

Safe Working Procedures



BRAMBLES
CONSTRUCTION SERVICES

**for sub contractors working on
projects under the control of Brambles
Construction Services Limited**

INTRODUCTION

All sub contractors must recognise and accept that safe working procedures, site rules and restrictions are necessary for the proper conduct of a business and that they need to be adhered to.

These Terms and Conditions go some way in making all parties familiar with what is required of them to enhance health, safety and welfare at work.

Any site rules imposed by the Client will be made aware to all personnel working on the site by the following means:

- Copies of Site Rules will be posted within the Principal Contractors site accommodation
- Copies of site rules will be issued to all sub contractors.

Compliance of these Working Procedures, Site Rules and Health & Safety procedures will be monitored closely, any sub contractor who is not abiding by the rules will be reprimanded, a further breach of the Rules will result a written warning, continuing failure to comply will result in that employee being asked to leave the site.

Any individual removed from the site will not be allowed to return to that particular construction project, and may jeopardise his employers working relationship with this Company.

**SAFE WORKING SUB
CONTRACTORS ARE WELCOME ON
ALL BRAMBLES CONSTRUCTIONS
SERVICES CONSTRUCTION SITES**

LEGAL

All sub contractors and their employees must be familiar with and conform to the requirements of all Statutory Duties controlling their activities. Ignorance does not negate the responsibilities of the sub contractor and/or their employees.

The sub contractor must only employ competent Labour and must place the same requirements on any sub-sub contractors that they employ. Evidence of competency should be provided in advance of the works commencing.

The Company endorses The Construction Skills Certification Scheme (CSCS) and The Construction Plant Competence Scheme (CPCS) as a means to keep a record of workers and supervisors who have achieved a recognised level of competence and to provide means of identification. Ultimately, raising the standards of health and safety, to reduce risks and accidents throughout the industry

All sub contractors must comply with the respective Statutory obligations, principally in connection with The Construction (Design & Management) Regulations, The Workplace (Health, Safety and Welfare) Regulations and The Management of Health and Safety at Work Regulations and in particular the requirements of suitable Risk Assessments and Method Statements relating to Medium and High Risk activities.

Sub Contractors shall nominate their own safety supervisor to ensure that the safe working of their own employees and for the communication of safety information and safety measures to all parties

Brambles Construction Services Limited will communicate on a daily basis or as appropriate with all sub contractors working on their site to ensure that safe procedures and safe systems of work are being adhered to and address any concerns.

INSURANCE

The sub contractor must be able to provide evidence of adequate insurance cover in respect to:

- Employers Liability to indemnify in respect of the Insured legal liability for injury, death or disease, sustained by their employees arising out of and during the course of their employment. A £5'000'000 minimum indemnity level for any one occurrence shall be provided
- Public/Products Liability to indemnify in respect of the Insured legal liability for accidental third party property and/or third party property damage and/or third party injury arising out of and during the course of the sub contract. A £5'000'000 minimum indemnity level for any one occurrence shall be provided
- Contractors All Risks, cover to provide against all risks of loss or damage to Contract Works and materials used or incorporated in to the Sub Contract works, including whilst in transit. A £1'000'000 minimum indemnity level for any one occurrence shall be provided

GENERAL

Please Report:

- **ANYTHING** which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons.
- **ALL** accidents and ensure they are recorded in the accident book.
- **ALL** incidents (near-misses) regardless of any lack of damage or injury.
- **ALL** accidental or otherwise damaged equipment.

Please ensure that you:

- Comply with all Risk Assessments and Method Statements
- Wear all Personal Protective Clothing
- Comply with safety signs and follow the warnings given.
- Ensure your workplace is kept clean and tidy.
- Pick up debris, used/or materials, waste, mop up or report spills.
- Lift correctly or where applicable use a mechanical means.

Please Don't

- Leave equipment in a condition or position where it may later injure you or someone else.
- Lift anything which may cause you injury to your health - Ask for assistance.
- Let any person operate or touch equipment for which only you have been trained and have responsibility for its safe use.
- Empty any hazardous substance down the drains.

Machinery, plant and tools

Please Don't

- Drive or operate any vehicle for which you have not been trained, and/or properly authorised to use.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair **ANY** equipment, plant or item unless you have been trained and authorised to do so.
- Wear gloves when using machinery with exposed rotating parts.
- Use tools that are damaged or incorrect for the task
- Operate ANY plant or machinery while under the influence of drink or prescribed drugs.
- Use any equipment without the use of the appropriate eye, hand, head, body or hearing protection.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the machine (where rings cannot be removed they should be taped over).

Electrical

Please ensure that you:

- Know the location of your equipment's electrical switches.
- Inspect the cable, plug and equipment for signs of misuse, damage or wear prior to using it.
- Unplug/switch off electrical equipment when not in use.

Please Don't

- Bring any personal electrical or portable radio equipment onto Company premises unless authorisation has been given by Company management.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment. (only 110 V will be allowed, or battery tools)
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and trained to do so.

Hygiene

Please ensure that you :

- Wash your hands before and after using the toilet and always before handling food or drinks.
- Remove all safety equipment before eating.

Please Don't

- Eat or drink in any area where dust, dirt or fumes are present.
- Place all food scraps, wrappers and containers in the waste bins provided
- Keep the canteen areas clean
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

Safe Access

Please Don't :

- Take chances !!!
- Work at heights unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Use ladders to access scaffolding, do not climb up the scaffold using the structure to gain access or egress.
- Ignore the NASC Guidance Note SG4 on the use of fall arrest equipment
- Enter confined spaces with appropriate training and specific Risk Assessments and Method Statements
- Enter excavations unless they are correctly shored and supported from collapse
- Access excavations by any other means than a properly secured ladder
- Use mobile elevated working platforms (MEWP) unless you are adequately trained and competent.
- Adapt or modify scaffolding or falsework unless you are trained and competent to do so

Working at Heights

Please ensure that:

- No person shall work in any place where they are liable to fall, without taking precautions and having safe systems of prevention
- Adverse weather conditions need to be anticipated and suitable precautions taken. All Roof works must copy with the relevant Risk Assessments and Method Statements and in compliance with the Health Safety Executives Guidance publication HSG33.
- Precautions shall be taken to protect the public from falling materials or tools
- All structural steel work erection shall comply with Safety Executives Guidance publication HSG28/3 Part 3
- **BEAM WALKING IS FORBIDDEN**
- Beam straddling should be avoided, where this is unavoidable it may only be acceptable if an I section beam is being used, the erectors sole and heel of each foot can rest on the bottom flange and both hands can be used to grip with side of the top flange and where any obstruction will not necessitate the erector changing the basic access position described above. Where beam straddling is used as a working position **FALL AREST EQUIPMENT WILL BE WORN**
- Work on fragile roof areas, e.g. asbestos sheeting, must be undertaken from crawl boards, roof ladders or other alternative guarded access equipment
- Tube and Fitting Scaffolding shall be erected to conform to BS 5973 1981, HSE Guidance notes and other relevant standards. All erectors shall be competent
- System scaffolding – SGB Cuplock, Layer or the like shall be installed strictly in accordance with the manufacturers instructions and erected, maintained and dismantled by competent persons
- Scaffold towers must be appropriate for the intended use, erection shall be by competent persons and in accordance with BS 5973: 1981
- Ladders shall be in a good working order, not damaged or repaired in any form. Ladders shall extend at least 1100mm above the work landing or support and shall be securely tied at the head and footed on a solid surface. Ladders should be set at a 4:1 ratio angle
- Mobile elevated working platforms (MEWP), scissor lifts, genies and the like shall only be operated by trained and certified operators. Proof of competence will be required. Safety Harnesses shall be worn at all times whilst using this equipment
- Fork lift / teleporters equipped with the manufacturer's compatible man-cages/work platform shall comply with the Health Safety Executives Guidance publication PM28. Safety Harnesses shall be worn at all times whilst using this equipment

Safety in Excavations

Please ensure that:

- All excavations are planned and risks are evaluated and appropriate safety systems and procedures are in place before any works commence.
- Earthwork supports shall be designed by competent persons, allowing for site conditions, water table, underlying strata and the like. In the event that these conditions change, then a redesign of the EWS may be appropriate.
- Under ground services are located, exposed and protected
- No conflict arises due to the close proximity of overhead cables
- A safe means to enter and exit the excavation shall be provided
- Heavy plant shall be prevented from approaching close to the edge of any excavation. Vehicles routes shall be designated and demarcated.
- All operatives shall wear high-viz clothing
- Spoil, equipment and materials shall be positioned away from the sides of the excavations to prevent surcharge loading
- The application of the Confined Spaces Regulations 1997 are considered for work with excavations, manholes and inspection chambers.
- Be aware and take precautions to prevent health risks from harmful organisms.

- While working with sewage appropriate Risk Assessments are available to reduce the health risks from Weils disease, gastro-enteritis or Hepatitis A
- All operatives have up to date inoculation against contracting tetanus. Arrange for boosters if the last inoculation is over 5 years old
- Excavations are inspected by a competent person at the start of every shift, modification in the support system or any event likely to have affected ground stability

First Aid

Please ensure that you :

- Know who the first aiders are.
- Report anything that you suspect may cause an injury.
- Report any accident to the first aider who should record it in the accident book.
- Check with the first aider before using anything from the first aid kits.

Please Don't:

- Use the first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

Hazardous Substances

Please ensure that you :

- Provide COSHH Assessment, Risk Assessment and Material Safety Data Sheet for all hazardous substance
- Return unused equipment/substances or other items to their correct and safe storage area.
- Follow the safe use, transportation, handling and storage of chemicals from the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Wear all safety equipment issued and report any defects and ensure fume/dust extraction equipment is switched on and working correctly.
- Ensure that Hazardous waste is disposed of in accordance with EPA 1990 and other appropriate regulations
- Do not work with asbestos, this is specialist work and all work must be under the "Control of Asbestos at Work Regulations 1987"

Personal Protective Equipment

Please ensure that you :

- Wear head protection, safety helmets to BS 5240 class 1 must be worn in compliance with The Construction (Head Protection) Regulations. The Site Agent may relax this regulation to operatives working where there is no possibility of head injury apart from falling. Comply with site specific rules - various factory sites have made the wearing of safety helmets and eye protection mandatory
- Wear items of protective clothing/equipment provided by your employer and in compliance with the PPE Assessments. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to the work undertaken..
- Maintain all protective clothing and equipment properly and inform your employer of any loss of, or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.
- Wear hearing protection where directed by Brambles Construction Services Limited, or as necessary to comply with an appropriate Noise Assessment indicates an exposure to a noise > 80 dBA. (As a guide hearing protection may be required where two persons would have difficulty in communicating when 1-2 metres apart.)
- Wear eye protection where any substance is in use or where an activity is undertaken which may be injurious to eyesight or in a designated 'eye protection area and any other specified areas.

FIRE

Please ensure that you:

- Know your fire escape routes and the relevant evacuation procedures
- Obtain relevant Hot Work Permits
- Know where the extinguishers are and how to use them.
- Sound the alarm on discovering a fire or shout 'FIRE', 'FIRE', 'FIRE'.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire'!
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Health and Safety Co-ordinator.
- Know your fire contacts.

Please Don't

- Smoke on site, unless in authorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others.
- Gather up possessions before evacuating the work place.
- Re-enter a building after a fire until authorised to do so.

Bullying, Violence, Racist, Sexist and Derogatory Actions or Remarks

The Company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the Company but most importantly to take care of their own health and safety and that of others.

It is the policy of this Company not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Irresponsible behaviour can be both harmful, and dangerous. Any such behaviour will be considered a breach of the relevant legislation and appropriate action may be taken.

If you feel you are being subjected to any such treatment you should contact any manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the Company.

If you do not understand any of the health and safety codes of conduct, please contact the Health and Safety Co-ordinator.

These codes of conduct are to be kept at work for your reference
