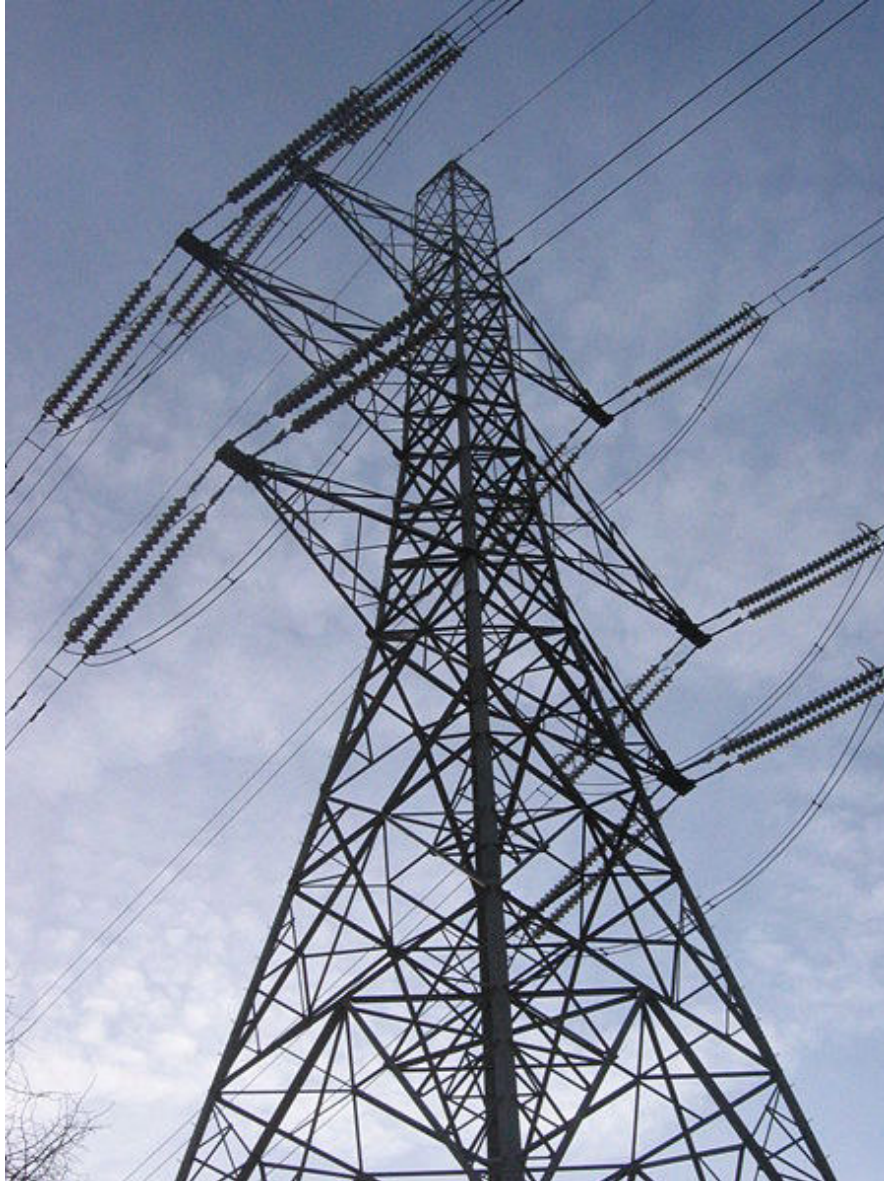


## Health & Safety Policy Document 2008



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5. Useful Telephone Numbers
- Basic advice on first aid at work
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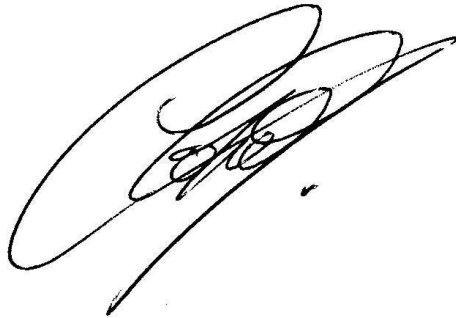
## **STATEMENT OF SAFETY POLICY**

1. Jel Electrical Ltd recognises and accepts its responsibility as an employer and contractor to clients for ensuring a safe and healthy workplace and working environment for all of its employees and of any other person who may be affected by their actions. Safety is the prime consideration for the Director of Jel Electrical, and will apply this policy statement with due diligence to ensure full compliance with proactive safety management being pursued at all times.
  
2. Jel Electrical will take steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of: -
  - A. A safe place of work and safe access to it.
  
  - B. A safe and healthy working environment.
  
  - C. Plant, equipment and systems of work that are safe.
  
  - D. Safe arrangements for the use, handling, storage and transport of articles and substances.
  
  - E. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute to their own safety and health at work.
  
  - F. Adequate welfare facilities.
  
  - G. Adequate first aid arrangements.

- H. Additionally, Jel Electrical will ensure an active regime of Risk Assessment is applied to all the activities carried out by them, in full compliance with the Management of Health and Safety at Work Regulations 1999.
3. To ensure continued safe conditions of work Jel Electrical will ensure the provision of competent technical advice on safety and health matters.
  4. Jel Electrical appoints competent employees only and co-operates fully with these employees, providing them with the facilities and training to carry out their work in a safe manner. Jel Electrical reminds its employees of their own duties under The Health and Safety at Work Act (see below) to care for their own safety and that of other workers, client employees, public etc. All employees of Jel Electrical shall co-operate fully with the company so as to enable it to carry out its own responsibilities successfully.
  5. It is the policy of Jel Electrical to do all that is reasonably practicable to prevent personal injury, property damage and to protect everyone, including other contractors, client's employees and members of the public from foreseeable work hazards, which may result from any work carried out by the company as required by Section 3 of the Health and Safety at Work act, and to employ an active Risk Assessment strategy as required by the Management of Health and Safety at Work Regulations 1999, Regulation 3 and the supporting guidance HSG 65 for successful safety management.
  6. Employees of Jel Electrical know and understand their duty to co-operate in the operation of this policy under Section 7 of the Health and Safety at Work Act:
    - A. By working safely at all times.
    - B. By using protective clothing and equipment.
    - C. By reporting accidents and hazards.

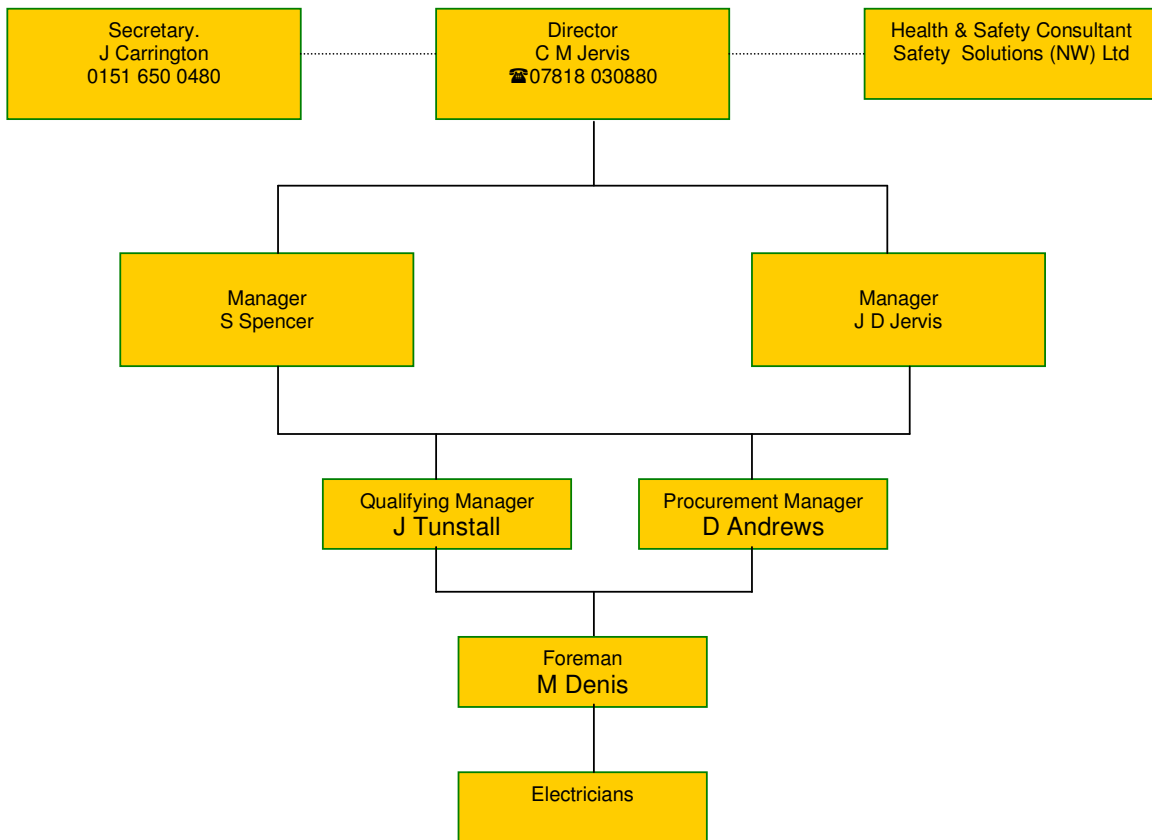
- D. By adhering to procedures and systems of work at all times.
  - E. By co-operating and liaising with the clients of Jel Electrical as necessary.
7. A copy of this Safety Policy will be issued to all employees, including agency staff. This policy will also be amended, added or modified from time to time as industry practice improves or changes or in view of new legislation. It may also be supplemented with further statements, risk assessments, (as required by the Management of Health and Safety at Work Regulations 1999) or method statements as necessary in the future. Clients of Jel Electrical will be provided with risk assessments and method statements as necessary.
8. The Director of Jel Electrical accept overall responsibility for fulfilling this safety policy and ensuring its effective implementation, and for practically applying this policy on all contractual works. This statement of safety policy is fully supported with the commitment of the Director of Jel Electrical, validation signatures are detailed below.

**Signed Director:**

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom, positioned to the right of the 'Signed Director:' label.

**Date:** 14/8/2008

# ORGANISATIONAL STRUCTURE OF RESPONSIBILITY FOR SAFETY



This organisational structure chart defines the levels of responsibility for safety within Jel Electrical. The person with overall responsibility for all matters pertaining to Health and Safety is Colin Jervis.

**It is imperative that each person within the organisation knows and understands his/her roles and responsibilities.**






Specific duties in relation to implementing and ensuring compliance with this policy statement are defined in the General Arrangements section of this policy.

## GENERAL ORGANISATIONS AND ARRANGEMENTS

In accordance with the Health and Safety at Work etc Act 1974 and all other Health and Safety legislation, Jel Electrical, as the employer is responsible for the Health, Safety and Welfare of all its employees and all other persons who may be affected by their work.

### **DIRECTOR DUTIES**

The Director of Jel Electrical is responsible and accountable for achieving the objectives of the Health and Safety Policy and ensuring its effective implementation. In particular the Director of Jel Electrical will: -

-  Ensure that Jel Electrical has access to competent safety advice as required by Regulation 7 of the Management of Health and Safety at Work Regulations.
-  Ensure that sufficient resources are allocated to achieving the objectives and arrangements as stipulated in this Health and Safety Policy.
-  Ensure that employees know and understand their responsibilities and are issued with this safety policy. They will ensure employees will sign for receipt and adherence to the policy, and/or any method statements produced to supplement the safety policy.
-  Ensure through the Managers and Foreman that the requirements of all the relevant health and safety legislation are complied with at all times. In addition the Director will ensure that any safe systems of work or procedures required by clients of Jel Electrical are communicated to employees and complied with at all times.
-  Ensure that accidents are reported to the enforcing authority as required by the R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations) using the appropriate F2508 forms or telephone notification (see useful telephone numbers). In addition clients of Jel Electrical will be informed of any incidents/accidents occurring on their site.

- ✚ Ensure that all work is project managed and organised so that its execution is to the required standard, which will minimise the risk to employees, clients and the public. The Director will ensure that all projects are adequately resourced.

## **MANAGERS DUTIES**

- ✚ Ensure that all work carried out by Jel Electrical is monitored by the Director.
- ✚ Ensure that employees of Jel Electrical are provided with the appropriate personal protective equipment at all times and that such equipment is regularly checked and replaced as needed.
- ✚ Ensure that any hazards identified on the premises of a client are brought to the attention of the client.
- ✚ Ensure that adequate arrangements are always made for first aid facilities both in workshops, company vehicles and on site with transportable kits.
- ✚ Ensure that employees have suitable and sufficient training to carry out their work activities.
- ✚ Ensure that due consideration is given to the risks to employees and others in relation to work activities of Jel Electrical and control measures are in place to control these risks, as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- ✚ Ensure that Health and Safety receives full consideration in:
  - Day to day tasks
  - Tendering and estimating
  - Use of any hazardous substances

- Purchasing or hire of equipment



Ensure that adequate provision is made for welfare facilities at all times.



Planning of new work to ensure that younger persons employed are afforded extra supervision and are prevented from using any potentially dangerous items of equipment. (Particular reference should be made to the Management of Health and Safety at Work Regulations as amended in 1999 to include young persons, which states that employers shall carry out a risk assessment in order to protect young people from any risks to their health and safety). Also, to ensure that all work is adequately supervised at all times, and any young persons employed (trainees) are given extra supervision and assistance in their role.



Ensure all site work is carried out in a safe manner in accordance with the safety policy, method statement or on-site requirements of the clients of Jel Electrical and in accordance with safe working practices.



Ensure full co-operation at all times with the clients of Jel Electrical, and where necessary will produce risk assessments and method statements for those clients, to complement this health and safety policy.



Ensure that all work is carried out with compliance to the relevant legislation.








Ensure that site access and egress is maintained and that work areas are secure from intrusion where necessary.



Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees of Jel Electrical.









Ensure that employees under their control who are placed on non-routine work are adequately supervised and instructed on safe working.

-  Ensure that any employee not discharging their duties are stopped from working and when appropriate take disciplinary action.
-  Ensure effective liaison on site with clients of Jel Electrical, ensuring compliance with the requirements of the client.
-  To ensure that employees are adequately trained, competent and supervised in their work.
-  Ensure that permit to work systems are adhered to and supervised as work is carried out, as required by clients of Jel Electrical.
-  Ensure that colleagues, client's staff and members of the public are never placed at risk as a result of work carried out by Jel Electrical. In addition to ensure the effective implementation and compliance with the safety policy and procedures of Jel Electrical.

## **GENERAL ORGANISATION AND ARRANGEMENTS FOR SAFETY**

### **Foreman**

-  Ensure that all plant, equipment and machinery is checked prior to use. (Reference should be made to The Provision and Use of Work Equipment Regulations (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), which requires that a risk assessment be undertaken for work equipment or lifting equipment used by anyone at work.
-  Ensure that all machinery, plant and equipment is in a safe condition and the appropriate registers and records are held.
-  Ensure that only competent well-trained employees use machinery and equipment. This includes the hiring of specialist machinery, i.e. Scissor lifts or other M.E.W.P's (Mobile Elevated Working Platforms).
-  Ensure that any hazardous substances used by Jel Electrical are assessed for safety as required by the C.O.S.H.H (Control of Substances Hazardous to Health Regulations) 2002 Regulation 6, and appropriate measures are implemented to control that risk. In particular this will mean that all paint products and other hazardous substances are assessed prior to first use and regularly thereafter. The Director of Jel Electrical will ensure the company's safe system of work for C.O.S.H.H is applied and strictly adhered to.
-  Ensure that good standards of housekeeping are kept at all times.
-  Ensure that any hazardous substances used by Jel Electrical are assessed for safety as required by the C.O.S.H.H (Control of Substances Hazardous to Health Regulations) 2002 Regulation 6, and appropriate measures are implemented to control that risk. In particular this will mean that all paint products and other hazardous substances are assessed prior to first use and

regularly thereafter. The Director of Jel Electrical will ensure the company's safe system of work for C.O.S.H.H is applied and strictly adhered to.



















Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees of Jel Electrical.

## ALL EMPLOYEES DUTIES

The employees of Jel Electrical are competent and well trained, they assist the Director in fulfilling their responsibilities for health and safety. In addition they assist in the practical, effective implementation of the health and safety.

The employees of Jel Electrical will: -

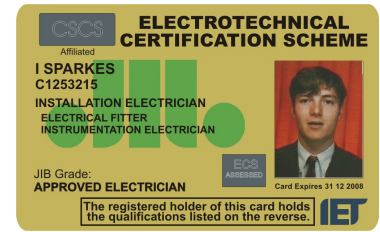
-  Always conform to the rules and regulations applicable to their work and follow the instructions by the Director, Operations Manager or Senior Electricians.
-  Always be aware of safe working procedures and specific method statements of work and follow those procedures.
-  Always wear the personal protective equipment provided by Jel Electrical.
-  Ensure that younger persons employed (trainees / work experience) are afforded extra supervision and are prevented from using any potentially dangerous items of equipment. Further, in the case of trainees and work experience, to only undertake works as instructed by the Electrician.
-  Ensure that colleagues, client's staff and members of the public are never placed at risk as a result of work carried out by Jel Electrical. In addition, to ensure the effective implementation and compliance with the safety policy and procedures of Jel Electrical.
-  Always be fully aware of and adhere to the fire and emergency procedures for each site, including observing any NO SMOKING site policy.
-  Always check plant and equipment for safety prior to use, and report any defects.

-  Always report hazards, defects and any accidents to the Operations Manager or Contracts Manger in the first instance.
-  Always understand their responsibility under Section 7 of the Health and Safety at Work Act, to ensure they carry out their work in a safe manner so as to prevent any risk to themselves or to other persons who may be affected by their actions. In addition to co-operate with Jel Electrical at all times.
-  To always comply with safe systems, procedures and controls as defined by risk assessments undertaken for your area of work.
-  Always co-operate with the clients of Jel Electrical ensuring compliance with specific on site rules and regulations.
-  Always maintain good standards of housekeeping at all times, particularly on the premises of sites of clients of Jel Electrical.
-  Refrain from any intentional or reckless interference with safety equipment.
-  Avoid horseplay at all times.
-  Undertake job instruction and training as required by the Director of Jel Electrical.
-  Check that any first aid kit issued to you is fully stocked at all times.

**If you are ever in any doubt, ASK....**

## COMMUNICATIONS & TRAINING FOR EMPLOYEES

It is the policy of Jel Electrical to ensure that any person (including agency workers) are fully competent. This is established by ensuring all employees are either fully trained tradesman or trainees attending college on a day release basis.



All Jel Electrical staff will:

- have successfully completed the Electrotechnical Certification Scheme (CSCS affiliated). CSCS cards are increasingly demanded by our clients as proof of occupational competence by contractors.
- Hold appropriate JIB (Joint Industry Board) / ECS card.

All new employees will work under close supervision until such times as they can demonstrate that they are sufficiently competent to continue working.

Please note. Copies of certificates of qualifications and any additional training undertaken are held on file.

All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice, as required by the Management of Health and Safety at Work Regulations 1999, Regulation 10 (Information for Employees) and 13, (Capability and Training).

This will include regular toolbox talks as well as formal safety training. Records of any training provided will be held on file.

A training need analysis will be determined upon appointment for all new employees. To this, all other employees will have their training needs assessed at yearly intervals or sooner if there is a change to the nature of their work.

## ACCIDENT AND NEAR MISS REPORTING PROCEDURES



Jel Electrical takes its responsibilities under health and safety legislation very seriously. All necessary steps will be taken to eliminate or reduce the risk of accidents or near misses occurring in the work place as much as is reasonably practicable.

However, were accidents, near misses or situations giving rise to serious or imminent danger to exist or occur, then Jel Electrical will ensure its own 'in-house' accident reporting procedure is followed.

Jel Electrical accident reporting procedure is summarised as follows:

Any accident, which is reportable to the Health and Safety Executive, as required by the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) will be fully investigated by Jel Electrical.

- ◆ **Accidents, which result in a Fatality or a Major Injury, as defined by the RIDDOR regulations will be investigated immediately.**
- ◆ **Accidents, which result in any persons, including members of the public requiring hospital treatment will be investigated within 24 hours.**
- ◆ **Any accident, which results in any employee of Jel Electrical or the Client being absent form work for 3 days or more will be investigated within 3 working days.**

◆ **Where a situations exists that poses a serious risk or imminent danger then the person concerned should:**

**1. If on a client's site – report the matter to a client representative and record the details in the site log book, including the name of the client informed.**

**2. Notify Jel Electrical**

**Under No circumstances should you attempt to rectify the hazard yourself unless you can do so without placing yourself at risk.**

Jel Electrical will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times.

All accidents will be recorded using Jel Electrical's own Accident Book. Jel Electrical will produce Accident Statistics on an annual basis or as required by the client.

Emergency Numbers:

 Office	0151 650 0480
 Director Mobile	07818030880
 Merseyside Police	0151 709 2000
 Arrowe Park Hospital	0151 678 5111
 Victoria Central Hospital	0151 678 7272
 St Catherines Hospital	0151 678 7272
 Royal Liverpool University Hospital	0151 706 2000

## RISK ASSESSMENT

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures are key to effective Risk Management.



Control measures are defined in the form of written safe working procedures, method statements and safety plans and are relayed to the persons at risk by Jel Electrical, through formal information channels, instruction and training.

All employees are issued with copies of assessments appertaining to the duties they perform.

In addition to the requirement of the Management of Health & Safety at Work Regulations. 1999, for general Risk Assessments, other statutory provisions require specific risk assessment measures. As an example the following list in some form or other requires the need to assess risk, suitability or competency.

- ✚ The Health and Safety (Display Screen Equipment) Regulations 1992.
- ✚ The Workplace (Health, Safety and Welfare) Regulations 1992.
- ✚ The Manual Handling Regulations 1992.
- ✚ The Personal Protective Equipment Regulations 1992.
- ✚ The Provision and Use of Work equipment Regulations 1998.

The above list is not a comprehensive list.

## YOUNG PERSONS (Trainees and Work Experience)



The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

Jel Electrical shall ensure that any young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

No young person may be employed in work which:

- is outside their physical and/or mental capabilities
- involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, harm unborn children or cause any other chronic health effects
- involve exposure to radiation
- involve exposure to risks which cannot be perceived or avoided by young people due to their insufficient attention to safety or lack of experience or training
- involves a risk from extreme hot or cold, noise or vibration.

All young persons employed by Jel Electrical will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also at this induction any specific risks associated with this site, i.e. working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be followed at all times.

## CONSULTATION WITH EMPLOYEES

All operatives of Jel Electrical are fully consulted on all matters, which affect their Health, Safety and Welfare whilst at work.

In addition to formal health and safety training, regular toolbox talks are provided to employees, which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e. leaflets, guidance information etc is also provided.



When undertaking Risk Assessments or producing Method Statements, employees who are affected are consulted throughout the process.

## SAFETY IN THE OFFICE

### a) Office Equipment:-

Although not particularly dangerous, all office machines, typewriters, duplicators, copiers, stapling machines, etc. should be treated with care and used in accordance with their instructions.



- **DO NOT** attempt to repair electric plugs, leads or broken or loose connections on machines etc.;
- **DO NOT** touch any plug, socket, switch or light fitting with wet hands;
- **DO NOT** use any machine or equipment which is faulty nor attempt any repair, but ensure that it is reported to your Supervisor;
- **DO NOT** attempt to clean or maintain any electric equipment e.g. typewriters etc. unless the equipment is switched off and the plug removed from the socket;
- **DO NOT** change plugs on equipment. Ask your Supervisor to arrange for an electrician to do this;
- **DO NOT** smoke in the vicinity of flammable liquids, stencil correcting fluids, cleaning fluids, etc.;
- **ALWAYS** switch off general equipment after use, particularly at the end of the day. Exceptions must only be made for specified equipment such as computer terminals;
- **ALWAYS** ensure that guards provided are in place and do not use machines with faulty guards;
- **ALWAYS** keep containers of flammable liquids i.e. cleaning fluids, stencil correcting fluids etc. tightly closed when not in use. Store spare containers in a metal cupboard away from heat and the main working area. Ensure that stocks are kept as low as possible to meet requirements;
- **ALWAYS** ensure that flex, plugs and electric cable for portable equipment is visually checked before use. Report frayed or damaged items immediately;

### b) Furniture and Fittings:-

Although the siting of furniture etc. may have been carefully planned;

- **ALWAYS** place filing cabinets so that there is room to open drawers safely;
- **ALWAYS** open one drawer at a time, close it before opening another and close all drawers after use;
- **ALWAYS** put the heaviest load at the bottom of a cabinet, drawers of desk etc; do not overload them and avoid overbalancing of filing cabinets by only opening one drawer at any one time;
- **ALWAYS** report to your supervisor any sharp edges and badly placed appliances etc.

c) Tidiness:-

- **ALWAYS** keep floors, passages etc. clear of stores, packages, litter etc.;
- **ALWAYS** put waste paper in the waste bin;
- **DO NOT** throw broken glass, fluorescent tubes or other dangerous items loose into the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

d) Falls and collisions:-

- **ALWAYS** walk, do not run;
- **ALWAYS** use care in opening doors outwards;
- **ALWAYS** take care on stairs and use the hand rail;
- **ALWAYS** mop up spills of liquid, do not leave it to someone else;
- **DO NOT** climb on chairs, desks, window sills to reach for shelves or to open windows. Use steps, ladders or window poles etc;

e) Horseplay:-

- **ALWAYS** avoid horseplay, skylarking and practical jokes, it can be dangerous, if you believe a situation is hazardous, report it to your Line Supervisor;

f) Procedure in Case of Fire on Jel Electrical premises:-

Fire Fighting

Hand operated fire extinguishers appropriate to the risk are provided. Staff should make themselves aware of their location.

However, it is emphasised that these appliances are provided for "FIRST AID" fire fighting on small outbreaks that can be tackled safely. Where any danger to life exists, however slight, the door to the affected room should be closed and staff should leave the building and raise the alarm.

## FIRST AID

It is the policy of Jel Electrical to ensure all their Staff receive appointed persons first aid training.

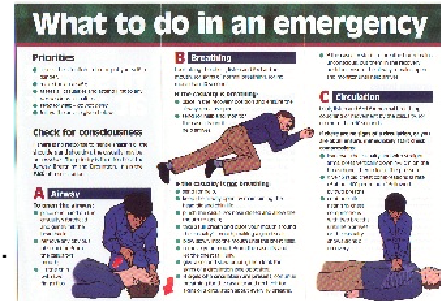
For major sites where Jel Electrical are the principal contractor there will also be trained First Aiders available.

Please note. All training will be to HSE approved standard.

There will also be an appropriate number of first aid boxes at each site, these will be under the supervision of the respective first aid person for that site.

Also, all company vehicles will carry a travel first aid kit. The contents of the first aid kit is shown below.

See the appendix for a copy of the above leaflet 'What to do in an emergency'.

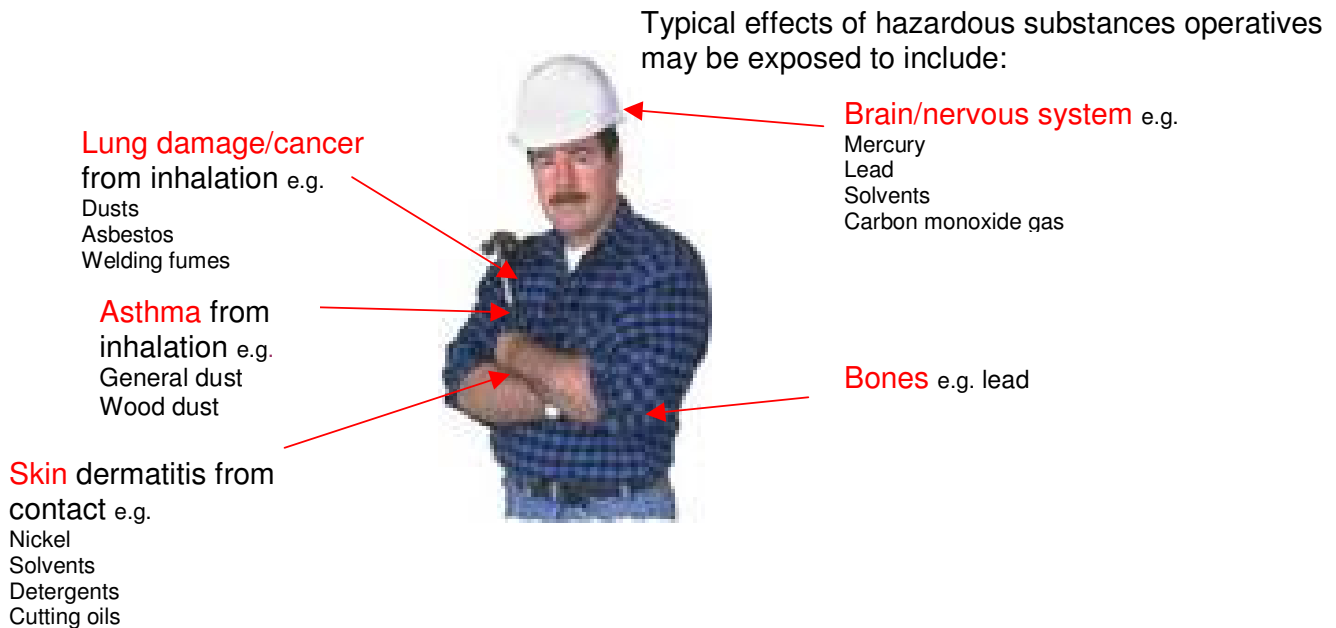


FIRST AID KIT CONTENTS	
Quantity	Content
1	Leaflet 'Basic advice on first aid at work'
20	Individually wrapped sterile dressings
2	Sterile eye pads
4	Individually wrapped triangular bandages
6	Safety pins
6	Medium sized (approx 12cm x 12cm) sterile individually wrapped wound dressings
2	Large sized (approx 18cm x 18cm) sterile individually wrapped wound dressings
1	Disposable gloves

Employees are reminded that it is their responsibility to check that contents of the first aid kit issued to them.

## HAZARDOUS SUBSTANCES (Inc. Asbestos)

It is the policy of Jel Electrical to ensure that all site based operatives have successfully completed Asbestos Awareness Training.



Hazardous substances that fall under the scope of COSHH include: Very Toxic, Toxic, Harmful, Irritant or Corrosive.

It is the policy of Jel Electrical not to work with any of the above substances if other 'safer' alternatives are available.

Where safer alternatives/systems of work are unavailable or it is not reasonably practicable to carry out work in a safer way, then an assessment will be undertaken to reduce the risk to the lowest possible level. The assessment will consider the following:-

a) Risk Factors:-

Most chemicals can be harmful if not used or stored properly. Injuries can be caused if chemicals:-

- come into contact with the skin;
- come into contact with the eyes;
- are breathed in, in the form of dust or vapour;
- are swallowed;
- over-heat or catch fire.

b) Storage Procedures:-

- do not store acids on top of or next to alkalis or vice versa;
- rotate stock on a first in, first out basis; check the 'use by' dates on the containers;
- keep the store area clean and tidy; check for leaking or corroded containers;
- keep the store locked at all times when not in use to restrict access to unauthorised persons, especially children;
- store heavy containers at ground level to avoid spillage or physical injury;
- store containers upright, do not roll, drag or drop them;
- Ensure containers are correctly labelled, identifying the contents, instructions for use and warnings e.g. corrosive or irritant;
- do not store or accept delivery of any containers without labels;
- bulk deliveries should only be received by a competent, trained employee, aware of safety regulations.

c) Handling Procedures:-

- **ALWAYS** read the instructions on the container label before use;
- **ALWAYS** wear appropriate protective equipment when using a neat or undiluted material;
- **ALWAYS** replace the container lid or screw cap securely after use;
- **ALWAYS** use clean equipment and containers, to avoid contamination with other chemicals, clean them thoroughly after use;
- **ALWAYS** replace the chemicals into the store after use and lock it;
- **ALWAYS** handle chemicals with care, avoid splashing liquids or creating dust when using powder;
- **ALWAYS** hold spray canisters at arms length, pointing away from the face;

- **ALWAYS** clean up any spillage and wipe containers of any over spill after use;
- **ALWAYS** clean empty containers with plenty of water and dispose of them, do not re-use;
- **ALWAYS** add the chemical to water when diluting or mixing, not water to the chemical;
- **ALWAYS** ensure a supply of fresh cold water is available to clean any spillage or flush in case of bodily contact;
- **NEVER** use a material without first knowing what it is or how it should be used, seek advice or instructions;
- **NEVER** mix chemicals together, this could cause a harmful reaction;
- **NEVER** leave chemicals out of the correct store area, where children could harm themselves;
- **NEVER** use empty chemical containers to hold other chemicals;
- **NEVER** use chemicals if the container labels are missing;
- **NEVER** add water to chemicals when diluting or mixing, add the chemical to the water;
- **NEVER** smoke or use naked flames in the store area, or when using chemicals;

d) First Aid:-

In the event of a serious accident with chemicals, the Manufacturers' Safety Data Sheet should be available as a quick guide for remedial action to be taken whilst waiting for professional medical assistance. As a short term measure the following procedures should be followed:-

- **Eye contact** rinse with plenty of water for fifteen minutes, do not rub, seek medical attention if irritation persists.
- **Skin contact** wash with plenty of water for fifteen minutes. Remove contaminated clothing and soak. Seek medical attention if irritation persists.
- **Ingestion** rinse mouth with water. Give water to drink. Seek medical attention. Do not induce vomiting.
- **Inhalation** remove the victim to fresh air. Seek medical attention if necessary.

e) Emergency Action:-

- Small spills should be wiped or brushed up using clean equipment and the area flushed with water. If dust is present a dust mask should be worn in addition to gloves and goggles. Follow instructions from Manufacturers' Safety Data Sheet. Seek advice from supervisor.
- Major spills should be contained with a barrier of absorbent material. Do not allow the chemical to enter the drains. Refer to Safety Data Sheet and consult emergency services.

Please note. It is extremely rare for Jel Electrical operatives to work on or in close proximity to asbestos containing materials (ACM). The client should have an asbestos register in place and the register should be reviewed before any works are procured for the respective area. Should ACM's be present, it is the clients responsibility for notifying Jel Electrical. Upon notification, a separate bespoke risk assessment and method statement will be prepared.

Under **NO** circumstances will any staff take a sample of a suspicious substance to confirm its identity. Any suspicious matter will be brought to the attention of the client for further investigation and work will cease pending confirmation.

The following guidance tells you where you are most likely to find asbestos and how to protect yourself when working with it. It will be particularly useful for anyone involved in building maintenance, repair or refurbishment work, especially electricians

What is asbestos?

There are three main types of asbestos - chrysotile, amosite and crocidolite; they are usually called white, brown and blue asbestos respectively. However, they cannot be identified just by their colour.

Blue and brown asbestos (the two most dangerous forms) have not been imported into the UK for nearly 20 years and their use was banned in 1985. White asbestos was banned (except for a small number of specialised uses) in 1999.

What are the risks from asbestos?

Work with asbestos can release small fibres into the air. Breathing in these fibres can eventually lead to a number of fatal diseases. These include: asbestosis or fibrosis (scarring) of the lungs; lung cancer; and mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is no cure for asbestos-related diseases. Asbestos-related diseases are currently responsible for up to 3000 deaths a year in Britain. There is usually a long delay between first exposure to asbestos and the first symptoms of disease. This can vary between 15 and 60 years.

The majority of those now dying were exposed to asbestos between the 1950s and 1970s, before the current control regulations were introduced. It is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these illnesses. But provided the asbestos material is intact and in a position where it cannot easily be damaged, it will not pose a risk to health by releasing fibres into the air. Many of those suffering today from asbestos-related diseases worked in the building trades. They were carpenters, joiners, shopfitters, plumbers, **electricians**, gas service engineers etc. They were exposed to asbestos fibres in their day-to-day work with asbestos containing materials or because work with asbestos was carried out near them.

How does asbestos get into the body?

Although the body will get rid of most of the larger fibres that can enter the nose and mouth, tiny fibres can pass into the lower parts of the lung. They can stay there for years and in some cases work their way through the lung lining. The body naturally gets rid of any asbestos fibres that you might take in with food and water. Asbestos fibres cannot be absorbed through your skin.

What types of buildings are likely to contain asbestos?

Asbestos is likely to be in a building if :

- it was built or refurbished between 1950 and 1980 and particularly;
- if it also has a steel frame; and/or it has boilers with thermal insulation.

- but you also need to bear in mind that asbestos cement has also been widely used as a building material since the 1950s.

Where is asbestos found in buildings?

Many thousands of tonnes of asbestos were used in buildings in the past. Much of this is still there and you cannot easily identify it from its appearance.

Its most common uses were:

- sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids;
- moulded or preformed sprayed coatings and lagging - generally used in thermal insulation of pipes and boilers;
- sprayed asbestos mixed with hydrated asbestos cement - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, wall partitions and ducts;
- asbestos cement products, which can be compressed into flat or corrugated sheets; corrugated sheets are largely used as roofing and wall cladding; other asbestos cement products include gutters, rainwater pipes and water tanks;



Steelwork coated with asbestos spray for fire protection. The photograph also shows a section of asbestos lagged pipework.



The insulation on both has been partly removed. A ceiling coated with asbestos spray, which has been damaged by building work.

A typical location where asbestos may be found



A severely damaged wall in a domestic premise made of asbestos insulation board.





A typical asbestos insulation board.

Photographs courtesy of HSE.

Other typical location where you may find asbestos include;

- some reinforced plastics, mastics and sealant;
- millboard, paper and paper products used for the insulation of electrical equipment. Asbestos paper has been used as a fireproof facing on wood fibreboard;
- certain textured coatings e.g. atrex, decorative plasters and paints;
- asbestos ropes and cloth.

So what should you do?

Any asbestos-containing materials on site should have been identified before work starts. Work with asbestos insulation, asbestos coatings and asbestos insulating board must normally be carried out by an HSE-licensed contractor. Before you start work ask the building manager or your supervisor 'Has the site been checked for asbestos?' If there is asbestos and if you are likely to come into contact with it, get advice from those in charge. If you are in any doubt about whether the material you are working with contains asbestos, STOP WORK, and find out.

If you come across any hidden or dusty materials which you suspect may contain asbestos, stop work and get advice. The person in charge of the job must find out if there is any asbestos on the site or assume that anything that looks like

asbestos is asbestos. Identification of asbestos-containing materials is not easy and you can only be sure they are asbestos if they have been tested by a specialist laboratory.

Supervisors and foreman must decide when they come across must :

- decide whether or not the work needs to be carried out by a specialist asbestos removal contractor;
  - assess the risk to your health from any work that you do, and decide what precautions you need to take;
  - prevent your exposure to asbestos or reduce it to the lowest level possible by using suitable controls, banning the use of power tools, dampening the material, enclosing the work and using dust extraction equipment;
  - give you information, instruction and training so that you know the risks and the precautions you should take;
  - give you clean protective clothing to wear when you work with asbestos;
  - make sure you are properly trained to use a respirator (mask) if you need one, that you know how to fit it properly and that it's in good working order, is clean and is stored in a safe place;
- consult the health and safety representative, if there is one, about the control measures to be taken.

DO NOT:

- use power tools - they create more dust;
- take home to wash the overalls you have worn while working with asbestos;
- eat or drink in the work area;
- smoke - the risk of lung cancer from asbestos is higher among smokers.

### DON'T FORGET

Be alert at all times to the dangers of working with materials that may contain asbestos. If you come across asbestos - stop work and tell your supervisor. Avoid exposure to all dust. Follow the advice in this guidance and protect your health and that of your workmates. Encourage them to do the same.

## ELECTRICAL EQUIPMENT

Battery operated equipment should be used in preference to 110v equipment, which should be used in preference to 240v equipment.



Where 240v equipment is used it will be used in conjunction with a residual current device (RCD).

Notwithstanding this, 110 and 240 v equipment will be tested as follows:

a) User Checks:- **These will be undertaken on a daily basis**

The person using the equipment should be encouraged to check the electrical equipment themselves to ensure there are no obvious visible defects, for example:-

- Damage to the cable sheath;
- Damage to the plug, for example cracked casing, bent pins or inadequate joints;
- Ineffectively secured outer sheath;
- Equipment subjected to unsuitable conditions;
- Damage to the external casing of the equipment;
- Evidence of overheating shown by burn marks or discoloration;
- Checks should also apply to extension leads and associated plugs and sockets;
- The presence of water or other liquid on or near the equipment.

These checks should be encouraged by supervisors who have a working knowledge of the equipment in their areas of responsibility.

b) Combined Inspection and Test:- **At six monthly intervals (yearly for office equipment)**

The user checks and formal visual inspections will only discover about 90% of any defects. The remaining 10% of unseen faults can be lethal and may involve a deterioration of the earth integrity, failure of the insulating material or other unseen hazards that would otherwise go un-noticed.

The procedure involves making out an inventory or list of the equipment on site and carrying out formal, combined inspection and test inspections.

The testing will be undertaken using an appropriate portable appliance (PAT) tester.

## LADDERS AND STEPS

It is the policy of Jel Electrical to only use industrial type Class 1 & 2 ladders and stepladders.

Further, it is company policy that employees also check/ensure:



- ✚ Store the correct ladders and pairs of steps in a safe and easily accessible position.
- ✚ Regular checks of ladders and steps must be made and, a brief check immediately before use should be carried out.
- ✚ No part of the ladders or steps should be cracked, distorted or warped. Hinges, ropes or other locking mechanisms should be checked for wear. The painting of ladders is prohibited as it may hide a defect.
- ✚ If faulty or needing repair, lock them away (label them faulty not for use). All repairs must be of a permanent nature and the equipment must be considered unsafe if only a temporary repair is effected.
- ✚ Metal ladders and steps must have safe rubber feet on when in use. Do not use the top section of a ladder if there are not rubber feet fitted. The bottom section, if used singly, is wider and more stable.
- ✚ Do not use a metal ladder near electrical equipment without first disconnecting the supply. Ladders and steps, when erected, must be long enough to reach the place of work without the user having to over reach in any direction. Never use a ladder that is too short or two ladders that are lashed together or placed on top of tables.
- ✚ Never place the feet on a door mat, sack etc, they should be able to grip on a firm, permanent surface.
- ✚ Steps must never be used unless their legs can be opened to their widest extent. Never use the steps closed, like a ladder.
- ✚ Ladders should be set on a firm level base, if the ground is rough, the feet should preferably be buried, but should definitely not be left standing on a loose uneven surface.

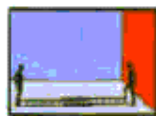
- ✚ When ascending or descending a ladder, both hands should be free to take a firm grip on either the stiles or the rungs, you should always face the ladder. Small objects to be carried should be kept in a belt or pocket. Do not carry loads on ladders. Do not lean sideways from a ladder. Only one person should use the ladder at any one time. Always move a ladder, rather than reach excessively sideways. Ladders should be footed at all times and/ or secured at the top.
- ✚ For work at height involving the use of both hands or work that will take longer than a few minutes an alternative means of access/platform should be used such as a cherry picker or tower scaffold.



Short Ladders (can be raised by one person)

1. Place the base against a solid surface.
2. Lift the top of the ladder and "walk down" it, rung-by-rung and hand-by-hand, moving in towards the base until the ladder is upright.
3. Rest the top of the ladder against the wall or other firm surface, then lift or slide the base out to its final position.

Ladders are designed so that their safest angle of use comes when every 1 measure out from the wall is matched by 4 measures up it.



Long Ladders (need two or more people)

1. Lay the ladder on the ground with the base at the spot where it is to stand.
2. Heaviest person; stand at the base and put a foot on the bottom rung.
3. Remaining person/s; start to raise the ladder while heavy partner reaches forward from the base and grasps the stiles (take care not to pull or strain while a back is arched, as this can cause serious injury).
4. Once the ladder is upright, ease the top to rest against the wall or other firm surface Remember the rule - ONE OUT FOR FOUR UP.
5. Make sure that extension ladders have an overlap of AT LEAST THREE rungs.

Extension Ladders - push-up type. (May need two or more people for longer lengths).

A short extension (under 2 metres, or 6ft) can be done after the ladder has been raised as for short ladders, described above.

For a long extension of over 2 metres: Lay the ladder on the ground on the position to be used, and then extend it to the required length.

**NEVER USE AN UNSOUND LADDER**

## MANUAL HANDLING OPERATIONS

Many accidents, which happen when lifting or carrying, can be avoided if good handling technique is used before and during the operation.

The use of simple handling aids such as a hand trolley or truck should be considered to eliminate the need for manual handling. If this is not possible then the following guidance may be useful.



Remember even lifting a coil of cable or your tool-box incorrectly can cause injury.

a) Lifting and Carrying:-

Plan the lift first and consider the following:-

- where is the load to be taken?
- are there any obstacles on the route the load is to be carried?
- will help be needed?
- how heavy is it?
- can it be broken down into smaller loads?
- can a handling aid be used instead, such as a trolley?
- is there a safe place to rest if required?
- can the contents of the load shift when being carried?
- is the unloading area clear of obstructions?

b) Positioning:-

- stand close to the load;
- place the feet apart to form a stable balanced base;
- check the floor surface is not dusty or slippery;
- don't wear clothing which is so tight as to restrict movement;
- test the weight of the load by lifting one side first.

- c) Posture and Grip:-
- bend the knees and keep the hands as near to waist level as possible;
  - keep the back straight with the chin tucked in;
  - keep the shoulders level and facing in the same direction as the hips;
  - obtain a firm grip, a hooked fingers grip is better than keeping the fingers straight.
- d) Lifting:-
- use the powerful leg muscles when lifting and keep the back as straight as possible;
  - lift smoothly without jerking and keep control of the load;
  - if a change of direction is required, move the feet, don't twist the body;
  - keep the load close to the body the friction from clothing will help to support it;
  - keep the heaviest side of the load next to the body;
  - take small steps if the load is to be carried over any distance.
- e) Lowering:-
- face the area chosen and lower the load slowly using the leg muscles, keep the back as straight as possible;
  - keep fingers away from the bottom of the load;
  - put the load down first, then slide it into position if precise positioning is required.
- f) Lifting or Lowering from a 'high place':-
- don't over stretch, use a sturdy platform or stepladder;
  - split the load into smaller units if possible;
  - push up one side of the load to test how heavy it is;
  - slide the load close to the body before lifting it;
  - if there is any doubt about lifting the load, get help, to avoid injury.
- g) Lifting Heavy Loads - Two People:-
- both people should be about the same size;

- Lift together and keep the load level;
- move slowly and lower the load at the same time, keeping it level.

h) Using Handling Aids:-

- when using a hand trolley or truck, push don't pull, this gives twice the power;
- keep the load close to the body;
- keep the back straight, knees slightly bent, and lean in the direction of movement.

i) Avoid Injury:-

- warm up first before lifting;
- don't use the back use the legs;
- if in any doubt get help;

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is Jel Electrical policy is that PPE should only be worn as a 'last resort' when all other ways of controlling a risk have been considered.



Due to the transient nature of work undertaken, staff are instructed to consider other ways in which work can be undertaken so as to avoid the need for PPE.

Notwithstanding this, all staff are issued with a standard PPE kit comprising of:

Hard hat or Bump Cap	Safety glasses/Goggles
Protective footwear	Ear protectors
Overalls	Face mask/Respirator
Gloves	High visibility vests

All vehicles are equipped with a first aid kit.

A PPE assessment will be undertaken prior to the commencement of all major projects, or, when there has been any change that makes the previous assessment invalid.

All staff will use any PPE provided to them in accordance with any instruction or training they have received. Further, all staff are required to look after any issue and report any defect.

## NOISE

Excessive noise can cause permanent damage to your hearing. Noise is also a source of disruption and annoyance to others.



The Noise at Work Regulations 1989 set duties on both the employer and the employee.

### Jel Electrical duties

- ✚ generally reduce risk of hearing damage to the lowest level that is reasonably practicable
- ✚ where exposure is at or above certain levels, reduce the noise as far as is reasonably practicable by ways other than ear protectors
- ✚ if exposure to noise is between certain levels, supply hearing protection to employees who request it
- ✚ if exposure is at or above second action level or peak action level, must provide suitable ear protectors and ensure that they are worn
- ✚ anywhere where employees are exposed to second action level or peak action level is to be designated an 'ear protection zone' and identified with signs
- ✚ so far as is reasonably practicable, ensure that anyone entering an 'ear protection zone' is wearing ear protectors.

### Staff duties

- ✚ where exposure is at or above certain levels, properly use any ear protectors provided at all times use any other protective equipment provided and report any defects to the employer
- ✚ undertake operation that minimise noise levels e.g. take your drill or hammer action if possible when drilling soft walls.....

## **Please Note**

Due to the very nature of day-to-day construction work it is not possible to accurately determine what levels of noise you are being exposed to. Also, you are equally at risk if another person is carrying out noisy work alongside you. As a good rule of thumb, if you have to shout to make yourself understood to somebody 2 metres away from you, then you are likely to be exposed to high noise levels which may cause damage.

Generally speaking, the likelihood of developing noise induced hearing damage is influenced by the level and duration of noise you are exposed to. However, even short bursts of high pitched noise can cause damage. It is therefore important to wear your ear defenders whenever there is excessive noise.

## VEHICLE SAFETY

Only those staff with full driving licenses and company permission are authorised to drive company vehicles.



- ✚ Drivers should be familiar with the controls, features and operation of the vehicle being driven.
- ✚ All materials and loads including items on the roof rack must be properly packaged and secured.
- ✚ Drivers cannot make or receive phone calls unless they have both hands on the wheel and are using a 'hands-free kit'.
- ✚ All daily and weekly checks as per the vehicle manufacturers instructions must be followed.
- ✚ Drivers must ascertain and observe any site specific traffic management systems in place.
- ✚ Drivers are advised to park the vehicles in well lit areas (where possible).
- ✚ Drivers should park their vehicles so they do not have to reverse out (if possible) for their own personal safety.
- ✚ Valuable items should be removed from the vehicle wherever possible.
- ✚ Drivers and passengers must wear seat belts at all times.
- ✚ A travelling first aid kit will be carried in all company vehicles.
- ✚ Supervisors should check the condition of the vehicles at regular intervals.
- ✚ Interior and exterior of company vehicles to be kept clean and tidy.
- ✚ Drivers of company vehicles are required to notify the Director of any driving offences/convictions at the time they occur.
- ✚ All company vehicles are non-smoking.

## ELECTRICAL TESTING AND ISOLATION

Live Electrical work is only permitted during testing and MUST be done using test equipment that complies to current HSE standards. Further, the sequence of testing as determined by IEE Guidance Note 3 must be followed.



### Safe isolation

1. Switch off supply to circuit
2. Lock-off - this is to ensure that nobody else can re-energise the circuit being worked on. The best way this can be done by placing a padlock through the handle in the off position. If this is not possible then the corresponding fuses should be removed and kept on your person. In either case a warning notice should be displayed on the distribution board being worked on.
3. Test – Do not assume the circuit is dead. Test your meter or tester on a known live source. Then test on the circuit being worked on to confirm that it is in fact dead.
4. Lastly, test the meter again to confirm that it is working correctly.

The circuit is now safe to work on.

## NEEDLESTICK INJURIES

Many needlestick injuries are avoidable with proper care attention. The following advice provides guidance on how to reduce the risk of injury and what to do if an incident occurs.



It is not uncommon to find discarded hyperdermic syringes in and around properties. We as the employer will expect the property to have been properly cleared by trained personnel prior to allowing you to start work in the property.

We will advise you in advance of going into a property that needles had been found in order for you to be on a heightened state of alert.

If this happens when carrying out works, you should not place your hands in any area where you cannot see e.g. under floor boards, behind cupboards etc.

If you discover a discarded needle, under no circumstances touch the needle. Stop work immediately and inform your supervisor. We will then make contact with the client and advise them of the situation in order for them to take appropriate action.

Please remember not to be judgmental about the people living at the property.

### First aid treatment and post exposure treatment

If a needle punctures your skin the wound should be encouraged to bleed and the wound washed in warm running water.

In the case of certain infectious diseases, post treatments are available from your local hospital, however, it is important that you attend as soon as is practicable.

For immediate on-site advice following a needlestick injury, you should telephone NHS Direct ☎0845 4647

## HAND-ARM VIBRATION

Hand-arm vibration is vibration transmitted into your hands and arms when you use hand-held powered work equipment such as drills. Too much exposure to hand-arm vibration can cause hand-arm vibration (HAVS) syndrome and carpal tunnel syndrome.



HAVS affect the nerves, blood vessels muscles and joints in the hand, wrist or arm. Carpal tunnel syndrome is a nerve disorder which involve pain, tingling, numbness and weakness in parts of the hand.

If you use or previously used hand-held power tools for significant periods you could be exposed.

Jel Electrical only purchase tools with low vibration levels and the nature of our work is such that no staff will be subject to long periods of prolonged exposure. We also maintain all equipment regularly and would ask that you ensure cutting tools and drill bits are kept sharp and changed when their performance deteriorates.

Some other tips to reduce exposure include:

- ✚ Avoid gripping or forcing a tool more than you have to;
- ✚ Store tools so that they do not have very cold handles when next used;
- ✚ Keeping warm and dry;
- ✚ Cutting down on smoking (reduces blood flow);
- ✚ Massaging and exercising your fingers during work breaks.

If you notice any tingling and numbness, loss of strength, not being able to feel things. In the cold and wet, the tips of your fingers go white then red and being painful on recovery then notify your supervisor.

## SMOKING POLICY

Jel Electrical understands the rights of employees to work in a smoke free environment and will ensure the following is implemented:



- ✚ Under no circumstances will any employee smoke in enclosed parts of the premises or in any company vehicle.
  
- ✚ We will ensure that no-smoking signs will be positioned at each entrance of a smoke-free area, including company vehicles.
  
- ✚ We will take reasonable steps to ensure that staff, visitors and other members of the public are aware that premises and vehicles are legally required to be smoke-free.
  
- ✚ Jel Electrical values a smoke-free workplace environment and can guarantee the company will follow all the correct procedures to achieve this.

## ENVIRONMENTAL POLICY

Jel Electrical Ltd will use policies and procedures that will ensure the conservation of natural resources while minimising any adverse environmental impact from our operations, including, but not limited to, waste reduction and recycling.



We aim to review our environmental policies and procedures regularly to improve our performance and quality.

All employees are made aware of this policy and their responsibilities for environmental issues.

The company operates an energy conservation policy to ensure that

- All non-critical equipment is switched off when not needed.
- Low energy electrical equipment will be preferred for purchase.
- Also, we endeavour to recommend to our clients and customers energy saving electrical equipment and energy controlled switching.

Jel Electrical will endeavour to perform business electronically, to reduce paper usage.

We will always seek to purchase products that are environmentally friendly, re-usable, recyclable and that do not damage the environment.

Whenever possible, Jel Electrical re-uses incoming packaging materials.

This policy statement is on display at our company premises and is made available to the clients.

## **MONITORING AND REVIEW**

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Director of Jel Electrical and on site by the employees.

These include regular safety inspection visits that will be completed during routine visits by Jel Electrical and on a daily basis by the employees.

For those clients that require a formal recorded system of inspection and monitoring, Jel Electrical have developed an inspection proforma.

The frequency of the more formal inspections will be determined by the size, duration and hazards associated with the site. A copy of the inspection proforma can be found within the appendix.

As part of a continuous improvement program, regular site review meeting will take place to assess performance and set objectives.

The policy is reviewed annually by the Director of Jel Electrical. However, a review of this policy may occur if there are changes in Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.

# APPENDIX

## USEFUL TELEPHONE NUMBERS



**Health & Safety Executive**  
**Accident Notifications**

**0161 952 8200**

**0845 300 9923**



**NICEIC**

**020 7564 2323**



**Safety Solutions (NW) Ltd**

**0151 531 1224**



**Construction Industry Training Board** **01485 577577**

**Merseyside Police**

**0151 709 6010**

**Hospitals**

**Arrowe Park Hospital**

**0151 678 5111**

**Victoria Central Hospital**

**0151 678 7272**

<b>St Catherines Hospital</b>	<b>☎ 0151 678 7272</b>
<b>Royal Liverpool University Hospital</b>	<b>☎ 0151 706 2000</b>
<b>Merseyside Fire Brigade</b>	<b>☎ 0151 227 4466</b>
<b>Transco</b>	<b>☎ 0800 111999</b>
<b>Environment Agency</b>	<b>☎ 0800 807060</b>
<b>Manweb</b>	<b>☎ 0845 272 2424</b>
<b>North West Water</b>	<b>☎ 0800 330033</b>
<b>Wirral Council</b>	<b>☎ 0151 606 2000</b>