A & B ENGINEERING

MECHANICAL SERVICE DIVISION

LIMITED

Health & Safety

Policy

October 2010

MECHANICAL SERVICES DIVISION LIMITED

SAFETY POLICY CONTENTS

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MECHANICAL SERVICES DIVISION LIMITED

STATEMENT OF SAFETY POLICY

A&B ENGINEERING (MSD) LTD

1. A & B Engineering (MSD) Ltd recognises and accepts its responsibility as an employer and contractor to clients for ensuring a safe and healthy workplace and working environment for all of its employees and of any other person who may be affected by the actions of A & B Engineering (MSD) Ltd. Safety is the prime consideration for the Directors of A&B Engineering (MSD) Ltd, and they will apply this policy statement with due diligence to ensure full compliance with proactive safety management being pursued at all times.

2. A & B Engineering (MSD) Ltd will take steps within its power to meet this responsibility paying particular attention to the provision and maintenance of -

- A safe place of work and safe access to it.
- A safe and healthy working environment.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute to their own safety and health at work
- Adequate welfare facilities
- Adequate first aid facilities

As required by Section 2 of the Health and Safety at Work Act 1974

Additionally, A&B Engineering (MSD) Ltd will ensure an active regime of Risk Assessment is applied to all the activities carried out by A&B Engineering (MSD) Ltd, in full compliance with the Management of Health and Safety at Work Regulations 1999.

3. To ensure continued safe conditions of work A&B Engineering (MSD) Ltd, SH&E Management will through implementation of their producedSafe Management Systems regarding all safety, health & envirinmental matters, and will further engage fully qualified professional safety advisers Rawlings Consultancy Services Ltd. as their external competent safety consultant.

4. A&B Engineering (MSD) Ltd appoints competent employees only, and co-operates fully with these employees providing them with the facilities and training to carry out their work in a safe manner. A&B Engineering (MSD) Ltd remind its employees of their own duties under Section 7 of the Health and Safety at Work Act to care for their own safety and that of other workers, client employees, public etc. All employees of A&B Engineering (MSD) Ltd. shall co-operate fully with the company so as to enable it to carry out its own responsibilities successfully.

STATEMENT OF SAFETY POLICY CONT'D

5. It is the policy of A&B Engineering (MSD) Ltd to do all that is reasonably practicable to prevent personal injury, property damage and to protect everyone, including other contractors, client's employees and members of the public from foreseeable work hazards, which may result from any work carried out by the company. As required by Section 3 of the Health and Safety at Work act, and to employ an active Risk Assessment strategy as required by the Management of Health and Safety at Work Regulations 1999, Regulation 3 and the supporting guidance HSG 65 for successful safety management.

6. Employees of A&B Engineering (MSD) Ltd know and understand their duty to co-operate in the operation of this policy under Section 7 of the Health and Safety at Work Act-:

a) By working safely at all times

b) By using protective clothing and equipment

c) By reporting accidents and hazards

d) By adhering to procedures and systems of work at all times

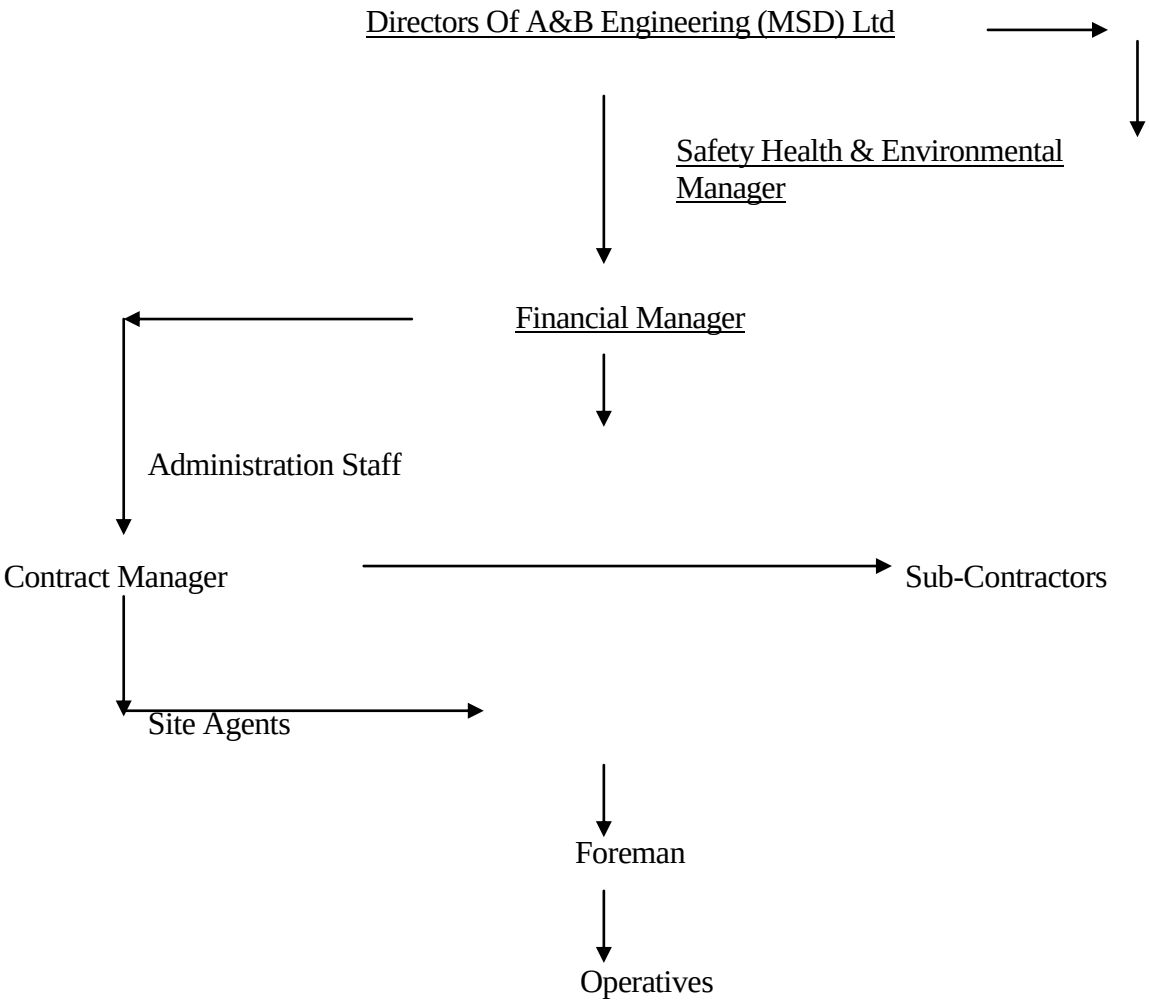
e) By co-operating and liasing with the clients of A&B Engineering (MSD) Ltd as necessary

7. A copy of this Safety Policy will be issued to all employees, including sub-contract workers. This policy will also be amended added or modified from time to time as industry practice improves or changes or in view of new legislation. It may also be supplemented with further statements, risk assessments, (as required by the Management of Health and Safety at Work Regulations 1999) or method statements as necessary in the future. Clients of A&B Engineering (MSD) Ltd will be provided with risk assessments and method statements as necessary.

8. The Directors of A&B Engineering (MSD) Ltd fully accept overall responsibility for fulfilling this safety policy and ensuring its effective implementation, and for practically applying this policy on all contractual works. This statement of safety policy is fully supported with the commitment of the Directors of A&B Engineering (MSD) Ltd, validation signature is detailed below.

Signed Director: G Dwyer
October 2010

ORGANISATIONAL STRUCTURE OF RESPONSIBILITY FOR SAFETY



This organisational structure chart defines the levels of responsibility for safety within A&B Engineering (MSD) Ltd.

Specific duties in relation to implementing and ensuring compliance with this policy statement are defined in the General Arrangements section of this policy.

GENERAL ORGANISATIONS AND ARRANGEMENTS FOR SAFETY

In accordance with the Health and Safety at Work Act and all other Health and Safety legislation, A&B Engineering (MSD) Ltd, as the employer is responsible for the Health, Safety and Welfare of all its employees and all other persons who may be affected by their work.

DIRECTORS DUTIES

The Directors of A&B Engineering (MSD) Ltd is ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy and ensuring its effective implementation. In particular the Directors of A&B Engineering (MSD) Ltd will: -

A. Ensure that their employees know and understand their responsibilities and are issued with this safety policy. This will include sub contractor employees who will sign for receipt and adherence to the policy, and/or any method statements produced to supplement the safety policy.

B. Ensure full co-operation at all times with the clients of A&B Engineering (MSD) Ltd, and where necessary will produce risk assessments and method statements for those clients, to complement this health and safety policy.

C. Ensure that only competent sub contracted workers are employed and will vet these contractors accordingly. The Directors will also ensure these contractors are supervised on site by the Directors and/or the Contracts Manager and Senior Manager. All sub contractors will attend a site induction prior to commencing work.

D. Ensure that the requirements of all the relevant health and safety legislation are complied with at all times. In addition the Directors will ensure that any safe systems of work or procedures required by clients of A&B Engineering (MSD) Ltd are communicated to employees and complied with at all times.

E. Ensure that A&B Engineering (MSD) Ltd has access to competent safety advice as required by Regulation 7 of the Management of Health and Safety at Work Regulations. A&B Engineering (MSD) Ltd employs Rawlings Consultancy Services as their competent Health and Safety Consultant.

F. Ensure that accidents are reported to the enforcing authority as required by the R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) using the appropriate F2508 forms. In addition clients of A&B Engineering (MSD) Ltd will be informed of any incidents/accidents occurring on their site.

G. Ensure that all work carried out by A&B Engineering (MSD) Ltd is monitored by the Directors, either by themselves or by The Senior Manager.

DIRECTORS DUTIES CONT'D

H. Ensure that employees of A&B Engineering (MSD) Ltd are provided with the appropriate personal protective equipment at all times and that such equipment is regularly checked and replaced as needed

I. Ensure that Health and Safety receives full consideration in:

- Day to day tasks
- Tendering and estimating
- Use of any hazardous substances
- Housekeeping standards
- Purchasing or hire of equipment
- Planning of new work

J. Ensure that any hazards identified on the premises of a client are brought to the attention of the client.

K. Ensure that adequate arrangements are always made for first aid facilities both in workshops and on site with transportable kits.

L. Ensure that employees have suitable and sufficient training to carry out their work activities.

M. Ensure that all work is project managed and organised so that its execution is to the required standard, which will minimise the risk to employees, clients and the public. The Director will ensure that all projects are adequately resourced.

N. Ensure that all machinery, plant and equipment is in a safe condition and the appropriate registers and records are held.

O. Ensure that only competent well-trained employees use machinery and equipment. This includes the hiring of specialist machinery, i.e. M.E.W.P's (Mobile Elevated Working Platforms).

P. Ensure that adequate provision is made for welfare facilities at all times.

Q. Ensure that younger persons employed are afforded extra supervision and are prevented from using any potentially dangerous items of equipment. (Particular reference should be made to the Management of Health and Safety at Work Regulations as amended in 1997 to include young persons, which states that employers shall carry out a risk assessment in order to protect young people from any risks to their health and safety).

R. Ensure that employees and sub contractors are kept fully informed of the standards required by A&B Engineering (MSD) Ltd. In addition that the requirements of clients are communicated to the employees of A&B Engineering (MSD) Ltd.

DIRECTORS DUTIES CONT'D

S. Ensure that due consideration is given to the risks to employees and others of the work activities of A&B Engineering (MSD) Ltd, and control measures are in place to control these risks, as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

T. Ensure that any hazardous substances used by A&B Engineering (MSD) Ltd are assessed for safety as required by the C.O.S.H.H (Control of Substances Hazardous to Health Regulations) Regulation 6, and appropriate measures are implemented to control that risk. In particular this will mean that all paint products and other hazardous substances are assessed prior to first use and regularly thereafter. The Director of A&B Engineering (MSD) Ltd will ensure the company's safe system of work for C.O.S.H.H is applied and strictly adhered to.

GENERAL ORGANISATION AND ARRANGEMENTS FOR SAFETY

CONTRACTS MANAGER / SITE AGENTS / FOREMAN DUTIES

The SH&E manager/Contracts Manager/Site Manager/Foreman of A&B Engineering (MSD) Ltd assists the Directors of A&B Engineering (MSD) Ltd in the practical implementation of the Health and Safety Policy. In addition The Senior Manager is often the person who is responsible for on site liaison with clients of A&B Engineering (MSD) Ltd.

The SH&E Manager/Contracts Manager/Foremen of A&B Engineering (MSD) Ltd shall: -

A. Ensure all site work is carried out in a safe manner in accordance with the safety policy,
method statement or on site requirements of the clients of A&B Engineering (MSD) Ltd and in accordance with safe working practices.

B. Ensure that all equipment and machinery is checked prior to use. (Reference should be made to The Provision and Use of Work Equipment Regulations (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), which requires that a risk assessment be undertook for work equipment or lifting equipment used by anyone at work.

C. Ensure that good standards of housekeeping are kept at all times.

D. Ensure that all work is carried out with compliance to the relevant legislation.

E. Ensure that all lifting equipment is tested and results reported to the Directors of A&B Engineering (MSD) Ltd. (As stated earlier reference should be made L.O.L.E.R.).

F. Ensure that all work is adequately supervised at all times, and those young people are given extra supervision and assistance in their role.

G. Ensure that site access and egress is maintained and that work areas are secure from intrusion where necessary.

H. Ensure all accident or site hazards are reported immediately to the Director of A&B Engineering (MSD) Ltd and if relevant to the client.

I. Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees of A&B Engineering (MSD) Ltd.

J. Ensure that employees under their control who are placed on non-routine work are adequately supervised and instructed on safe working.

SH&E MANAGER / CONTRACTS MANAGER / SITE AGENTS / FOREMAN DUTIES CONT'D

K. Will be accountable to the Director of A&B Engineering (MSD) Ltd.

L. Ensure that any employee or sub contractor not discharging their duties are stopped from working and reported to the Directors of A&B Engineering (MSD) Ltd.

M. Ensure effective liaison on site with clients of A&B Engineering (MSD) Ltd, ensuring compliance with the requirements of the client.

N. Ensure that any employee or sub contractor not discharging their duties are stopped from working and reported to the Directors of A&B Engineering (MSD) Ltd.

O. Ensure effective liaison on site with clients of A&B Engineering (MSD) Ltd, ensuring compliance with the requirements of the client.

P. To ensure that employees are adequately trained, competent and supervised in their work.

Q. Ensure that adequate first aid facilities are available and regularly checked and employees under their control know its location.

R. Ensure that permit to work systems are adhered to and supervised as work is carried out, as required by clients of A&B Engineering (MSD) Ltd.

S. Ensure that colleagues, client's staff and members of the public are never placed at risk as a result of work carried out by A&B Engineering (MSD) Ltd. In addition to ensure the effective implementation and compliance with the safety policy and procedures of A&B Engineering (MSD) Ltd.

GENERAL ORGANISATION AND ARRANGEMENTS FOR SAFETY

EMPLOYEES DUTIES

The employees of A&B Engineering (MSD) Ltd are competent and well trained, they assist the Directors of A&B Engineering (MSD) Ltd in fulfilling their responsibilities for health and safety. In addition they assist the foreman in the practical, effective implementation of the health and safety.

The employees of A&B Engineering (MSD) Ltd will: -

A. Always conform to the rules and regulations applicable to their work and follow the instructions of Senior Officer.

B. Always be aware of safe working procedures and specific method statements of work and follow those procedures.

C. Always wear the personal protective equipment provided by A&B Engineering (MSD) Ltd.

D. Always be fully aware of and adhere to the fire and emergency procedures for each site.

E. Always check plant and equipment for safety prior to use, and report any defects.

F. Always report hazards, defects and any accidents to the Senior Manager.

G. Always understand their responsibility under Section 7 of the Health and Safety at Work Act, to ensure they carry out their work in a safe manner so as to prevent any risk to themselves or to other persons who may be affected by their actions. In addition to co-operate with the employer/A&B Engineering (MSD) Ltd at all times.

H. To always comply with safe systems, procedures and controls as defined by risk assessments undertaken for your area of work.

I. Always co-operate with Senior Officers and clients of A&B Engineering (MSD) Ltd ensuring compliance with specific on site rules and regulations.

EMPLOYEES DUTIES CONT'D

J. Always maintain good standards of housekeeping at all times, particularly on the premises of sites of clients of A&B Engineering (MSD) Ltd.

K. Refrain from any intentional or reckless interference with safety equipment.

L. Avoid horseplay at all times.

M. Undertake job instruction and training as required by the Director of A&B Engineering (MSD) Ltd.

N. Always keep welfare facilities in good order.

GENERAL ORGANISATION AND ARRANGEMENTS FOR SAFETY

SUB-CONTRACTORS DUTIES

A. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.

B. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on site and the general public.

C. Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.

D. Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.

E. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.

F. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.

G. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representatives.

H. Sub-Contractors employees must comply with any safety instructions given by this Company's Site Representative.

I. A&B Engineering Ltd (MSD) have a dedicated SH&E Manager along with an external appointed H&S consultant RCS Ltd to advise on health and safety matters. Sub-contractor's informed of any hazards or defects noted during inspections will be expected to take immediate action. Sub-contractors will provide the Site Agent with the name of the person they have appointed as Safety Supervisor.

J. Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors employees to have the use of this Company's facilities.

K. Any material or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who

may be affected on site.

SUB-CONTRACTORS DUTIES (CONTINUED)

L. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc cleared as work proceeds.

M. It is the policy of this Company that all operatives, sub-contractors, visitors etc on the Company's sites will wear safety helmets at all times other than in areas specifically designated as 'no risk' areas by site management.

N. A detailed Method Statement will be required from sub-contractors carrying out high risk activities e.g. Asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with the Site Manager before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained

COMMUNICATIONS & TRAINING FOR EMPLOYEES

All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice, as required by regulations 10 (Information for Employees) and 13, (Capability and Training).

All employees are inducted, were they are provided with a copy of the safety policy and advised of the companies organisation arrangements and procedures for safety management.

Site specific inductions are also carried out were the specific risks associated with the site are discussed and the risk assessment and method statement is gone through. Employees are also periodically provided with toolbox talks.

Records of any inductions/toolbox talks and training provided will be held on file.

ACCIDENT AND NEAR MISS REPORTING PROCEDURES

A&B Engineering (MSD) Ltd takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the work place as much as is reasonably practicable.

However, where accidents or near misses occur, then A&B Engineering (MSD) Ltd will ensure its own 'in-house' accident reporting procedure is followed.

A&B Engineering (MSD) Ltd accident reporting procedure is summarised as follows:

- **All accidents must be reported to the site foreman and recorded in the site accident book.**
- **A record of all accidents/incidents will be held centrally at head office.**
- **Any accident, which is reportable to the Health and Safety Executive, as required by the RIDDOR Regulations (Reporting of Injuries, Diseased and Dangerous Occurrence Regulations), will be fully investigated by A&B Engineering (MSD) Ltd. RIDDOR accidents / incidents will be reported by a senior manager.**
- **A copy of the HSE leaflet 'RIDDOR Explained' is held in the office.**
- **Accidents which result in a Fatality or a Major Injury, as defined by the RIDDOR regulations, will be investigated immediately.**
- **Accidents which result in any persons, including members of the public, requiring hospital treatment, will be investigated within 24 hours.**
- **Any accident which results in any employee of A&B Engineering (MSD) Ltd, a Sub-Contractor, or the Client being absent from work for 3 days or more, will be investigated within 3 working days.**

A&B Engineering (MSD) Ltd will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times. A&B Engineering (MSD) Ltd will produce Accident Statistics on an annual basis.

RISK ASSESSMENT

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management. Control measures are defined in the form of written safe working procedures, method statements and safety plans and relayed to the persons at risk by line management, through formal information channels, instruction and training.

In addition to the requirement of the Management of Health & Safety at Work Regulations. 1999, for general Risk Assessments, other statutory provisions require specific risk assessment measures, as an example the following list in some form or other requires the need to assess risk, suitability or competency.

- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Manual Handling Regulations 1992.
- The Personal Protective Equipment Regulations 1992
- The Provision and Use of Work equipment Regulations 1998

The above list is **not** a comprehensive list. Site specific risk assessments are completed for each project / works.

YOUNG PERSONS / WORK EXPERIENCE PLACEMENTS

The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

A&B Engineering (MSD) Ltd shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

No young person may be employed in work which :

- is outside their physical and/or mental capacity
- involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, harm unborn children or cause any other chronic health effects
- involve exposure to radiation
- involve exposure to risks which cannot be perceived or avoided by young people due to their insufficient attention to safety or lack of experience or training
- involves a risk from extreme hot or cold, noise or vibration.

All young persons employed by A&B Engineering (MSD) Ltd will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also at this induction any specific risks associated with this site, i.e. working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be followed at all times

CONSULTATION WITH EMPLOYEES

All operatives of A&B Engineering (MSD) Ltd are fully consulted on all matters, which affect their Health, Safety and Welfare whilst at work.

In addition to formal health and safety training, regular toolbox talks are provided to operatives, which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e. leaflets, guidance information etc is also provided.

When undertaking Risk Assessments or producing Method Statements, operatives who are affected are consulted throughout the process.

SAFETY IN THE OFFICE

1) Office Equipment:-

Although not particularly thought of as dangerous, all office machines, typewriters, duplicators, copiers, stapling machines, etc. should be treated with care and used in accordance with their instructions.

- **DO NOT** attempt to repair electric plugs, leads or broken or loose connections on machines etc.;
- **DO NOT** touch any plug, socket, switch or light fitting with wet hands;
- **DO NOT** use any machine or equipment which is faulty nor attempt any repair, but ensure that it is reported to your Supervisor;
- **DO NOT** attempt to clean or maintain any electric equipment e.g. typewriters etc. unless the equipment is switched off and the plug removed from the socket;
- **DO NOT** change plugs on equipment. Ask your Supervisor to arrange for an electrician to do this;
- **DO NOT** smoke in the vicinity of flammable liquids, stencil correcting fluids, cleaning fluids, etc.;

- **ALWAYS** switch off general equipment after use, particularly at the end of the day. Exceptions must only be made for specified equipment such as computer terminals;
- **ALWAYS** ensure that guards provided are in place and do not use machines with faulty guards;
- **ALWAYS** keep containers of flammable liquids i.e. cleaning fluids, stencil correcting fluids etc. tightly closed when not in use. Store spare containers in a metal cupboard away from heat and the main working area. Ensure that stocks are kept as low as possible to meet requirements;
- **ALWAYS** ensure that flex, plugs and electric cable for portable equipment is visually checked before use. Report frayed or damaged items immediately;

2) Furniture and Fittings:-

Although the siting of furniture and fittings in an office may have been carefully planned, they can, given the right circumstances, provide areas of hazard and risk.

- **ALWAYS** place filing cabinets so that there is room to open drawers safely;
- **ALWAYS** open one drawer at a time, close it before opening another and close all drawers after use;
- **ALWAYS** put the heaviest load at the bottom of a cabinet, drawers of desk etc; do not overload them and avoid overbalancing of filing cabinets by only opening one drawer at any one time;
- **ALWAYS** report to your supervisor any sharp edges and badly placed appliances etc.

SAFETY IN THE OFFICE CONT'D

3) Tidiness:-

- **ALWAYS** keep floors, passages etc. clear of stores, packages, litter etc.;
- **ALWAYS** put waste paper in the waste bin;

- **DO NOT** throw broken glass, razors or other dangerous items loose into the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

4) Falls and collisions:-

- **ALWAYS** walk, do not run;
- **ALWAYS** use care in opening doors outwards;
- **ALWAYS** take care on stairs and use the hand rail;
- **ALWAYS** mop up spills of liquid, do not leave it to someone else;

- **DO NOT** climb on chairs, desks, window sills to reach for shelves or to open windows. Use steps, ladders or window poles etc;

5) Horseplay:-

- **ALWAYS** avoid horseplay, skylarking and practical jokes, it can be dangerous, if you believe a situation is hazardous, report it to your Line Supervisor;

6) Procedure in Case of Fire:-

Fire Fighting

Hand operated fire extinguishers appropriate to the risk are provided. Staff should make themselves aware of their location.

However it is emphasised that these appliances are provided for **"FIRST AID" fire fighting** on small outbreaks that can be tackled safely. Where any danger to life exists, however slight, the door to the affected room should be closed and staff should leave the building. (The fire alarm will have been operated on the discovery of the fire).

SAFE WORKING WITH DISPLAY SCREEN EQUIPMENT

1) Introduction:-

A&B Engineering (MSD) Ltd has a code of practice for safe working with display screen equipment (DSE) which describes the standards and operating procedures required to maintain safety for users. The code contains information on the risks when using DSE and the precautions which users should take.

2) Workstation Adjustment:-

The workstation should be adjusted to suit the individual requirements and should meet the following standards.

- the screen should be clear with well defined characters free from movement or flicker, it should be adjustable for brightness and contrast and free from reflective glare;
- the keyboard should be separate from the screen to allow positioning which avoids fatigue to the hands or arms, it should have a Matt finish to avoid glare, with clear legible symbols;
- the work surface should be large of low reflectance and should allow for a flexible arrangement of the hardware and related equipment;
- the document holder (where provided) should be stable and adjustable to avoid unnecessary eye, neck or head movement;
- the chair should be stable and afford a comfortable position. The seat should be adjustable in height and the backrest should be adjustable in both height and tilt. A footrest should be available if needed;
- the environmental conditions should allow for a change of position at the workstation, have suitable lighting which eliminates glare or distracting reflections on the screen and be free from noise, excess heat or humidity.

SAFE WORKING WITH DISPLAY SCREEN EQUIPMENT CONT'D

3) Comfortable Working Posture:-

There is no single correct layout for DSE work, the following posture plan should be applied for individual comfort and safety.

- the chair seat should be adjusted to a suitable height, with the body weight evenly distributed along the bottom and thighs with the feet flat on the floor;
- the chair back should be adjusted for height and tilt to provide good lower back support and a good upright posture. It should be pulled in to avoid leaning forward when keying;
- the work surface height should be adjusted so that the elbows are at right angles and the hands are level with the home row keys, the wrists should be relaxed. A footrest may be required to achieve this;
- the keyboard should be parallel with the front edge of the work surface and be about 5 - 10 cms in from the edge to allow the arms to rest when not keying;
- the screen should be adjusted to a suitable viewing distance and height. the top of the screen should be at eye level and should be square to the body position;
- the screen should be tilted to eliminate glare and reflections. It should be at right angles to the line of sight;
- documents should be positioned at the same viewing distance as the screen and at a similar height and as close as possible to avoid unnecessary movement of the head, neck or eyes. Touch typists may find it better to have the document holder directly in front with the screen to the side.

4) Working Style:-

- adjust your posture frequently to maintain comfort. Stretch your hands and limbs regularly to relax the muscles;
- take breaks away from the work station when possible;
- avoid eye strain, focus on objects at different distances from the screen for short spells;
- apply a soft touch on the keys and avoid keying with the fingers bent;
- rest your hands and wrists in the correct position when not keying;
- avoid reflections and glare on the screen from natural or artificial light.

5) Warning:-

Poor working postures, incorrect keying action or insufficient breaks may cause a risk of developing upper limb disorders related to the work activity. If there is a problem with the workstation or you experience discomfort in your work tell your Line Manager.

FIRST AID

It is the policy of A&B Engineering (MSD) Ltd to have fully trained first aiders at all sites.

Training will be to HSE approved standard.

The details of the trained first aider will be posted on the Health and Safety notice for each site.

There will also be an appropriate number of first aid boxes at each site. These will be under the supervision of the respective first aid person for that site.

WORKING AT HEIGHT

These regulations apply to all workplaces (not just construction sites).

'**A place is at height if a person could be injured falling from it, even if it is below ground'**

The Work at Height regulations set out a hierarchy for managing and selecting equipment for work at height;

- Avoid work at height were possible
- Use work equipment or other measures to prevent falls, were work at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The main requirements of the work at height regulations are;

- Work at Height is risk assessed and avoided if reasonably practicable, if this is not possible then:-
- Work at Height is properly planned, supervised and carried out in a safe manner with effective access, egress and fall prevention.
- All work at height takes account of weather conditions that could endanger health and safety
- Provide training and ensure that all persons who work at height or supervise such activity are competent.
- Provide suitable work equipment,
- Ladders used for Work at Height can only be used if a risk assessment has "demonstrated that use of more suitable work equipment is not justified because of the 'low risk' and the short duration of use".
- Assess the risk of falling objects and fragile surfaces
- Provide as appropriate fall arrest and full restraint systems, these should only be used if the use of other safer work equipment is not reasonably practicable.
- Plan for emergencies and rescue
- Provide suitable working platforms and scaffolding systems (guard rails new minimum height of 950mm intermediate guard rails must be installed and maximum gap remains at 470mm).
- Persons using working platforms should be competent.
- Persons erecting scaffolding should be competent.
- Ensure work equipment and places of work at height are inspected.

WORKING AT HEIGHT CONT'D

The work at height regulations are supplemented by schedules, which cover the detailed requirements for;

1. Existing places of work and means of access for work at height
2. Collective fall prevention (eg guard rails and toe boards)
3. Working platforms
4. Collective fall arrest (eg nets, airbags etc)
5. Personal fall protection (eg work restraints, work positioning, fall arrest and rope access)
6. Ladders and step-ladders
7. Inspection reports (for working platforms in construction only)
8. Revocations

This is a basic précis of the new requirements of the regulations, risk assessment will be undertaken were working at height is required and this will be properly organised and managed by competent persons.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is all equipment (including clothing which affords protection against the weather), which is intended to be worn or held by a person at work and which protects him against one or more risks to their health or safety, eg safety helmets, gloves, eye protection, high visibility clothing, safety footwear etc.

The main requirements of the Personal Protective Equipment Regulations is that personal protective equipment is to be supplied and used at works wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Personal protective equipment is provided to all employees at induction.

A personal protective equipment risk assessment has been carried out for general construction work.

Operatives are advised on the reasons for providing personal protective equipment and its safe usage.

HEALTH SURVEILLANCE

A&B Engineering (MSD) Ltd will advise all operatives of any potential occupational health risks posed by their work activities. This may include potential hazards associated with exposure to noise, dust, hand/arm vibration, asbestos etc. We will ensure that, where through the risk assessment process any of these potential hazards has been identified, then suitable control measures will be implemented to eliminate or reduce the risk to a level as low as is practical.

A&B Engineering (MSD) Ltd will ensure all operatives are provided with information, instruction and training as part of our risk control strategy for managing occupational health risks.

ASBESTOS

A&B Engineering (MSD) Ltd acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of effective management and proper control measures combined with work methods supported by training of employees. This policy requires the full co-operation of management and staff at all levels.

Arrangements for Securing the Health and Safety of Workers

No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of the work and a statement of a suitable plan of work shall be made **before** the work commences. All employees are responsible for adhering to this policy and complying with all the requirements detailed within the policy.

Information, Instruction and Training

It is the policy of A&B Engineering (MSD) Ltd to ensure that all persons who may potentially interface with asbestos are provided with information, instruction and training so they are fully aware of the risks posed by asbestos containing materials and the correct working methods, the use of control measures, the use of protective equipment and hygiene procedures. HSE information has been provided for operatives.

Control Measures

Prior to commencing work on clients premises, full liaison will occur with the clients facilities/maintenance manager with regard to asbestos. The clients asbestos register will be referenced along with any other appropriate documentation to establish whether or not there is any potential for interface with asbestos through the work being carried out.
Dependant upon the findings of the asbestos register or following consultation with the client's representative, the employees of A&B Engineering (MSD) Ltd will take the appropriate measures and these will be reflected within the specific risk assessments and method statements produced for the works.
No works will occur on clients premises until risk assessments and method statements have been prepared and approved internally by A&B Engineering (MSD) Ltd and were required by the client.
Adequate materials and control equipment will be provided and maintained in an effective condition to minimise, so far as is reasonably practicable, the exposure of employees and others to asbestos.
Under no circumstances will work commence were there is a risk of exposure to asbestos. The potential interface with asbestos (were applicable) will be covered in the site specific risk assessment and method statement.
If at anytime employees disturb asbestos containing materials they are instructed to cease work immediately and report this to the site supervisor and client's representative for a

sample to be taken. No further works will occur until the material has been identified and appropriate controls have been taken.

ASBESTOS CONT'D

Any works involving asbestos must comply with the relevant legislation, including

- The Control of Asbestos at Work Regulations 2006 (as amended)
- The Asbestos (Licensing) Regulations 1998 (as amended)
- Construction, Design and Management Regulations 1994

In addition, reference should also be made to the accompanying approved code of practice and guidance, including Asbestos Essentials Task Manual (HSG 210), Introduction to Asbestos Essentials (HSG 213) and Controlled Asbestos Stripping Techniques (HSG 189/1)

PLANT AND MACHINERY

All plugs and sockets must be maintained in good condition.

Where possible the extension lead shall be the correct length to enable the item of plant to be operated without having to attach several extension leads.

All portable electric tools and extensions must be tested by a competent person at regular intervals.

The competent person must keep a record of all tools inspected.

Portable Drills

When using portable drills always:-

(a) Provide a 'starter' mark for the drill point
(b) Select correct drill bit for material being drilled
(c) Protect against damage or injury if bit is to pass through material being drilled
(d) Clamp small pieces to be drilled or hold them down to prevent spinning
(e) Ensure cable is not in a position where it can be cut or damaged
(f) Check machine for any mechanical defects
(g) If any defects are found, report them to the Site Manager.

Associated Hazards

(a) Cuts to the hands and fingers when handling the sheet metal.
(b) Cuts and amputations when the guard is removed.

Disc Cutter (Hand Operated)

Before use:

(a) Check the machine for mechanical defects. If any are found report them immediately to the Site Manager.

(b) Set the machine to the correct diameter.

Associated Hazards

(a) Cuts to the hands and fingers when handling and holding the sheet metal.
(b) Turning the handle anti-clockwise creating ‘nip points’.

PLANT AND MACHINERY CONT'D

Cartridge Operated Tools

All cartridge operated fixing tools must conform to BS4078 and shall be used strictly in accordance with the manufacturers instructions.

- Only cartridges specified by the tool manufacturers may be used.
- Operators must be trained in the safe operation of the type of tool in use, and be over 18 years of age.
- They must also pass a colour blindness test.
- No cartridge operated tool may be used unless suitable eye and head protection is worn.
- Ear protection will also be necessary.

Hand Operated Tools

All electrically powered hand operated tools will be regularly inspected and tested so as to conform to The Electricity at Work Regulations 1989.

All extensions and leads should be checked prior to being taken into use and daily when in use.

Any defects must be reported to the Supervisor and the power will be supplied from 1lOv transformers or plug sockets.

In certain circumstances it may be necessary to use intrinsically safe operated equipment.

If this is not available in electrically operated tools, it may be necessary to provide air powered tools.

Hand and Power Tools

The hazards associated with hand and power tools are:-

(a) Failure or disintegration of tools
(b) Proximity to moving or cutting parts of tool
(c) Flying particles
(d) Heat and sparks
(e) Electric shock
(f) Crushing or pinching

Tools that are right for the job, in a safe condition, and used correctly will improve productivity as well as safe working conditions, e.g.:

(a) Wood handles on tools must be free of splinters or cracks and solidly attached to their working heads.

(b) Electric power tools will be doubly insulated or properly grounded to 11OV only.

(c) Electric leads will be maintained free of cuts, abrasions and kinks.

PLANT AND MACHINERY CONT'D

(d) Tools with exposed moving parts will be provided with guards to minimise exposure to operator.

(e) All power tools will be stopped and as applicable air or electrical supply disconnected to make any adjustments to the tool. Fuel powered tools will be shut down for re-fuelling.

(f) Impact type (percussion) tools will have suitable retainers to hold tool bits in place during operation.

(g) Extension or leverage increases will not be used on tool handles.

(h) Tools with 'mushroomed' striking faces must be replaced. If these faces are to be redressed, the tool shall be inspected for cracks and proper temper restored before re-using.

(i) 'Dead-Man' controls on tools so equipment must not be rendered effective.

(j) Grinding wheel and cutting blades speed and size will be compatible with the speed and power capability of the driving shaft.

(k) ALL tools will be regularly inspected, repaired and lubricated as required to maintain them in a safe condition.

(l) Power activated tools will include safety features that will minimise the possibility of accidental firing. These tools are to be handled and treated as firearms, with strict control of cartridges and used only by qualified and authorised operators.

(m) Personnel and protective clothing requirements for each type of tool will be established and enforced.

(n) Air hoses and electric leads leading to tools at work areas will be located or covered to protect them from external mechanical damage.

(o) Electric leads will only be joined using approved insulation connectors. Air hose connections must be regularly inspected, maintained and replaced as necessary to prevent them blowing off.

STORAGE AND HANDLING PROCEDURES WHEN USING CHEMICALS

A. Risk Factors:-

Most chemicals can be harmful if not used or stored properly. Injuries can be caused if chemicals:-

- come into contact with the skin;
- come into contact with the eyes;
- are breathed in, in the form of dust or vapour;
- are swallowed;
- over-heat or catch fire.

B. Storage Procedures:-

- do not store acids on top of or next to alkalis or vice versa;
- rotate stock on a first in, first out basis; check the 'use by' dates on the containers;
- keep the store area clean and tidy; check for leaking or corroded containers;
- keep the store locked at all times when not in use to restrict access to unauthorised persons, especially children;
- store heavy containers at ground level to avoid spillage or physical injury;
- store containers upright, do not roll, drag or drop them;
- ensure containers are correctly labelled, identifying the contents, instructions for use and warnings e.g. corrosive or irritant;
- do not store or accept delivery of any containers without labels;
- bulk deliveries should only be received by a competent, trained employee, aware of safety regulations.

C. Handling Procedures:-

- **ALWAYS** read the instructions on the container label before use;
- **ALWAYS** wear appropriate protective equipment when using a neat or undiluted material;
- **ALWAYS** replace the container lid or screw cap securely after use;

STORAGE AND HANDLING PROCEDURES WHEN USING CHEMICALS CONT'D

- **ALWAYS** use clean equipment and containers, to avoid contamination with other chemicals, clean them thoroughly after use;
- **ALWAYS** replace the chemicals into the store after use and lock it;
- **ALWAYS** handle chemicals with care, avoid splashing liquids or creating dust when using powder;
- **ALWAYS** hold spray canisters at arms length, pointing away from the face
- **ALWAYS** clean up any spillage and wipe containers of any over spill after use;
- **ALWAYS** clean empty containers with plenty of water and dispose of them, do not re-use;
- **ALWAYS** add the chemical to water when diluting or mixing, not water to the chemical;
- **ALWAYS** ensure a supply of fresh cold water is available to clean any spillage or flush in case of bodily contact;
- **NEVER** use a material without first knowing what it is or how it should be used, seek advice or instructions;
- **NEVER** mix chemicals together, this could cause a harmful reaction;
- **NEVER** leave chemicals out of the correct store area, where children could harm themselves;
- **NEVER** use empty chemical containers to hold other chemicals;
- **NEVER** use chemicals if the container labels are missing;
- **NEVER** add water to chemicals when diluting or mixing, add the chemical to the water;
- **NEVER** smoke or use naked flames in the store area, or when using chemicals;
- **NEVER** use sprays such as graffiti remover or oven cleaner in confined or poorly ventilated areas;
- **NEVER** put chemicals down a toilet without first flushing the cistern as there may be other chemicals present, put there by someone else.

STORAGE AND HANDLING PROCEDURES WHEN USING CHEMICALS CONT'D

D. First Aid:-

In the event of a serious accident with chemicals, the Manufacturers' Safety Data Sheet should be available as a quick guide for remedial action to be taken whilst waiting for professional medical assistance. As a short term measure the following procedures should be followed:-

- **Eye contact** rinse with plenty of water for fifteen minutes, do not rub, seek medical attention if irritation persists.
- **Skin contact** wash with plenty of water for fifteen minutes. Remove contaminated clothing and soak. Seek medical attention if irritation persists.
- **Ingestion** rinse mouth with water. Give water to drink. Seek medical attention. Do not induce vomiting.
- **Inhalation** remove the victim to fresh air. Seek medical attention if necessary.

E. Emergency Action:-

- Small spills should be wiped or brushed up using clean equipment and the area flushed with water. If dust is present a dust mask should be worn in addition to gloves and goggles. Follow instructions from Manufacturers' Safety Data Sheet. Seek advice from supervisor.

- Major spills should be contained with a barrier of absorbent material. Do not allow the chemical to enter the drains. Refer to Safety Data Sheet and consult emergency services.

THE TESTING OF PORTABLE AND TRANSPORTABLE ELECTRIC EQUIPMENT

a) User Checks:- **These will be undertaken on a daily basis**

The person using the equipment should be encouraged to check the electrical equipment themselves to ensure there are no obvious visible defects, for example:-

- Damage to the cable sheath;
- Damage to the plug, for example cracked casing, bent pins or inadequate joints;
- Ineffectively secured outer sheath;
- Equipment subjected to unsuitable conditions;
- Damage to the external casing of the equipment;
- Evidence of overheating shown by burn marks or discoloration;
- Checks should also apply to extension leads and associated plugs and sockets;
- The presence of water or other liquid on or near the equipment.

These checks should be encouraged by supervisors who have a working knowledge of the equipment in their areas of responsibility.

b) Formal Visual Inspection:-

1) **For 240V equipment these will be undertaken on a weekly basis**
2) **For 110V equipment these will be undertaken on a monthly basis.**
3) **RCD's shall be tested on a weekly basis.**

These inspections may be considered as the most important part of the maintenance system and should be carried out by a competent person who has a theoretical and practical knowledge of what to look for and what is acceptable. This person does not have to be a qualified electrician for this level of visual inspection, i.e. the facility Supervisor should have this level of competence.

The procedure involves making out an inventory or list of the equipment on site and carrying out formal, regular systematic visual inspections. These can then be kept on record and retrieved to ensure that the inspection will cover most of the items covered in the user checks, but on a more formal basis.

c) Combined Inspection and Test:-

Before first use and then at monthly intervals for 240V

and 3 monthly intervals for 110V equipment

The user checks and formal visual inspections will only discover about 90% of any defects. The remaining 10% of unseen faults can be lethal and may involve a deterioration of the earth integrity, failure of the insulating material or other unseen hazards.

LADDERS AND STEPS

Ladders must only be used as a means of access/egress and for works of a short duration were the risk assessment has demonstrated that they are a safe option and that no other alternative means of access/working platforms is practical.

- Store the correct ladders and pairs of steps in a safe and easily accessible position.

- Regular checks of ladders and steps must be made and, a brief check immediately before use should be carried out. No part of the ladders or steps should be cracked, distorted or warped. Hinges, ropes or other locking mechanisms should be checked for wear. The painting of ladders is prohibited as it may hide a defect.

- If faulty or needing repair, lock them away (label them faulty not for use). All repairs must be of a permanent nature and the equipment must be considered unsafe if only a temporary repair is effected. Never use an unsound ladder.

- Metal ladders and steps must have safe rubber feet on when in use. Do not use the top section of a ladder if there are not rubber feet fitted. The bottom section, if used singly, is wider and more stable.

- Do not use a metal ladder near electrical equipment without first disconnecting the supply. Ladders and steps, when erected, must be long enough to reach the place of work without the user having to over reach in any direction. Never use a ladder that is too short or two ladders that are lashed together or placed on top of tables.

- Never place the feet on a door mat, sack etc, they should be able to grip on a firm, permanent surface.

- Steps must never be used unless their legs can be opened to their widest extent. Never use the steps closed, like a ladder.

- Ladders should be set on a firm level base, if the ground is rough, the feet should preferably be buried, but should definitely not be left standing on a loose uneven surface.

- When ascending or descending a ladder, both hands should be free to take a firm grip on either the stiles or the rungs, you should always face the ladder. Small objects to be carried should be kept in a belt or pocket. Do not carry loads on ladders. Do not lean sideways from a ladder. Only one person should use the ladder at any one time. Always move a ladder, rather than reach excessively sideways. Ladders should be footed at all times and/ or secured at the top.

- For work which may involve more than general day to day ladder use, a Risk Assessment must be made prior to starting. Further guidance can be found in HSE Guidance note G.S.31.

MANUAL HANDLING OPERATIONS

Many accidents, which happen when lifting or carrying, can be avoided if good handling technique is used before and during the operation. The use of simple handling aids such as a hand trolley or truck should be considered to eliminate the need for manual handling. If this is not possible then the following guidance may be useful.

a) Lifting and Carrying:-

Plan the lift first and consider the following:-

- where is the load to be taken?
- are there any obstacles on the route the load is to be carried?
- will help be needed?
- how heavy is it?
- can it be broken down into smaller loads?
- can a handling aid be used instead, such as a trolley?
- is there a safe place to rest if required?
- can the contents of the load shift when being carried?
- is the unloading area clear of obstructions?

b) Positioning:-

- stand close to the load;
- place the feet apart to form a stable balanced base;
- check the floor surface is not dusty or slippery;
- don't wear clothing which is so tight as to restrict movement;
- test the weight of the load by lifting one side first.

MANUAL HANDLING OPERATIONS CONT'D

c) Posture and Grip:-

- bend the knees and keep the hands as near to waist level as possible;
- keep the back straight with the chin tucked in;
- keep the shoulders level and facing in the same direction as the hips;
- obtain a firm grip, a hooked fingers grip is better than keeping the fingers straight.

d) Lifting:-

- use the powerful leg muscles when lifting and keep the back as straight as possible;
- lift smoothly without jerking and keep control of the load;
- if a change of direction is required, move the feet, don't twist the body;
- keep the load close to the body the friction from clothing will help to support it;
- keep the heaviest side of the load next to the body;
- take small steps if the load is to be carried over any distance.

e) Lowering

- face the area chosen and lower the load slowly using the leg muscles, keep the back as straight as possible;
- keep fingers away from the bottom of the load;
- put the load down first, then slide it into position if precise positioning is required.

f) Lifting or Lowering from a 'high place':-

- don't over stretch, use a sturdy platform or stepladder;
- split the load into smaller units if possible;
- push up one side of the load to test how heavy it is;
- slide the load close to the body before lifting it;
- if there is any doubt about lifting the load, get help, to avoid injury.

MANUAL HANDLING OPERATIONS CONT'D

g) Lifting Heavy Loads - Two People:-

- both people should be about the same size;
- Lift together and keep the load level;
- move slowly and lower the load at the same time, keeping it level.

h) Using Handling Aids:-

- when using a hand trolley or truck, push don't pull, this gives twice the power;
- keep the load close to the body;
- keep the back straight, knees slightly bent, and lean in the direction of movement.

i) Avoid Injury:-

- warm up first before lifting;
- don't use the back use the legs;
- if in any doubt get help.

MONITORING AND REVIEW

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Directors of A&B Engineering (MSD) Ltd and on site by the Senior Managers. They will ensure the policy is being adhered to by all operatives and also by operatives of any sub-contractors used. This is done via tool-box talks and also regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include weekly safety inspection reports completed by the Forman with Foremen carrying out their own formal, independent inspection on a monthly basis.

These arrangements are supplemented by independent monitoring and auditing by the Safety Consultants. Senior Management will review these reports and all subsequent corrective actions are reviewed by the Directors.

As part of a continuous improvement programme, monthly recorded SH&E review meetings will be held by Senior Management to assess performance and set objectives.

The policy is reviewed annually by the SH&E Management of A&B Engineering (MSD) Ltd and in conjunction with their appointed competent person organisation, Rawlings Consultancy Services Ltd.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.