

# **J.O'GORMAN**

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**BUILDING CONTRACTORS LTD**

## **HEALTH AND SAFETY POLICY**

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# Health and Safety Policy

## Introduction

The company will take all reasonable steps to ensure the Safety, Health and welfare at work of all employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day-to-day work activities.

It is a management function to provide the right circumstances under which work may be carried out safely. However all employees must understand that they have a legal duty not only to work in a safe manner but also to co-operate with management in any effort made to create safe working conditions.

The company will ensure that the necessary training will be provided at all levels to enable employees to carry out their responsibilities.

The company will maintain close co-operation with clients, suppliers, subcontractors' etc. to ensure as far as reasonably practicable that our procedures and practices are satisfactory. The company will ensure that every possible assistance is given to clients in regard to safety requirements.

The company will make all reasonable efforts to promote amongst its employees a genuine awareness of safety matters and to create an understanding of the importance of safe working practices and the use of protective clothing and safety aids.

Employees will be encouraged to involve themselves fully in safety activities and report of unsafe conditions or practices.

The company will establish appropriate documentation and will define responsibility and accountability for safety at all levels.

## Assignment Of Responsibility.

Managing director has overall responsibilities for health and safety matters.

Site supervisors etc. are in a special position to influence attitudes towards safety and to lead others by personal involvement and example.

They are responsible to senior management for the day-to-day safety functions in their respective sites or workplaces and specifically as follows:

1. Familiarising themselves with Company Policy and with their personal responsibilities under the Health and Safety at Work Act etc.
2. For liaising with their manager to ensure that necessary plant tools and equipment etc. are available to enable work to proceed safely.
3. In conjunction with their manager carrying regular inspection of plant and tools, equipment and scaffolding etc. in accordance with instructions of statutory requirements.
4. Arranging for faulty equipment to be withdrawn from use.
5. Ensuring that as far as is reasonable and practicable all operatives and other employees on site or in other workplaces have their attention drawn to the general duty of such employee to work in safe manner and to make use of safety aids protective clothing etc.
6. Reporting any breach of safety requirements to their manager.
7. Tomfoolery or bullying which could result in serious consequences is strictly prohibited and will result in instant dismissal.

### All Employees.

It is the duty of all employees to:

1. Assist the manager in carrying out the requirements of the Health and Safety at Work Act etc.
2. Work safely, effectively and with proper tools.
3. Adhere to procedures and instructions aimed at securing safe working conditions.
4. Reporting to the immediate supervisor without delay and infringement of safety regulations or any lapse that might cause an accident either to them, their work colleagues or the general public.
5. In conjunction with their manager ensuring that subcontractors are properly notified of any aspect on the company's policy or any statutory regulation that may affect their activities.

6. Consulting with the manager on safety matters giving concern.
7. To liaise with the manager ensuring that all reasonable steps are taken to protect the general public against any hazards that may be created by site or workplace activity.
8. Protect others when you leave the site by:
  - i. Securing all equipment.
  - ii. Locking away all small tools.
  - iii. Removing ladders etc.
9. Get help if you witness a serious accident.
10. Wait for the medical services to arrive:
  - i. Make the person warm and comfortable.
  - ii. Do not move them, unless in a dangerous place.

### Safe Working Policy

It shall be the duty of every employee and self-employed person carrying out work for J.O’Gorman Building Contractors Limited to comply with (i.e. where appropriate) these procedures in so far as they relate to matters which are within his/her control and to cooperate with the company so far as is necessary to enable any duty placed upon the company to be complied with. Below are the *Construction Side Health and Safety Policy*, and the *Office side Health and Safety Policy*.

## Safe Working Policy- Construction

### 1. REPORTING ACCIDENTS

If someone we employ, or who is working on our site, has an accident, we:

- 1.1. Notify the Contact Centre (see below) immediately if the accident is fatal or involves a major injury, such as a fracture, amputation or loss of sight:
- 1.2. Report any work-related accident that results in more than three days off work.
- 1.3. If a member of the public is killed or sent to hospital as a result of an accident on your site, then you should notify that too.

We can notify the Contact Centre:

- 1.4. In writing, using the form in HSE31 (rev1), and then either faxing it on 0845 300 9924, or posting to:  
Incident Contact Centre Caerphilly Business Park Caerphilly CF83 3GG
- 1.5. By telephone on 0845 300 9923
- 1.6. Over the internet on [http:// www.riddor.gov.uk](http://www.riddor.gov.uk)

### 2. EMPLOYING

When we employ or control people doing work for us, we make sure that, where applicable:

- 2.1. They are trained and competent to do the job safely and without putting their health at risk.
- 2.2. They are properly supervised and given clear instructions.
- 2.3. They have access to washing and toilet facilities.
- 2.4. They have the right tools, equipment, plant and protective clothing.
- 2.5. We discuss health and safety issues with them (or their representatives). \*Note: If a person working under your control and direction is treated as self-employed for tax and national insurance purposes, they may nevertheless be your employees for health and safety purposes.

### 3. SUBCONTRACTING

Where applicable, when we subcontract work to others, we:

- 3.1. Check the health and safety performance of the people we plan to use.
- 3.2. Give them the health and safety information they need for the work.
- 3.3. Discuss the work with them before they start.
- 3.4. Make sure that we have provided everything we agreed (e.g. safe scaffolds, the right plant, access to welfare, etc).
- 3.5. Check their performance and remedy shortcomings.

### 4. ACCESS ON SITE

Where applicable:

- 4.1. Everyone can get to their place of work safely – and work there safely.
- 4.2. Access routes are in good condition and clearly signposted.
- 4.3. Edges, which people could fall from, are provided with double guard rails or

other suitable edge protection.

4.4. Holes are protected with clearly marked and fixed covers to prevent falls.

4.5. The site is tidy, and are materials stored safely.

4.6. Lighting is adequate.

## 5. WELFARE

Where applicable:

5.1. Toilets are readily available and they are kept clean and properly lit.

5.2. There are washbasins, hot and cold (or warm) running water, soap and towels.

5.3. The washbasins are large enough to wash up to the elbow and are kept clean.

5.4. There is somewhere to change, dry and store clothing.

5.5. Drinking water and cups are provided.

5.6. There is a place where workers can sit, make hot drinks and prepare food.

5.7. Everyone who needs to use them can get to the welfare facilities easily and safely.

## 6. SCAFFOLDS

See subcontracting (3).

## 7. LADDERS

7.1. Are ladders the right way to do the job?

7.2. They are kept in a good condition.

7.3. Ladders should rest against a solid surface and not on fragile or insecure materials.

7.4. Ladders should be secured to prevent them slipping sideways or outwards.

7.5. Ladders should be raised a sufficient height above their landing place. If not, there should be other hand-holds available.

7.6. The ladders should be positioned so that users don't have to over-stretch.

## 8. ROOFWORK

See subcontracting (3).

## 9. EXCAVATIONS

9.1. There should be adequate support for the excavation, if not, it should be sloped or battered back to a safe angle.

9.2. A safe method should be used for putting in the support, without people working in an unsupported trench.

9.3. There should be safe access into the excavation, e.g. a sufficiently long, secured ladder.

9.4. There should be barriers or other protection to stop people and vehicles falling in.

9.5. There should be properly secured stop blocks provided to prevent tipping vehicles falling in.

9.6. Make sure the excavation doesn't affect the stability of neighbouring structures or services.

- 9.7. Materials, spoil and plant should be stored away from the edge of the excavation to reduce the chance of a collapse.
- 9.8. The excavation should be regularly inspected by a competent person?

## 10. MANUAL HANDLING

- 10.1. Are there heavy materials such as roof trusses, concrete lintels, kerbstones or bagged products which could cause problems if they have to be moved by hand?  
If so, we can, where applicable:
- 10.2. Choose lighter materials.
- 10.3. Use wheelbarrows, hoists, telehandlers, and other plant or equipment so that manual lifting of heavy objects is kept to a minimum.
- 10.4. Order materials such as cement and aggregates in 25 kg bags.
- 10.5. Avoid the repetitive laying of heavy building blocks weighing more than 20 kg.
- 10.6. Use people who have been instructed and trained how to lift safely.

## 11. TRAFFIC, VEHICLES AND PLANT

Where applicable:

- 11.1. Vehicles and pedestrians should be kept apart.
- If not, we can, where applicable:
- 11.2. Separate them as much as we can, using barriers.
- 11.3. Tell people about the problem, and what to do about it.
- 11.4. Display warning signs.
- 11.5. Make adequate clearance around slowing vehicles.
- 11.6. Reversing should be avoided e.g by using a one-way system or, if not, by using properly trained banksmen used.

Where applicable:

- 11.7. Vehicles and plant should be properly maintained, e.g. the steering, lights, handbrake and footbrake should work properly.
- 11.8. Drivers should receive proper training and are competent for the vehicles or plant they are operating.
- 11.9. Loads should be properly secured.
- 11.10. We make sure that passengers are only carried on vehicles designed to carry them.
- 11.11. We make sure that plant and vehicles are not used on dangerous slopes.

## 12. TOOLS AND MACHINERY

Where applicable:

- 12.1. The right tools or machinery are being used for the job.
- 12.2. All dangerous parts are guarded, e.g. gears, chain drives, projecting engine shafts.
- 12.3. Guards are secured and in good repair.
- 12.4. Tools and machinery are maintained in good repair and all safety devices are operating correctly.
- 12.5. All operators are trained and competent.

## 13. HOISTS

Where applicable:

- 13.1. The equipment should be installed by a competent person.
- 13.2. The operators should be trained and competent.
- 13.3. The rated capacity should be clearly marked.
- 13.4. The hoist should have a current report of thorough examination and a record of inspection.
- 13.5. There should be a suitable base enclosure to prevent people from being struck by any moving part of the hoist.
- 13.6. The landing gates should be kept shut except when the platform is at the landing.

## 14. EMERGENCIES

Where applicable:

- 14.1. There are emergency procedures available, e.g for evacuating the site in case of fire.
- 14.2. People on site know what the procedures are.
- 14.3. There should be a means of raising the alarm: alarm should also be effective.
- 14.4. There should be a way to contact the emergency services from site.
- 14.5. There should be adequate escape routes that are kept clear.
- 14.6. There should be adequate first-aid provision.

## 15. FIRE

Where applicable:

- 15.1. The quantity of flammable materials, liquids and gases should be kept to a minimum.
- 15.2. These materials should be properly stored.
- 15.3. Flammable gas cylinders should be returned to a ventilated store at the end of the shift.
- 15.4. Smoking and other ignition sources should be banned in areas where gases or flammable liquids are stored or used.
- 15.5. Gas cylinders, associated hoses and equipment should be properly maintained and in good condition.
- 15.6. When gas cylinders are not in use, the valves should be fully closed.
- 15.7. Flammable and combustible waste should be removed regularly and stored in suitable bins or skips.
- 15.8. Suitable fire extinguishers should be provided.

## 16. HAZARDOUS SUBSTANCES

Where applicable:

- 16.1. We would identify all harmful substances and materials, such as asbestos, lead, solvents, paints, cement and dust.
- 16.2. We would check whether a licensed contractor is needed to deal with asbestos

on site? (Most work with asbestos requires a licence, although you can do some very limited work with materials that contain asbestos without one.)

16.3. We would identify and put into place precautions to prevent or control exposure to hazardous substances, by:

i. Doing the work in a different way, to remove the risk entirely.

ii. Using a less hazardous material.

iii. Using tools fitted with dust extraction.

16.4. Workers should have appropriate information and training, so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid those risks.

16.5. There should be procedures to prevent contact with wet cement (as this can cause dermatitis and cement burns).

16.6. There should be arrangements for health surveillance for people using certain hazardous substances (e.g lead).

## 17. NOISE

Where applicable:

17.1. Workers have information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks.

17.2. We would identify and assess workers' exposure to noise.

17.3. Noise should be reduced by using different working methods or selecting quieter plant, e.g by fitting breakers and other plant or machinery with silencers.

17.4. People not involved in the work should be kept away from the source of the noise.

17.5. Suitable hearing protection should be provided and worn in noisy areas.

17.6. Hearing protection zones should be marked.

17.7. Arrangements should be made for health surveillance for people exposed to high levels of noise.

## 18. HAND-ARM VIBRATION

Where applicable:

18.1. Workers should have information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks.

18.2. We would identify and assess risks to workers from prolonged use of vibrating tools such as concrete breakers, angle grinders or hammer drills.

18.3. Exposure to HAV should be reduced as much as possible by selecting suitable work methods and plant.

18.4. Reduced-vibration tools should be used wherever possible.

18.5. Vibrating tools should be properly maintained.

18.6. Arrangements should be made for health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods.

## 19. ELECTRICITY AND OTHER SERVICES

See subcontracting (3).

## 20. PROTECTING THE PUBLIC

Where applicable:

20.1. The work should be fenced off from the public.

20.2. Roadwork's should be barriered off and lit.

20.3. The public should be protected from falling material.

20.4. When work has stopped for the day:

i. The boundary should be secure.

ii. All ladders should be removed or their rungs boarded so that they cannot be used.

iii. Excavations and openings should be securely covered or fenced off.

iv. All plant should be immobilised to prevent unauthorised use.

v. Bricks and materials should be safely stacked.

vi. Flammable or dangerous substances should be locked away in secure storage places.

## Safe Working Policy- Office

### **Information for Employees.**

We are required to give certain information to our staff on health and safety law. The easiest way to do this is to provide a poster containing this information. The poster is called Health and Safety Law:

An individual leaflet called Health and safety regulations: A short guide is also available.

### **1.Accident Reporting**

If a reportable accident occurs we are required to report it to the enforcing authority and complete a form F2508. These forms can be obtained from HSE Books but to be reportable the accident has to be connected with a work activity. A free leaflet RIDDOR explained gives further details of those incidents and occurrences which are reportable.

### **2.Electricity**

Defective plugs, sockets and leads cause more electrical accidents than the appliances themselves. Office environments are generally less dangerous than other workplaces but:

- we provide sufficient socket outlets and avoid or minimise the use of adapters. Overloaded sockets can lead to fire hazards;
- we test the residual current device, if fitted. This only involves pushing a test button and can help to maintain the effectiveness of the device. Advice on how often to do this is normally given in the manufacturer's instructions;
- we do not use taped joints to connect cables since they have neither the mechanical strength needed nor sufficient insulation or protection from liquids. Damaged cables should be replaced completely but if cables have to be joined, proper connectors should be used;
- we carry out our own visual inspections of plugs and leads and get them repaired as necessary. Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating. If faults are found the repair should be carried out by someone who has the necessary skill and knowledge to complete the task safely;
- we consider whether we have equipment which needs a more detailed inspection and test or whether the installation itself has reached a stage where it is likely to need a

test. For example, equipment in offices which is frequently moved or which has a lead which is subject to a lot of twisting may develop an internal fault;

- we do not ignore obvious telltale signs such as faulty switching or intermittent stopping. These may indicate an internal fault such as a loose wire which could cause external metalwork to become live;
- we switch off equipment before unplugging and before cleaning;
- we have the information and knowledge on how to deal with an electric shock incident;
- we encourage staff to report electrical equipment which is not working properly;
- we ensure that staff are aware of these safety precautions;
- we keep vigilant on electrical safety because the consequences can lead to tragedy.

### **3. COSHH**

These Regulations make sure the risks from hazardous substances are properly controlled. As far as offices are concerned hazardous substances are those with a warning label - if in doubt the supplier should be able to tell us, when asked. The supplier must also tell us what precautions to take with the substance. This information is normally provided by a label or data sheet. COSHH makes it our job to see if the use of the substance is really necessary. If it is, we must check that the precautions fit our circumstances and that they are understood and followed by our staff.

For proprietary substances sold by office equipment suppliers this is all there is to COSHH. Ask for advice, starting with the supplier, if we use more sophisticated substances.

Further information on COSHH is given in the HSE booklet COSHH: A brief guide to the regulations.

### **4. Safety**

Slips, trips and falls account for most of the accidents in offices many of them when staff are moving or carrying loads. They happen because of the condition of floors, poor lighting or untidiness. Such accidents can easily be prevented by remembering the following points:

- do not allow trailing leads to create tripping hazards;
- do clear up spillages quickly;
- do replace or repair torn floor coverings etc;

- do provide handrails on stairways and ensure stairs are well lit;
- do not block passageways or corridors.

## **5. Ill Health**

Small offices are unlikely to require air monitoring or health checks for staff but we do consider the following:

- we make workstations comfortable with seating where necessary. Seats may need to be adjustable to suit the height of the work table and footrests can reduce muscular strains;
- we keep our first-aid box fully stocked and appoint someone to take charge in an emergency and call an ambulance. If we have part-time workers arrange for the duty to be shared;
- we do not require a trained first aider by law in a small office but many businesses recognise the value of having one;
- we make arrangements so that staff can use rest areas/rooms without experiencing discomfort from tobacco smoke. The HSE leaflet Passive smoking at work gives further information;
- handling, lifting and carrying are another major cause of injuries. If cabinets, desks or other heavy or bulky items have to be moved then do take steps, for example providing a trolley or castors, for the move to take place without the risk of a back injury;
- The main problems which can occur with the use of VDUs are related to the design of the job or workstation. If there is intensive or continuous use in our office, we make sure that there are adequate breaks and that users know how to arrange their work and workstation to avoid awkward movements, reflections, aches and pains. Further advice is given in the HSE booklets If the task fits: Ergonomics at work and Working with VDUs;

We also consider whether our staff are at risk from violence when transporting cash or dealing with the public. Guidance is available in the HSE booklet Violence at work.

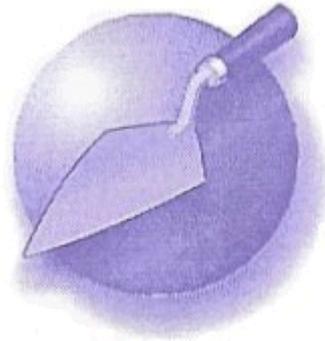
## **6. Workplace**

The basic requirements are given below:

- Toilets - provide enough toilets for employees and keep them clean and in good order.
- Washing - provide hot and cold (or warm) running water, soap and towels or other means of drying.

- Drinking water - provide a supply of wholesome drinking water.
- Temperature - the room temperature should be at least 16 °C where people work sitting down.
- Cleanliness - keep the workplace in a clean state.
- Lighting - make sure there is adequate light (preferably natural light) to avoid problems of visual fatigue.
- Space - provide a minimum of 11 cubic metres for each person permanently occupying a workplace.
- Ventilation - for most offices opening windows will provide adequate ventilation.

Information on all these points is given in HSE's Approved Code of Practice and guidance Workplace health, safety and welfare.



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