

COOPER

CONSTRUCTION LTD

HEALTH & SAFETY

Personal Safety Guide & Site Induction



INTRODUCTION

The information in this handbook is to help you remain safe at work.

These arrangements are part of the Company Safety Policy. You SHOULD familiarise yourself with the information in this handbook and clarify any points you are not sure about with the management team.

The Company has its own unique hazards and situations, most of these are covered in the relevant sections. Should you encounter a situation not covered in this handbook ask your site manager or the office for help and guidance.

Many legal regulations cover the work you are involved with. In general terms BOTH the Employer and YOU, the employee, have duties under most of these regulations. An information poster for employees on health and safety law is displayed in the office and on site. We ask that your attention is drawn to this poster.

Matters or concerns relating to health and safety matters should be highlighted to your site manager.

As a responsible employee you should:

Help prevent accidents and injury to yourself, fellow employees, members of the public and visitors before they occur by staying alert at all times and highlighting any potential problems to the Directors, or the company Health & Safety Consultant or your site manager.

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1.0 Health and Safety Policy Statement

The Company recognises its responsibilities under the **Health and Safety at Work Act 1974** and other relevant safety legislation with regards to its employees and others who may be affected. The Company will endeavour to provide and maintain a healthy and safe working environment for its employees, as well as taking reasonable steps to protect the health and safety of all Company visitors including sub contractors and any members of the public who might be affected by the Company's operations.

The Company will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks at the workplace. Adequate resources will be provided for this purpose.

Any Company employee who supervises or manages the use of work equipment shall have received adequate training for the purposes of health and safety, including training in the methods, which may be adopted when using the work equipment any risks, which such use may entail and precautions to be taken.

All employees and sub contractors are expected to co-operate with the Company in adhering to carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others. It is the responsibility of all employees and sub contractors to report any hazards which cannot be immediately rectified. All accidents and near misses must also be reported immediately to the site manager and the head office.

The Board of Directors have appointed Mr Andrew Cooper as having particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The Management and Staff of the Company will monitor the operation of this Policy. To assist them in this respect the Company has appointed Harris Safety Solutions Ltd as Safety Advisers to give advice on the requirements of the relevant statutory provisions and safety matters and to visit sites and workplaces to ensure compliance.

This Statement of Company Policy will be made available at all sites and workplaces.

In addition, the Organisation and Arrangements for implementing the Policy will also be available at each site and workplace. A full copy can be viewed online at www.cooperconstruction.co.uk by any employee or sub-contractor as required.

This policy will be continually monitored and improvements to the policy will be made from time to time. The Company invites all employees and sub contractors to put forward suggestions for improvements or complaints regarding the health and safety policy either informally or in writing to the Companies Safety Officer.

Signed: *Andrew Cooper*

Managing Director
Cooper Construction Limited

Date: March 2017

2.0 General Information

2.1 An introduction from Andrew Cooper

This Health and Safety guide has been designed for your benefit.

Please take the time to read it.

Health and Safety is a very important matter to us and a lot of time, money and effort is spent trying to ensure your personal safety and the safety of others on our sites.

However at the end of the day, regardless of what procedures or policies we put in place, a site is only as safe as the people working on that site make it.

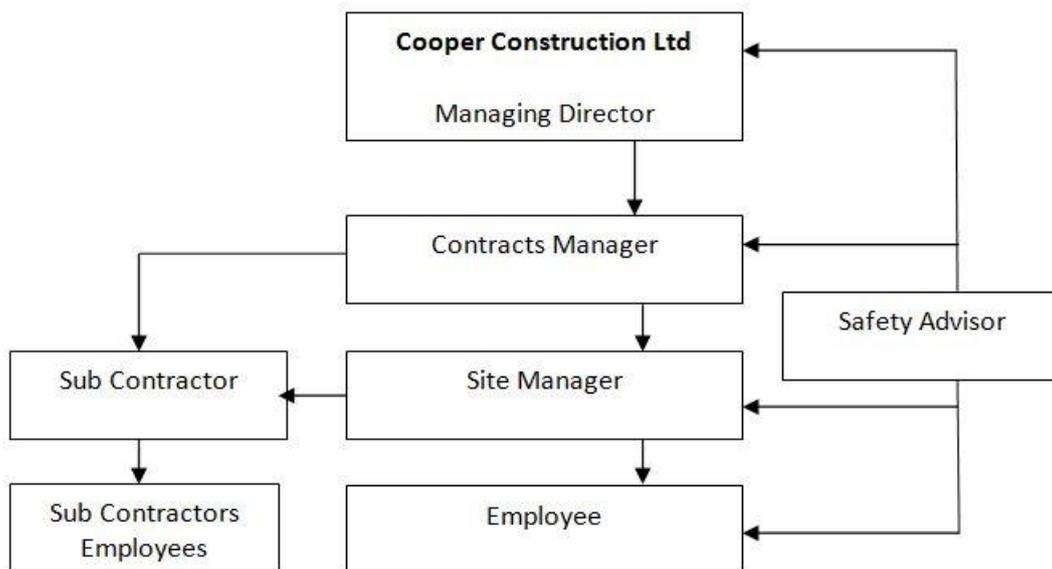
Please play your part in ensuring that our sites are safe places to be by working in a safe, orderly manner and adopting a positive approach to Health and Safety.

If you have any doubts or concerns regarding Health and safety – please ask!

If you feel you need additional training then please bring this to our attention.

The purpose of this booklet is to summarise information which is relevant to your Health and Safety at Cooper Construction Limited. It does not cover every topic in detail. For further information please refer to the Site Safety File or contact your Site Manager or Safety Advisor.

2.2 Health and Safety Responsibility



2.3 The Health and Safety at Work Act 1974



This Act governs the Health and Safety of all persons at work. It outlines duties for both the employer and employee alike. Duties of the employer are outlined in the Company Safety Policy, which is available in each site office.

The duties of the employee are:

Section 7 requires every employee to take care of the Health and Safety of themselves and others who may be affected by their acts or omissions at work, and to co-operate with their employer and others to enable them to comply with their statutory duties under the Act.

Section 8 prohibits the intentional or reckless interference with, or misuse of, anything, which is provided for the purpose of Health, Safety or Welfare.

It is important to note that the Health and Safety Executive may impose penalties on persons or companies if found guilty of an offence under this Act.

2.4 Accident Reporting & First Aid

All accidents should be reported to the Site Manager in order that they may be recorded in the appropriate book.

This helps to prevent further accidents and near misses.

First aid facilities are available in the Site office.



2.5 Hand Held Tools

Many accidents are caused every year by the incorrect or careless use of hand tools, or by failure to keep them in good working order and in a safe condition. Hand tools themselves will not usually cause accidents, human error or incorrect use is more often the main cause of injury.

Check tools regularly, and every time before use, if worn or damaged get a replacement. When hiring tools check with the supplier that they have been maintained and tested in accordance with PUWER Regulations 1998.

All hand tools onsite to be 110V and be PAT tested.

2.6 Hazardous Materials

All hazardous materials at work are governed by COSHH Regulations. A copy of data sheets and assessments specific to our site risks are available in the site office for your attention.

Most materials, liquids, solids or gases can be hazardous. However, some materials are more hazardous than others and will require special precautions.

Hazardous materials, which call for special precautions are those, which are flammable, toxic or irritants to the human body in some way. Under no circumstances should you mix chemicals unless you are trained and competent to do so.

When your job involves the use of, or working near, such materials you will be required to wear suitable protective equipment or clothing.

Personal Protective Equipment may be obtained from the Company.

Here are the new symbols that are being used.

What do the COSHH symbols mean?



Dangerous to the environment



Toxic



Gas under pressure



Corrosive



Explosive



Flammable



Caution – used for less Serious health hazards like skin irritation



Oxidising



Longer term health hazards such as carcinogenicity

2.7 Fire Prevention

Always obey all “No Smoking” and “No open Flame” signs.

Know the location of your nearest fire exit and meeting point.

Remove rubbish and tidy your work area at least once per day.

Safely dispose of greasy, oil or paint-covered rags.

Keep solvents and other flammable materials in properly labelled containers and store them in appropriate locations.

Keep stairways and passageways free from obstructions.

Always turn off engines of petrol driven vehicles, plant or other equipment before adding fuel.

Keep sparks, flames and heat away from solvents and other combustible materials.

If you are undertaking an activity that poses an increased fire risk, consider the availability of local fire fighting appliances.

Make yourself familiar with the fire extinguishers and the types of fire that they should be used to extinguish i.e. **never** use a water extinguisher on an electrical fire.

Company fire extinguishers are serviced annually. Ensure that extinguishers are not misused or abused and the position of extinguishers is not obstructed. The extinguisher should be readily accessible and maintained in the Site Office.

Know your fire extinguishers					
Extinguisher use and application	Water	Foam spray	ABC powder	CO ₂	Wet chemical
 Wood, Paper & textiles	Safe for: ✓	Safe for: ✓	Safe for: ✓	Not for: ✗	Safe for: ✓
 Flammable liquids	Not for: ✗	Safe for: ✓	Safe for: ✓	Safe for: ✓	Not for: ✗
 Flammable gases	Not for: ✗	Not for: ✗	Safe for: ✓	Not for: ✗	Not for: ✗
 Electrical contact	Not for: ✗	Not for: ✗	Safe for: ✓	Safe for: ✓	Not for: ✗
 Cooking oils & fats	Not for: ✗	Not for: ✗	Not for: ✗	Not for: ✗	Safe for: ✓

2.8 Weil's Disease (Leptospirosis)

Weil's disease is contracted from 'rats' urine either from direct contact or through contact with contaminated water/sewage.

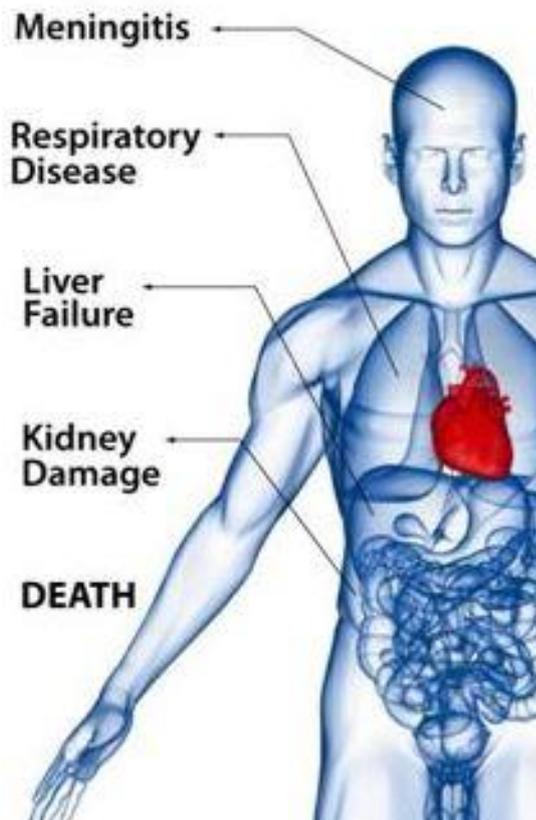
Strict precautions should be taken with regard to personal protective equipment. Impervious rubber gloves should be used along with waterproof footwear and overalls.

Persons at risk include ground workers and labourers who are undertaking work in ditches, excavations, manholes, etc.

Reducing the risk of Weil's disease:

- Ensure that all reasonable steps are taken to prevent rats entering the work area
- Report the presence of rats to the Site Manager
- Never touch a live or dead rat with unprotected hands
- Cover all cuts and broken skin with waterproof plasters before and during work
- Always wear protective clothing
- Wash your hands after working in an area where rats may be present
- Always wash your hands before eating, drinking or smoking

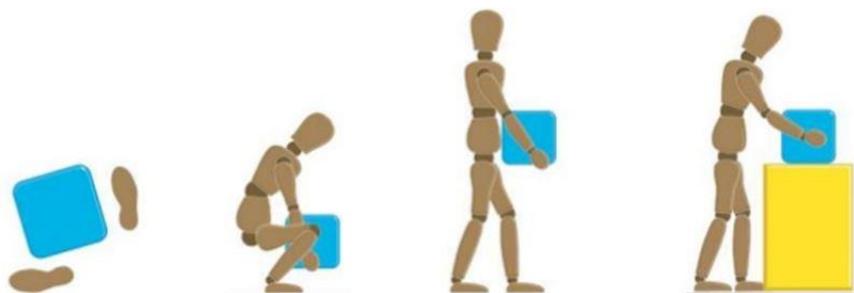
What are the possible complications of Leptospirosis?



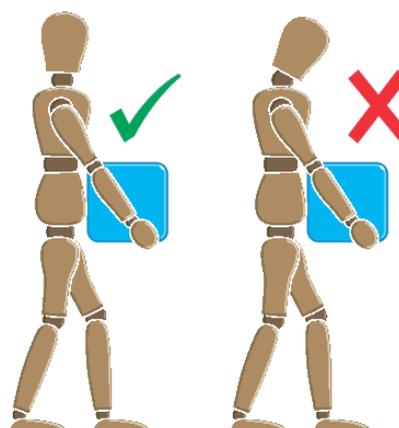
2.9 Manual Handling

Manual handling causes almost 40% of all work related injuries. When handling heavy and uneven loads:

- Consider mechanical assistance or support from a colleague for heavy loads
- Can the load be broken down into smaller components?
- Is the environment safe i.e. no tripping hazards or wet floors?
- Plan the lift before you lift!



- Thinking before lifting/handling
- Get close to the object and adopt a stable position with feet apart (gloves may improve grip)
- Get a good hold
- Ensure loads are lightweight, avoid lifting from floor
- Start in a good posture. At the start of the lift slight bending of the back, hips and knees is preferable to stooping or squatting
- Don't flex the back any further while lifting
- Avoid twisting the back or leaning sideways
- Keep the load close to the waist
- Keep the head up when handling
- Move smoothly
- Don't lift or handle more than can be easily managed



3.0 Personal Protective Equipment (PPE)

The Company will provide suitable equipment to protect you personally from hazards likely to be met in the course of your job. Take care of PPE. If it is neglected it may not give you full protection. It is the responsibility of subcontractors to provide their own PPE appropriate to the risks on the site. If you do not have the correct PPE for a task please ask!

Any employee, Subcontractor or other person working on any of our sites found not wearing the mandatory high Vis jackets, head protection and safety footwear will be asked to leave site and NOT return that working day and will lose full payment for that day. If anyone repeatedly ignores this instruction they will not be permitted to work on our sites.

3.1 Head Protection

The Company has designated its sites as hard hat sites unless you are told otherwise. Head protection should be worn at all times whilst on site. Under the terms of the Management of Health and Safety Regulations 1999 the wearing of helmets on 'designated hard hat sites' is a statutory duty.

Hard hats that have received impact or have been damaged in any other way should not be used and a replacement sought immediately.

Head Protection must be:

- to EN397, Clean with no obvious signs of damage
- Age of the head protection – no more than 3 years in use
- Head protection must not be decorated with stickers (unless approved)
- Head protection must not be written on.



3.2 Safety Footwear

As with Safety Helmets the Company's sites are designated as Safety Footwear sites. Safety footwear must be worn at all times.

Foot Protection: Should be suitable for the conditions at work and in good condition



3.3 Eye Protection

Eye protection is recommended for many activities and for some processes it is required by law.

Check that there is no damage to the lenses (scratched, cracked or pitted) and check they are clean.



You must wear eye protection for the following jobs:

- Striking masonry nails by hand or by powered tools
- Use of cartridge tools
- Use of high speed metal cuffing saws or abrasive wheels
- Drilling, cutting or breaking of bricks, blocks, concrete etc
- Other hazardous processes

The eye protection used must be suitable for the work.

3.4 Ear Protection

Noise at work is governed by the Control of Noise at Work Regulations. There are many causes of deafness but noise at work can be guarded against. Surveys have shown that exposure to high noise levels, whether at work or elsewhere, can cause damage to the ear mechanism, and if unheeded may lead to permanent deafness.

Ear protection should be correctly worn and cleaned regularly. If using disposal earplugs, change them regularly.



- ❑ Control measures and procedures are there for your protection and must be adhered to.
- ❑ When noise during a job is excessive i.e. where it becomes difficult to hold a normal conversation at 2 metres, and where the noise cannot be reduced through control measures, suitable ear protection such as ear plugs or ear defenders should be used.
- ❑ If noise exposure is at or above 85db the use of ear protectors is mandatory, e.g. power drills/road drills/chain saws.
- ❑ If in doubt contact the Site Manager or Safety Officer for information and advice.
- ❑ **If you think noise could be affecting your hearing – seek advice and report it immediately to personnel officer.**

3.5 Hand Protection

Some jobs require the use of industrial gloves to protect hands from sharp objects, rough materials, or hazardous substances. Suitable gloves should be worn when necessary. Always consider the risks of HAVS (Hand Arm Vibration Syndrome)

Gloves

Ensure you have the correct type for the work to be done. Check to ensure they are in good condition



- ❑ Do not smoke just before and while operating tools as smoking affects blood flow.
- ❑ Wear suitable dry clean gloves with wrist bands.
- ❑ Do not use more force than is necessary when operating tools as this can increase pressure and cause a problem.
- ❑ Do not use hand tools for long periods of time; consider short bursts in between other tasks.
- ❑ Keep tools in good working order. Report defective tools to the site manager.
- ❑ If you think vibration could be affecting you – seek advice and **report it immediately to personnel officer.**

3.6 Protective clothing

Waterproof clothing may be required to work in wet weather.

HIGH VISIBILITY – This must be kept clean so that the reflective strips work.



All items of personal protective equipment should be viewed as forming the tools of your trade – make sure you use them!

3.7 Respiratory protection (RPE)



Work activities that result in harmful substances contaminating the air in the form of dust, mist, gas or fume. For example:

- cutting a material such as stone, concrete or wood
- using a liquid containing volatile solvents
- handling a dusty powder

All person who require to wear RPE must be clean shaven and face fitted for that type of protection.

A minimum off FFP3 is required on Cooper sites

Facial hair – stubble and beards – make it impossible to get a good seal of the mask to the face.

If you are clean-shaven when wearing tight-fitting masks (i.e. those which rely on a good seal to the face), this will help prevent leakage of contaminated air around the edges of the mask and into your lungs. You will therefore be breathing in clean air, which will help you stay healthy.

4.0 Plant and Machinery - General

Machines become unsafe when guards are left off or allowed to become unserviceable, when the machine becomes worn or neglected or is used in the wrong manner.

Always check a machine before operating it.

Never misuse or abuse a machine or machine guard. Report immediately any defect or damage to your site Manager.



4.1 Abrasive Wheels / petrol cut off saws

Suitable personal protective equipment will include goggles, ear plugs/defenders and FFP3 dust mask. **Do not** operate machinery without wearing the correct PPE appropriate for the task.

Only wet cutting is allowed on site or a dust extraction system.



The machine should be maintained and any guards properly adjusted.

Abrasive Wheels may only be mounted and used by a **trained and competent person.**

4.2 Cement Mixers

Mixers should be placed on even ground. All guards should be in position and the hood should be in a closed position whilst operating. The machine should be cleaned out after use and any defects reported to the site Manager.

4.3 Plant and Equipment

The Site Manager will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported to the sub-contractor or Hire Company immediately.

The Site Manager will ensure that only authorised operators are permitted to operate any item of plant. Plant tickets must be shown to the site manager before operating any plant.

Where any doubt of the competency of an operator exists the Site Manager will report to the sub-contractor or Hire Company immediately.

No young person (under 18 years old) is permitted to operate any item of construction plant or equipment unless an adequate risk assessment has been prepared by site management and has been trained under the direct supervision of a named supervisor and in compliance with any age restraints on plant or equipment.

All plant should be properly secured and immobilised at the end of each day.

Weekly thorough examinations are required for aerial cableways, aerial ropeways, grabs, cranes, draglines, excavators, gin wheels, hoists, and overhead runways, piling frames, pulley blocks, sheer legs and winches.

All necessary testing and thorough Examination Certificates will be requested and checked by the Site Manager and all items of plant requiring weekly inspections by operator or other competent person will have the inspection recorded in the Site Register regardless of any Register kept by operator or Plant Hire Company.

The Site Manager will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific requirements.

Plant operators should not carry out work with a machine for which it was not intended.

4.4 Vehicles

No person may drive any company vehicle unless they have a current licence and are authorised to do so.

If you do operate site vehicles ensure that you drive with due care and attention for others.

Ensure that **any faults are reported** immediately to the site Manager.

Never load a vehicle in an unsafe manner, which would restrict the operation of the vehicle or overload the vehicle.

No passenger is allowed to ride in any vehicle unless a passenger seat has been provided.

Whilst driving a company vehicle on site or public highway, please drive with care and consideration for your workmates and the public.

Please report any accidents/incidents to your Site Manager immediately.

NEVER leave a vehicle with the engine running unattended.

NO smoking in company vehicles.

NEVER leave keys in vehicles unattended.

Please observe speed limits – remember Speed Kills!

The use by the driver of a hand held communication device in a moving vehicle is illegal and will, under the terms of the Road Safety Act attract a fine, penalty points and even prosecution in some cases.

Cooper Construction employees shall not initiate calls from mobile phones while driving, irrespective of the type of phone or Bluetooth system.

If a phone call is received on a mobile phone while driving, and it is not a professionally fitted “hands free” car kit, the employee must not answer the call but allow the call to go to voice mail, and then as soon as practical pull over at a safe, convenient and legal rest stop to collect voice mail messages and/or respond to them as required. Even with a professionally fitted “hands-free” installation, calls can be a distraction and we strongly recommended that the conversation be continued from a safe rest stop.

A copy of your driving licence must be given every year and any changes (i.e points added or medical conditions) notified immediately.

All employees are considered as ambassadors for the organisation and their behaviour whilst driving is a reflection on the organisation’s corporate image. As such, drivers are expected to be courteous and abide by the Highway Code and other traffic laws and regulations.

The above rules for drivers must be read in conjunction with the conditions applicable to company cars and drivers to be found in the working arrangements section of the Employee Handbook.

4.5 Lifting Equipment

All lifting equipment such as excavators, hoists, chains, ropes and slings, etc. must be regularly inspected and maintained in good condition.

Employees who use lifting gear should:

- i) Ensure that loads do not exceed the Safe Working Load (SWL) of the equipment and that the loads are securely attached and not unbalanced.
- ii) Ensure that lifting equipment is stored correctly and not misused.

5.0 Working Places, Scaffold and Excavations

Working places Scaffold and Excavations are governed by The Construction (Design and Management) Regulations 2015.

Scaffolds to be erected to TG20:13

5.1 Working Places

Good housekeeping is required in order to keep site tidy and safe. Every person carrying out work should try to maintain their workplace and keep it clean and tidy in order to reduce hazards.

5.2 Working at height

For all planned work at height, consideration must be given to appropriate collective safety arrangements. In each case the Site Manager shall assess the risks and determine practical arrangements. The following safety measures shall be considered:

- Edge protection barriers and scaffolds to prevent falls
- Protection to the public and others who may be at risk
- Safe means of access and egress
- Where necessary, use roof ladders and hand rails taking into account roof pitches and surface conditions
- Protection of fragile material and roof lights
- Appropriate fall arrest systems i.e. nets and safety harnesses
- Safety signs and information
- Inspection and maintenance arrangements
- The training and competency of operatives
- The provision of PPE
- Lone working risks

5.3 Scaffold

No person should erect, dismantle or alter any scaffold unless trained and authorised to do so.

Any platform, which poses a risk from falling off, shall be fitted with handrails and toe boards.

Any scaffold, which is incomplete or hazardous for any reason must not be used and provided with a notice '**DANGER – SCAFFOLD NOT IN USE**'.

Any ladder access to a scaffold must be lashed or secured at the top to prevent movement. If this cannot be done then a second person must foot the ladder. The ladder must also extend at least 1.05m (5 rungs) above the landing place if no other handhold is provided. Ladders should be set at a 1 in 4 angle.

5.4 Excavations

Where necessary precautions must be taken to support the sides of the excavation or reduce the vertical depth, i.e. batter or step the sides back.

Spoil and other materials should not be positioned near to the excavation sides in order to prevent 'fall in'.

Where necessary steps must be taken to prevent persons, materials or vehicles from falling into the excavation.

A safe means of access and egress must be provided and maintained i.e. ladders.

5.5 Overhead and underground Services

All services such as water, gas and electricity can cause injury or damage if not approached correctly.

Pre-planning will always minimise the risk of accidents and incidents.

Always refer to drawings and plans and consult the site Manager before commencing work. Do not rely on drawings as an accurate indication of the location of buried services. Use location detection equipment where appropriate to do so.

All overhead services must be adequately protected and signed with restricted access for large items of plant. The site will adopt a safe system of work specific to the risk when working near overhead cables. Site safety rules must be adhered to at all times.

5.6 Confined Spaces

A confined space is defined as anywhere where there is a foreseeable possibility of there being an atmosphere which is either oxygen deficient, toxic, flammable or explosive.

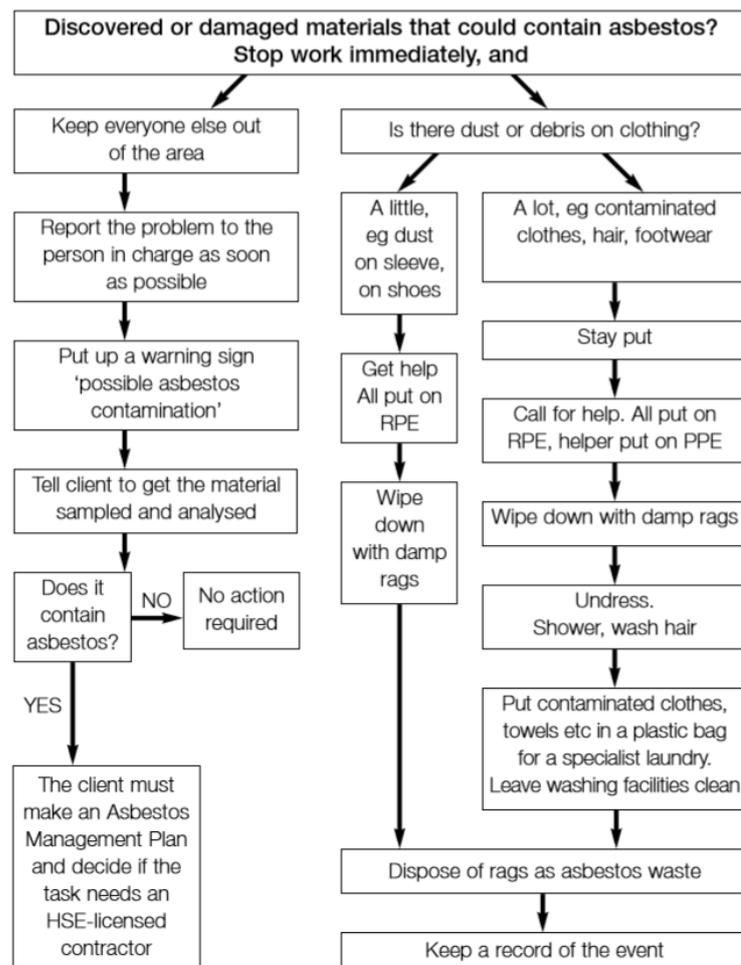
A confined space includes – excavations, manholes, workshops with poor ventilation etc. Smoking is prohibited in such areas along with certain activities such as welding.

The site manager will assess the risk of confined working and prepare a suitable method statement and risk assessments.

Only trained operatives will be allowed to carry out work in any drainage systems, or confined spaces.

5.7 Asbestos

When working on existing buildings, BEWARE asbestos could be present. If you think asbestos is present in your working area report this immediately to your Supervisor and “DO NOT TOUCH”.



6.0 Electricity

No person shall interfere or attempt to undertake work involving electricity unless they are a trained and competent electrician.

Only 110v tools should be used on site and such should be supplied from an approved transformer.

All equipment needs a current PAT test and checked daily

6.1 Work on Live Equipment

Work on live equipment should not be undertaken. Equipment should be electrically isolated before work commences.

6.2 Avoidance of Danger from Buried Cables

All available plans and drawings should be obtained prior to the commencement of work.

A Cable Avoidance Tool (C.A.T.) should be used to locate cables and the position of such indicated by 'marking out' its route.

Once the position of the cable has been established safe digging practices should be employed.

6.3 Avoidance of Danger from Overhead Electric Line.

Work adjacent to overhead power lines must be carried out in accordance with certain provisions. The Company Safety Advisor must be informed of the position of any overhead power lines and the necessary steps taken to eliminate risks.

Information on any of the topics covered or not covered in this booklet may be obtained from the Site Health and Safety Manual or on request to the Site Manager.

7.0 General

The following precautions must be adhered at all time when working on Cooper Construction Limited sites.

General Precautions

7.1.1 Bricks and Blocks

- a) Bricks and Blocks to be stacked safety:
(2 pack high on even ground)
(1 pack high on uneven ground)
- b) No brick or block packs to be loaded on to chamber joists.
- c) Brick and block packs to be left in a safe manner at end of working day.
- d) Brick bands to be collected and deposited in a safe place to avoid tripping hazards and damage to dumper shafts.
- e) Protect bricks and blocks from inclement weather.

7.1.2 Mixer

- a) Place on even ground.
- b) Ensure starting handle is in good condition.
- c) Ensure all guards are in place.
- d) Clean out after use.
- e) Report defects to site manager immediately.
- f) Keep mixer hoods down at all times whilst mixer is in motion.

7.1.3 Dumpers/Forklifts/Plant

- a) Report any defective plant to site manager.
- b) Check brakes, steering, guards, etc. daily.
- c) Avoid Misuse.
- d) No-one under 18 years to drive machinery.
- e) Ensure appropriate licence is obtained for machines travelling on adopted and main roads.
- f) Check driving licence of operative.
- g) No passengers allowed on machines.
- h) Drivers not to sit on dumper whilst being loaded.
- i) Keys must never be left in an unattended in any machine.

7.1.4 Ladders

- a) Ensure ladders are in good order before using them. Defective ladders must be removed from site. Inform your site manager if you have any concerns. Do not use a ladder that you feel is unsafe.
- b) Check rungs, stiles, tie bars on a regular basis.
- c) **DO NOT** patch broken rungs or stiles.
- d) Ensure all ladders (pole) are secured at their upper resting place or footed accordingly.
- e) Ensure ladders are lashed or footed and protrude at least 1.05m above any landing platform.
- f) Store ladders in safe place to avoid damage and misuse by plant.
- g) All ladders to be lowered and or made safe at end of the working day. i.e. attach ladder boards.
- h) All sub contractors ladders must be approved by the Site Manager.
- i) If a Subcontractor does not bring their own ladder, permission must be given to use ladders issued by Cooper Construction to ensure ladder given is in good order.
- j) Ensure the ladder is the most appropriate form of access and egress having considered site specific risks.
- k) Check that the ladder is suitable for the required task i.e. appropriate loading capacity.
- l) Only one person should use a ladder at any one time.

7.2 Welfare arrangements

Each site shall have adequate welfare facilities provided, these include:

- WC and washing facilities.
- A place to change into work wear.
- A source of portable water.
- A place to prepare and eat food and drink.

7.3 Method Statements and Safe Systems of Work

7.3.1. Where specific complex or high risk activities are undertaken by Cooper Construction's direct Labour, it is the responsibility of the Site Manager in consultation with the Company's Health and Safety Consultant to develop a safe system of work which should include a method statement and a review of the necessary measures to control and reduce risks. In some cases it may be necessary for the client's representative to approve any high-risk planned work in advance of the project commencement.

Sub contractors are to supply method statements to our head office a minimum of 7 days prior to commencing work.

7.3.2. Cooper Construction has a number of generic method statements available, however these must be modified to reflect any site-specific risks.

7.4 Permits to work

7.4.1 Certain types of work carry a particularly high risk of serious personal injury, serious ill health or property loss and require the use of and strict adherence to a “permit to work” system.

7.4.2 Permits to work will include

- The work to be done.
- Who will supervise the work.
- Who is to carry out each section of the work.
- The safety precautions that have been taken.
- The precautions which still need to be taken by the member of staff. before commencing the work, for example affixing physical locking devices and danger signs.
- A time limit (if applicable) within which a check needs to be carried out to see if the working environment is still safe.
- Emergency contact numbers.
- The procedure that should be followed before the Permit to Work is cancelled.

7.4.3 Permits to Work will be issued by the Client, Principle Contractor or Company Safety Officer. An Authorised Person should sign the Permit to say it is safe for work to commence and sign to cancel the Permit.

7.4.4 The person carrying out the work should sign the Permit signifying that they understand the tasks and the precautions to be taken.

7.5 Mobile Phones & Earphone

7.5.1 Private mobile phones are not to be used on site during working hours. This includes sending or receiving text messages, playing games, surfing the internet etc. This also applies to any other personal electrical devices i.e. Ipod's etc.

7.5.2 If you have a company mobile phone and need to make or receive work related calls, please ensure that you stop what you are doing and that you are in a safe place before making or receiving such calls.

7.6 Safety Signs

Please familiarise yourself with the safety signs below:

<p>Warning signs</p> <p>Yellow triangular signs</p> <p>e.g. "Fragile Roof"</p>	 <p>A yellow triangular warning sign with a black border. Inside the triangle is a black silhouette of a person falling from a roof. Below the triangle, the word "Danger" is written in bold black letters, and "Fragile roof" is written in smaller black letters below it.</p>
<p>Prohibition signs</p> <p>Red round signs</p> <p>e.g. "No Smoking"</p>	 <p>A red rectangular prohibition sign. At the top, there is a white circle with a red border and a diagonal red line through it, containing a black silhouette of a lit cigarette. Below this, the words "No Smoking" are written in white text on a red background.</p>
<p>Mandatory signs</p> <p>Round blue signs</p> <p>e.g. "Eye Protection"</p>	 <p>A blue rectangular mandatory sign. At the top, there is a white circle containing a blue silhouette of a person wearing safety glasses. Below this, the text "Eye protection must be worn in this area" is written in white on a blue background.</p>
<p>Emergency signs</p> <p>Green rectangular signs</p> <p>e.g. "First Aid"</p>	 <p>A green rectangular emergency sign. In the center is a white cross. Below the cross, the words "First aid" are written in white text on a green background.</p>
<p>Fire signs</p> <p>Red rectangular signs</p> <p>e.g. "Fire point"</p>	 <p>A red rectangular fire sign. On the left, there is a white hand icon pointing to a white square with a red border. To the right of the hand is a white flame icon. Below these, the words "Fire alarm call point" are written in white text on a red background.</p>

8.0 SUBCONTRACTORS

Labour only or Supply and Fix

1. You or your company have entered into a subcontract agreement, which is linked to the Main Contract between us and the Client, a copy of which is available for inspection at our offices during normal hours.
2. The conditions as set out in the Contract take precedence over all and any referred to in your quotation without exception. Your work will be subject to re-measure unless agreed in writing.
3. These conditions are to be adhered to unless specifically agreed in writing with Mr A D Cooper. However these are not comprehensive.
4. 'Your Company will be responsible for Health & Safety of its employees or those affected by your work. The provision of information is as required by the CDM Regulations and we require compliance with all Health & Safety legislation'.
5. Subcontractors will supply all plant necessary to carry out their own works, unless otherwise agreed in writing.
6. Subcontractors will supply all small tools necessary to carry out their works (i.e. drills, saws, cutters, Kangos, extension leads, lights etc).
7. We will supply adequate lighting to corridors, stairways, communal areas etc for safe working. It is the responsibility of the Subcontractor to supply their own lighting for their subcontract works.
8. When electricity is available on site, power will be supplied to a point adjacent to the Main Contractor's cabin or to suitable central points within the construction area.
9. All tools and plant used on site must be 110 VOLTS. **NO** 240 Volt equipment will be permitted ON SITE.
10. When electricity is not available, the Subcontractor is to provide their own power if required. (This includes the provision of generators if applicable). Generators must have a single 110 Volt outlet only.
11. The Subcontractor is responsible for off-loading, stacking and safe storage of their materials including adequate protection against weather conditions. Where the Subcontractor is on a Labour only basis the Subcontractor will be responsible for off-loading, stacking and moving to final position all materials to be incorporated in their subcontract works. Under no circumstances must the subcontractor operate plant and equipment supplied by Cooper Construction for the purposes of loading and unloading goods unless expressly approved by the Site Manager.
12. All scaffold, towers, steps and ladders must be provided by the Subcontractor (unless otherwise agreed in writing). Subcontractors are ordered not to adjust or alter scaffolding; this includes the removal of boards, ladder, etc. Scaffolding erected on site may be used to carry out your work.

13. The Main Contractor will furnish each Subcontractor with a programme showing when their works are to be carried out and the duration of the Subcontract works. These programmes will be reviewed regularly, and the Subcontractor must provide sufficient resources to comply with these programmes.
14. The Contractor shall produce documentary evidence that their insurances are properly effected and maintained to the value of £2,000,000 minimum.
15. A Copy of your companies 'Health & Safety Policy' must be submitted to our office for approval.
16. The Subcontractor SHALL CLEAR away all rubbish resulting from their execution of the Subcontract works to a place provided on Site by the Main Contractor.
17. The use of any plant used by a Subcontractor, which belongs to Cooper Construction may be contra charged. The use of this plant is the responsibility of the user and any plant damaged by neglect will be contra charged to the responsible Subcontractor.
18. All operatives who are required to operate any plant on site must have a current certificate and proof of this will be required by our Site Manger.
19. Any work to be carried out on a day work basis must be authorised by the Site Manager. Hours must be recorded on an appropriate sheet and submitted to the Site Manager for signature. This is for record purposes and does not constitute a contract between us. This does not guarantee payment.
20. All materials supplied by Subcontractors will remain their responsibility until fixed.
21. All plant brought onto site by Subcontractors will remain their responsibility (this includes private motor vehicles).
22. All Subcontractors and operatives entering site do so at their own risk "Building Sites Are Dangerous".
23. Working hours to be between 7.30 am – 4.30 pm Monday to Friday, Saturday 7.30 am – 12.30 pm. All other hours to be agreed with the Site Manager.
24. No Radios or music devices will be allowed on any sites.
25. The use of foul language is offensive and disrespectful. Employees may be disciplined and the contractor may be asked to leave the site.
26. You will be required under the new Health & Safety regulations to provide us with a copy of your Health & Safety Policy Risk Assessment and Method Statement for all aspects of your subcontract works, prior to starting on site as appropriate.
27. It is the Policy of Cooper Construction that all of our sites are deemed "HARD HAT" areas unless otherwise stated. As such, all Subcontractors shall ensure that every employee placed to work on a Cooper Construction site will be provided with a safety helmet. Further they shall ensure that every such employee is advised as to Cooper Constructions requirements in this matter

and that each of their employees is prepared to comply with this requirement before placing them to work upon a site.

All persons working on our sites **must** wear toe protector boots/shoe.

It should be clearly understood that failure to comply with this requirement will result in an offender's removal from site.

- 28 Any employee, Subcontractor or other person working on any of our sites found not wearing the mandatory high Vis jackets, head protection and safety footwear will be asked to leave site and NOT return that working day and will lose full payment for that day. If anyone repeatedly ignores this instruction they will not be permitted to work on our sites.
- 29 It is the subcontractor's responsibility to provide their own high vis jackets, head protection and safety footwear not Cooper Constructions.

If personal protection equipment is provided by Cooper Construction a contra charge per item of equipment will be made against the Sub-contractor.
- 30 Goggles must be worn when drilling or cutting, ear protectors must be worn when working in the vicinity of noisy plant and tools.
- 31 Site Cabins for Welfare will be provided, however these are to be kept clean and tidy at all times as with toilet facilities.
- 32 Persons found under the influence of alcohol or drugs will be dismissed from Site immediately and anyone who visit premises serving alcohol (pubs etc.) at lunch times will not be allowed back onto site under any circumstances.
- 33 All other safety aspects are dealt with in our Safety Policy Document a copy of which can be seen on site, at our offices, or on our company website www.cooperconstruction.co.uk. A copy has also been sent to your Head Office.
- 34 No private vehicle may be parked on site unless a designated area has been specified.
- 35 All accidents or near misses must be reported to the Site Manger immediately.
- 36 Subcontractors must comply with site fire arrangements. If their work increases the risk of fire, local fire extinguishers must be provided by the subcontractor.
- 37 All contractors and employees must report to the site office and record their departure and arrival time in the site record form.

CONCLUSION ALL:

9.0 SITE SAFETY INDUCTION / SITE RULES

1. This is a Safety Helmet Site and helmets should be worn at all times whilst on site.
2. As with Safety helmets, safety footwear should be worn by all operatives whilst on site.
3. Any other Personal Protective Equipment, which is required for relevant activities should be worn as required. I.e. Goggles, Dust Masks, Ear Defenders etc.
4. No person shall misuse or deface any item / equipment which is provided for Health, Safety or Welfare purposes.
5. No alcohol or other mind influencing substances are to taken during working hours. Persons found under the influence of alcohol or drugs will be dismissed from Site immediately and anyone who visit premises serving alcohol (pubs etc.) at lunch times will not be allowed back onto site under any circumstances
6. No person shall ride on any plant, i.e. dumpers, Excavators, etc as a passenger.
7. It is a requirement that persons using plant, i.e. Dumpers, Excavators, etc. have the appropriate training and authorisation and carry out daily inspections
8. First Aid Facilities are available in the Site office. All accidents on site, regardless of severity, shall be reported immediately to the Site Manager for recording in the Site Accident Book.
9. The Company Safety Policy, Health & Safety Plan, along with relevant Risk Assessments and COSHH Assessments are available for inspection by you in the Site Office.
10. Radios or any music devices are not permitted on Cooper Construction sites.
11. **Safe sites are tidy sites**; always keep your work & mess area tidy.
12. The use of foul language is offensive and disrespectful. Employees may be disciplined and the contractor may be asked to leave the site.
13. All contractors and employees must report to the site office and record their departure and arrival time in the Site record Form.
14. All operatives must remain fully clothed at all times.

COOPER CONSTRUCTION LTD ACKNOWLEDGEMENT SLIP

I acknowledge receipt of the Health and Safety information Booklet and I agree to comply with the safe working practice adopted by Cooper Construction Limited.

Name _____
(Block Capitals)

Trade: _____
(Block Capitals)

Company: _____
(Block Capitals)

Site address: _____

Signed: _____

Date: _____

Employees: Please remove this page and return it to the Site Manager to confirm you have read and understood this personal safety guide.

Subcontractors: It is the responsibility of your company to brief you on the safe working practices contained in this booklet, however please contact the Site Manager or our Head Office on 01993 703050 if anything in this booklet is unclear to you.

Site Managers: Please return this completed slip to the Head Office.