

AB-FAB LOOS LTD

Health & Safety Policy

Policy Statement

The Company regards the promotion of Health, Safety and Welfare as an essential objective. It therefore recognises and accepts the requirement for providing , so far as it reasonably practicable, a safe and healthy workplace and a safe working environment for employees, and further accepts its responsibility for the health and safety of any members of the public who may become involved in or influenced by our working environment.

Health and safety within the company is under the overall control and is the responsibility of

Mark Wildern Managing Director

The main objectives of this policy are to:

Provide a safe and healthy working environment including safe systems of work

Provide a health and safety organisation to effectively manage and monitor the safety arrangements

Increase the awareness of all employees to their responsibility for the health and safety of themselves and others

Ensure a systematic approach to risk assessment and control

Ensure that adequate resources including the provision of competent personnel are available to implement this policy

Ensure the provision of such information, instruction and training as is necessary

The company recognises that a safety policy cannot be successful without the active participation of all employees. It will therefore make and maintain suitable arrangements for consultation on matters of health, safety and welfare.

This safety policy will be reviewed annually or as required, depending on new legislation, codes of practice etc.

Signed _____ Managing Director. Date _____

Name _____

STATEMENT OF INTENT

Ab-Fab Loos regards the promotion of Health, Safety and Welfare measures as a mutual objective for management and employees at all levels.

The Board of Directors considers this is a management responsibility equal to that of any other function.

It is therefore Company policy to assess all significant risks to employees and others which may arise from any of Ab-Fab Loos undertakings and to develop and maintain preventative and/or protective measures which shall avoid or reduce risks to the lowest extent as is reasonably practicable.

To this end, Ab-Fab Loos shall provide such resources and competent technical advice as may be necessary to enable all employees to meet their health and safety responsibilities. Ab-Fab Loos undertakes to provide instruction and training to its clients for all tools and equipment either for hire or sale.

The Board of Directors gives full backing to this policy and shall fully support any person implementing it.

The Company Director/Managers and everyone with Supervisory responsibility must recognise the need and accept their responsibilities for the provision and maintenance of safe, healthy working practices, equipment, premises, systems of work and the working environment. In all undertakings within their areas of control, they need to arrange for adequate information, instruction and training for persons for whom they are responsible. They must ensure the effective delegation of their health and safety responsibilities when they are absent.

All persons are reminded that it is a criminal offence to misuse or interfere with anything which is provided in the interests of health, safety and welfare.

Ab-Fab Loos stresses its commitment to health and safety, to the extent that where wilful disregard for safe working practices by any employee seriously puts at risk the health and safety of themselves or any other person, then this shall be considered as gross misconduct and may lead to disciplinary procedures.

Ab-Fab Loos undertakes to advise its clients on health and safety matters, and to offer a range of PPE to its clients wherever and whenever necessary. A copy of this general statement shall be issued to all (company) employees. The Policy will be monitored and reviewed annually or as necessary, to comply with new legislation, codes of practice or local environmental procedures.

All alterations, or changes to this policy, will be brought to the attention of all Ab-Fab Loos employees.

PERSONAL RESPONSIBILITIES

The individual responsibilities for each level of employee are stated.

In every case, all mentioned must accept that safety has to be incorporated at all times when dealing with other priorities affected by work.

KEY PERSONNEL

MANAGING/SAFETY DIRECTOR

COMPANY SECRETARY

SITE FOREMEN

OPERATIVES/DELIVERY DRIVERS

MANAGING/SAFETY DIRECTOR

The overall and final responsibility for Health and Safety in the company is that of Ab-Fab Loos Managing Director.

In particular he will ensure that:

- The Company Safety Policy is effectively implemented and that adequate resources are available for the provision of appropriate Health, Safety and Welfare arrangements.
- The Policy is regularly reviewed and, where necessary, amended.
- Competent persons are nominated to provide assistance on Health & Safety and that external Health & Safety advice is available and sought where necessary.
- Ensure that appropriate Safety Training is provided for all employees.
- Administer the internal Management Fire Risk Assessment in compliance with legislation, ensuring that all employees are fully aware of its content and implementation.
- Promote liaison of Health & Safety matters between the Company and others working on sites.
- Offer instruction and training to all clients on all items of equipment or tools hired or sold.
- Resolve any queries regarding training and written instructions that are offered to hire customers.
- Monitor all complaints regarding Health and Safety that may be made by hire customers.
- Review safety / accident investigation reports and satisfy himself that corrective action has taken place.
- Ensure that notifiable injury, disease and dangerous occurrences are reported to the enforcing authorities as required by RIDDOR.
- Arrange that all employees are appraised annually on safety related performances and keep records accordingly
- Instigate and chair Director/Management safety meetings.

COMPANY SECRETARY

- To liaise with the Safety Director for ensuring that all matters are carried out in accordance with the Company's Safety Policy Procedure.
 - Know the appropriate statutory requirements affecting the Company's operations.
 - Evaluate all insurable risks in the Company relating to Health & Safety, loss or damage to Company property, risks to the public through Company activities.
 - Ensure that the relevant financial liabilities are covered.
 - Review any insurance, loss records and institute appropriate relevant action.
 - Have knowledge of, and ensure observance of the Health & Safety at Work Act and other relevant legislation.
 - Ensure compliance with the internal Management Fire Risk Assessment as required by legislation and assist the Fire Officer in his duties.
 - Integrate safety considerations into areas of work, planning and execution of all work.
 - Conduct Risk Assessment and raise Method Statements for all outstanding activities.
 - Ensure that operatives under his/her control are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged.
 - Co-operate with all levels of management and others in matters of Safety Health and Welfare.
 - Insist that safe working procedures are observed at all times.
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- Review and investigate accidents / incidents and absences from work ensuring all reportable occurrences are notified to the authorities concerned.
 - Institute reports and investigations, costings of lost time incidents, injury, damage and overall loss sustained. Thereby, to promote an analysis of investigations to assess any trends and eliminate hazards.
 - Assess and instigate any training requirements from induction procedures to specific company safety activities.
 - After consultation with the Managing Director, assess and investigate any action necessary to improve the written instructions offered to hire customers and the level of training offered at the hire counter.

WORKSHOP MANAGER

- Ensure that all plant and equipment purchases are safe for the purpose intended and comply with the requirements of the PUWER and LOLER 1998 legislation.
- Thoroughly check, prior to dispatch, that all plant and equipment is safe for the purpose intended, that all repair, maintenance and inspection has been conducted by trained competent personnel.
- Thoroughly check that all electrical equipment has been properly tested by a 'competent' person before it is issued. Ensure that all electrical equipment is marked with the date of the next test and that adequate records are kept.
- To ensure compliance with the internal Management Fire Risk Assessment, test alarms, undertake fire drills, inspect and arrange maintenance of equipment, provide fire instruction to all company personnel, assist in the maintenance of the fire logbook.
- Monitor that all employees receive induction training at the start of their employment.
- Regularly review training requirements and arrange training as is necessary.
- Conduct risk assessments and ensure safe working practices are reviewed regularly and updated as necessary.
- Ensure that safety inspections are undertaken on a weekly basis and that defects are promptly rectified and recorded.
- Assist in investigating all accidents/incidents, the reporting of dangerous occurrences, near misses and submit findings to the Managing/Safety Director.
- Ensure that all statutory tests and inspections are undertaken as required and records are maintained.
- Attend all safety meetings.

OPERATIVES/DELIVERY DRIVERS

ALL EMPLOYEES HAVE RESPONSIBILITIES:

These responsibilities are to themselves, their work mates and any other persons.

- Must familiarise themselves with the Company Safety Policy and relevant procedures.
- Read all regulations, as they affect the individual.
- Take notice of all warning and safety signs and obey them.
- Develop a personal concern for safety.
- Look out for hazards and warn others, as necessary.
- Suggest ways of eliminating dangers on site or in the workshop.
- Report all accidents/incidents, dangerous occurrences and near misses.
- Keep the workplace, tool and plant in a neat and tidy state.
- Do not take shortcuts or risks.
- Familiarise themselves with site/workshop/hire premises emergency/evacuation procedures.
- Always wear PPE provided and use the correct equipment for the task in hand.
- Safety helmets are to be worn at all times on site or in a workshop where there is danger from overhead.
- Safety footwear is to be worn at all times, soft shoes, plimsolls, trainers are not allowed on building sites or in hire company workshops.

Employees have a legal duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions, to co-operate with their employer on matters of health and safety and a duty not to interfere with or misuse anything provided in the interests of health, safety and welfare.

THESE REMINDERS ARE FOR EVERYONE'S HEALTH, SAFETY AND WELFARE IN ORDER TO AVOID ACCIDENTS.

PART THREE

SAFETY ORGANISATION

SITE/WORKSHOP SAFETY RULES

All company personnel must:

- Observe and comply with the hire customer's or client's safety procedures
- Ab-Fab Loos management/staff/operatives to attend all safety seminars as required.
- Comply with The Electricity at Work Regulations 1989
- Conduct risk assessments
- Method statements for all outstanding or specific activities to be provided
- Maintain contact with sources of advice, ie safety advisers, employees federations, trade associations, unions, journals, Health and Safety Executive.
- Full in-date certification for all lifting appliances and lifting gear
- Training courses to be organised for specific activities ie the mounting and use of abrasive wheels, mobile elevated work platforms, prefabricated aluminium scaffolds, COSHH, Woodworking Regulations, Manual Handling and any others as designated.

SITE SAFETY RULES

The following rules form part of the Ab-Fab Loos Safety Proposals and are available on request.

- A copy of Ab-Fab Loos Safety Policy to be provided to the hire customer if required.
- Name of the Safety Director.
- Name of the Safety Advisor and contact Telephone Numbers.
- Risk Assessments / Method Statements, as required.
- Details of all statutory documentation for cranes, forklift trucks, excavators (used for lifting or otherwise) and other plant, (including towers).
- Test certification for all items of lifting gear to be delivered.
- Certification for all electrical equipment tests and maintenance.
- Documentation confirming training / experience for all personnel involved in deliveries.

COMPLIANCE WITH THE HIRE CUSTOMER'S SAFETY REQUIREMENTS

All works carried out will be in accordance with:

- The Health & Safety at Work 1974.
- The Construction Regulations.
- Any HSE approved Codes of Practice.
- Any HSE Guidance Notes
- The Control of Substances Hazardous to Health (COSHH) 1999.
- The Electricity at Work Regulations 1989.
- Electrical Safety on Construction sites.
- The Construction (Design and Managements) Regulations 1994.
- The Construction (Health, Safety & Welfare) Regulations 1996.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER 98).
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98).
- The Manual Handling Regulations 1994

ACCIDENT/INCIDENT AND DANGEROUS OCCURRENCES REPORTING PROCEDURES

Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 will be complied with. An Official Accident Book (B510) is held at Head Office.

If any accident/incident occurs which results in an anticipated loss of time of more than three days, an F2508 will be raised and sent to the HSE within the statutory ten days. In the event of a reportable disease, an F2508A will be raised and sent to the HSE within the statutory 10 days. The address being:

The Health & Safety Executive Construction
(Address as applicable)

Personal Injury Accidents

All accidents resulting in personal injury must be reported to the supervisor, and entered in the accident book. Management will conduct an investigation into the cause of the accident to determine the hazard and initiate remedial action, at the same time, informing the Managing Director and Company Safety Advisor as determined by the nature of the accident. A Company accident form will be completed with copies circulated as laid down in procedures.

Accidents Resulting in Damage to Property/Equipment or Near Misses.

Many accidents result in damage or are a near miss. All these events have to be reported to supervision so that they may be investigated and action taken to prevent a recurrence that may have more serious consequences. These incidents are to be investigated by management, and reported accordingly.

Hazard Identification and Risk Assessments

To develop and maintain the Company's Health and Safety arrangements and ensure that action is taken to eliminate or control the risks associated with its work activities, a programme of hazard identification and risk assessment will be undertaken and reviewed regularly. Procedures to be adopted, with copies of the required documentation and the results of the programme will be maintained in the site's/workshop's risk assessment folder and master copies held in the Head Office files.

All employees will be made aware of the significant findings of the assessments and of any revisions through the media of 'Tool Box Talks'.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH 1999)

A written declaration of substances used or supplied by the Company will be available for the hire customer on request.

Such a declaration will include:

- The proposed Risk Assessment and Method Statement for handling, storage, using and disposal of the substances.
- The training given to operatives.
- The period over which such commodities will be present during deliveries.
- The makers/suppliers COSHH data sheets and safety recommendations.
- Copies of Assessments and Data Sheets available with master copies retained in the Head Office Master File.

SAFE WORKING PRACTICES

1. SAFE WORKING PRACTICES

It is important that employees observe instructions relating to the Client's Safety Policies. Taking shortcuts or disobeying instructions can lead to accidents.

Report to your Manager/Supervisor any defective equipment supplied to you.

Read all safety Booklets, notices, instructions supplied by the client on his/her premises.

Written instructions are to be issued to all clients where appropriate.

2. PERSONAL PROTECTIVE EQUIPMENT

Suitable PPE is to be issued for all items of tools and equipment hired or sold to clients.

PPE is for your or your client's benefit, always check it before you use or supply it, look after it, store it properly and ensure replacement as necessary.

Dress properly for the work you have to carry out.

Wear a dust mask as identified through risk assessment. Dust, fumes or vapour can be hazardous to health even at very low concentrations.

Close fitting overalls should be worn and if you have long hair, all the more reason to observe the law relating to the wearing of hard hats.

The wearing of hard hats is mandatory on all construction sites. Ensure that this is complied with during deliveries of equipment.

Always wear protective footwear.

Eye protection will be provided and is to be worn for certain tasks. There is a legal duty upon employees to wear eye protection when carrying out specific jobs.

Ear defenders/plugs will be provided and are to be worn as designated by noise monitoring.

3. WORKING AT HEIGHTS

Ladders should only be used in order to gain access to work at height. Ladders should be secured at 1 in 4 ratio or footed and protrude 1 metre above the landing space.

Written instructions outlining the assembly of Towers should always be issued to the hire customer. Adequate instruction should be given.

Scaffolding should be provided with guardrails, toe boards and properly boarded out.

Fall restraint equipment should always be issued to hire customers or to hire depot staff intending to work at heights.

Remember that accidents/incidents occur due to – Personnel falling from heights, objects falling from heights, and incorrect, unsafe slinging procedures.

Remember, when on construction sites you are always working above somebody or somebody is always working above you.

4. OPERATING MACHINERY

You should ensure that you use power-operated tools that are designed for the job and where appropriate all moving parts are adequately guarded.

Do not alter, tamper with, or in any way, modify any tool or attachment. Observe the Manufacturers'/Suppliers' guidance notes that are supplied with all items of equipment.

Prevent tripping hazards to persons by properly routing electric leads/cables to permit safe access.

Trained, competent, authorised personnel only should mount abrasive wheels.

Supply written instructions for all mechanical and electrical equipment, and verbal instruction and advice should be offered where necessary.

5. MANUAL HANDLING

Correct handling techniques can reduce the effort required in manual handling and prevent injuries, especially to the back. Bend the knees not the back. Keep the back straight, lift with the legs and be aware of the immediate surroundings.

If the load is too heavy or awkward get assistance.

Observe the kinetic system. If in doubt, ask.

Always use ramps, hoists or forklift trucks to load or unload delivery vehicles. Delivery drivers need to be especially careful when off-loading on site. All accidents/incidents no matter how slight must be reported to the senior management of the hire company.

6. HOUSE KEEPING

Tripping causes many serious accidents. (Slipping or falling over materials/equipment left lying around.) It is important that the following measures be taken.

- Do not leave rubbish lying about, clean up as you go.
- Do not obstruct gangways, aisles or stairways with tools or materials.
- Clear all spillages, oil, grease, liquids from floors.
- Gather up all rubbish and place in rubbish, workshop or site containers.
- Remember, discarded food attracts vermin, vermin carry unwanted diseases.

7. PLANT AND HEAVY EQUIPMENT

All plant operators/drivers must be fully trained and certificated.

All items of equipment or plant should be off-loaded by the delivery driver and placed in a safe area before handing over to the hire customer.

Special delivery instructions must be observed.

8. COMPRESSED AIR

The misuse of compressed air has resulted in many serious accidents. Care must be taken if compressed air is used and under no circumstances should it be used for cleaning down clothes or skin. Horseplay at any time is forbidden. Training and instruction should be provided where necessary.

9. ACCESS TO WORKPLACE

It is important that care is taken when moving to and from your place of work. You should walk (not run) and keep to the correct access routes. Be alert for vehicles and obey safety notices.

10. ELECTRICAL SAFETY

Electrical installation/equipment must not be tampered with and repairs must only be carried out by a qualified electrician. If you are concerned about the condition of any

flexible cable or electrical apparatus, report it to your Manager/Supervisor immediately.

Check voltage to be used on site, normally 110v. If 230v or above is to be used, ensure that extra safety measures are in place, permission has been authorised and that a "Permit to Work" is in operation.

RCD's must be issued with all items of 230V electrical equipment and tools when on hire.

Never tamper with electrical apparatus, ie connections, fuses, switch boxes, panels etc.

All electrical equipment must be properly tested and records of such tests provided as required to the client.

Do not let cables trail through water.

Jamming wires into sockets using match sticks or bits of wood, is a dangerous practice and highly illegal.

Remember that you can hear water and smell gas, but you cannot not see, feel or hear electricity, until it is too late!

11. FIRE PRECAUTIONS

Every individual in a hire depot or on site should be aware of fire risks and keep in mind the following rules:

- Know where fire extinguishers are kept and the use of the correct type of extinguisher for specific types of fire.
- Know the location of site fire evacuation and assembly points.
- Keep fire extinguishers and hydrants, free from obstruction.
- Obey 'No Smoking' instructions.

12 FIRST AID

All injuries, no matter how slight should be reported to your Manager/Supervisor, entered in the accident book and be treated by a competent First Aider.

13. HEALTH

Some oils, chemicals etc used in the construction and other industries may cause discomfort, irritation and could lead to Dermatitis, or other skin problems. Protect your skin with safety clothing, by the use of barrier creams and ensure that your hands are washed regularly.

Staff should be properly trained in the storage and use of chemicals.

The Control of Substances Hazardous to Health (COSHH) has gone a long way to educating users and providing information to the nursing services. Abide by the Manufacturers'/Distributors' guidelines/instructions, involve yourself with supplying information on your own observations to Management/Supervision.

REMEMBER THAT ACCIDENT PREVENTION IS EVERYBODY'S RESPONSIBILITY. ENSURE THAT YOU WORK IN A SAFE MANNER, CONFORMING TO THE RULES SET OUT IN THE SAFETY POLICY. DO NOT HESITATE TO REPORT ANY UNSAFE OBSERVATIONS, ACTIVITIES OR CONDITIONS TO YOUR MANAGER/SUPERVISOR.

NB

A copy of this manual is to be made available for the hire customer's inspection on request.