

W Wright Electrical Ltd

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W Wright Electrical Ltd - Health & Safety Policy

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HEALTH AND SAFETY REGULATIONS/DOCUMENTATION RELEVANT TO THIS DOCUMENT

Regulation	Date
CDM 2007 (Construction, Design and Management Regulations 2007)	2007
Control Of Noise At Work Regulations	2005
Control Of Substances Hazardous To Health Regulations (COSHH)	2004
Employment Rights Act	1996
Factories Act	1961
Health And Safety (Consultation With Employees) Regulations	1996
Health And Safety At Work Act	1974
Management Of Health And Safety At Works Regulations	1999
Manual Handling Operations Regulations	1992
Personal Protective Equipment Regulations (PPE)	1992
Provision And Use Of Work Equipment Regulations (PUWER)	1998
Reporting Of Injuries, Diseases & Dangerous Occurrences Regs (RIDDOR)	1995
Safety Committees And Safety Representatives Regulations	1977
Lifting Operations And Lifting Equipment Regulations (LOLER)	1998
The Control Of Asbestos At Work Regulations	2006
Working At Height Regulations	2005

SAFETY, HEALTH AND WELFARE POLICY

STATEMENT OF POLICY

The company regards accidents and injuries to personnel as wasteful and harmful to the efficiency of the company and is determined to ensure high standards of health and safety. All employees within the company will contribute actively in accident prevention, as an integral part of the job.

It is the policy of the company that its operations are to be carried out in such a way as to ensure, so far as reasonable, the health, safety and welfare of all its employees and all persons likely to be effected by its operations and sub-contractors and the general public where appropriate.

All levels of Management and Supervisory staff are responsible for the implementing of the Company Safety Policy and will know the broad requirements of the Health and Safety at Work Act 1974, The Construction Regulations and other relevant statutory provisions. Details of individual safety responsibilities are outlines in the policy document.

This policy shall be monitored and reviewed as an ongoing process.

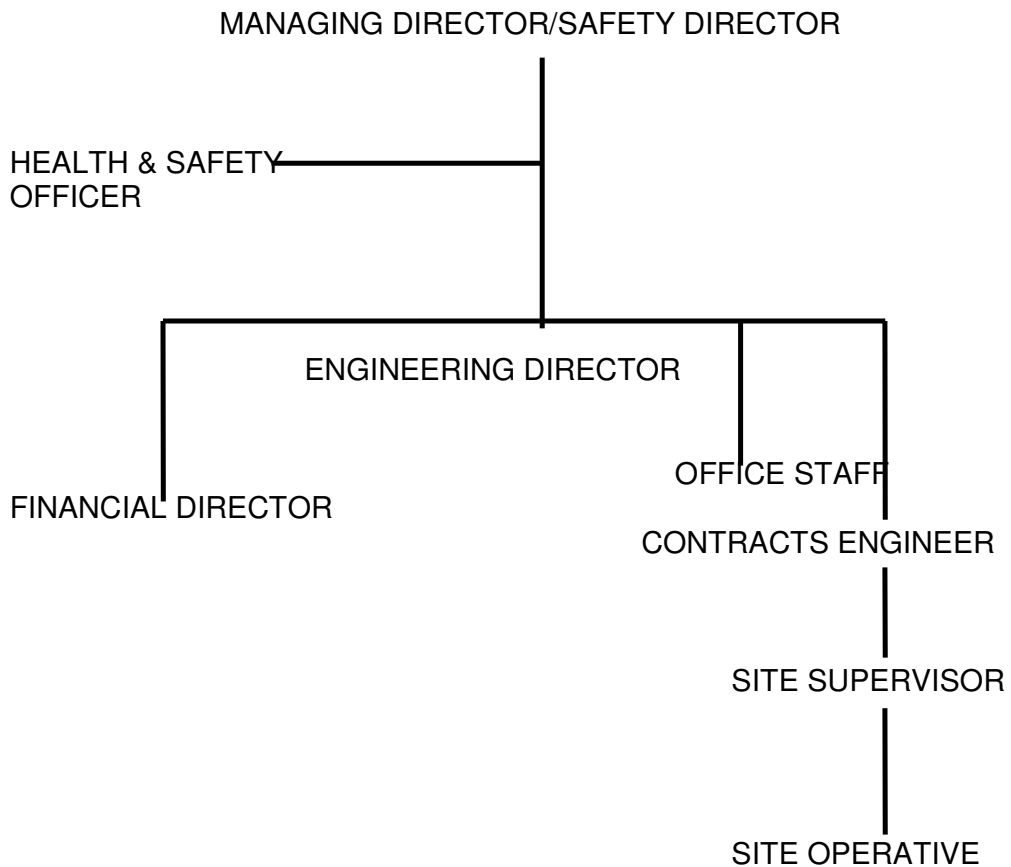
Managing Director/Safety Director



W. Wright

SAFETY ORGANISATION FOR THE COMPANY

SAFETY MANAGEMENT ORGANISATION



THE MANAGING DIRECTOR (ALSO SAFETY DIRECTOR) DUTIES

1. To monitor the effectiveness of the Safety policy and to make revisions as necessary.
2. To ensure all Company employees are aware of the Safety Policy and understand individual duties.
3. To analyse the Health & Safety Officers Site Inspection Report and ensure that corrective action is taken by the company.
4. To ensure that adequate arrangements are made Health and Safety training of all employees on a regular basis as required by the relevant statutory provisions.
5. To ensure that the main office documentation relating to accidents, diseases, insurance, training, vehicles and plant registers and certificates are maintained.
6. To ensure that notifications and reporting procedures to the relevant statutory authorities are carried out.
7. To ensure adequate financial arrangements are made to meet statutory requirements.
8. The Managing Director shall ensure all Sub-Contractors and self Employed Trades Persons sign a declaration that they fully understand the company's Safety policy, Emergency Procedures, Clients Workplace Rules, and are conversant with the Health and safety at Work Act 1974 and the appropriate Statutory Regulations.
9. The Managing Director shall prepare post and organise the company's notices to comply with the requirements under the Health and Safety at Work Act 1974, and The Factories Act 1961, and ensure that all operatives and other employees are fully aware of the company's Safety Policy, Permit Systems and laid down safety procedures governing their operations.

THE HEALTH & SAFETY OFFICERS DUTIES

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1. The Health & Safety Officer shall keep the Managing Director informed of all safety matters at regular intervals.
2. To consult between management and employees on health and safety matters.
3. To encourage discussions of safety matters between management and operatives and organise regular training sessions, as necessary covering amendments to the plan, permits and depot rules.
4. To prepare all Risk and COSHH Assessments as required assisted by the Contracts Engineers and Site Supervisors.
5. Carry out safety inspections and report to the management with recommendations as necessary as requested.
6. To instigate induction training sessions and documentation required to ensure all new employees and other staff are fully aware of the company's safety policy and safe working practices.
7. To promote and introduce a phased safety culture to the management and staff through an ongoing involvement and gradual instigation of attitudes conducive to the principles of health and safety at work.
8. To liaise with the Health and safety Executive on matters as instructed.
9. To advise and report on accident investigations and carry out all necessary endorsements under the RIDDOR Regulations.
10. To represent the company on all matters relating to health and safety.

THE ENGINEERING DIRECTOR DUTIES

1. Understand the group's policy and commitment to safe working.
2. Ensure that equipment purchased complies, whenever possible, with recognised safety standards.
3. Arrange the safe storage and stacking of all materials.
4. Ensure that the company's vans are maintained and serviced to meet the statutory requirements.
5. Make sure that suitable protective clothing and equipment are used as appropriate.

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6. Audit site facilities including stores and where necessary ensure that fire fighting equipment is available and maintained.
7. Ensure that all plant and equipment is tested carries the necessary notices and is in full compliance with statute and relevant codes of practice.
8. Co-operate with maintenance staff in the selection of the correct type of plant and equipment for the particular operation.
9. Ensure that hired plant and equipment has current test certificate available with the machine and oversee the plant and equipment hired in is from a reputable company and that the condition of the plant and equipment is regularly inspected.
10. Ensure that only fully trained operators for a particular machine are employed and that where necessary they are in possession of a certificate of authorisation and/or licence or that notice is given of the requirement for trained operators where such operators are not supplied.
11. Ensure that sufficient information is available regarding the safe use of all plant equipment and materials and that this information accompanies the item when leaving the depot or store.
12. Give prompt attention to all plant and equipment defects notified and ensure the plant and equipment is immediately put out of service if it is not safe to operate.

THE TRANSPORT MANAGERS DUTIES

1. Make arrangements to secure that all transport, plant and equipment on leaving its depot or store is safe and fully efficient: that it is guarded and equipped with the necessary devices and the relevant test certificates and licences are carried with that item of plant.
2. Ensure that all repairs and maintenance work carried out in a proper manner by trained personnel.
3. Ensure that the no smoking policy in company vehicles is communicated and followed by all persons using company vehicles.

OFFICE STAFF

1. Have a personal concern for safety for themselves and others.

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2. Do not try any improvisation which could create unnecessary risks.
3. Arrange the safe storage and stacking of materials.
4. Report any defects in their equipment to their superior.
5. Know the fire fighting procedures affecting their place of work and report the fire exits that are obstructed.
6. Make sure that corridors, doors and stairs are clean.
7. Know the safety code and accident prevention.

CONTRACT ENGINEERS

1. Understand the company's safety policy and appreciate the responsibility of each individual.
2. Determine at the planning stage the most appropriate order and method of working consistent with safe practices.
3. Make sure of the welfare and toilet facilities on the day of commencement.
4. Know the basic fire precautions.
5. Will liaise with the Planning Supervisor and where applicable the Principal Contractor to produce the relevant and required information for the Health and Safety plan and file. (H&S File).
6. Ensure all information is received from the Sub Contractor (s) for the inclusion in the H&S file. Ensure all relevant information contained within the Health & Safety plan is forwarded to each Sub Contractor.
7. Produce and issue triplicate copies of the H&S file information for the distribution as detailed below:-

One Number Copy

- a) For inclusion in the H&S file, issued via the Principal Contractor or direct to the Planning Supervisor, as applicable, dependant on WWEL's role on the particular project.
- b) One number copy issued to the WWEL's Site Foreman for his information/attention.
- c) One number copy filed in the project file for office use and future updating.

SITE SUPERVISORS

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1. Organise the work so that it is carried out with the minimum risk to men, plant and materials.
2. Know the broad requirements of the safety regulations and any other relevant legislation and instructions as they appear in the Company's safety manual. Carry out Site Induction Training to all personnel and sub-contractors after which Form IC17 shall be completed for each individual. On completion of this form it shall be sent to
3. W Wright's Head Office at Princess Street for the attention of the Safety Representative.
1. Ensure that all registers, records and accident reports are in order.
2. Duties of Site Supervisor (S.S.):
3. Each S.S. shall be responsible for carrying out inspections of the workplace :-
 - a) on a regular basis.
 - b) after a substantial change in conditions of work.
1. A record of their findings shall be notified directly to the Safety Representative.
2. Co-operate with the Safety Representative and act on his recommendations.
3. Make sure that protective clothing and equipment is available and used as appropriate.
4. Check that all plant, including power and hand tools, are in good condition and that persons using them are adequately trained.
5. Set an example by high standards of application and discipline in safety.
6. Ensure that the Site Rules, Hazards and Risks laid out in the H&S Plan and File documentation are known and understood by the Site Operatives and any Sub Contractors alike. I.e. Sub Contract labour or Specialist Contractors.
7. Ensure all site based drawings and manufacturers information contained within the H&S File documentation are regularly updated as and when necessary. This same information will also be forwarded to the Contract Engineer.
8. Supervise the works and ensure that the Site Operatives and Sub Contractors are working in accordance with the H&S Plan and File.

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OPERATIVES

1. Know the basic requirements of the safety regulations.
2. Will not take unnecessary risks.
3. Always use the correct tools and equipment and ensure that safety equipment and protective clothing is used where appropriate.
4. Always set a personal example.
5. Use the safety equipment and protective clothing supplied, e.g. safety boots, safety helmets, belts, goggles and look after them.
6. Take care that his own health and safety, and that of other people, is not affected by anything he does while working.
7. Warn new men on site of any known hazards.
8. Do not abuse the welfare facilities provided.
9. Do not indulge in horse play.
10. Read and Digest the individual copy of W Wright's safety policy issued to them.
11. Comply with the Company's safety rules as contained in the safety policy document as above, issued to you on commencement of starting work with the Company or, if your copy is not to hand, all supervisors have a safety file on site which is available for inspection at the site office.
12. Report any Health and Safety matters, defects in plant, tools or equipment, to your site supervisor immediately they become known.
13. Know and understand the Site Rules, COSHH Hazards and Risks Assessments laid down in the H&S File document.

PLANT MANAGERS DUTIES

1. The Plant Manager shall ensure that all work equipment in use is recorded and logged to enable ease of traceability.
2. Ensure that arrangements are in place so that Portable Appliances are tested prior to the expiry date of the test.
3. Source external plant and equipment from reputable hire companies and that they are in good working condition complete with all necessary test certificates.

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4. Take out of service any equipment found to be faulty in order for it to be repaired or scrapped if repair is not possible or economically feasible.

SUB-CONTRACTORS DUTIES

Sub Contractors shall be chosen from the WWEL approved list of suppliers, which shall be regularly reviewed by the Health & Safety Officer and Quality Manager to ensure compliance with our health and safety and quality procedures.

1. The sub-contractor shall ensure they have received understood and comply with the company's safety policy.
2. Always work in accordance with the method statements and risk assessments as provided or issued in the case of sub-contractors.
3. Take care of your own health and safety whilst working for the company: ensure your activities do not adversely affect the health and safety of others.
4. Co-operate with the company in all matters of health, safety and welfare and make your contribution to reducing accidents.
5. Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
6. Develop a concern for safety personally and for others, particularly new employees and young persons.
7. Set a good personal example.
8. Suggest ways of eliminating hazards.
9. Report to your immediate supervisor all incidents, which could result in personal injury or property damage.
10. Report to immediate supervisor any defects in plant or equipment or unsafe methods of work and ensure that plant, equipment and premises are left in a safe and secure state and where appropriate safe and secure place when unattended.
11. Avoid unsafe improvisation.
12. Use the correct tools and equipment for the job: use safety equipment and personal protective equipment which is made available and issued when required.

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13. Keep tools and equipment in good condition.
14. Take care of company property entrusted to you. Refrain from 'horseplay' and the abuse of welfare facilities.
15. Report any personal industrial injury or industrial disease to your immediate supervisor and ensure an entry is made in the accident book at your place of work.

As part of the contract analysis the performance of all sub-scontractors shall be reviewed with the WWEL Contract Engineer with regards to their attention to the projects Health & Safety of all operatives.

GENERAL GUIDES

1. The Management are responsible for all aspects of accident prevention. They cannot exercise this responsibility without the active co-operation of all employees.
2. Provide all necessary safety devices and protective equipment and enforce the use of such devices and equipment.
3. Set and maintain a high standard of behaviour.
4. Maintain a constant interest in the general aspects of safety by:-
Making regular plant and safety inspections.
Stimulating joint consultation.
Introducing standardised procedures.
5. Make use of the Electrical Contractors Association Advisory Services in addition to the advice available from the Company Safety Representative.

VISITORS TO THE COMPANY

1. All visitors should report to reception and await the member of staff they wish to see.
2. Visitors should not proceed into the offices or workshops unaccompanied.
3. Whilst on the premises, visitors should comply with any requests by their host, or any other member of the company's staff, concerning their safety, in particular the wearing of protective clothing if so required, i.e. eye protection, etc.
4. Regular visitors who have been granted the privilege of free access to the workshop and showrooms. For example, contractors, inspection and maintenance personnel, etc. in pursuit of their normal duties, must

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remember that the privilege confers with it the responsibility to observe the requirements of the Company's Safety Policy.

5. In the event of a visitor being so unfortunate as to sustain injury whilst on the premises, this must be reported to the first aid officer, recorded in the accident book, and the accident report form completed, and a director of the company informed as soon as reasonably practicable.

EMPLOYEES

Employees have responsibility to:-

1. Work safely and efficiently.
2. Report incidents that may lead to injuries
3. Report to supervision all un-safe conditions that arise.
4. Adhere to the rules and regulations made by the Company, both generally and in regard to particular work procedures.
5. Co-operate with Management when accidents require investigation.
6. Comply with statutory obligations.

FIRE PRECAUTIONS

Although standards of fire precautions are higher than those for most other work hazards there is, nevertheless, a need for the Safety Representative to maintain continuous vigilance.

Fire safety involves two important questions:-

Firstly, the need for adequate precautions to prevent fires from breaking out.

Secondly, action to be taken on the outbreak of fire.

FIRE PREVENTION PROCEDURES

- * No accumulation of waste materials in hoist shafts, under huts, or in odd corners.
- * Waste cleared regularly.
- * Adequate training and instruction of all personnel.
- * Special training for use of portable fire extinguishers.

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- * Heaters safely located and guarded.
- * Fire extinguishers checked and/or recharged: clearly identified and easily accessible.
- * Records of last extinguisher servicing.
- * Escape routes and assembly areas marked.

REPORTING OF ACCIDENTS, DANGEROUS OCCURRENCES AND DISEASES (RIDDOR)

See Appendix for sample Report forms ref: F2508 and F2508A

Where the Main Contractor has a medical centre/ambulance room on site, the site supervisor must ensure that their operatives report all injuries there, as soon as possible. Alternatively, where the Main Contractor has no medical facility the site supervisor must record all injuries to their operatives and inform in writing the Main Contractor, and all such records must be available for inspection by the Main Contractor if required. All must comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), which require notification of certain accidents to the Health & Safety Executive. Briefly, the regulations require the following:-

Accident Type	Action Required
Fatality or major injury (including physical violence).	Immediately telephone H.S.E. and send written report (F2508) within 10 days
Over 3 days absence from work.	Send H.S.E. written report (F2508) within 10 days.
Disease	If a Doctor notifies us that an employee suffers from a reportable work related disease then a completed disease report form (F2508A) will be sent to the enforcing authority.
Dangerous Occurrences	If something happens which does not result in a reportable injury, but clearly could have done, then it may be classed as a dangerous occurrence which must be reported immediately by telephone. A completed report (F2508) must be reported within 10 days.

NOTE: Fatalities, major injuries, dangerous occurrences and flammable gas incidents must be reported immediately to the Main Contractor by the quickest possible means.

Minimum particulars that must be kept are:

- * Date and Time of accident or Dangerous Occurrence
- * Full name and occupation of injured person plus nature of injury
- * Place where accident or dangerous occurrence happened
- * Brief description of circumstances in which either of the above happened
- * Date of which the event was reported to the enforcing authority
- * The method by which the event was reported

RECORDS MUST BE KEPT OF ALL REPORTABLE DEATHS, INJURIES AND DANGEROUS OCCURRENCES, COPIES OF ALL REPORTS MUST BE SENT TO THE MAIN CONTRACTOR AND

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W WRIGHT SAFETY REPRESENTATIVE.

References;

The Reporting of Injuries, Diseases and Dangerous Occurrence's Regulations 1995

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH) PROCEDURES/INSTRUCTIONS

Sample COSHH Hazard sheets contained within Appendix

The control of Substances Hazardous to Health Regulations (COSHH) require employees to assess the risks created by work in which a hazardous substance is used. One starting point to help with this assessment will be the information on the label if the substance is subject to CPL (Classification, packaging and labelling of dangerous substances). For all substances information should be provided by the supplier to enable the substances to be used with safety. (This is required by section 6 of the Health & Safety at Work Act 1974).

Action under COSHH

Employers (Projects Senior Engineer)

First you must determine the hazard of a substance. Then you have to: -

- * Assess the risks to person's health from the way the substance is used on site
- * See if you can prevent anyone being exposed to the substance; if not
- * Decide how you are going to control exposure to reduce the risk,
- * Establish effective control,
- * Train and inform the workforce,
- * Where necessary, monitor person's exposure and provide health surveillance.

Employees

You need to know more than just the hazard by a substance before you use it. You should be trained to understand:

- * What are the risks from using it at your workplace,
- * How are those risks controlled?

Personal Protective Equipment (PPE) must be worn at all times when working with Hazardous Substances. Details of PPE requirements are contained within the COSHH Risk Assessment sheet applicable to the substance under the heading "Recommended Control Measures".

IF IN DOUBT - ASK

Reference:

The Management of Health and Safety at Works Regulations 1999

The Control of Substances Hazardous to Health Regulations 2002

The Personal Protective Equipment at Works Regulation 1992

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The Chemical (Hazards Information and Packaging) Regulations 2002(CHIP3)

The Control of Asbestos at Work Regulations 2006

All operatives shall receive Asbestos Awareness training in order to make them aware of the dangers of coming into contact with Asbestos.

The Control of Asbestos at Work Regulations 2006 requires employers to prevent exposure of employees to asbestos. As part of the risk assessment process the location of any asbestos shall be provided by the client via an asbestos register to determine exact locations. Where asbestos is present in any areas of work a separate risk assessment and method statement will be required. Where any asbestos is discovered that is not included in the asbestos register then the procedures in WWEL's Asbestos Policy shall be followed.

SAFE SYSTEMS AND METHODS OF WORK

Our safe systems of work are developed from:

- Consultation with organisations including the Health & Safety Executive, and Electrical Contractors Association
- Management Commitment
- Health & Safety at Work Act & legislation
- Hazard Identification Risk Assessment & Control
- Training & supervision requirements
- Policies & procedures including risk assessments and method statements

RISK ASSESSMENT PROCEDURES

Risk assessments will be carried out by a competent person

1. Identify and list all work activities per project. Not all of them will be required to be assessed, if there are no hazards associated with them, or the risk from their hazards is insignificant.
2. Identify the hazards associated with each activity (from machinery to layout, from employees to members of the public) and evaluate the extent of the risk. The general or 'generic' forms in this section of The Hascom Manual provides most of the information needed about the hazards, the significance of the risks and the standard control measures which will be used. This system is used to complete fresh forms for any activities not covered in the examples given within the manual.

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3. To carry out risk assessments. To estimate the extent of the risk, we use HS guidance material, trade press and supplier's information, and our own experience. A 'suitable and sufficient assessment' will reflect that it is reasonably practicable to know about the hazards in the workplaces, ensuring all aspects are covered, addressing what actually happens, ensuring all employees and others are considered (cleaners, maintenance staff, visitors etc.) Identify those at particular risk (the young, disabled or those working alone) and taking account of existing preventative and precautionary measures.
4. Record the basic control measures and ensure that these are checked at each workplace, and completed on the reverse. The purpose of doing so is to make sure they apply in all respects, and evaluate the actual risk by considering local factors including the numbers of people exposed to the risks, the duration of exposure, and any additional steps needed to reduce the risk to acceptable levels.

Risk assessments shall be reviewed at regular intervals to ensure that they effective and ensure that any statutory duties are complied with. This will be achieved by regular monitoring of the policy and procedures by the Health & Safety Officer assisted by the Contracts Engineers, Site Supervisors and Operatives.

METHODS STATEMENT PROCEDURES

Method statements will be activity-specific and site-specific, detailed and contain the sequence in which the work will be done.

Method statements will include the following information:-

1. Originator and date.
2. Identification of individual(s) who will be responsible for the whole operation and for compliance with the method statement. Key personnel responsible for particular operations may also be named.
3. Training requirements for personnel carrying out tasks which have a competency level requirement.
4. Details of access equipment which will be used, safe access routes and maintenance of emergency routes.
5. Equipment required to carry out the work, including its size, weight, power rating and necessary certification.
6. Locations and means of fixing of lifting equipment.
7. Material storage, transportation, handling and security details.
8. Detailed work sequence including hazard identification and risk control measures, including co-operation between trades which may be required, limitations for part-completion of works and any temporary supports or supplies required.

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9. Details of all personal protective equipment and other measures such as barriers, signs, local exhaust ventilation, rescue equipment, fire extinguishes and gas detection equipment.
10. Any environmental limitations which may be applicable, such as wind speed, rain and temperature.
11. Details of measures to protect third parties who may be affected.
12. The means by which any variations to it will be authorised.

COMMON SITE HAZARD PROCEDURE INSTRUCTION

FALLS	Always look where you are going.
FALLING OBJECTS	A safety helmet must be worn.
UNGUARDED MACHINERY	Do not use and report to Supervisor.
HAND TOOLS	Make sure they are in good working order and have a current PAT. Certificate. See leads are not frayed or cut. Make sure switch working correctly. All tools should be 110volts.

Do not use explosive cartridge guns unless you have received instruction on how to do so.

MOBILE SCAFFOLDS

Mobile scaffolds shall be erected by operatives that are PASMA trained. It shall be inspected prior to use and any defects found shall be reported to the site supervisor immediately and taken out of service until it is found to be safe to use.

Make sure the mobile scaffold is erected to manufacturer's instructions.

Before using, make sure wheels are in locked position.

Guard rails must be 990mm and 1150mm above the platform with the distance between the top of the toe board and the guard rail not exceeding 750mm.

Make sure ladder is lashed firmly to the inside of scaffold, the foot being 150mm from top of castors.

If using zip - up portable towers, make sure outriggers are fixed.

If in doubt, consult your foreman. Do not take chances. If it does not feel safe, do not use.

LADDERS PROCEDURES/INSTRUCTIONS

All ladders and stepladders should be suited to the purpose for which they are to be used and free from defects. All ladders shall be signed out by the plant manager and location of site entered into the plant register.

The ladder shall be:

- * Set on firm, level base.
- * Properly erected and secured.
- * No damaged, loose or missing parts: rungs clean and free of mud or grease.
- * Ladder projects at least 1.05m above landing place.
- * Set at angle 75 - (1 out of 4 up).

STEPS

- * Steps should be on a firm level base, and be stable.
- * To be set at right-angle to the work whenever possible.
- * The user's knees to be below the top of the steps.

Whilst stepladders are not banned they must only be used **Only For** short durations of work.(meaning between 15-30 mins) The task **MUST NOT BE REPETITIOUS**

I.E. Use the steps for ten minutes down move carry out 10 minutes work of the same nature (i.e. pipework runs cable tray etc.)

A risk assessment must be carried out before steps are used (by the engineer.)

Alternative to steps MUST be considered.

Platform steps, Podium steps, Access towers, Scaffolds Mobile and fixed. Keep an open mind about the alternatives to steps.

Communicate if possible with the client or main contractor –confirm if they have any plans or expectations about access.

TRESTLE SCAFFOLDS PROCEDURE/INSTRUCTIONS

Use of Trestles

- * Should be on a firm, level base and fully opened.
- * Not to be used where any one can fall more than 1.50m.
- * Only one tier permitted when folding supports used (No guard-rails and toe-boards required).
- * At least two thirds of trestle should be above working platform.
- * Platform must be at least two boards wide - 450m.

References: Working at Height Regulations 2005 Use Of Stepladders 2005

ELECTRICAL CABLES AND APPARATUS

CHECK POINTS

CHECK FOR:-

1. Signs of damage to apparatus - especially portable equipment.
2. Signs of damage to outer coverings of wires and cables.
3. Are all connections to power points by proper plugs etc. and not bare ends of cable?
4. Are there signs of damage or interference to the equipment?
5. Is the Portable Appliance Test (P.A.T.) label current and passed?

If any of the above checks are found to be negative then do not use the equipment and report/return to site supervisor or office with a report.

SAFE USE OF WORK EQUIPMENT (P.U.W.E.R.)

It is a requirement of the Provision and Use of Works Equipment Regulation 1998 that both Employers and Employees ensure that all work equipment is:-

- a) Used only for the operation it is suitable for.
- b) Used only under the conditions for which they are suitable for.

Therefore all employees shall:-

- a) Ensure that all equipment being used by them, in the execution of their duties, is maintained and in good working order prior to putting in to use.
- b) Carry out inspections on equipment prior to use.
- c) Identify and report all faults on equipment directly to their immediate supervisor.
- d) Place **all** faulty equipment in a designated quarantine area, clearly marked "Faulty Do Not Use".
- e) Remove from site all faulty equipment as soon as is practically possible.

All work equipment shall be regularly inspected and checked to ensure that it is fit for purpose. This is the responsibility of all operatives using the equipment. The Plant Manager shall ensure that all equipment is logged to record where it is located.

Portable Appliances shall be tested at least once a year. This will be increased dependant upon the site and client requirements. The operative in

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possession of the portable appliance shall make arrangements with the Plant Manager for its test prior to its expiry.

ON NO ACCOUNT SHALL FAULTY PLANT OR EQUIPMENT BE USED

The typical inspection of equipment, **generally** utilised in the execution of electrical installation works, covers items such as:

1. Electrically operated tools such as Drills/Jigsaws/Skillsaws/Disc Cutters etc.,
2. Steps and Trestles.
3. Mobile Scaffolds.
4. Ladders.
5. Hand Tools.
6. Extension Leads
7. Transformers.
8. Test Equipment

References: The Provision and Use of Work Equipment Regulation 1998 (P.U.W.E.R.)

MANUAL LIFTING AND HANDLING PROCEDURES

Attention to the following simple rules.

1. If the load is awkward or too heavy GET HELP.
2. If the load is awkward or too heavy and mechanical aids are available USE THEM
Operatives who use such aids must be fully instructed in their safe use.
3. Check for sharp edges.
4. Check to see that there is adequate room to lift the object, a clear path to your destination, that you and see where you are going and that there is adequate room or setting the object down. Extra care is needed when the object is an awkward shape.
5. When lifting always:-
 - a) Keep the back straight
 - b) Tuck the chin in.
 - c) Keep the feet as close to the load as possible, slightly apart and one foot slightly more forward than the other.
 - d) Bend the knees and crouch to the object,
 - e) Get a firm grip using the whole hand, not just the fingertips.
 - f) Keep the elbows well tucked in.
 - g) Lift using the legs smoothly in a controlled manner (raising the object) and a move in a forward direction.
 - j) Reverse the above procedure when sitting down, taking care not to pinch the fingers.
6. When working in a lifting or pulling gang, it is essential that only one operative gives the instructions.

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7. When carrying objects, ensure you can see where you are going. The object must not obstruct your vision.

Safety Preparation Checklist, Question to ask -

- * What is being lifted, where to and how far and how many people will be needed to move the load safely.
- * Are they all trained in kinetic lifting and handling
- * What method of equipment will be required and also is the required equipment available.
- * Would mechanical means be more practical or appropriate and is it available.
- * Is the lifting and handling area clear of hazards
- * Is proper clothing in use
- * Are excessively heavy weights being lifted and are the loads being deposited and stacked safely and securely.
- * Is adequate supervision employed where necessary

Note:- After lifting and handling, ensure that in the event of any incidents or accidents occurring that they are fully recorded and reported

References: The Manual Handling Operations Regulations 1992
Lifting Operations and Lifting Equipment Regulations 1998
(L.O.L.E.R.)

CARTRIDGE OPERATED TOOLS PROCEDURES AND INSTRUCTIONS

Cartridge tools are potentially lethal if used recklessly or incompetently. The primary factors affecting safe use are:-

- * Adequate training
- * Competent and responsible users

PROTECTIVE EQUIPMENT

- * Eye protection to EN166B impact must be provided and worn at all times when handling tools or cartridges.
- * Noise levels vary with make of tool but all create high intensity short duration noise and suitable ear protectors should be worn.
- * Safety helmets to EN 379 should be worn while tools are in use.
- * Safety of other persons in vicinity should also be considered and necessary provisions made.

SELECTION AND TRAINING

- * Operatives to be properly and adequately trained in the use of equipment and aware of hazards.
- * Tested for colour blindness.
- * Only persons over 18years of age to use cartridge operated tools.
- * Operatives mature and responsible.

ISSUE AND CONTROL

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- * Only responsible and competent persons shall supervise and check the acquisition, issue, use, return and maintenance of cartridge operated tools.
- * Cartridge operated tools shall be stored in a place which is secure, dry and cool.
- * The issue of such tools and cartridges shall be strictly controlled.
- * All tools shall be stored "UNLOADED"
- * Manufacturers instructions on the safe use of the cartridge tool shall be available.

Reference:- Explosives Act 1875(amended 1923)
Health and Safety at Works Act 1974
The Control of Noise at Work Regulations 2005
The Management of Health and Safety at Works Regulations
1999
The Personal Protective Equipment at Works Regulations 1992
The Provision and Use of Work Equipment Regulations 1998

ABRASIVE WHEELS PROCEDURES/INSTRUCTIONS **BS EN166B Eye Protection must be worn at all times**

TRAINING AND APPOINTMENT

No person shall mount an abrasive wheel unless trained in accordance with the schedule of the regulations, competent to carry out mounting, and appointment in writing. A record of appointment by means of a signed and dated entry in register F2346 is required. All entries of appointment must specify the class and description of the abrasive wheel which the appointed person may mount. The person appointed must be given a copy of the entry of certificate.

Revocation of an appointment can be made at any time by a signature and date in the register F2346 by responsible nominated person.

SELECTION OF WHEELS

When selecting a wheel, due regard must be given to the factors which affect safety. As a general guide, soft wheels are more suitable for hard materials, and hard wheels for soft materials.

MOUNTING OF WHEELS

Before any abrasive wheel is mounted on a grinding machine, it should be examined and, if damaged, rejected.

No wheel shall be mounted on a machine for which it is not intended.

Straight sided abrasive wheels must be mounted between suitable flanges.

The flanges should be of the same diameter and be recessed on the side next to the wheel to ensure that the clamping pressure is not extended near the centre hole. Straight sided cutting-off wheels over 230mm diameter should have washers or blotters of compressible material fitted between the wheels and their flanges. Depressed centre wheels should be mounted only with the special flanges provided. Where the work requires the exposed arc

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or the wheel exceeds 180, the wheel must be tapered from its centre to its periphery by at least 6% on each side.

SPEEDS OF SPINDLES

The maximum spindle speed must be marked on any machine which has a spindle for an abrasive wheel. If spindles have several speeds, each speed must be marked. Air driven spindles must be fitted with a governor which ensures the maximum speed is not exceeded.

WHEEL SPEEDS

Wheels with a diameter more than 55mm must be used unless the maximum permissible speed in rev/min must be stated in a notice (2351).

The notice must either be kept permanently fixed in the room where the grinding with that wheel is carried out or posted in a place where it can be easily read by persons using the wheel.

Reference: Health & Safety at Work Act 1974- Factories Act 1961 - Sect, 21 & 22

Personal Protective Equipment Regulations 1992
Provision and use of Work Equipment Regulations 1998

PERMIT TO WORK WHERE APPLICABLE

EXPLANATION

A permit to Work system is a safety procedure designed to protect personnel and plant. It consists of an organised and pre-defined safety procedure. It forms a clear record of all foreseeable hazards which have been considered in advance.

Correct operation of the system ensure that:-

- * Only one authority issues permits to allow personnel to work.
- * All personnel are aware of the safety measures required to be taken and all factors involved.
- * The area affected by the work is clearly defined.
- * The period of time during which the work may take place is clearly defined.
- * The correct protective clothing and equipment is provided.
- * The relevant departments are aware of the status of the equipment.
- * Appropriate management are aware of the work in progress.

NOTE: The memorandum, the safe working procedure for High Voltage, Medium Voltage Sub - Stations and Switch - Rooms can be found in the site supervisors safety files.

Permits to work shall be issued in line with the clients permit to work systems to ensure that there no confusion

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LIVE WORKING WHERE APPLICABLE

Regulation 14 of the Electricity at Work Regulations 1989 states:-

No persons shall be engaged in any work activity on or so near any live conductor (Other than one suitable covered with insulation material so as to prevent danger) that danger may arise unless:-

- a) it is unreasonable in all circumstances for it to be dead
- b) It is reasonable in all circumstances for him to be at work on or near it
- c) suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

The regulations also provide that wherever repair, alteration, extension or cleaning is carried out upon electrical systems or where technical knowledge and experience is required in order to avoid the danger of electric shock a competent person only may do such work and be accompanied.

ACCIDENT PREVENTION POLICY

The company should accept the following three fundamental points as the foundation for its accident prevention policy.

1. Accident prevention is one of the major responsibilities of the executive management.
2. Effective joint consultation on accident prevention should be established and improved.
3. Accident prevention programme designed to achieve measurable results, monitored by top management, should be formulated and published.

FIRST AID TRAINING AND PROVISION OF FIRST AID MATERIALS

Qualified personnel suitably trained will be present on site as required by the current Health and Safety at Work Act.

As Issue No. 3 dated 2004, W. Wright Electrical Ltd have two suitably qualified personnel possessing, British Red Cross "first aid at work course" certificates valid for use under the Health and Safety (First Aid) Regulations 1981.

Suitable sized and graded first aid kits are issued to each site and vehicle where appropriate.

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HEALTH AND SAFETY AUDIT

A Health and Safety audit will be carried out annually by the Company Safety Representative, auditing the Operative Site Induction Check List, I.C.17 (Copy enclosed).

The findings of the Health & Safety audit shall be included within the WWEL Annual Health & Safety Review.

INFORMATION AND TRAINING

The company will give sufficient information, instruction training and supervision as is necessary to ensure the health and safety at work of employees. The training provided will vary according to:

- a). experience of the worker
- b). changes to tasks or responsibilities
- c). changes in equipment or technology
- d). changes to systems of work

Tool box talks will be given as part of the information and training provided to the workers. These will be held as the job or task dictates or when good working practices or changed.

HEALTH, SAFETY AND WELFARE TRAINING PROCEDURES

All welfare training of Site Supervisors is carried out internally by the Company Safety Representative and recorded on Document I.C.17 (Site Induction Check List).

All Health, Safety and Welfare instructions to site personnel are carried out by the Site Supervisor and recorded in the Site Induction Check List.

First aid training, certification and refresher certification will be maintained at a level relevant to the size, type and nature of the work in progress at any one time.

CONSULTATION WITH EMPLOYEES.

Legislation:

Health and Safety at Works Act 1974

The Safety Committee and Safety Representative Regulations 1977

The Management of Health and Safety at Work Regulations 1999

Trade Union Reform and Employment Rights Act 1993

The Construction (Design and Management) Regulations 2007

The Health and Safety (Consultation with Employees) Regulations 1996

Employment Rights Act 1996

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Information issued to employees:

- 1- Each employee shall be issued with a copy of the companies Health and Safety Policy.
- 2- A copy of a specific project C.D.M. construction phase Health and Safety manual shall be issued to the Site Supervisor (S.S.) responsible for a particular project. This shall contain all relevant health and safety information specific to the project such as Method Statements, Risk Assessments and C.O.S.H.H. Data Sheets. All details applicable to health and safety matters shall be updated as and when they occur with relevant data sheets being issued to the S.S. for inclusion into the site copy of the construction phase Health and Safety Plan
- 3- Each employee shall be advised of all matters affecting their health, safety and welfare at works as and when changes occur.
- 4- In the event of the introduction of new plant and machinery, all relevant operational data sheets, along with any required risk assessment sheets, shall be issued to all employees.
- 5- All employees shall be fully trained in the correct usage of plant and machinery prior to operation.
- 6- Upon receipt of updated Health and Safety legislation, or H.S.E. Construction Sheets, the contents shall be introduced for discussion on future Safety Training Courses. If the information is legislative it shall be issued immediately to all operatives under cover of inter company transmittal forms.

W Wright Electrical Safety Management shall promote a two-way dialogue with all employees in matters of health and safety. The ultimate aim is to improve the health, safety and welfare of all employees at work.

Employees must advise their Site Supervisor and/or Safety Representative of all matters appertaining to Health and Safety that they consider to be Hazardous or a danger to Health and Safety as soon as they become apparent

FINAL ANALYSIS

Most accidents are caused through lack of care and could be prevented if safety precautions are observed.

Common sense and attention to safe working practice can prevent injury to yourself and others.

The Company does not expect employees to take chances or to work in unsafe conditions.

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ALL EMPLOYEES MUST OBSERVE THE PROCEDURES OUTLINED IN THIS POLICY AND MAINTAIN THIS COMPANIES LOW RATE OF ACCIDENTS.

APPENDIX

- 1- Induction Checklist Form Ref - IC17**
- 2- Report forms ref: F2508 and F2508A**
- 3- Sample HVCA - C.O.S.H.H. Sheet**