Rules and follow the instructions given, issued or contained in Risk Assessments and Method Statements at all times.
- Be responsible for their own Health & Safety at all times and develop a personal concern for how and what they are doing may effect others
- Never improvise or take unnecessary risks or engage in any form of horseplay or abuse of the Health, Safety or Welfare facilities.
- Use only the correct tools, plant, machinery or equipment for which they are authorised and trained to use for the work to be undertaken and report any faults or defects in plant or equipment without delay to their supervisor.

## **Think Safety At All Times!**

All accidents, incidents and dangerous occurrences are to be reported by the most appropriate means without delay. In the event of an incident occurring the following actions should be taken by the person in charge

- Assess the situation and make the immediate area safe as necessary.
- Summon help if required.
- Provide immediate assistance and first aid to anyone who has been injured
- Summon the emergency services if required and cordon off the general area to prevent further injury or damage.
- Identify those involved and any witnesses
- Inform head office by the quickest or most appropriate means and complete the Incident Report Form.
- Assist in the incident investigation as necessary.

An incident, for the purpose of reporting procedures, is any unplanned event which result in an injury, damage to plant or equipment or an event that might have caused an incident, generally called a “near miss”. Whether any incident causes injury or not, it is important that the cause is found so as to prevent a recurrence. Any employee who is involved in any incident during normal working hours, which gives rise to or may give rise to any personal injury, illness, disease or damage to plant or equipment **MUST** report the incident as soon as possible to your Supervisor.

Where accidents fall under RIDDOR legislation Supervisors will take appropriate action including notifying HSENI by quickest means possible in the event of death or major incident.

#### *Over-seven-day incapacitation of a worker*

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

#### *Over-three-day incapacitations*

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Following reporting of an incident Contract Manager (Dermot McBride) shall investigate, in conjunction with company Health and Safety Consultants where necessary, in line with [HSE guidance HSG 245 Investigating Accident and Incidents.](#)

All follow up action in the event of an accident or incident shall be dealt with in a timely manner.

## **All Incidents However Small MUST BE REPORTED**



**Section 4.0.****HAZARD ASSESSMENTS.**

The following hazards are identified within the workplace :-

Activity	Hazard	H	M	L
Vehicle Driving on Roads	Injury to persons Collision with other objects		X X	
Traffic Management	Injury to persons Collision with other objects		X X	
Site Operations	Injury to third parties Slips/Trips & Falls Fire			X X X
Plant & Vehicle Driving and Operations – On Site	Injury to persons Collision with other objects			X X
Working In Excavations	Injury to persons Collapse of excavation			X X
Manual Handling	Injury to persons Falling objects		X	X
Working At Height	Injury to persons Falling objects		X	X
Working Adjacent to Overhead UG Power Lines	Injury to persons Electrocution		X	X
Electrocution	Injury to persons			X
Use Of Chemicals	Injury to persons			X
Office Administration	Injury to persons			X
Stores Administration	Injury to persons			X

All sites with potential for serious or imminent danger such as demolitions, working in deep excavation or near water will be identified during the planning stage and notified to the H&S Manager for specific hazard assessment. Site-specific risk assessment and method statements will be produced and implemented in conjunction with relevant regulations / site owner rules and risk assessment. Examples of potential sites, would include:

- Petrol Stations
- Electricity Sub stations
- Chemical works
- Power stations
- Gas compressor station
- On or near main underground fuel main routes
- Airports
- Pipelines

The following working procedures have been developed:

REF No	WORKING AND TEST & INSPECTION PROCEDURES
101	Excavations, Trenching, Duct Work & Reinstatement
102	Use Of Cable Avoiding Tool (CAT) - Detecting Buried Cables Procedure
103	Guidelines For Installing And Maintaining Utility Services Close To Trees.
104	Pumping Water From Chambers.
105	Contaminated Excavated Material
106	Waste Management
107	Emergency Spill Response Procedures.
108	Working In Confined Spaces

#### **4.1. Risk & COSHH Assessment Procedures**

MJ McBride Construction Ltd considers that the Health, Safety and Welfare at work of all its staff and employees is a management responsibility equal to that of any other function. It is the policy of the Company that all operations are undertaken in such a manner as to ensure that as far as reasonably practicable no employee or person likely to be effected by its operations or activities are put at risk and will endeavour to ensure that safe systems of work are employed at all times. The ultimate responsibility for the overall implementation of the principals of prevention rests with the Proprietor who will delegate as far as is reasonable practicable the detailed responsibilities to the appropriate persons within the company. Where site operations are undertaken the Contract Managers or Supervisors responsible is required to ensure that the Company's Health & Safety Policy, Rules and Procedures are observed and followed by all employees, Sub-Contractors and site visitors.

Building works will be carried out by qualified or competent trades persons or supervised by qualified or competent trades persons in accordance with specifications and building practices. All persons involved with the installation, final inspection and testing or maintenance of electrical work will be qualified electricians or supervised by qualified electricians in accordance with IEE Wiring Regulations. All persons involved with the installation, final inspection and testing or maintenance of gas services work will be qualified plumber and CORGI registered in accordance with CORGI Regulations. Administration staff will be deemed competent by experience, training or qualification as appropriate.

The priority order is:

##### **1. Avoidance**

- a. Change working procedure
- b. Adopt new system of work
- c. Engineer out the hazard
- d. Additional Training

##### **2. Assessment**

- a. Look for and identify the hazard.
- b. Decide who might be harmed and how.
- c. Evaluate the risks arising from the hazard and decide whether existing precautions are adequate or more is needed to be done.
- d. Record the findings.
- e. Review and revise the assessment from time to time if necessary

##### **3. Controls**

- a. Risk/COSHH Assessments
- b. Method Statements
- c. Permits To Work

##### **4. Mitigation**

- a. Emergency Plans

Because many of the hazards encountered on site are common to all sites, use will be made of Generic Risk & COSHH Assessments and data sheets. These generic assessments are based on compliance with the relevant legislation and set out the forward planning, physical resources to be provided, managerial and supervisory input and training required to ensure operative competency for each of the activities identified as a hazard. The company has appointed a competent person as the H&S Manager to undertake the Risk & COSHH assessment process who has attended the appropriate training courses. The H&S Manager is responsible for ensuring the assessment process covers all aspects of the risk, including others who may be directly or indirectly affected by the work involved. Management and supervisory staff have attended internal courses and are trained to identify potential hazards and likely risks associated with the works and substances used in the course of our works and are responsible for on site supervision and notification to the Health & Safety Manager of any additional hazards identified or encountered in the course of their work for additional assessment or review and production of a site-specific assessments.

Site supervisory staff are trained to identify potential hazards and likely risks associated with the works and substances used and be responsible for on site supervision and notification to the Contract Manager of any additional hazards identified or encountered in the course of their work for additional assessment or review and production of a site-specific assessments. All employees will attend training in the use of and adherence too Risk & COSHH assessments and be responsible for bring to the attention of management any additional or potential hazards they identify in the course of their work.

Where work is required on 3<sup>rd</sup> party property the H&S Manager will liase with the occupier and identify any activity or operations that may effect or be effected by or works and include such information in the assessment process. Risk & COSHH assessments will be reviewed at regular intervals as the work progress and any changes to the original information taken into account and the assessment amended and reissued as necessary.

The understanding and adherence to Risk and COSHH assessments of staff will be monitored by the Contract Managers during normal work inspections and by the H&S Manager during the H&S audit process RISK, COSHH Assessments, Method Statements and Material Data Sheets will be produced and the information made available to staff as necessary. All high-risk activities will be identified in the risk assessment and controlled by permit to work systems in accordance with local procedures. All staff and employees are required to familiarise themselves with the Risk & COSHH Assessments and Method Statements provided and follow the safe working procedures contained therein.

Sub-Contractors will be required to complete a questionnaire and provide a method statement as to the work they will undertake and Risk and/or COSHH assessments for assessment before the work commences which will then be included in the Health & Safety Plan. All labour, materials and plant, including specialist plant required to carry out the work will be identified and supplied by the Sub-Contractor unless otherwise agreed. The Sub-Contractor will be required to nominate a person to be responsible for all activity of the Sub-Contractor on site. They will also be responsible for storage and the security of their own plant, equipment and materials on site.

### **RISK Assessments.**

Where the hazards and risks involved are assessed as being within the normal work range and staff training and competency addresses the risks, generic assessments will be used and applied. Where hazards and risks are identified or encountered outside the normal range of work, a Risk Assessment will be undertaken. Identifying hazards and assessing risks in the work place will be undertaken by the Contract Manager or H&S Manager in accordance with HSE guidance notes as follows:

- Look for and identify the hazard.
- Decide who might be harmed and how.
- Evaluate the risks arising from the hazard and decide whether existing precautions are adequate or more is needed to be done.
- Record the findings.
- Review and revise the assessment from time to time if necessary

When a workplace hazard has been identified on site, appropriate generic Risk Assessments will be selected and converted into a specific Risk Assessment by the addition of site-specific information on the reverse side of the sheet. Where the risk is not covered by a generic Risk Assessment a Method Statement will be produced to address the hazard.

### **COSHH Assessments.**

Assessments as required by the Control Of Substances Hazardous to Health (COSHH) Regulations are to be carried out and suitable control measures devised for any substances to be used in the works which appear in the MEL or OES lists published by the HSE in EH40/96 or are listed as dangerous substances for supply by CHIP Regulations. In addition special assessments will be carried out for the use of substances covered by the following:

- Control of Pesticides Regulations,
- The Control of Asbestos at Work Regulations
- Control of Lead at Work Regulations.

Suitable control measures will be devised and implemented where the work involves any such substances and specialist advise sort or licensed contractors used as required. Where the hazards and risks involved are assessed as being within the normal work range and staff training and competency addresses the risks, generic assessments or data sheets will be used and applied. Where hazards and risks are identified or encountered outside the normal range of work or substances require specific control, a COSHH Assessment will be undertaken. Identifying hazards and assessing COSHH risks in the work place will be undertaken by the Contract Manager or H&S Manager in accordance with HSE guidance notes as follows:

- Assess the risk.
- Decide what precautions are needed.
- Prevent or Control the exposure.
- Ensure the control measures are used
- Monitor the exposure
- Carry out health surveillance (Where required)
- Ensure staff are informed, trained and supervised

When workplace hazard or control of substances being used have been identified on site, appropriate generic COSHH Assessments will be selected and converted into a specific COSHH Assessment by the addition of site-specific information on the reverse side of the sheet. Where the risk is not covered by a generic COSHH Assessment a Method Statement will be produced.

### **Assessment Procedures.**

The Contract Manager and H&S Manager are appointed by **MJ McBride Construction Ltd** as “competent persons” responsible for undertaking and recording the hazard identification and evaluation assessment process and for the production of generic assessments, site specific assessments, method statements and safe working procedures for inclusion in H&S Plans. In addition they are also responsible for the reviewing and revising of assessments to meet changes in circumstances in accordance with the Management of Health & Safety at Work Regulations (NI).

Supervisory staff will be trained to identify potential hazards and likely risks associated with the works and substances used and be responsible for on site supervision and notification to the Contract Manager or H&S Manager of any additional hazards identified or encountered in the course of their work for additional assessment or review and production of a site-specific assessments. General site staff will attend training in the use of and adherence to Risk & COSHH assessments and be responsible for bring to the attention of management any additional or potential hazards they identify in the course of their work.

Risk assessments and method statements will be made available on site to all staff as a reference and reviewed, revised and updated as required. Induction training given to new staff will include use of and adherence to Risk & COSHH assessments and all staff will attend annual refresher training. Site audits will assess the suitability, use and compliance with risk assessments by site staff. Regular toolbox talks will be given on generic subjects and specific training provided where a need is identified as part of the assessment or review process. The risk assessment process can be broken down into 5 stages:-

**1. Identify the stages involved in the work to be undertaken**

During the planning stage the work to be undertaken will be reviewed by the Contract Manager and H&S Manager and divided into defined stages or tasks and the work activities identified.

**2. Look for the hazards**

A hazard can be defined as something with the potential to cause harm. A risk entails the likelihood of injury, damage or harm arising, taking into account any preventative measures already in place. A risk assessment consists of an identification of the hazards present in a work task and an estimate of the extent of the risks involved. For each stage or task the possible hazards associated with the work activities will be identified and the significant hazards that could cause injury listed in order of priority

**3. Evaluate the risks**

Having determined the number and types of hazard and which are likely to cause the greatest harm the risks associated with the hazard will be prioritised considering both the severity of the harm and the likelihood of that harm actually occurring and taking into account the worst that could occur, training and competence of staff, existing control measures the number of people involved or affected and how the work will be undertaken.

**4. Prepare a plan for controlling the risks**

In deciding how to control the risks or what additional controls are required the following hierarchy of options will be considered:

- Elimination
- Substitution
- Enclosure, Guarding or segregation
- Development of safe systems of work or written procedures
- Adequate supervision, Training, Information and Instruction
- Issuing PPE

A record of the assessment process will be maintained and reviewed at regular intervals by the Contract Manager or H&S Manager during the course of the project works.

#### **5. Record, Review and revise the assessment**

A generic risk assessment will be used for recording the known risks that will be developed and made site specific by completing the reverse side with the details identified in the assessment process. Method statements will be used to record the safe systems of work to be employed where generic risk assessments are not available. Generic risk assessments produced as part of a H&S Plan for an individual project will be reviewed and made site specific following an on site assessment prior to work commencing. These assessments will be kept under review by the Contract Manager or H&S Manager during the project and revised where it considered necessary. Where the hazards and risks involved are assessed as being within the normal work range and staff training and competency addresses the risks, generic assessments will be used and applied as part of a H&S Plan. These assessments will be kept under review by the Contract Manager or H&S Manager during the contract and made site specific following an on site assessment where additional hazards are identified.

The hazard identification and evaluation assessment process will be reviewed annually as part of the H&S management review continual improvement process and take into account changes in legislation, working procedures and new plant and equipment as well as a review of incidents and accidents.



## **4.2. PERSONAL PROTECTIVE EQUIPMENT.**

Personal Protective Equipment (PPE) is only issued by the company where the health and safety of people cannot be adequately protected by some other means.

The company supplies, free of charge, protective equipment that is necessary. Whilst the equipment remains the property of the company it is provided to you as a personal issue, DO NOT lend it to anyone else. You are required to wear/use it when applicable, not to misuse or wilfully mistreat it, keep it in a clean condition and report any defect, loss or damage to your Supervisor. A wide variety of PPE is available for your protection, a general overview is given below. .

### **Eyes.**

Hazards: Swarf, dust, chemical splash, projectiles, gas and vapour, radiation.

PPE choices: spectacles, goggles and face visors. For risks from high impact, splashes or dust, goggles must be worn.

### **Head and Neck.**

Hazards: Impact from falling or flying objects, risk of bumping head, hair entanglement, chemical splash

PPE choices: helmets, bump caps

### **Hearing.**

Hazards: impact noise, high intensities. In general if you have to shout to make yourself heard then hearing protection should be worn to protect your hearing.

PPE choice: Ear plugs or muffs. Earmuffs should be regularly cleaned and replaced if damaged.

### **Respiratory Protection.**

Hazards: Dust and fumes.

PPE Choice: Dust Masks or Respirators are to be worn to prevent inhalation of airborne dust, gases or fumes.

### **Hands.**

Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, risk of product contamination.

PPE choices: gloves, gauntlets. Always ensure that the glove is the correct type for the risk encountered. Gloves and gauntlets must not be worn when operating machines where there is a risk that the gloves might get caught in the machinery. In addition to the use of this type of PPE it is recommended that the correct type of cleansing agent is used when washing hands and arms and that the barrier creams are used before work commences where this does not cause a product contamination problem.

### **Feet.**

Hazards: Wet, slipping, cuts and punctures, falling objects, heavy pressures, chemicals.

PPE choices: safety boots and shoes, wellington boots.

### **Visibility.**

Hazards: Collision with fast moving traffic.

PPE choice: Hi visibility clothing.

### **Other Protective Equipment:**

Wet Weather Clothing, Safety harnesses and other PPE will be provided as required and worn as instructed.

### 4.3. ELECTRICAL SAFETY.

#### 1. Introduction.

Electrical accidents are quite rare. However, when they do occur they can cause damage to plant and buildings or serious injury and sometimes death to individuals. Generally there is less risk from fixed electrical installations compared to portable electrical appliances, which are subjected to more wear and tear. Portable electrical appliances are defined as any equipment that is powered by a flexible lead and plug.

#### 2. Electrical Accidents.

Typically, electrical accidents are caused by: -

- Apparatus which is unsuitable for the duty and conditions of use,
- Inadequate maintenance or misuse,
- The use of defective apparatus.

#### 3. Precautions.

The risk of injury can be minimised by observing the following precautions: -

- If you have any concerns about the safety of electrical equipment take it out of service and have it checked before using it again.
- Always ensure electrical equipment is in good condition. Periodically check: -

**Plugs and sockets for signs of damage** - If they are cracked or damaged have them repaired. If there is a smell of burning, turn off the appliance and have it checked before using it again. Always use a proper plug and make sure that plugs have been fitted with a correctly rated fuse. NEVER IMPROVISE A FUSE AND NEVER BY-PASS FUSES. It is not recommended that multi-plug adapters should be fitted to a single socket. Do not put foreign objects into socket ports.

**Leads to electrical equipment** - Cables should be kept as short as possible and where an item of equipment is not moved frequently it should be permanently wired. Examine cables to ensure that there are no splits or cracks in leads. This is especially important where leads are used in areas particularly vulnerable to damage and where leads are connected to plugs and sockets. Damaged cables should always be replaced. Taped joint repairs are not acceptable.

**Apparatus** - Most electrical apparatus is safe and will not cause electrical shock because live parts are enclosed. However, through use and sometimes misuse the casing and controls of apparatus can become damaged. A visual inspection of apparatus should be made frequently to ensure that the casing has not been broken or damaged and that all safety features are operative. If any damage is observed, the apparatus should be taken out of service until repaired. Electrical apparatus should not be carried by the lead, as this is likely to loosen internal connections and can result in the failure of the earth protection, this in turn can lead to the apparatus going live. Do not take covers of electrical equipment unless authorised to do so.

**Environmental Conditions** - Electrical apparatus is safe when properly selected for use. It is important however, that the environmental conditions are considered carefully. A portable tool that might be safe in one situation may become lethal in another. Portable electrical equipment, unless of an intrinsically safe design, must not be used in an area where flammable vapours are present. Electricity and water do not mix. Portable electrical equipment and its leads should not be used where working conditions are wet or damp unless the apparatus and its connections are properly designed for use under such conditions

#### 4.4. WORKING AT HEIGHT.

Falls from height remains the biggest cause of workplace deaths and one of the main causes of major injury. The new regulations replace all the earlier regulations on working at height and consolidate previous legislation on working at height. A place is considered to be “at height” if (unless these regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

This legislation covers the detailed requirements for the following:

- Existing places of work and means of access for work at height
- Collective fall prevention(e.g. guard rails and toe boards)
- Working platforms
- Collective fall arrest (e.g. nets, airbags)
- Ladders and stepladders
- Inspection reports (for working platforms in construction only)

As an employer MJ McBride Ltd will ensure that if employees are required to work at height then the following hierarchy of control will have been considered:

- Work at height will only be carried out if there no alternative method of completing the work.
- Appropriate work equipment will be provided e.g. scaffolding, mobile towers along with other measure to prevent falls where they cannot avoid working at height.
- Where the risk of a fall cannot be eliminated, work equipment or other measures will be provided to minimise the distance and consequences of a fall should one occur.
- 

Further consideration will be given to:

- All work at height will take into consideration weather conditions.
- Only trained and competent persons will be involved in work at height.
- Risks from falling objects will be adequately controlled.
- Risks from fragile surfaces will be assessed and controlled.

Under the legislation employees have the following responsibilities:

- To report immediately any safety hazard
- To use all safety equipment provided in the appropriate manner.

### **Hydraulic Access Platforms.**

Only trained and authorised persons are permitted to operate hydraulic access platforms.

### **Scaffolding & Staging.**

If scaffolding or staging is used always ensure that it is properly erected by trained and competent operatives and, where fitted, that stays and outriggers are fully extended. Never remove any part of a scaffold unless authorised and competent to do so, this includes hand and guard rails.

### **Ladders.**

When using a ladder, ensure that it is the correct length for the work when properly angled i.e. 1 foot out from the vertical for every 4 feet in height. When the ladder is used for access onto a higher level, it must extend approximately 3'6" above the platform or top rest for the ladder. Always make sure a ladder is either footed or tied in at the top when in use. Ladders shall be used for short duration ( less than 30 minutes ) light work.

### **Step Ladders.**

When using step ladders always ensure that the legs are fully extended and that stays between the legs are in good condition. Never use the top three steps unless a support handgrip has been fitted to the stepladders. Always make a visual inspection of access equipment before use. Check that the equipment is sound. For wooden steps and ladders check that the wood is not cracked or broken and that no rungs are missing. Stepladders shall be used for short duration (less than 30 minutes ) light work.

#### **4.5. USE OF HAND TOOLS.**

Most of us have occasion to use hand tools at some time or other and frequently, because of their nature, we do not consider them to be dangerous. but as with any other type of equipment unless maintained and used properly they can cause injury. Below is given a number of simple precautions, which can reduce the risk of you receiving any injury from the use of hand tools.

Only use hand tools for the purpose for which they were intended.

##### **Do Not Use: -**

- Hammers which have loose heads, cracked or loose handles.
- Files which are not fitted with handles that are of sound construction and have no defects
- Chisels which are badly worn, have mushroom heads or are blunt
- Chisels as levers
- Spanners that are badly worn, broken or the wrong size.
- Screwdrivers as wedges, chisels or punches
- Pliers as a substitute for a spanner.

##### **Precautions: -**

- Do not carry sharp or pointed tools in pockets or tucked into belts.
- When using hand tools, eye protection must be worn.
- Hand tools should be carried in a bag or pouch when ascending or descending ladders.

#### **4.6. MECHANICAL PLANT & MACHINERY SAFETY.**

Only authorised and trained persons who hold the appropriate licence or certificate of competence will be permitted to drive or operate mechanical plant and machinery. Accidents involving plant & machinery usually result in serious injury but the risk of being injured can be minimised by observance of the following:

##### **1. Personal Precautions.**

Before starting a machine, ensure you know how to stop it!! Always concentrate on the job you are doing. If you have to approach a person operating a machine, do not startle them so that his attention is taken from his work.

Tidy dress is important when working at or around a machine. Single piece overalls should be worn and be kept in good repair. Sleeves should be rolled back or buttoned, loose clothing such as ties must be secured or removed.

Wrist watches, bracelets, earrings and rings can be caught in moving machinery. It is safer to take them off while working. It is recommended that hair should be kept reasonably short to prevent it becoming caught in machinery. If your hair is long, then it must be secured back behind your head in such a way as to prevent it coming into contact with moving parts of machinery. The usual way to do this is to wear a hairnet.

##### **2. Guarding.**

The company is obliged by law to guard and/or fence all dangerous moving parts of machinery. Employees have a legal duty to make full use of these protective devices. Fixed guards should never be removed without permission. If they have to be removed for maintenance purposes, they must be replaced before the machine is set in motion.

Where adjustable guards are fitted, they must always be positioned to maximise their protection potential.

##### **3. Personal Protective Equipment.**

Eye protection must be worn where there is a risk of ejection of material or cuttings. Hearing protection must be worn where there is prolonged or impact noise or noise of high intensities. Gloves should not be worn by machine operatives except where such use is authorised.



## 4.7. MANUAL HANDLING.

### 1. Introduction.

One of the most common sources of pain and discomfort, particularly as we get older, is back pain. Frequently it causes only an occasional niggle or inconvenience, but for some people it can adversely affect the whole quality of their lives. What is not often realised is that back injury, and hence pain, can be caused not only by a single incident but as a result of long term bad lifting practises often learnt during childhood.

### 2. Job Organisation.

A bit of forethought before performing a manual handling task and the application of the safe lifting technique will reduce the risk of you suffering back pain.

Whenever possible work should be organised to minimise the amount of manual handling necessary. For example, heavy items can be stored at waist height rather than on the ground. This will reduce the amount of bending necessary.

Where possible, mechanical means of moving loads should be used. Never try to lift or move a load that, because of its size, shape or weight, is outside your physical capacity. If help is needed, get everyone to work together and make that only one person is delegated to give clear, unhurried instructions.

Always make sure you know where the load is to go and that the intended path is clear of tripping/slipping hazards before you attempt to move the load. If there are nay difficulties make sure you resolve them before starting the lift.

### 3. Safe Lifting Technique.

Six point method of safe lifting of loads

1. Proper Hand Hold. Grip load with the palms of your hand, not the finger tips. Don't change your grip while carrying. Use gloves if the surface is rough, sharp or greasy.
2. Foot Position. Feet should be about hip width apart, one foot slightly in front of the other and pointed in direction of intended travel.

3. Straight Back. This does not mean vertical, but means that the bones in the spine are kept in line and not twisted or bent. The lifting operation should be carried out smoothly. Any sudden increase or release in pressure or twisting motion of the spine can cause damage.
4. Lift In Stages. For example, if a load is resting on the ground it should be raised smoothly to knee level first and then to the carrying position. The order should be reversed when setting the load down.
5. Positioning Of The Load. Hold weight close to the body. Use the strong leg muscles to lift the load, not your back. If the load has rough edges, sharp points or is dirty, use some form of protection between you and your clothes e.g. overalls, aprons or the like. Never hold loads away from your body. Remember keep your back straight.
6. Carrying Loads. Don't let the load obstruct your view. Make sure the route is clear before you start moving.

## **4.8. CHEMICALS IN THE WORKPLACE.**

### **1. Introduction.**

Some chemicals are used within the company. All chemicals pose a risk of some description. It is, however, possible to use chemicals without risk by taking the correct precautions. The following is intended to give general guidance to protect your health and safety.

### **2. Hygiene.**

Food should not be stored or consumed in areas where chemicals are in use or stored. Likewise you should not smoke in areas where chemicals give off vapours or fumes. These areas are identified as No Smoking areas.

As a general rule, chemicals should not be allowed to come into contact with skin. In most cases use of an appropriate barrier cream will provide sufficient protection. Where a particular product or chemical presents a specific hazard or where repeated skin contact is likely, suitable protective equipment should be worn e.g. gloves, aprons etc. If there is a risk of splashing, the eyes must be protected. You must ensure that the protection worn is suitable to prevent the presented risk. If in doubt, information on the correct type of protection for a specific risk can be obtained from your Supervisor.

Hands and exposed skin should be washed regularly and certainly before food is consumed and before you leave the work premises. On no account should any solvent be used as a skin cleanser. It is strongly recommended that after washing and drying, a skin conditioning cream should be applied to replace natural skin oils removed by washing. Clothing, particularly inner garments, should be changed regularly and any heavily contaminated clothing or personal protective equipment should be removed, cleaned and/or replaced. Any rashes, skin irritations, cuts or breaks in the skin must be reported to your Supervisor and treated.

### **3. Storage, Labelling and Transport.**

Care should be taken to ensure that all chemicals are stored correctly. In the case of flammable liquids, this should be in proper cabinets and only the smallest amount required for a single job should be kept in a work area. For all chemicals, container lids or tops must be securely replaced when the containers are not in use. This includes containers, which are used to store contaminated or waste material.

Containers received direct from suppliers must by Law be correctly labelled. Where chemicals are decanted within the premises into smaller containers, always ensure that the new container is labelled so that its contents can be properly identified. Care should be taken to ensure that manufacturers labels are not overwritten or covered by internal stickers.

It is advised that employees should not use their personal vehicles to carry hazardous products, as this may not be covered by insurance or invalidate personal insurance. Transport of hazardous chemicals should be carried out by the use of appropriate vehicles and suitably trained drivers.

#### **4. Cleaning Tasks.**

For some tasks it is unavoidable to use a solvent for cleaning purposes. Where this is necessary, the task must be carried out in a well-ventilated area and all sources of ignition extinguished or removed. Solvents and contaminated cleaning rags should be stored in sealed metal containers and adequately labelled with reference to the hazard. Contaminated rags must not be put into pockets of overalls.

#### **5. Spillages.**

All spillages must be cleaned up as quickly as possible. Contaminated wipes and spillage control material must be disposed of properly i.e. in keeping with the degree and type of hazard of the spilled material. Spillages of chemicals must not be washed to drain unless permission has been received from your Supervisor on the type of spillage and amount, it might be necessary to evacuate personnel and eliminate all sources of ignition.

#### **7. Waste Disposal.**

Most chemicals which present a hazard to the user will present a similar risk to the disposer and may also cause pollution. This includes not only the chemical but also the container. All waste chemicals unless "cured or reacted" must be disposed of in accordance with O'Loan Electrical instructions on hazardous waste. On no account can uncured or unreacted chemical waste or containers with liquid chemical residues be disposed of in the dry waste bins. If in doubt as to how to dispose of any chemical seek guidance from your supervisor.

## **4.9. OFFICE SAFETY.**

### **1. Introduction.**

To most people the office is a relatively safe working environment and in general terms this is true. However, injuries can still be caused, but by applying a little thought, most, if not all injuries, can be prevented.

Many of the hazards and how to deal with them have been pinpointed in other sections of this procedure e.g. Manual Handling, Use of Electricity, Fire Prevention etc. In addition, your attention is drawn to the following terms.

### **2. Filing.**

Always make sure that the filing draws are firmly closed when not in use, this includes desk drawers.

When planning and loading drawers, heavy items should be located in the lower drawers. The top drawers should not be filled first as this will make the filing units unstable.

### **3. Slips & Trips.**

Care should be taken to keep all floor areas free from tripping and slipping hazards. If you spill any liquids it is your responsibility to ensure that the spill is cleaned up immediately.

Leads to telephones and the like should not be allowed to trail over areas where people are likely to walk. If it is absolutely necessary to have a trailing lead then it must be secured to the ground and shrouded in such a way as to minimise its tripping potential.

Passageways and areas where there is movement between desks and filing cabinets etc. must be kept clear at floor level. Stationery and other office material must not be stored in these areas.

### **4. High Level Storage and Retrieval.**

In general terms, items should not be stored on the tops of cabinets. If any item is stored at a level that cannot be reached comfortably when standing on the floor, then proper steps or ladders must be used. Under no circumstances should improvised access equipment be used e.g. chairs.

## 5. Mechanical and Electrical Equipment.

Employees are not permitted to repair or alter any such equipment unless they have been given instruction or training on what to do. You should, however, make periodic visual inspection of equipment, particularly of portable electrical items, to ensure that plugs are not cracked and that there is no visible damage to power leads. If any damage is observed, repairs must be instigated as soon as possible. It may be necessary in some instances to remove the equipment from service until repaired.

## 6. Waste Disposal.

Rubbish and waste material should not be allowed to accumulate in office areas. In general, office rubbish can be disposed of via the normal rubbish bin or plastic bag system. It is not permitted to dispose of either sharp items or chemical waste by the above methods. Sharp items such as blades or broken glass must be wrapped and the contents identified so that the edges do not present a risk to anyone handling it.

## 7. Paper Cuts.

Paper cuts are not often serious but can be quite painful and are largely preventable. It is recommended when sealing envelopes a wetted pad or roller is used.

## 8. Visual Display Units.

Visual Display Units are now commonplace at work. Questions have been raised as to their possible effects on users' health. The Health and Safety Executive (HSE) have issued a booklet entitled "Working with VDU's" which answers most of the common questions raised.

**Radiation** - The HSE advise that there is no risk from radiation emitted by VDU's. The use of special screens is not needed, but anti-glare screens are fitted to all appropriate screens

**Eye Strain** - There is no evidence to suggest that VDU usage can damage eyesight. Eyestrain and headaches may be experienced and this is usually caused by bad screen definition or incorrect lighting levels. Adjusting lighting levels can rectify this by using blinds or turning off lights and adjusting the brightness and contrast levels on the VDU. It may be necessary to do this several times a day as normal and background levels change. Screens should also be kept clean. Using VDU's on a regular basis may also draw your attention to a normal deterioration in your own eyesight and it is recommended that you should, as part of your own healthcare programme, have your eyes tested on a regular basis.

**Muscular Discomfort** - Operators who spend a long period of time at a VDU keyboard can experience some muscular discomfort. Several steps can be taken to control or eliminate this.

**Seating** - Chairs with adjustable heights and backrests should be used. The backrest should be adjusted so that it fits the small of the back and you should sit back in the seat so that the rest can be effective. The seat height should be adjusted to allow the hands to be level with the keyboard. If required, a footrest should be used. Any posture which is held for along period of time will cause fatigue. It is recommended that you adjust your posture regularly and undertake some stretching exercises.

**Work Organisation** - You should organise your work method to minimise the amount of eye adjustment between keyboard, screen and documents. Experiment with different work layouts to find the one most suitable for you. Take occasional breaks from the VDU by doing something different.

#### 4.10 CDM Regulations

All those who work in the construction industry have their part to play looking after their own health and safety and in improving the industry's health and safety record.

MJ McBride Construction Ltd act as principal contractor only where the project is notifiable.

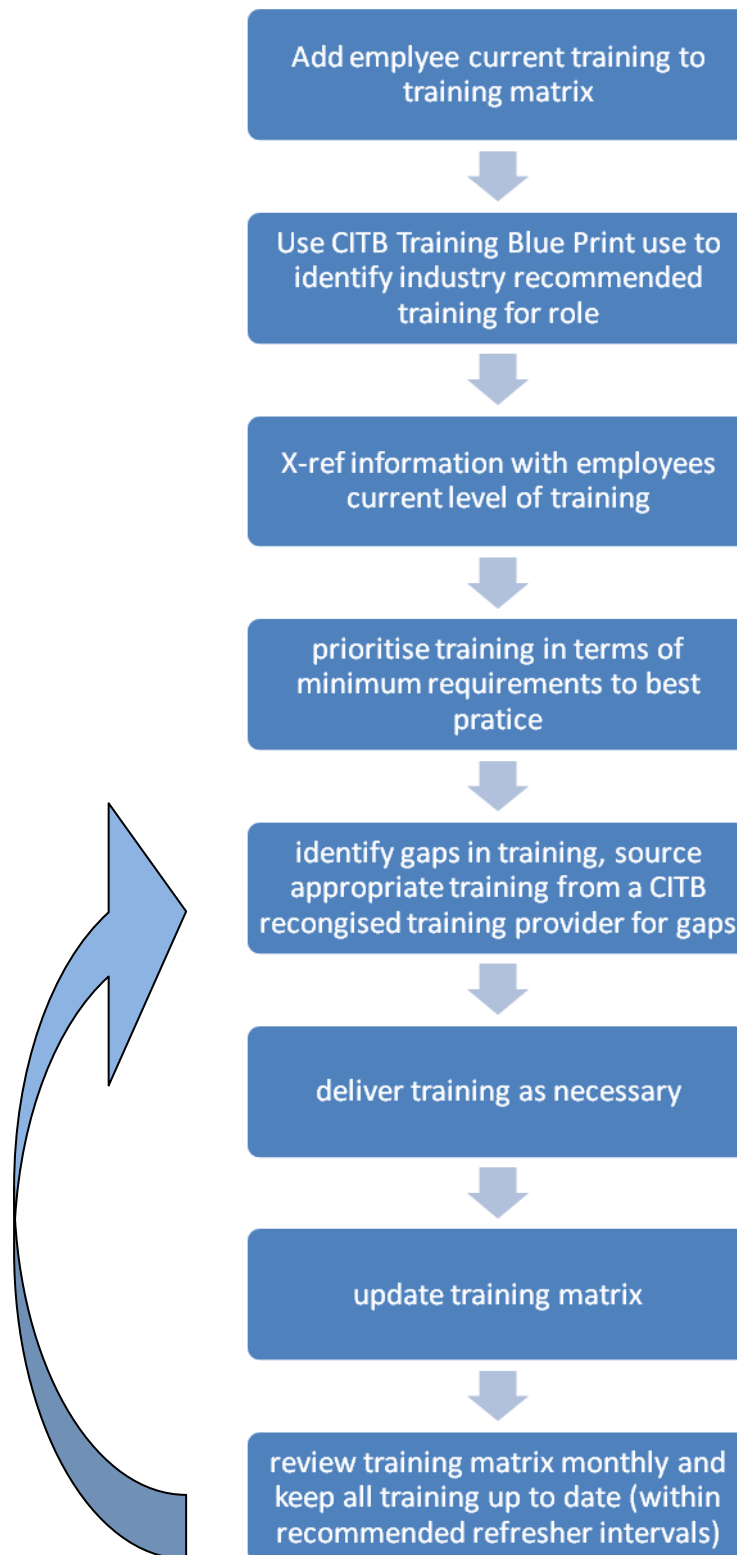
As principal contractor, MJ McBride Construction Ltd shall:

- Plan, manage and monitor construction phase in liaison with contractors
- Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)
- Give contractors relevant parts of the plan
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check competence of all appointees
- Ensure all workers have site inductions and any further information and training needed for the work
- Consult with the workers
- Liaise with CDM co-ordinator regarding ongoing design
- Secure the site

Compliance with CDM Regs will be audited by site inspections, site meetings and external audits (where required). All actions raised will be SMART.

#### 4.11 Training Needs Analysis and Matrix

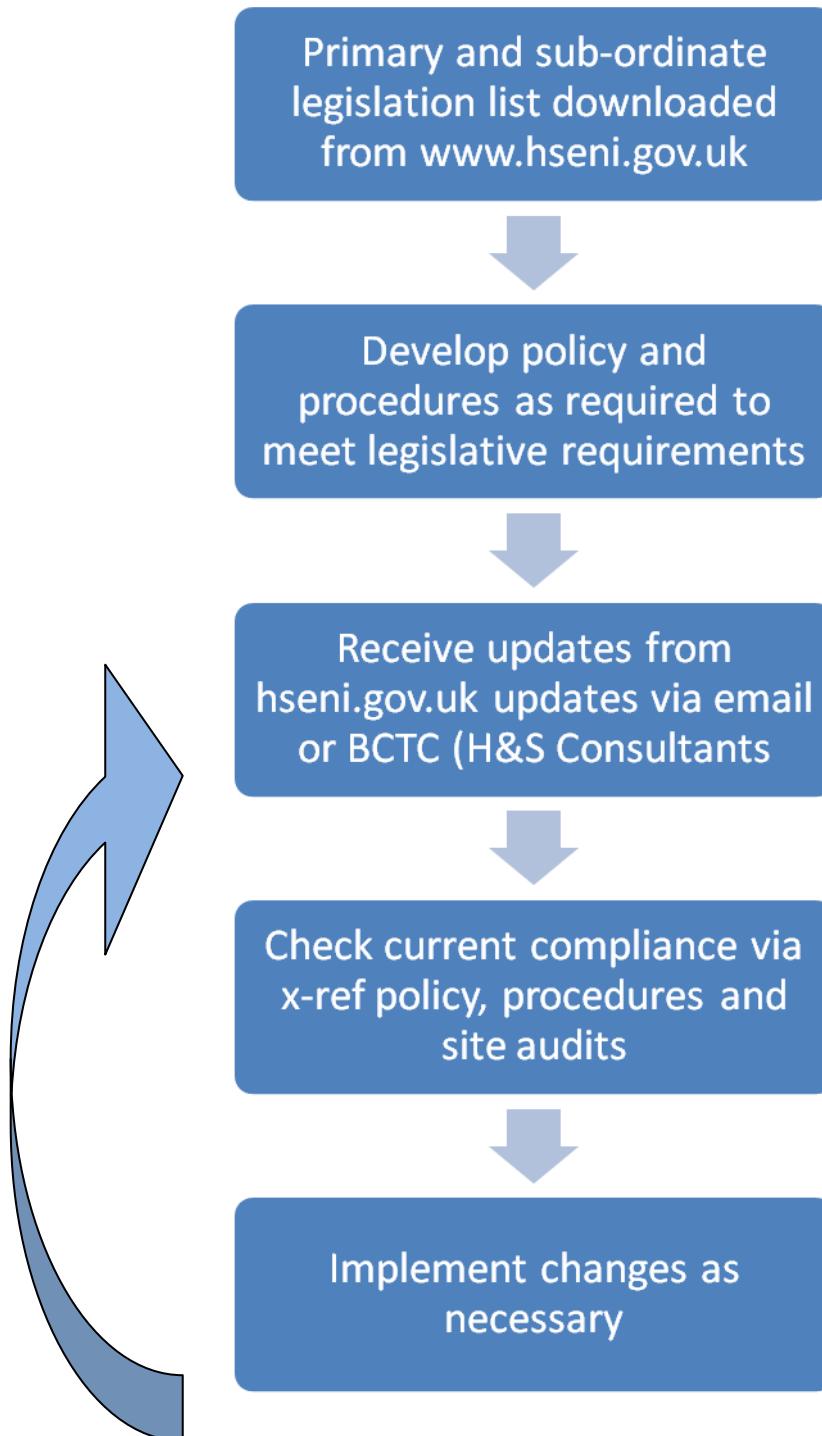
Below is the procedure used by MJ McBride Construction Ltd to ensure all employees are appropriately trained on health and safety matters relating to the company's operations. Róisín Gillen is the owner and operator of this procedure. All changes are recorded as company objectives and are SMART.





#### 4.12 Legislation and Compliance Check Procedure

Below is the procedure used by MJ McBride Construction Ltd to meet legislative requirements for the company's operations. Roisin Gillen is the owner and operator of this procedure. All changes are recorded as company objectives and are SMART.



#### **4.13 Sub Contractor selection, approval and appointment**

The selection, approval and appointment are dealt with via **procedure OP3** of MJ McBride Construction Ltd quality management system.

#### **4.14 Statutory Inspections**

Statutory Inspections are planned, carried out & recorded in line with **procedure OP4** of MJ McBride Construction Ltd quality management system

# **MJ MC BRIDE CONSTRUCTION LTD**

## **COMPANY HEALTH, SAFETY AND WELFARE CONTROL FORMS**



H&S//12/04

<b>MJ MCBRIDE - BUILDING CONTRACTOR METHOD STATEMENT</b>
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**SITE :**

**ADDRESS:**

**MAIN CONTRACTOR :**

**DESCRIPTION OF WORK TO BE UNDERTAKEN :**

**SYSTEM OF WORK TO BE UNDERTAKEN :**

**SPECIAL INSTRUCTIONS :**

**PREPARED BY :**

**DATE**

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Online version is the only controlled version of this document. Please check the online document before use.



Name :	Signature :
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1. Inform Head Office Of the incident without Delay
2. Complete the Incident Report Form and return to Head Office

H&S//12/04

MJ MCBRIDE - BUILDING CONTRACTOR SITE SAFETY CHECKLIST
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Ser No
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SITE :	DATE/WEEK ENDING:
SUPERVISOR:	<b>To be returned to head office by close of work on Thursday of each week</b>

ITEM CHECKED	Checked OK	Requires Attention	REMARKS
Electrical Supply			
Gas/Oil Supply			
Water Supply			
Warning Signs			
Excavations			
Scaffolding/Platforms			
Ladders			
Lifting Appliances			
Mechanical Plant			
Power & Hand Tools			
First Aid Box			
Welfare Facilities			
PPE & Safety Equipment			
Fire Fighting Equipment			
Site Storage			
Site Tidiness			
Vehicles			

Forms & Registers			
Accident Reporting			

<b>Date :</b>	<b>Signature:</b>
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H&S//12/04

<b>MJ MCBRIDE - BUILDING CONTRACTOR SITE AUDIT REPORT</b>
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Company		
Site/Location		
Date	Time	Audit Report No
Auditor	Site Supervisor	

**AUDIT INSPECTION.**

Last Audit Report	Forms & Registers	Site Office	
Site Storage	General Site Tidiness	Fire Equipment	
First Aide Box	Accident Reporting	Stat Notices	
Welfare Facilities	PPE/Safety Equipment	H&S Policy/Plan	
Risk Assessments	Method Statements	Electricity Supply	
Excavations	Scaffolding/Platforms	Ladders	
lifting Appliances	Plant & Machinery	Power/Hand Tools	
Vehicles	Sub-Contractors	Site Guarding/signs	

**AUDIT REPORT**

**REMEDIAL ACTION REQUIRED**

To Be Carried Out By : .....	Completed By :
.....	

Signed : ..... Date : .....

H&S//12/04

## MJ MCBRIDE - BUILDING CONTRACTOR SUB-CONTRACTORS QUESTIONNAIRE

S/C Ref

Please complete the following questions and supply the relevant supporting information as requested and return to us as soon as possible

<b>Company Name</b>	
<b>Address</b>	
<b>Contact Name</b>	
<b>Telephone No</b>	
<b>Fax No</b>	
<b>Trade Speciality</b>	

1. Have you undertaken a project of similar size and nature previously ? If 'Yes' please provide details	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

2. Do you have current Employers and Public Liability insurance ?. If 'Yes' please provide a copy of you certificate	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

3. Do you hold a current CIS 4,5 or 6 Sub-Contractors tax certificate?. If 'Yes' please provide a copy of you certificate	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

4. Do you have a Health & Safety Policy ?. If 'Yes please provide a copy	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

5. Are you registered to CEF's SAFETCERT scheme? If 'Yes please provide evidence of your registration.	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

6. Do your staff hold Construction Skills Register (CSR) cards or similar industry sector skills cards for your staff? If 'Yes please provide evidence.	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

7. Will someone have overall responsible for the Health & Safety management for this project ? If 'Yes' Please provide the CV and details of the experience and qualifications of the person	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--



<p>8. Will someone have on site day to day responsible for the Health &amp; Safety management for this project ? If 'Yes' Please provide the CV and details of the experience and qualifications of the person</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>9. Do you provide Health &amp; Safety training for your employees and others to ensure they are competent to carry out their designated responsibilities ? If 'Yes' please provide details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>10. Do you produce Method Statements, Risk Assessment and COSHH Assessments in accordance with H&amp;S at Work Regulations (NI) 1992 If 'Yes please provide examples</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>11. Do you undertake any measures to ensure the competence of any contractors you intend to use during this project. If 'Yes' please provide details.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>12. Have you ever been the subject of any prosecutions, improvement or prohibition notices served on you by the Health &amp; Safety Executive. If 'Yes' please provide details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>13. Has your company been involved in any accidents reportable under RIDDOR (NI) 1986 during the last 3yrs If 'Yes' please provide details.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>14. Will you provide staff, equipment, technical resources for this project ? If 'Yes' please provide details.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>15. Do you operate a QMS such as ISO 9001. If 'Yes' please provide a copy of your policy &amp; certificate</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>16. Do you operate an EMS such as ISO 14000. If 'Yes' please provide a copy of your policy &amp; certificate</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>17. Are you Constructionline registered. If 'Yes' please provide details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>18. Do you hold a Carriage of Controlled Waste Licence?. If 'Yes' please provide a copy of your certificate</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>19. Are you a member of or registered with any other trade body organisation. If 'Yes' please provide details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>20. Is there any other information you consider relevant. If 'Yes' please provide details</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

I/We certify that the information provided is to the best of my/our belief true and accurate

Name: ..... Signed : .....Date : .....

For and on behalf of : .....