

SAFETY RULES

General

The purpose of this document is to define the Safety Rules, which apply to all employees and sub-contractors in accordance with the requirements of the Health and Safety At Work, Etc. Act 1974. It is the duty of every employee to observe the following rules and behave in a manner that is safe and reasonable towards fellow employees, the Company, its suppliers, customers and visitors.

Failure to comply with the following general rules will render employees liable to disciplinary action such as warnings and, where no improvement, possible dismissal. The list is a brief outline of working practices and more detailed working procedures will be produced and are available from Site Management.

1. Working Practices

1.1 Employees must not use any machinery, plant or equipment for which guards have been provided, without those guards being in the authorised position and in full working order. Any faults or damage to guards must be reported to supervision immediately.

1.2 Employees must not clean any machinery, plant or equipment whilst it is in motion.

1.3 Employees must not leave any machinery, plant or equipment running whilst unattended, unless specifically instructed to do so.

1.4 Employees under the age of 18 years must not operate any dangerous plant, machinery or equipment (lifting appliances or hoists) unless they have been trained or are being trained under supervision. Personnel under 18 must not act as banksman.

1.5 Personnel must not use any damaged or faulty tools, machinery, plant or equipment. Any damage or faults must be reported to the supervisor immediately. Employees may not make temporary or running repairs unless specifically instructed to do so.

1.6 Personnel must use all highly flammable liquids in accordance with the instructions and return them to storage when not in use.

1.7 Personnel must not attempt any electrical repairs or maintenance to any machinery, plant or equipment unless qualified and authorised to do so.

1.8 Personnel must not attempt any repairs to any machinery, plant or equipment unless qualified and authorised to do so.

1.9 All access equipment must be maintained in good order, employees must check ladders, crawling boards, trestles, etc. for defects prior to use.

1.10 Ladders, which rise in excess of 10 feet, must be secured at the upper resting place and, when this is not possible, at the lower reaches of the ladder.

1.11 Whilst carrying out work from elevated working platforms such as tower scaffolding or other forms of scaffolding, guardrails and toe boards must be in position when the height of the working platform exceeds 2 metres.

1.12 All temporary working platforms, regardless of height, must be mounted on to a sound footing.

1.13 When portable electrical tools and appliances are used on site, only 110-volt equipment must be used, in connection with a C.T.E. transformer.

1.14 All plugs, sockets, connectors and couplers used in connection with portable tools must comply with B.S. 4343 and be of a weatherproof design and construction. The use of ordinary domestic type fittings is not permitted.

1.15 Working areas and access to working areas, including gangways, stairways and entrances must at all times be kept clear of materials, tools and equipment. In particular, upstanding nails must never be left protruding from timber and other items with sharp or jagged edges must be stored so as not to be a source of danger.

1.16 Personnel must not enter excavations in excess of 1.2 metres unless it has been inspected by a competent person and shoring provided. In addition, a ladder must be provided and secured for access and egress and must rise 3'6" above landing place.

1.17 All personnel must wear high visibility clothing when working on highway or verge.

2. Observance of Notices and Written Instructions

2.1 Personnel are expected to read all authorised company notices on matters concerning health and safety.

2.2 Personnel must observe and comply with any safety instructions displayed on company premises and construction sites.

2.3 Personnel must only operate machinery, plant and equipment in accordance with the appropriate manufacturers or the company's operating instructions.

2.4 Personnel must only handle and use hazardous substances in line with the appropriate manufacturers or the company's operating instructions.

2.5 Personnel must observe all relevant traffic controls when working on clients' premises and, when applicable, on construction sites.

3. Accidents/Injuries, Diseases and Dangerous Occurrences

3.1 Personnel must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to the site manager.

3.2 Personnel must report all accidents or dangerous occurrences to the contracts manager as soon as is practicable.

3.3 Personnel must notify the site manager of any incident in which damage is caused to the company or customers' property.

4. Protective Clothing and Equipment

4.1 Personnel must use all items of protective clothing and/or equipment as may be provided by the company as required by manufacturer's instructions, on all necessary occasions. This protective clothing and/or equipment must be used as instructed and returned to a place of safe keeping at the end of the day. All faults, damage or loss must be reported to the site manager immediately.

4.2 Safety helmets must be worn by all personnel on construction sites as laid down by the Head Protection Regulations.

5. Fire Precautions

5.1 Personnel must familiarise themselves with the company fire evacuation procedure and the appropriate assembly point. When working in occupied factory or office premises, employees must ensure that they are aware of fire exits and assembly points.

5.2 Personnel must not obstruct any fire-fighting appliance, fire exit, fire hydrant or any fire escape route.

6. Housekeeping

6.1 Personnel must keep gangways and work areas clear and in a clean and tidy condition.

6.2 Personnel must clear up all rubbish, scrap or waste materials, which should not be allowed to accumulate within the work area.

6.3 Personnel must clear up any spillage of liquid as soon as is practicable.

7. Working Conditions

7.1 Personnel must wear clothing suitable for the job they are doing. Where long hair can become a safety hazard it must be contained.

7.2 Personnel must not run except in an emergency.

8. Company Vehicles

8.1 Before attempting to drive any company vehicle, personnel must satisfy themselves that it is in a safe and roadworthy condition. Any faults or apparent potential hazards must be reported to the contracts manager immediately. A visual check should be carried out to ensure that the vehicle is not obstructed before moving off.

8.2 Personnel must not drive any company vehicle for which they do not hold the appropriate driving licence.

8.3 Personnel must not drive their vehicle recklessly or at a speed likely to cause danger to their fellow employees or themselves.

8.4 Personnel must observe all speed restrictions, traffic controls, road signs and parking restrictions.

8.5 Personnel must keep their vehicle in a clean and tidy condition.

8.6 Personnel must not carry unauthorised loads and must not overload their vehicle.

8.7 Any authorised driver proven to be in an intoxicated condition will be suspended immediately.

STATEMENT OF SAFETY POLICY

I confirm that I have received a copy of the Power Plane Ltd Statement of Safety Policy in respect of Health and Safety at Work Act 1974 and undertake to read, comply and co-operate with the company to achieve the objectives of the policy.

NAME

(PLEASE PRINT)

SIGNED

DATE