

CJC CONTRACTORS LTD

(Referred to in this document as CJC)

HEALTH AND SAFETY POLICY

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Health And Safety Policy Statement

CJC is committed to maintaining and improving, where possible, the health, welfare and safety of its employees / sub-contractors and ensuring the safety of all other persons who may be affected by the Company's work activities.

Introduction

As Director I am ultimately accountable for Health and Safety. I am committed to providing the resources, training and systems of work to ensure that all work activities are undertaken by competent employees or sub-contractors in a safe manner. These systems recognise the requirements to safeguard the Health and Safety of CJC's employees, sub-contractors, clients, other contractors and the public where affected by their activities.

In making this commitment I recognise the requirement to comply with statutory safety legislation and the Client's Health and Safety specifications, rules and procedures. CJC will comply with the Health and Safety at Work etc. Act 1974 and associated Regulations, in particular the Management of Health and Safety at Work Regulations 1999 the Construction (Design and Management) Regulations 2007 and the Working at Height Regulations 2005 and Lifting Equipment Regulations 1998.

As Director I will ensure that all the foreseeable risks are identified, assessed and managed. Risk assessments will address the risks associated with undertaking work on sites and client premises.

Organisation and Responsibilities

CJC has established daily informal, internal communications to ensure employee and sub-contractor's co-operation and understanding of their roles and responsibilities. As Director I am responsible for the administration of the Company safety management system, maintenance of records and document control, the organisation of contracts and all associated Health and Safety arrangements.

The identification of the specific hazards, assessment of risks, identification of the necessary management controls is a prime responsibility and is supported by effective planning to implement the controls and monitor performance.

All employee and sub-contractors are required to co-operate with CJC in its endeavours to maintain and improve Health and Safety and comply with safety legislation.

Management of Health and Safety

CJC has identified the generic risks associated with its activities which include painting and general repairs. I am responsible for ensuring that employees and sub-contractors are competent to undertake the work through the provision of training and regular discussions on safety performance. They must have an understanding of Method Statement requirements and the supporting procedures and instructions. To assist me, the support of professional Safety Consultants, McCormack Benson Health & Safety Consultants, has been procured.

Safety procedures and work instructions have been established to control the foreseeable risks and safety requirements associated with the work places. Plant, equipment, materials and substances will be stored and transported in a safe manner.

This Policy will be reviewed annually to ensure that it remains relevant and effective in achieving the Company's Health and Safety objectives.

Signed 

Date 04.01.21

John Harwood
Director

January 2021

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ORGANISATION AND ARRANGEMENTS

1. ORGANISATION

John Harwood is the Director responsible for the overall control of the company, the office staff, operatives and sub-contractors.

1.1 THE DIRECTOR will:-

- a) Ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity of the Company to meet the requirements of the Safety at Work etc. Act 1974.
- b) Initiate the policy for the prevention of injury, damage and wastage.
- c) Ensure that adequate funds and resources are provided to meet the requirements of the policy, during tender stage and also throughout the length of each contract.
- d) Co-ordinate and monitor the Safety Policy of the Company.
- e) Ensure that effective means exist for safety communications within the Company Safety Policy document and distribute and display it for the benefit of all employees and sub-contractors.
- f) Set up and maintain regular communication links with the Client to ensure that there is complete understanding of areas of responsibility, and satisfaction, on the part of the Client, as to the effectiveness of the Safety Policy of the Company.
- g) On notifiable projects, ensure that clients are aware of their duties, the CDM co-ordinator has been appointed and the HES notified before starting works.
- h) Ensure that adequate arrangements are made and maintained by all sub-contractors for the necessary reporting of injuries, diseases and dangerous occurrences to the Health & Safety Executive.
- i) Ensure that in the tendering and planning stage of contracts due allowance is made for adequate welfare facilities, for equipment to avoid injury, damage and wastage, including appropriate fire-fighting equipment, and for those additional factors required by the Construction (Design & Management) Regulations 2007 and the Working at Height Regulations 2005.
- j) Keep up to date with recommended Codes of Practice and new safety literature; circulate information to each level of employee.
- k) Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
- l) Set an example of high personal standards of application and discipline in safety.

1.2 THE CONTRACTS MANAGER will:-

- a) Understand the Company's Safety Policy and appreciate the responsibility of each individual.
- b) Know the requirements of the Health & Safety at Work etc. Act 1974, the Management (Health, Safety and Welfare) Regulations 1999, the Construction (Design & Management) 2007, the Construction (Head Protection) regulations 1989, the Lifting Operations, the Working at Height Regulations 2005 (amended 2007) and Lifting Equipment Regulations 1998 and other appropriate Regulations and ensure that they are observed on sites under his control.
- c) Co-ordinate and monitor the Safety Policy of the Company.
- d) Ensure that effective means exist for safety communications within the Company, in particular that the Company Safety Policy document is distributed and displayed for the benefit of all employees.
- e) Ensure that employees and sub-contractors receive adequate and appropriate safety training.
- f) Institute proper reporting, investigation and costing of injury, damage and loss and promote action to prevent recurrence.
- g) Carry out Risk Assessments and determine at the contract planning stage:
 - (i) The most appropriate order and method of working consistent with safe working.
 - (ii) Facilities for health, hygiene and welfare and, if these are to be shared, the arrangements for Form F 2202.
 - (iii) Provision for adequate site access, egress and lighting.
 - (iv) Hazards that might arise from overhead power lines, underground services, and other situations that might lead to improvisations on site.
 - (v) Provision for proper storage for highly flammable liquids and other hazardous substances.
 - (vi) Basic fire precautions.
 - (vii) Requirements for induction and specialist training relating to the contract.
- h) Provide instructions on site (on large sites this to be in written form) to establish a working method to explain the sequence of operations, to outline potential hazards and to indicate precautions to be adopted.
- i) Check over working methods and precautions with site management before work starts, consulting with the Safety Consultant, as appropriate.
- j) Ensure that work, once started, is carried out as planned and that the Construction Regulations, other appropriate Regulations and Codes of Practice are observed on site.
- k) Insist that safe working practice is always observed.

- l) Keep up-to-date with recommended Codes of Practice and new safety literature and circulate information applicable to each employee and sub-contractor.
- m) Reprimand any individual (with adequate training) failing to discharge his responsibilities satisfactorily and take disciplinary action as necessary.
- n) Carry out site inspections, at least on a weekly basis, to see that only safe methods of working are in operation and take steps to stop any dangerous practices. (If necessary work on any site to cease until proper safety standards are observed.)
- o) Make sure that particular attention is paid to new items of plant, new materials or substances and new work methods; obtain appropriate 'hazard data sheets' from suppliers; carry out assessments and determine any necessary control methods.
- p) Ensure that the information on any potential hazard, the results of the assessment and required control methods are given to the workforce, that adequate training and instruction is given and that the specified controls are implemented and monitored on a regular basis.
- q) Be responsible for ensuring that no new items of plant or equipment are introduced into the Company's operations without his authority or the authority of a consultant specialist.
- r) Ensure that appropriate PPE identified by risk and COSHH assessments are provided.
- s) Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
- t) Set an example by high personal standards of application and discipline in safety.

1.3 THE SITE FOREMAN will:-

- a) Understand the broad requirements of safety regulations and the need for safe working.
- b) Organise sites so that work is carried out to the required standard with minimum risk to equipment and materials.
- c) Give all operatives precise instructions on their responsibilities for correct working methods; see that they do not take unnecessary risks.
- d) Ensure that any electricity supply is installed without endangering men and equipment.
- e) Ensure that fire-fighting equipment is maintained and ready for use.
- f) Check that all items of machinery and plant, including power and hand tools, are maintained in good condition and the persons using them are adequately trained.
- g) Maintain records of inspections and training as detailed in Section 5.0 (Arrangements for Managing Safety).

- h) Make sure that suitable protective clothing and equipment is available and used as appropriate in accordance with the Personal Protective Equipment Regulations 1992, and that first aid equipment is readily available.
- i) Implement arrangements with other contractors on site to avoid confusion about areas of responsibility.
- j) Report all injury, accidents and dangerous occurrences to the Director and investigate these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence.
- k) Accompany HSE Enforcement Officer (Factory Inspector) on any site visits and act on his recommendations. In the event of an 'improvement' or 'prohibition' notice by the Officer, he will telephone details to the Director with particular responsibility for Health and Safety.
- l) Set an example in all safety matters.

1.4 EMPLOYEES AND SUB-CONTRACTORS will:-

- a) Observe safe practices and use the correct tools and equipment for the job and any safety equipment and protective clothing supplied.
- b) Keep tools and equipment in good condition.
- c) Report defects in plant or equipment and any safety hazards that arise to their Site Foreman or Contracts Manager as appropriate.
- d) Avoid any improvisation which entails unnecessary risk.
- e) Warn new employees and sub-contractors of known hazards.
- f) Refrain from horseplay, the abuse of welfare facilities and misuse of PPE and other safety equipment.
- g) Make themselves familiar with fire and emergency procedures affecting their place of work.
- h) Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.

1.5 THE EXTERNAL HEALTH AND SAFETY CONSULTANT will:-

- a) Liaise with and advise, the Director responsible for Health and Safety matters, changes in legislation, new working methods etc.

- b) Provide site inspections as required by the Company and issue written reports.
- c) Provide advice on training requirements and provide training courses as required.
- d) Carry out investigations of accidents and dangerous occurrences under RIDDOR and assist in the Company's dealings with the Health and Safety Executive.

2. MONITORING AND REVIEWING POLICY

The Health and Safety at Work etc Act 1974 requires that the Company Health and Safety Policy and its implementation be monitored and reviewed as necessary.

The Management of Health and Safety at Work Regulations 1999 require the monitoring and review of arrangements to achieve progressive improvement.

All employees and sub-contractors are encouraged and expected to bring to the notice of the Director any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate or requires clarification.

The Director shall liaise with the external Health and Safety Consultant, the Health and Safety Executive, Building Employers Confederation and other professional bodies, and actively seek advice and information regarding changes in Health, Safety and Welfare legislation and new or revised working practices.

Monitoring shall be carried out on a daily basis by the Foreman and by the Contracts Manager on his regular visits and formally by the external Safety Advisor at 3 to 4 weekly intervals, dependant on the complexity of the project. On complex sites the formal visits will be required to be undertaken more frequently.

3. COMMUNICATIONS, TRAINING AND COMPETENCE

With a company of CJC's size informal arrangements for ensuring that all persons are fully involved and aware of requirements is considered adequate. There are however regular discussions in respect of work planning and retrospectively on how work has been completed. This process provides a means of assessing performance and client satisfaction.

There is a statutory requirement that companies should only employ 'competent people'.

All operatives will be instructed and trained to carry out their tasks in a safe manner. Training will cover the risks associated with the task, the substances used and the safe use of plant, machinery and portable tools. Where a special need is identified further training will be provided. This may be in the form of 'tool box' talks or a recognised training course.

All new operatives will be given induction training on Health and Safety matters

The Company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. The company will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons

and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

The Director in co-operation with the Company Safety Consultant, R T Whiteman Construction Safety, will implement 'tool box' talks at regular intervals. Topics can be specific to a particular project, or on general Health & Safety matters, e.g. reason for assessments, changing legislation etc. The Company Safety consultant will hold records of these training sessions.

All sub-contractors must prove their competence by providing up to date information on their Health and Safety resources and procedures or will have demonstrated their competence on previous projects carried out for CJC.

4. RISK ASSESSMENTS

The Director is responsible for ensuring that all foreseeable hazards associated with CJC's activities are identified, the risks assessed and appropriate controls put in place and maintained. These assessments will be undertaken in compliance with this Health and Safety Policy, the Management of Health and Safety at Work Regulations 1999 and other specific Regulations including the Construction (Design and Management) Regulations 2007, and Health and Safety (Manual Handling Operations) Regulations 1992, etc.

It is the Company policy to have generic risk assessments available on site as standard practice.

Where specific risks are identified the foreman will assess the risk and liaise with the Contracts Manager if a written risk assessment is required.

A Risk Assessment should take account of the following:

- * The hazards associated with the task.
- * The risks.
- * Who may be at risk.
- * The likelihood of harm occurring.
- * The severity of harm.
- * The control measures required to reduce or eliminate the risks.

4.1 COSHH

Many of the paints used by the Company are deemed to be hazardous substances. It is the responsibility of all operatives to ensure that the safety information on the labels is read, understood and adhered to.

It should be understood by all operatives that some substances used at work may cause ill health unless they are used correctly.

There are three main methods of entry into the body. They are

ingestion
inhalation
absorption through the skin via **cuts and open wounds**.

All operatives must take measures to reduce these risks by using the washing and first aid facilities available. Additionally, overalls should be washed and changed regularly.

Supplier's Safety Data sheets are obtained for each product and hazardous substances identified. Operatives are provided with a copy of the COSHH assessment and of the control measures required; arrangements are made to ensure that the necessary information is passed on to the operatives concerned.

The Company does not anticipate the need for formal health surveillance, but if such a need arises at any time in the future operatives will be expected to fully co-operate with Company requirements.

5.0 ARRANGEMENTS FOR MANAGING SAFETY

5.1. FIRE PRECAUTIONS

Regulatory Reform (Fire Safety) 2005 details various requirements for fire precautions and risk assessment.

5.1.1 STORE & OFFICE

The Director shall ensure that:

- a) The risk of emergencies arising is as low as possible.
- b) The means of raising the alarm is regularly tested and serviced.
- c) Fire fighting equipment is serviced and is in accessible positions.
- d) Emergency routes and assembly points are kept clear, signed and adequately lit.
- e) Arrangements are in place for calling the emergency services.
- f) Employees are trained in evacuation procedures and method of raising the alarm.

5.1.2 ON SITE

The Construction (Design and Management) Regulations 2007 require the Principal Contractor to develop the Construction Phase Plan so that it incorporates the common arrangements, including emergency procedures. The Regulations also require employers to prevent risk from fire, explosion, flooding, and asphyxiation and to provide emergency routes and exits and make arrangements for dealing with emergencies.

CJC places a priority on the prevention of fire and to this end when on site will ensure that all operatives are made aware of the established emergency procedures that have been put in place by the Client or Principal Contractor. Operatives must ensure that combustible rubbish must be cleared regularly.

At each location adequate means of escape must be identified and maintained. Escape routes and fire exits must be kept clear at all times.

5.1.3 BURNING OFF

When burning off the following procedure must be adopted.

- a) Only competent persons are permitted to use burning off equipment.
- b) The flame should only be lit when required and must be extinguished when not in use.
- c) The working area must be kept clear of debris and combustible materials.
- d) No burning off is allowed at roof or eaves level or to shiplap panelling etc. unless authorised by the Safety Director.
- e) HFL & LPG must be stored at least 6m from the working area when not in use.
- f) A suitable fire extinguisher must be kept readily available.
- g) Operatives should wear goggles and sturdy hide gloves to protect against burns.
- h) The working area must be checked for signs of fire or smouldering before stopping for meal breaks.
- i) Burning off must cease approximately 1 hour before leaving site at the end of the shift. A thorough check of the area must be carried out to ensure there is no risk of fire. A further check should be made 30 minutes later and again prior to leaving site.

5.2. ELECTRICAL SAFETY

CJC's procedures and electrical equipment are to comply with the Electricity at Work Regulations 1989, the Regulations for electrical Installations (IEE Wiring) Regulations, Electrical Equipment (Safety) Regulations 1994 HS(G)141 'Electricity Safety on Construction Sites' and HSE Construction Sheet C56.

- a) Temporary electric supply and distribution on site will be in accordance with the relevant standards.
- b) All portable generators or other electrical equipment fitted with an earth rod must have the earth rod and connection maintained in good condition.
- c) Correct extension cables shall be used to cope with site conditions. Extension cables will be minimised by the provision of an adequate number of socket outlets. When in use extension cables shall be routed so as not to cause tripping hazards.

- d) 230 volt supply should not be used without the foreman's permission (see 5.3.c).
- e) Only authorised persons are permitted to repair or alter electrical equipment.

5.3. PORTABLE ELECTRICAL EQUIPMENT

All company owned power tools and equipment will be examined by competent persons every three months and the Director will maintain written records of these examinations.

- a) Power tools must be in good condition, properly maintained and comply with the Provision and Use of Work Equipment Regulations 1998. They must be suitable for both the task and the environment. Electric tools must also comply with the Electricity at Work Regulations 1989.
- b) The Company requires 110 volt power tools to be used wherever practicable.
- c) In special circumstances, and with the foreman's permission, 230 volt tools may be permitted provided that the appliance is double insulated and protected at the socket with an RCD.
- d) Portable tools must be properly maintained and have a valid test certificate.
- e) All portable electrical equipment and appliances must be tested and maintained at least every 6 months with appropriate records kept. Other electrical systems should be inspected and maintained every 2 years.

Regular user checks and formal visual inspections, by the Contracts Manager, shall be carried out to ensure that:

- a) No bare wires are visible.
- b) The cable covering is not damaged, and is free from cuts and abrasions (apart from light scuffing).
- c) The plug is in good condition.
- d) There are no taped or other non-standard joints in the cable.
- e) The outer case of the equipment is not damaged or loose, and all screws are in place.
- f) There are no overheating or burn marks on the plug, cable, or equipment.
- g) The trip devices (RCD's) are working effectively by pressing the 'test' button every day.

Combined inspections and tests shall be carried out by competent persons, or the hirers of the equipment.

5.4. PLANT AND EQUIPMENT PROTECTION

The Company recognises that hazardous situations involving plant and equipment must be controlled in order to avoid injury and damage. Statute Law prescribes a standard of protection that the Company regards as a minimum. The requirements of the Provision and Use of Work Equipment Regulations 1998 will be made known to the appropriate employees and sub-contractors and will be complied with at all times. The Director will ensure, by regularly checking site operations, that no new items of plant or equipment are introduced without his authority or the authority of a consultant specialist.

The Contracts Manager and Foreman will carefully examine and check any item of hired plant or equipment when it arrives on site or is collected from a supplier and no item of hired plant or equipment will be taken into use on site unless it is in good condition and repair. Any item of hired plant or equipment becoming damaged or unserviceable will be taken out of use immediately and arrangements made for its removal from site.

5.5 ACCESS EQUIPMENT

The Working at Height Regulations 2005 include the following requirements:

- a) All working at height is properly planned.
- b) Those involved are competent.
- c) The risks from working at height are assessed and appropriate equipment is used.
- d) Risks from fragile surfaces are properly controlled.
- e) Equipment for working at height is properly inspected and maintained.

In General:

- a) A general duty to ensure a safe place of work, and a safe means of access to and from that place of work, at ground level or at height.
- b) Prevent falls from any height, by physical precautions or, where this is not possible, by providing equipment that will arrest falls.
- c) Ensure that there are physical precautions to prevent falls through fragile materials.
- d) Erect access equipment, harnesses under the supervision of a competent person.
- e) Where necessary, to protect people at work and others, take steps to prevent materials or objects from falling.

5.5.1. MOBILE TOWER SCAFFOLDS

- a) The Contracts Manager or Foreman shall ensure, before using a mobile tower, that it can be safely used on site by taking into account ground or floor conditions, height restrictions and the type of work and that the manufacturer's instructions provided by the hirer, for the erection, use and dismantling of the tower are followed.

- b) Operatives shall ensure that the tower is vertical and its rests on firm level ground before use.
- c) That the wheels are locked, stabilisers are fitted and secure, and that the height of the tower to platform level, to the least base size ratio does not exceed 3:1 for external towers and 3.5:1 for internal towers unless it is tied to the structure it is serving.
- d) If the tower is to be moved, it shall be dismantled such that the height to base ratio does not exceed 2.5:1.
- e) Operatives shall ensure that the internal ladders are used for access.
- f) That edge protection guardrails and toe-boards are provided on working platforms 2m high and above.
- g) The Contracts Manager or Foreman shall inspect the tower, and record the findings of the inspection, in accordance with the Working at Height Regulations 2005.
- h) Operatives shall ensure that ladders are not footed on the working platform, that no other horizontal loads which could tilt the tower are applied and that the working platform is not overloaded.
- i) Operatives shall, when moving a tower, check that there are no power lines, no overhead obstructions, that there are no holes or dips in the ground. People or materials must not remain on the tower.

5.5.2. LADDERS AND STEPS

The Contracts Manager or Foreman shall ensure that:

- a) Ladders and steps are, primarily used for access to a workplace, and not as a workplace themselves.
- b) All other available means of access, towers, mobile access platforms etc, are considered before using a ladder and steps as a workplace. Only if essential shall a ladder be used and then only for short-term (less than 30 minutes) light work that can be reached without stretching.
- c) Ladders and steps are inspected before use to check that the stiles are not damaged, buckled or warped, no rungs are cracked or missing and no safety feet are missing. Ladders or steps that are painted or meant for DIY use shall not be used.
- d) Operatives carry light tools in a shoulder bag or holster attached to a belt so that both hands are free for climbing and that heavy or bulky loads are not carried up or down ladders.
- e) The legs of step ladders shall be positioned as far apart as the retaining cord or hinges allow with all four legs firmly and squarely on the ground.
- f) When using step ladders the knees of the person using them must be kept below the top of the steps.
- g) The top of the step must not be used as a working platform unless it has been constructed

as a platform with secure handholds.

Operatives shall ensure that the ladder is secure and safe before use, even if only for a short time, by:

- a) Resting on a firm, level surface.
- b) Angled at one out for every four up.
- c) Resting against a solid surface, using a ladder stay if necessary.
- d) Fixed at the top, or if not possible, at the base, if more than 3m long, or it is used as access to a workplace. (If the ladder cannot be fixed, a second person must foot it – this also applies while the ladder is being fixed.)
- e) Extended to a sufficient height (about 1 m) above any landing place where people will get on and off it, unless some other adequate handhold is available. Providing sufficient landing places. Where ladders are used in a run measuring a vertical distance of more than 9m sufficient landing places must be provided.

5.5.3. TRESTLES AND STAGING

The Contracts Manager or Foreman shall:

- a) Consider use of other means of access, towers, mobile access platforms etc, before using trestles and staging as a working platform and in any case trestles and staging shall only be used for light, short-term work.
- b) Ensure that trestles and staging are inspected before use for damage to the cross bearers, hinges, and stiles.
- c) Ensure that trestles and staging are not used in situations where anyone can sustain a significant personal injury.
- d) Ensure that only lightweight staging (at least 600mm wide) is used to form the platform which should be positioned no more than two thirds up the trestles and that a separate means of access (e.g. step ladder) is provided.

Operatives shall ensure that the trestles are sited on a firm, level base.

5.5.4 SCAFFOLD

The Contracts Manager shall:

- a) Plan the scaffolding requirements for the project including, its intended purpose, the loadings to be imposed and the requirements for debris netting, sheeting, brickguards, ladder access, fans over entrances etc, and provide same to the scaffolding sub-contractor, together with any site wide, or overlapping issues to be taken into account.
- b) Ensure that all scaffolding is designed, erected, altered (if required) and struck by competent, specialist subcontractors, utilising trained personnel and working in accordance with EN 12811 and the Working at Height Regulations 2005.

The Foreman shall:

- a) Obtain a handover certificate from the scaffolding sub-contractor upon completion and ensure that sufficient 'scaffolding incomplete' warning notices are displayed whilst erection or striking is in progress.
- b) Be appropriately trained in inspecting scaffolds.
- c) Inspect the scaffold and record the findings of the inspection before it is used for the first time and thereafter in accordance with the Working at Height Regulations 2005.

In addition, the Foreman shall ensure that:

- a) Debris netting, brickguard or sheeting is fixed securely and not damaged.
- b) Fencing or other measure to secure the perimeter of the scaffold is intact and secure.
- c) No unauthorised alterations have taken place.
- d) Handrails are between 950mm and 1150mm in height, toe-boards are at least 150mm high, and the gap between guardrails and toe-boards does not exceed 470mm.
- e) Unauthorised access, particularly by children, is prevented at the end of each working day.

5.5.5. MOBILE ELEVATING WORK PLATFORMS

The Contracts Manager or Foreman shall ensure that an MEWP can be safely operated on the site and is suitable for the intended work and that the intended operator is trained in its use.

The Contracts Manager shall ensure that:

- a) The MEWP is hired from a competent company which provides handover information including how to deal with power failure emergencies, how to operate, check and maintain the equipment, and stating its safe working load.
- b) The MEWP is equipped with guardrails and toe-boards, and shall provide sufficient safety harnesses with lanyards for the operatives to attach to the platform.
- c) The hire company trains the intended operator in the machine's use, or undertakes

refresher training as necessary if the operator is already trained.

The Foreman and operator shall ensure that:

- a) The MEWP is operated only in areas where there are no overhead cables or obstructions with which it may make contact.
- b) That the MEWP is operated on firm and level ground (unless it is a rough terrain machine in which case the manufacturers limitations shall be adhered to), its tyres are properly inflated and any outriggers are extended and chocked as necessary, before raising the platform.
- c) The area in which the MEWP is operated is clear of other plant and operatives and that the knuckle or elbow of the arm does not protrude into a traffic route.
- d) The MEWP is not moved with the platform in the raised position unless it is designed so to do.
- e) At the end of each day the platform is cleared of tools and equipment, that all power has been switched off and that the MEWP is secured and not accessible to vandals or trespassers.

5.5.6 CRADLES

- a) Cradles must only be erected, altered or dismantled by trained scaffolders.
- b) Cradles must be capable of carrying the required load.
- c) All operatives using cradles must be trained in the safe operation of this type of access equipment.
- d) Operatives must be aware of any emergency procedures that apply to the site or building on which they are working.
- e) The foreman must check outriggers, counter-weights and access points at the beginning of each working day or shift. Any faults must be reported to the Safety Director.
- f) Access should be at ground level. If this is not practicable alternative access may be provided at roof level provided that the cradle can be positioned to provide for safe entry.
- g) If access is at roof level operatives must wear a safety harness during entry with the lanyard securely anchored to the outrigger.
- h) A safety harness must be worn at all times while working in the cradle with a short lanyard secured to the guard rail.
- i) Cradles must not be overloaded.
- j) Only minimum amounts of HFL are to be kept in the cradles.
- k) A suitable fire extinguisher must be readily available in the cradle when working with HFLs.

- l) Smoking is not permitted in the cradle while working with HFLs.
- m) Protection zones must be established for persons below with signs and barriers erected as necessary bearing in mind the possibility that objects falling from height may bounce and travel.

Operatives must pay particular attention to the following:

- a) Wind speed, wind chill factor and sun stroke.
- b) Communication with colleagues on the ground.

Cradles and equipment must be adequately secured when not in use to prevent access and use by unauthorised persons. A 'Hazard Checklist for Cradle Work' should be used on all contracts where cradles are operated.

5.6 HEALTH HAZARDS

5.6.1 ASBESTOS

The Control of Asbestos Regulations 2006 apply.

The Purpose of this procedure is to provide CJC Ltd a policy in respect of working with asbestos and the instructions to employees and sub-contractors.

CJC's policy is that no operative will work with or intentionally disturb asbestos based products. It is however recognised that in the course of work on Client's premises asbestos may be discovered. This procedure provides a safe means of dealing with such situations.

Prior to commencement of work CJC will require any information available from the Client in respect of the presence of asbestos based products where fixings are necessary.

CJC supplies operatives with relevant information from the HSE and TUC on the general circumstances under which asbestos may be found in premises i.e. any building constructed or refurbished before the 1980s may contain asbestos materials.

Particular attention must be paid to:

- a) Boiler and pipe lagging insulation boards.
- b) Ceiling tiles.
- c) Stipple or textured coatings.
- d) Sprayed fire protection or acoustic insulation, coatings, roofing, cladding sheets and drainage goods.

Should operatives discover asbestos during the course of work they must:

- a) Stop work.
- b) If possible, protect the surface from further disturbance.
- c) Report the findings to the CJC Director and Client.

5.6.2 LEAD PAINT

- a) Dry sanding or power sanding of old lead-based paints is not permitted.
- b) Rubbing down should be carried out with the use of water. Operatives must wear impervious gloves and dust masks in addition to any other PPE required.
- c) In the event that lead paint is required to be removed from a substrate this shall be done by the use of a chemical stripper. Burning off is not permitted.
- d) It is essential to maintain a high standard of personal hygiene when working with lead-based paints. For example:

Overalls	-	must be removed or changed before entering canteens etc.
	-	must be washed separately from other clothing.
Ingestion	-	eating, drinking and smoking is prohibited in the workplace.
Washing	-	hands and arms should be thoroughly washed with soap and hot water, paying particular attention to scrubbing under finger nails.

5.7. MANUAL HANDLING

The Director or Contracts Manager shall:

- a) Assess the type of material handling, e.g. heavy or awkward loads or repetitive lifting required by the works and whether mechanical handling and lifting equipment and aids can be used to avoid manual handling.
- b) Plan storage areas and deliveries of materials to avoid the need for double handling, to minimise carrying distances and to ensure heavy materials are in the most convenient position for lifting i.e. between knee and shoulder height.
- c) Carry out a suitable and sufficient assessment, where avoidance of manual handling is not reasonably practicable, to reduce the risk of injury taking into account the tasks involved, the loads themselves, the working environment and the individual capability required for the job. Risk reduction in the assessment shall include:
 - making the task easier, by the provision of some mechanical aids such as wheel barrows etc., or by sharing loads.
 - making the loads lighter, smaller or less awkward by dividing materials into smaller amounts.
- d) Ensure that when mechanical means are impracticable to handle loads, sufficient

operatives are available to lift the load, there is sufficient space to transport the load, with no obstacles in the way, the floor or ground is as level and clear as practicable and is not slippery, supports are provided at regular intervals, on long routes to enable the lifters to rest the load for brief breaks and during repetitive work sufficient time for resting is allowed.

Operatives shall ensure that they comply with the above, utilise their training in good handling techniques and shall never try to lift or handle loads on their own if undue strain is felt.

5.8. PERSONAL PROTECTIVE EQUIPMENT

- a) All necessary Personal Protective Equipment (as identified in COSHH Assessments and Risk Assessments) will be made available on site. It will be suitable for the task and if more than one piece of equipment is to be worn the foreman will ensure their compatibility. There will be provision for maintenance and storage of all PPE as appropriate.
- b) Operatives must use their Personal Protective Equipment correctly and ensure that it is maintained properly. Defects in the equipment must be reported to the site foreman.

Examples of appropriate PPE are as follows:

Overalls	-	for general protection and hygiene
Barrier creams	-	for general protection and hygiene
Dust masks	-	protection against absorption through the skin
Fume masks	-	protection against the inhalation of solvent vapours
Impervious gloves	-	protection of the skin against liquid vapours
Hide gloves	-	protection against cuts and abrasions
Goggles	-	protection of the eyes
Hard hats	-	head protection
Safety footwear	-	essential for site work and industrial locations
High visibility clothing	-	general protection in poor lighting conditions
	-	essential for work on public highways

5.9. PERMIT TO WORK

The Contracts Manager shall:

- a) Ascertain whether works are subject to 'permit to work' systems.

- b) Instigate a 'permit to work' system when working on high risk situations i.e. working in confined spaces.

The Contracts Manager or Foreman shall:

- a) Ensure that 'permit to work' systems are understood and complied with by the operatives concerned.

5.10. WELFARE AND FIRST AID

The Construction (Design and Management) Regulations 2015 require the provision of:

- sanitary and washing facilities, and an adequate supply of drinking water.
- rest facilities.
- facilities to change and store clothing.
- suitable and sufficient emergency lighting.
- suitable and sufficient lighting, including providing secondary lighting where there would be a risk to health or safety if primary or artificial lighting failed.
- the provision of facilities for protection against adverse weather conditions.
- construction sites are kept in good order and in a reasonable state of cleanliness.

The Health and Safety (First Aid) Regulations 1981 require employers to make, or ensure, there are adequate and appropriate first aid provisions for employees at work.

There shall be adequate and sufficient first aid box(es) provided for the site. Each box will be placed in a clearly identified and readily accessible location.

Where employees work singly, or in small groups, in areas remote from a first aid box, then they shall be provided with small travelling first aid kits. The contents of the kit will vary depending on what the likely hazard is.

A notice shall be displayed in the site hut notifying the workers of the name of the appointed person or first aider and their location together with the location of the first aid equipment.

The Site Foreman shall frequently check the first aid box(es) to ensure they are fully stocked, and that all items are in a usable condition. He shall request replacement items from the Contracts Manager.

The Site Foreman shall be the 'appointed person' and shall take charge of the situation if a serious injury or major illness occurs, summon help (ambulance), be responsible for the first aid equipment and take charge in any exceptional or temporary absence of a trained first aider.

5.11 HAND / ARM VIBRATION PROTECTION

The Company recognises the hazard of hand-arm vibration associated with the use of machinery and equipment this must be controlled in order to avoid injury and damage.

The Director will:

- Ensure, that when selecting new items of machinery or equipment to replace old equipment that

they emit lower vibration levels by checking equipment manufacturers' literature for laboratory test vibration levels.

In order to minimise risks the Director will:

- Look for alternative ways of working which eliminate the vibrating equipment altogether.
- Ensure that employees use the most appropriate equipment for each job.
- Minimise the time individuals use the equipment e.g. job rotation.
- Break up periods of continuous equipment use by individuals (introduce other tasks).
- Design the job so that poor posture (which may cause strain on hands and arms) is avoided.
- Construct jigs to hold materials or tools.
- Maintain tools to the manufacturer's specifications to avoid worsening vibration. For example:
 - replace vibration mounts before they are worn out
 - ensure rotating parts are checked for balance and replace them if necessary
 - keep tools sharp.

The Director shall ensure that employees are informed of:

- potential sources of hand-arm vibration
- the health effects of hand-arm vibration
- risk factors (e.g. high levels of vibration, daily length/regularity of exposure)
- how to recognise and report signs of injury
- ways to minimise risk, including
- changes to working practices to reduce vibration exposure
- correct selection, use and maintenance of equipment
- how to use tools to reduce grip force, strain etc
- maintenance of good blood circulation at work, e.g. by keeping warm, exercising fingers and not smoking.

5.12. NOISE

The Noise Regulations 2005 require employers to prevent or reduce risks to Health and Safety from exposure to noise at work. Employees have duties under the Regulations too.

The Regulations require an employer to:

- Assess the risks to employees from noise at work

- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if you cannot reduce the noise exposure enough by using other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Where necessary carry out health surveillance where there is a risk to health.

Controlling the risks from noise:

- Wherever possible the Company will look for alternative processes.
- Employ equipment and/or working methods which would make the work quieter or mean that people are exposed for shorter times.
- Take measures to reduce risks from noise that are reasonably practicable.
- Where noise exposures are below the lower exposure action values, and risks are low, take actions which are relatively inexpensive and simple to carry out.
- Where assessments show that employees are likely to be exposed at or above the upper exposure action values put in place a planned programme of noise control.

Reducing noise:

- The Company will look at ways of reducing noise and noise exposure – often a combination of methods works best.
- Consideration will be given to removing the loud noise altogether.
- If that is not possible, all will be done to control the noise at source.
- Consideration will be given to redesigning the workplace and re-organising working patterns.

Hearing protection:

- Hearing protection will be provided to employees if they ask for them and their noise exposure is between the lower and upper exposure action values;
- Employees provided with hearing protectors must make sure they use them properly when their noise exposure exceeds the upper exposure action values;
- Where necessary hearing protection zones will be identified, ie areas where the use of hearing protection is compulsory and marked with signs if possible;
- Employees will be provided with training and information on how to use and care for the hearing protectors;

- Hearing protectors must be properly used and maintained.

5.13 OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE

At the present time this Company rarely uses or comes into contact with any substances (e.g. lead, asbestos, COSHH substances) in concentrations, or in circumstances which would warrant an Occupational Health Programme or Health Surveillance to be carried out on any of its employees.

If a need for health surveillance is identified as a result of our assessment procedures and/or available information about any of the sites where our employees would carry out those tasks, then such Health Surveillance and monitoring would be initiated by the management of this Company.

Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by this Company (and their effects on health) and legislative requirements.

5.14. COMPANY VEHICLES

All drivers are required to inform the Director should they be involved in a Road Traffic Accident and of any incident resulting in a court imposing 'Penalty-Points' on the driver's licence or disqualification. Road Traffic Accidents are subject to Euro Windows Accident Reporting Procedure for industrial accidents.

Drivers are to ensure they comply with maintenance arrangements. Any reduction in performance or defect which is likely to infringe Road Traffic law or safety must be rectified as soon as possible. No vehicle should be driven if its condition makes it unsafe or infringes the law.

Drivers are responsible for ensuring that all goods, materials and equipment are secured at all times whilst the vehicles are in motion.

All drivers and passengers must use seat belts.

There must be no smoking in the company vehicles at any time.

5.15. ACCIDENT REPORTING (RIDDOR).

The Director is responsible for maintaining an accident book (B1510 or equivalent).

Each employee is responsible for reporting all accidents however minor.

The Director is responsible for identifying the requirements for investigations and for making suitable arrangements. He is fully aware of his responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Company Health and Safety Consultant will carry out accident investigations and where required assist the Director in completing form F2508 (revised) and informing the enforcing authority.

Employers are also able to report RIDDOR incidents by e-mail to : riddor@natbrit.com or by visiting the Centre's website at: www.riddor.gov.uk. In addition employers are able to send postal reports to: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

If accidents occur on site they shall also be reported to the Principal Contractor.

5.16. NON ENGLISH SPEAKING PERSONNEL

The company currently does not employ any non English speaking persons. If in the future it does the following will be applied. CJC Painting Contractors Ltd will:

- Before engaging any Personnel, sub-contractors or suppliers etc., it is important to evaluate their communicational skills, obtain evidence of any formal safety and skills training and where there may be conflicting differences in knowledge and standards or communicational weaknesses, provide them with the necessary resources to ensure their safety is not jeopardised.
- Ensure the competency and the safety of the Company's operations and not engage anyone on tasks whose communication skills would be insufficient in safeguarding themselves and others who could be affected by their actions or lack of understanding.
- In addition to Company Safety Induction for employees and sub-contractors etc., Management are to provide necessary resources to safeguard any person with verbal and written communication problems engaged by the Company or affected by the Company's operations, i.e. instruction, information, training and supervision.

5.17. LONE WORKERS

Lone workers should not incur more risk than other employees. The following bullet points are not exhaustive but assist in producing procedures for lone workers.

- Does the workplace present particular risks to the lone worker?
- Is access and egress suitable for the lone worker, including provision of temporary access equipment?
- Can plant, substances and materials be handled by one person?
- Are there personal risks such as violence?
- Is the lone worker medically fit and suitable for the work?
- Is additional training required for the lone worker?
- How will the person be supervised?
- What communication procedures are in place for emergencies such as the worker becoming ill or having an accident?

Lone workers should not be subjected to high-risk activities due to their vulnerability and lack of assistance in the event of an emergency. The following circumstances should not involve lone workers:

- High level works where provisions must be in place to protect persons from falling.
- Heavy or awkward manual handling operations.
- Hazardous substances which could asphyxiate persons.
- Confined spaces where access and egress is limited and there is the potential of an environment becoming hazardous i.e. manholes and tanks.
- Any Permit to Work where special safety controls are required.
- Working in high risk areas where attacks on persons frequently occur.
- Roadworks or pedestrian areas.

5.18. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

Principal Contractor

When undertaking the Duties of Principal Contractor we shall:

- (a) Satisfy ourselves that Clients are aware of their duties, that a CDM Co-ordinator has been appointed and HSE notified before they start work.
- (b) Be sure that we are competent to address the Health and Safety issues likely to be involved in the management of the construction phase of a project.
- (c) Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- (d) Ensure that every Contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- (e) Ensure that all Contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from Contractors for information should be met promptly.
- (f) Ensure safe working and co-ordination and co-operation between Contractors.
- (g) Ensure that a suitable Construction Phase Health and Safety Plan ('the plan') is:
 - prepared before construction work begins
 - developed in discussion with, and communicated to, Contractors affected by it
 - implemented
 - kept up to date as the project progresses
- (h) Satisfy ourselves that the Designers and Contractors are competent and adequately resourced.
- (i) Ensure suitable welfare facilities are provided from the start of the construction phase.
- (j) Take reasonable steps to prevent unauthorised access to the site.
- (k) Prepare and enforce any necessary site rules.
- (l) Provide (copies of or access to) relevant parts of the plan and other information to Contractors, including the self-employed, in time for them to plan their work.
- (m) Liaise with the CDM co-ordinator on design carried out during the construction phase, including design by specialist Contractors, and its implications for the plan.

- (n) Provide the CDM co-ordinator promptly with any information relevant to the Health and Safety File.
- (o) Ensure that all the workers have been provided with suitable Health and Safety induction, information and training.
- (p) Ensure that the workforce is consulted about health and safety matters.
- (q) Display the project notification.

Contractor

When under taking the duties of Contractor to the Principal Contractor, we shall:

1. Check Clients are aware of their duties.
2. Satisfy ourselves that we and anyone we employ or engage with are competent and adequately resourced.
3. Plan, manage and monitor our own work to make sure that workers under our control are safe from the start of their work on site.
4. Ensure that any Contractor who we appoint or engages to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
5. Provide workers under our control (whether employed or self-employed) with any necessary information, including about relevant aspects of other Contractors' work, and site induction (where not provided by a Principal Contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
6. Ensure that any design work we do complies with regulation 11.
7. Comply with any requirements listed in Schedules 2 and Part 4 (Welfare facilities) of the Regulations that apply to our work.
8. Co-operate with others and co-ordinate their work with others working on the project.
9. Ensure the workforce is properly consulted on matters affecting their Health and Safety.
10. Obtain specialist advice (e.g. from a Structural Engineer or Occupational Hygienist) where necessary when planning high risk work - e.g. alterations that could result in structural collapse or construction on contaminated land.

Co-operation and Co-ordination

Good co-operation and co-ordination of work between all of the parties involved in a project is essential if risks are to be identified early on and properly controlled. As Principal Contractors we shall take the lead and actively encourage co-operation and co-ordination between contractors from an early stage. A team approach involving the client, designers, contractors and even manufacturers who work closely together will often produce the best results. This allows the client, designers, contractors and facilities management experts, together, to identify the best solution for the client's needs, taking account of the practicalities of construction work, maintenance and use.

Good, timely communication is essential to co-operation and co-ordination of activities. Information about risks and precautions needs to be shared sensibly (ie relevant information, not everything) when it is needed to plan and manage work. Drawings can be used to highlight hazards or unusual work sequences identified by designers, with advice on where to find more information, if required. Induction training and toolbox talks help to ensure workers understand the risks and precautions, and are a good opportunity to inform workers of site rules or any special risks relating to the project.

Principal Contractor CDM Co-operation and co-ordination PROCEDURES		
Duty	How implemented	By Whom
The principal contractor has a duty to ensure safe working and co-ordination and co-operation between contractors.	Through site supervision and management site inductions and through daily communication with all on site. Give site induction training and tool box talks	Contract Manager and Site manager
This is an essential process to ensure that all contractors working on the project are aware, on an ongoing basis, of what is expected of them, when it will be done and how. It also serves to clarify what risks may arise from the activities of others working nearby. Where there are shared facilities (for example use of scaffold) then this can be agreed so that no unexpected risks are created.	Through site supervision and management, site inductions and through daily communication with all on site	Contract Manager and Site manager
Planning for co-ordination and co-operation is usually addressed by holding regular co-ordination meetings throughout the project and when any key activity such as a new phase or activity commences.	Regular meeting to take place between the Contracts Manager, the Client and the design team on site.	Contract Manager
Major decisions should be recorded via minutes or a file note and made available to everyone who needs to know	Major decisions affecting the design and the construction methods shall be recorded by the Contracts Manager and communicated to the	Contract Manager

of such decisions.	site foreman and those affected by the changes	
Consideration should be given to those invited to attend. As an example, whilst it is essential that CDM co-ordinators are present at meetings relating to design, it may be good practice to involve them in other meetings or let them have relevant minutes so they can keep abreast of developments with the project and fulfill their duties. It must be clearly understood that the principal contractor must manage the project and the CDM co-ordinators must only deal with parties contracted to the principal contractor via them. It is not necessary for all parties to attend every meeting and attendance should be selective.	The relevant parties shall be invited to attend all meetings, if they decline to attend, any decisions arrived at during the course of the meeting shall be circulated in the form of minutes to the non attendees via email or post	Contracts Manager
Principal contractors need to recognise that from time to time they may need help from a party or parties outside of the regular project team if there is a need for specific expertise.	Should there be a need to bring in specialists outside the regular project team i.e. Transport for London, utilities, police representatives etc. then this shall be arranged.	Contract Manager

5.19. OFFICES

The Director is fully aware of the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and will ensure compliance with the code. Display screen equipment operators are given the opportunity of receiving free eye tests.

The Director shall ensure that risk assessments, which draw on the experience of the user, are carried out on all DSE workstations and the risks are reduced to the lowest extent reasonably practicable by:

- a) Adjusting furniture and deploying workstation components to achieve correct posture and reduce stress.
- b) Making use of breaks and changes of activity.
- c) Regularly cleaning and inspecting equipment.
- d) Using anti-glare screens.
- e) Providing information and competence training.

Regular assessments will be carried out of office accommodation and machinery to ensure that no hazards exist. Portable office equipment will be regularly inspected for faults and details of the inspections recorded.

The Workplace (Health, Safety & Welfare) Regulations 1992 set out requirements for a good working environment, for non-construction activities and premises, that the Company considers being a minimum standard. The regulations will be fully complied with. The Company will promote good housekeeping at all times in all workplaces.

5.20. STORAGE AREA

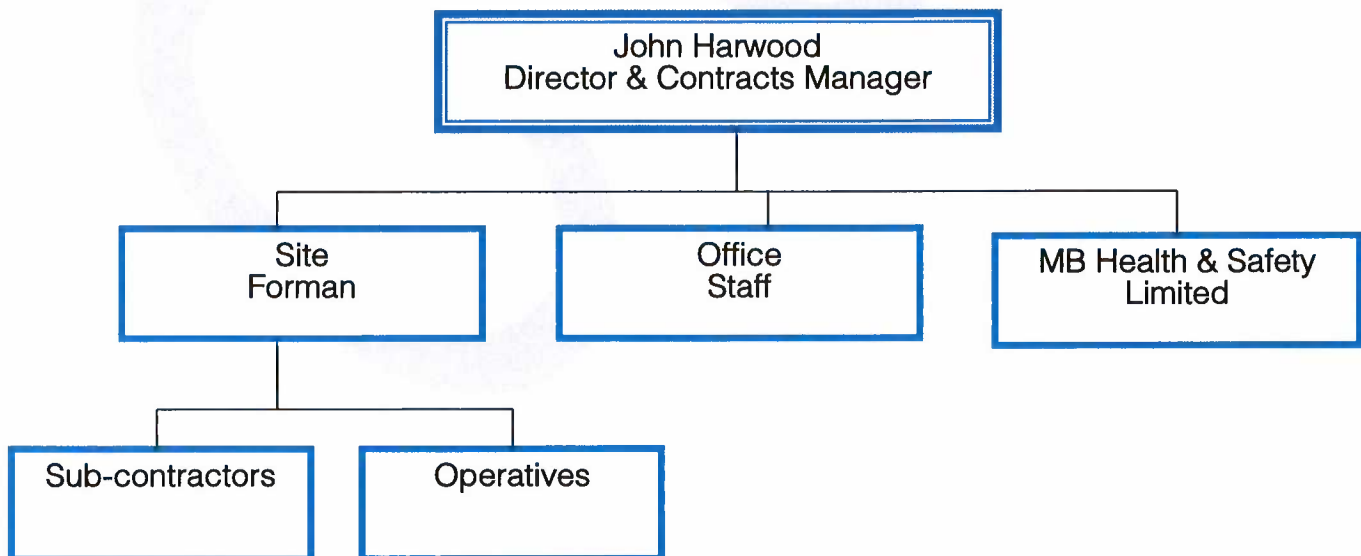
The Company has an area for the inward and outward movement of materials used.

The Director shall ensure that the following practices are adhered to:

- a) All goods are to be stacked in a tidy and safe manner.
- b) In external areas goods are to be securely roped or similarly supported to prevent them being blown or knocked over.
- c) All access ways are kept free of obstructions.
- d) Goods are not to be stored or left in such a way as they may endanger any person in the vicinity.
- e) Areas must be kept clean and tidy.
- f) Care should be taken to avoid fire risk. Flammable items are to be stored in accordance with manufacturer's instructions.

6. Organisational Chart

CJC Painting Contractors Limited
125 Front Lane
Cranham
Upminster
Essex RM14 1XN



HAZARD CHECKLIST FOR CRADLE WORK

1. Erected by competent persons. Hand over certificate issued. []
2. Capable of carrying required load. []
3. Competent persons operating and / or in control. []
4. All persons trained in operation with an awareness of risks and control measures. []
5. Register F91 pt1 (a) completed by the scaffolding contractor. []
6. Licenses or wayleaves obtained before work commences where necessary. []
7. Client informed of operation. []
8. All ropes / wires securely attached to anchors. []
9. All ropes / wires fitting pulley wheels and correctly reeved. []
10. Counterweights, beams and fixings checked. []
11. All stops, brakes and override switches functional. []
12. SWL not exceeded. []
13. Platform uncluttered. (Only materials needed for immediate use to be on the platform). []
14. If HFLs on platform - **no smoking** - fire extinguisher at hand. []
15. Safety harness correctly attached. []
16. Safe access and egress established. []
17. Protection for persons below. []
18. Safety zone clearly marked using signs and barriers as necessary. []
19. Cradle secured when not in immediate use. []
20. Communication system in place. []
21. Wind speeds and wind chill factor assessed. []

Report all defects - Take no chances.

HAZARD CHECKLIST FOR WORKING IN CONFINED SPACES

1. Atmosphere checked. []
2. Breathing apparatus checked and in good order. []
3. Emergency breathing apparatus on hand. []
4. Personnel trained for confined space operations. []
5. Communication system tested and operational. []
6. Suitable and sufficient lengths of compressed air hose for operation. []
7. Adequate lighting of suitable type for work and environment. []
8. Safe access and egress established. []
9. Warning signs and barriers in position. []
10. Prohibit unauthorised persons from the area. []
11. No smoking, no naked flames. []
12. First aider available. []
13. Telephone available. []
14. Contact numbers of emergency services available. []
15. Permit to Work in operation. []
16. On notifiable projects, ensure that Clients are aware of their duties, the CDM Co-ordinator has been appointed and the HSE notified before starting the works. []

Report all defects - Take no chances.