

M.H. Davies

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**HEALTH & SAFETY HANDBOOK
FOR EMPLOYEES**



PRODUCED & PRESENTED BY:
South Wales Safety Consultancy Limited
284 North Road, Cardiff,
CF14 3BN



TYR-AFON
PENTREFELIN
SENNYBRIDGE
BRECON
POWYS
LD3 8PH

SAFE USE OF LADDERS

All ladders in use MUST BE SECURED so as to prevent slipping:-

- a). At the top on both stiles- or if this is impracticable:-
- b). At or near the base on both stiles- or if this is impracticable:-
- c). A person must foot the ladder (standing on the bottom rung).

All access ladders must extend at least 5 rungs (1.10M) above a landing place or an alternative hand-hold provided for a user when ascending or descending.

The safe angle at which a ladder should be used is 75 degrees or 1 out and 4 up.

Timber ladders must not be painted so as to obscure defects.

Landing places should be provided at not more than 9m intervals when using a series of vertical ladders.

Where ladders pass through openings, these must be kept as small as is reasonably practicable.

Only one person should use a ladder at a time.

All ladders must be frequently inspected for damage paying particular attention to splits or cracks, excessive warping and missing or defective rungs.

Ladders used as a part of a scaffold must be inspected together with the scaffold and a report of the condition entered in the Scaffold Register.

THESE RULES APPLY EQUALLY TO SCAFFOLDERS DURING ERECTION AND DISMANTLING OPERATIONS, AS THEY DO TO THE USER OF A COMPLETED SCAFFOLD.

- i). Violence at Work
- ii). Equal Opportunities
- iii). Alcohol & Drugs
- iv). Lone Working
- v). Accident and Incident Reporting, Recording and Investigation
- vi). Control of Substances Hazardous to Health
- vii). Environmental Management
- viii). Fire Safety

- e) Forms and Miscellaneous Items.
Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific), display screen equipment checklists, safety audit checklists, employee handbooks etc.

5. Policy Review

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.

6. Responsibility for Policy Implementation

- 6.1 The overall responsibility for the implementation of this policy is vested in the Proprietor of M.H. Davies They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters.
- 6.2 Responsibilities for different management grades and individuals are detailed in accompanying documentation.

The original of this policy has been signed & dated and may be inspected at Head Office.

Responsibilities of Individuals

All grades of employees have an overall responsibility, defined in Section 7 of The Health and Safety at Work etc. Act 1974, to ensure that they take reasonable care of their own health and safety whilst at work and also that they do not adversely affect others by anything they do (or fail to do) whilst at work.

Section 8 of the same Act places a duty on all employees not to interfere with or misuse anything that is provided for reasons of health and safety.

All individuals are required to co-operate with the Company and his or her fellow employees on all matters relating to health and safety at work.

All persons are required to report to their manager, supervisor or the Health and Safety Adviser any condition which is or may be detrimental to the health and safety of any person. This may include the physical condition of premises or equipment, a dangerous or unsafe work practice or the regard paid to health and safety matters by others.

No person may undertake any form of work for which they have not been specifically trained and/or authorised. The decision regarding the competence of any person with regard to health and safety matters will be taken by the appropriate Manager, after discussion where necessary with the Safety Director and/or the Health and Safety Adviser.

RULES COVERING GROSS MISCONDUCT

The Company's disciplinary procedures are as follows:-

In the event of :-

- A serious or wilful breach of Company Safety Rules, Company Policy or an instruction from the Supervisor/Manager.
- Unauthorised use of machinery or plant.
- Unauthorised removal or interference with any guard or device.
- Wilful damage to, or misuse of or interference with any item provided in the interests of health and safety.
- Horseplay or practical jokes that could have caused an accident or near miss.
- A Breach of Duty Under Health & Safety Law

The person(s) concerned may receive a verbal or written (or both) warning, or may be liable for immediate dismissal.

The degree of action to be taken will be at the discretion of any officer of the Company, but will normally follow:-

Verbal warning - Written warning - Dismissal.

THE TASKS

- holding loads away from the trunk?
- twisting?
- stooping?
- large vertical movements?
- strenuous pushing or pulling?
- long distances?
- unpredictable movement of loads?
- repetitive handling?
- insufficient rest or recovery?
- a work rate imposed by an activity?

THE LOADS

- heavy?
- bulky/unwieldy?
- difficult to grasp?
- intrinsically harmful (sharp or hot)?

It is also important to consider the working environment, individual capability and other factors. For example, are there:-

- | | |
|----------------------------------|---|
| constraints on posture? | poor floors/ground conditions? |
| variations in levels? | hot/cold/humid conditions? |
| strong air movements? | poor visibility conditions? |
| unusual capability requirements? | any health conditions to be considered? |

When carrying out any manual handling activity, no person must risk injury through attempting to lift heavy loads. Always seek assistance.

The following precautions should be taken when lifting:-

- Stand firmly, close to load, feet about 304mm (12") apart, one foot slightly ahead of the other.
- With back straight, bend the knees. Keep chin tucked in.
- Obtain a firm, diagonal grip. Keep load close to body.
- Lift up by straightening legs and move off.
- When lowering load, keep the back straight, bend legs.
- Avoid trapping fingers by placing the load askew on suitable packing.

MANUAL HANDLING OPERATIONS

Where there is a foreseeable risk of any injury to employees from carrying out manual handling activities, the responsible manager/supervisor must carry out an assessment of any risk on the form provided in the ‘Forms’ section of this manual. Employees involved in the manual handling operation must be informed of the risk and of the control measures required to be taken by them.

Except under special circumstances, no manual handling assessment will be required for loads of 25kg (56lbs) or under for men and 17.5kg (38lbs) for women.

For work activities where weights may be variable, such as the unloading of vehicles, employees may be trained to assess the manual handling risks involved and the control measures to be adopted.

The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

N.B.
Mechanical handling must always be considered BEFORE carrying out any manual handling operation involving a load of over 25 Kg.

LOAD	ACTION
<25kg (56lbs)	Within the capability of persons with no known medical condition.
25-34kg (56-75lbs)	Training required to be able to overcome lifting problems.
34-50kg (75-112lbs)	Training required on specific techniques - including shape and design criteria.
50-90kg (112-200lbs)	Within the capability of 2 well trained persons in an ideal environment.
>90kg (200lbs)	Mechanical handling usually required.

When carrying out manual handling assessments, the criteria shown below must be considered:-

USE OF COMPANY & PERSONAL VEHICLES

Any person who wishes to drive a vehicle owned or hired to the Company must be in possession of a current, valid UK driver's licence.

Drivers must check that valid insurance has been arranged.

Drivers must check over their vehicles before each use, except in the case of regular drivers, in which case normal inspection and maintenance procedures will apply.

Defects must be reported to the manager responsible for the vehicle in order that remedial works can be arranged.

Wherever possible, park vehicles on firm, level ground and always apply the handbrake.

Never open doors or alight from a moving vehicle.

If reversing a vehicle with restricted vision or manoeuvring in a confined space, seek assistance so that the operation is carried out safely.

Do not leave a vehicle unattended unless the engine has been turned off and the vehicle has been locked.

Never smoke or use a mobile phone during refuelling.

Never attempt to drive a vehicle you feel would be outside your capabilities.

Line managers must be informed of any change in circumstances of any vehicle driver. This could include physical problems or matters which may result in insurance cover being withheld or subjected to excess.

It is not permissible to use a hand held mobile phone or microphone whilst driving and safer to find somewhere to park before using even hands free equipment.

If carrying a mobile phone whilst driving, the following procedures should be followed:-

- i). Switch off the phone
- or
- ii). Let your message service answer
- or
- iii). Ask a colleague to answer
- or
- iv). Use call divert
- or
- v). Park (safely) and answer
- or
- vi). Ignore the call

Switch off mobile phones in petrol station forecourts.

All company vehicles must be equipped with a first aid kit. Any person using any of the contents of a first aid kit must report to their appropriate manager so that replacement first aid materials can be provided.

Remember to report all accidents and record the circumstances in the first aid book.

AVOIDANCE OF NEEDLESTICK INJURIES

The main risks are from the Hepatitis B & C and Human Immunodeficiency (HIV) viruses. The hepatitis viruses are more infectious than HIV although both are potentially fatal. The actual risk of infection depends on:

- Whether the needle was used by an infected person
- How much material enters the bloodstream
- How long since the needle was discarded - hepatitis B and HIV can survive for weeks or months, particularly if not dried out
- In the case of hepatitis B, whether or not the injured person is immune
- There may also be a risk of tetanus if the needle has been contaminated by soil.

Dedicated disposal facilities are provided in hostels, although it should not be assumed that they will be used on every occasion. Needles may be discarded almost anywhere, but they will be more likely to be found in the following locations :

Litter bins	Toilets	Refuse sacks	Chair cushions	Inside mattresses
Waste bins	Post boxes	Public transport	Alleys, lanes etc.	Gardens
Derelict buildings	Parks	Lift shafts	Verges	Temporary Buildings
Sewers	Gullies	Stolen cars	Schools	Beaches
Playgrounds	Car Parks	Alleys, Lanes	Vacated buildings etc.	

Report the discovery of all syringes, needles and other drug paraphernalia to your line manager or health and safety adviser.

Always use tongs, stout rubber gloves and a sharps box for disposals.

Never use bare hands to clear rubbish or unblock toilets.

Remember that needles may be placed so as to deliberately cause injury.

Should any person receive a puncture injury, the following treatment must be given immediately :-

- Encourage the puncture injury to bleed
- Wash well under cold running water without soap and cover with a dry dressing
- Seek medical advice as soon as possible
- Record the incident and the action taken
- Retain the needle in a clear sealed bag and hand to your Section Manager or health and safety adviser
- A protective injection against hepatitis B (but not HIV) can be given, but must be done within 48 hours

All employees working in areas where they may reasonably be expected to come into contact with drug paraphernalia should receive inoculations against hepatitis. The health and safety adviser can provide information and guidance in respect of vaccination.

CONTROL OF NOISE AT WORK

The Noise at Work Regulations 1989 require effective measures to be taken to reduce noise exposure to all persons at work, either by suppressing the noise at source or, if this is impracticable, by providing hearing protection for use by persons exposed. As a general rule, if the noise level is such that a person has to raise their voice from a distance of 2M, hearing protection is required.

Three levels are set which require the following action to be taken by ALL employers and employees:-

- First Action Level - 85 dB(A)
When the noise level reaches 85 dB(A), the employer must on request, provide employees with hearing protection. This is assuming that the noise cannot be reduced at source.

Employees must be instructed on how to wear hearing protection and then be supervised to ensure that it is being worn.
- Second action level - 90 dB(A)
The noise level MUST be reduced at source by screens, muffles, etc., to the lowest practicable level.

Where the noise level reaches 90 dB(A), the employer MUST provide persons affected with suitable hearing protectors and they MUST wear it. Supervisors MUST discipline any person NOT using the protection.

- Third Action Level - Continuous Noise Over 90 dB(A)
In areas where the noise level constantly exceeds 90 dB(A), and remains above that level, the area must be taped off or otherwise demarcated with approved warning signs erected to indicate where the wearing of hearing protection is mandatory and MUST be used by all persons in the area.

All equipment provided for the purpose of controlling noise, i.e. hearing protectors, mufflers, acoustic screens, etc., must be maintained in good condition.

Employees must be told that the effects of noise induced hearing damage are cumulative and non-reversible.