SAFE SYSTEM OF WORK

SAFETY REGULATIONS FOR EMPLOYESS AND SUB-CONTRACTORS

Copies to be displayed at Registered Office, all Electrubuild sites and distributed to all Employees and Sub-contractors

It is the responsibility of all Electrubuild employees and Sub-contractors along with their employees alike, to ensure that they are acquainted with these Safety requirements whilst carrying out any work for or on behalf of Electrubuild Ltd. For the avoidance of doubt, Sub-contractors employed by Electrubuild will be expected to adhere to these regulations to the same degree as if they were directly employed by the Company.

REPORTING AT THE COMMENCEMENT OF WORK

Before commencing work on any new contract, Electrubuild’s Senior Representative at the site must:

a) Report to the designated reception or site office and then to the relevant person to discuss the safe conduct of the work to be carried out. He will then be required to carry out a Risk Assessment, along with consultation with the customer/client, so that all hazards can be clearly identified prior to work commencing. A ‘Permit to Work’ plus as necessary a ‘Hot Work Permit’, ‘Confirmed Space Permit’ or ‘Working at Height Permit’ should then be issued. A ‘Permit’ must be issued to each group of employees either daily or in the form of a blanket permit for up to and not exceeding, one week. This must be kept with them and be available for inspection at all times.

b) Be informed of the facilities available to the Company’s employees e.g. changing rooms, canteen, drinking water, First Aid and Engineering facilities.

c) Be issued with and wear the appropriate protective clothing. It will be the responsibility of the employee to always wear the appropriate protective clothing; Sub-contractors should also ensure that their employees are issued with and use the necessary Personal Protective Equipment defined by the hazards in the ‘Permit to Work’.

d) Be informed of any Hygiene requirements! ~ and comply fully at all times.

e) All employees and Sub-contractors of Electrubuild whilst working at premises of other companies must comply with those companies Health & Safety Policies / Procedures / Environmental Policies and any contractor control methods i.e. signing in and out, which are in place at the time.

USE OF COMPANY EQUIPMENT

Sub-contractors are expected to provide all their own tools, plant and equipment necessary to the satisfactory performance of the work in hand. Use of the Company’s equipment is not permissible without the written authority of the Company, or a person delegated to perform this duty.
ELECTRICITY / GAS / AIR

On no account may use be made of the Company’s electricity, gas or compressed air supply, without the permission of the company or their deputies. Where this permission is granted, the appropriate member of staff must approve the method of connection.

STATUTORY PROVISIONS

Attention should be made to the following statutory provisions:

Abrasive Wheels Regulations 1970.
Control of Asbestos at Work Regulations 1987.
Control of Substances Hazardous to Health Regulations 1989.
Electricity at Work Regulations 1989.
Environmental Protection Act 1989.
Highly flammable liquids and Liquefied petroleum gases Regulations 1972.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.
Woodworking Machines Regulations 1974.

BUILDING OPERATIONS

The Company requires all building work to be carried out strictly in accordance with all statutory requirements and in particular, it is important to consider the safe use of scaffolding and access equipment. Scaffolding should be fitted with handrails, toe boards and proper means of access when over 6’6” in height. Ladders must be of good construction and free from obvious defects. They must be suitable for the job in hand and suitably lashed, footed or otherwise made secure when in use.

OVERHEAD WORK

All work at height must be carried out using the correct access equipment. The erection of mobile working platforms must be carried out by a competent person. Scaffolding may only be used if erected by an approved contractor and inspected in accordance with best practices. All ladders must be suited to the purpose for which they are to be used and free from any defect. The boatswain’s chairs etc may only be used by trained operatives and must be erected by an approved contractor.

No work must be commenced above the heads of the Company’s employees, or over roadways or gangways until all precautions have been taken to ensure the safety to persons and property below and until such precautions have been checked by a member of the Company. A responsible member of the management will issue a “Working at Height Permit”, if the height is above 3 metres.

TANKS AND CHAMBERS ETC.

No persons may enter any tank, chamber, flue or other confined space without the permission of the Company. A responsible member of the management will issue a “Confined Space Permit”.

EXCAVATIONS

Before any excavation work is begun, the Company must be consulted about the existance of electric cables, drains, air, gas and water mains. Fencing Excavations of any kind must not be left at any time without taking the necessary precautions. All must be fenced and lit with warning lights during the hours of darkness. The
area surrounding such work must always be left in a clean and tidy state with all debris cleared away so as not to obstruct gangways etc. Shoring excavations must be suitably strengthened to prevent collapse of the sides as appropriate.

USE OF CRANES, LIFTING GEAR, VEHICLES AND EQUIPMENT

No employee should operate any of the above or drive a Fork lift Truck/MEWP or any other powered access equipment unless he/she has been trained to do so and has been awarded the required certification and licence. The Company’s access equipment, lifting gear, hoists or vehicles shall not be operated by Sub-contractors’ employees unless permission has been given by the Company or other competent members of staff. He must be suitably qualified to drive the vehicle in question. Sub-contractors who bring their own cranes, lifting gear, MEWPS etc on to any Electrabuild site/contract and before they begin to use them, shall satisfy the Company of the vehicles compliance with the relevant laws concerning examination and testing. All documents must be produced upon request of the Company and/or the Health and Safety Officer.

COMPLIANCE OF SUB-CONTRACTORS EQUIPMENT

Sub-contractors who bring their own equipment onto site must satisfy the Company that such equipment is safe and complies with the relevant legislation; such documentation should be available for inspection on request.

The Company will not be held responsible for any loss or damage to any Sub-contractors equipment or vehicles whilst on any Electrabuild site.

EMERGENCY PROCEDURES

Employees should familiarise themselves with the location of fire extinguishers in the area in which they are working. If additional extinguishers are considered necessary because of the nature of the work, these will be provided by the company. It is the employee’s responsibility to become familiar with all Fire & Escape routes & procedures at any premises he is asked to work in, and should not commence any work or task until he has made himself aware of such routes or procedures.

FIRE ALARM SYSTEM

Except for use in an emergency, any interference with the electrical wiring and other mechanism of automatic fire detection, warning and extinguishing apparatus is prohibited. Requests for the temporary re-siting of such equipment must be made to the Company, in conjunction with the senior representative of the site/customer in question.

NO SMOKING

The Company operates a ‘No Smoking Policy’ as required by law. No smoking is permitted in or on Company premises/vehicles.

WELDING, BLOW LAMPS ETC.

The Company must be informed before the use of such equipment and a ‘Hot Work Permit’ obtained. This should be kept at the site of work at all times and be available for inspection upon request.

STORAGE OF FLAMMABLE LIQUIDS AND OTHER HAZARDOUS MATERIALS

Approval must be given before the storage on site of any such material. Approval must also be given before any potentially hazardous material is brought onto site. Any such substances must comply with the COSHH Regulations regarding the transport, storage, handling, use of an disposal of such substances.

OPEN FLAME HEATERS AND BURNING OF RUBBISH

Before using oil, coke, coal or gas burning heating appliances, on any Electrabuild site, approval must be given by the Company concerning their siting. The same applies for the burning of any waste material on site.
WARNING OF DANGER SAFETY PRECAUTIONS

Care must be taken at all times to protect the Company’s employees, property and work in progress. Any circumstances, which may give rise to such danger, should be immediately reported to Company Management. Anything provided by the Company for the safety of employees or others must not be interfered with.

MOVING MACHINERY AND GUARDING

Permission must first be obtained before commencing work or next to moving machinery. Any portable equipment must be suitably guarded to prevent injury from moving parts etc.

DANGER FROM ELECTRICITY

If it is necessary to carry out work in any place where there is a potential or exposure to electrical equipment that is ‘live’ or could become ‘live’ permission from Company Management must be obtained so that all necessary precautions are observed. No ‘Live’ working to be undertaken and the Company policy for the safe isolation of electrical energy shall be adhered to at all times.

In the event that live working is unavoidable as is the case when testing to BS7671, then all relevant precautions shall be taken and may include but shall not be limited to;

   a) Insulated and calibrated tools or test equipment
   b) Exclusion zones
   c) Rubber mating
   d) Safety man i.e. no lone working

FIRST AID

The Company’s First Aid facilities are available for the treatment of any injuries sustained by the Sub-contractors employees. All accidents, injuries and dangerous occurrences must be reported to Electrabuilds Senior Site representative and/or the Health and Safety Officer. All accidents involving personal injury causing more than three days off work, must be notified to Company Management as soon as possible.

VEHICLES

Sub-contractors bringing vehicles onto site must ensure that they are suitable for the type of work to be undertaken and are maintained in a road worthy and safe condition - there must be a system of regular inspection of vehicles. Vehicles must meet the standard requirements of the Department of Transport i.e. tyres, brakes, lights, steering etc. All vehicles moving on site must adhere to any speed limits, which are imposed. All company vehicles must be maintained in accordance with the manufacturer’s service schedule. The driver is responsible for ensuring the water, oil and air pressures are correct along with lamps, brakes etc, before driving on the public highway. All Company drivers must ensure that they are fully conversant and comply with the Highway Code.

SAFE WORK PLACE/HOUSE KEEPING

Employees, and Sub-contractors must remove from site all unused materials and leave the site in a clean and tidy condition, on the completion of the work. Adequate arrangements must be made to keep workplaces in a clean, orderly safe condition. Walkways, gangways and roads must be clearly marked as appropriate.

At all workplaces, safe means of access to, and progress from, all working areas are to be provided and maintained.

PPE

Personal protective equipment is provided and issued to every employee as necessary and must be used. Failure to use, maintain and store this equipment in accordance with any information, instruction or training provided, may be treated as a disciplinary matter.
CERTIFICATION

Sub-contractors must submit appropriate valid qualification certificates for the work to be done. Insurance certification must be provided as necessary to cover liability, automotive insurance and other insurance that might appertain to the transportation of hazardous waste etc.

MOBILE PHONES

At no time should mobile phones be used when driving vehicles unless it is a fitted hands free car phone.

DRY SITE RULE

The Company operate and enforce a Dry Site Rule on every workplace. No personnel will be allowed to work under the influence of alcohol or drugs. Employees undergoing medication from a practicing physician must inform thier manager/engineer prior to work. Anyone found to be under the influence of alcohol or drugs will be subject to disciplinary procedures.

NOISE

Employees responsible for the selection of plant and machinery shall take into account the level of noise, where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating, enclosing or by the use of ear defenders to reduce the overall noise to an acceptable level.

Managing Director               June 2008

Signed .........................................................  Position .........................................................  Date .........................................................