



Construction | Property | Engineering

# **Health and Safety Booklet**

**(Temporary Workers)**

## **INTRODUCTION**

Randstad CPE has produced this safety handbook to assist you in maintaining safe working practices whilst at work and to act as a reminder of some essential safety precautions which are necessary for safe working.

Each section details the actions necessary to ensure safety whilst working in particular situations. It is not a finite list and in specific instances, additional checklists will be issued to meet particular working practices.

Work safely and if you do not understand any instructions given – please ask.

Do not forget – you also have legal and moral responsibilities to look after your own safety and those that work around you.

Before you start work at any placement you must receive a safety induction given by a Manager or Supervisor of the host employer and/or main contractor which will inform you of the hazards within the location where you will work, along with basic safety requirements.

You will be working under the direction, control, supervision and environmental, safety, health and welfare policies and procedures of the host employer/contractor.

Remember!

- You must not carry out any tasks that are beyond your capabilities, you are not trained for or are not associated with your job description as stated in your placement conformation details
- You must not carry out any tasks which you consider to be unsafe and/or detrimental to the environment
- If you are asked to carry out any of the above you must inform your local Randstad CPE office immediately

**KEEP SAFETY IN MIND FOR YOURSELF AND FOR OTHERS**

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## HOST EMPLOYERS/CONTRACTORS DUTIES:

- Allocate and maintain suitable and sufficient health, safety, welfare and environmental resources for all workers and others who may be affected by their operations
- Inform, instruct and supervise the worker as required at all times
- Identify all hazards in relation to the scope of works, including measures to control the risk
- Undertake briefings, toolbox talks, updates etc as required and provide any applicable training as necessary
- Undertake full and proper safety inductions carried out by a nominated competent person
- Identify and resource the required emergency procedures
- Nominate a person in charge of health and safety and identify a deputy
- Identify any occupational qualification/skills needed to carry out work safely
- Identify and facilitate any necessary health surveillance
- Report, maintain records and inform Randstad CPE of any accident/incidents and reportable events including illness and near misses
- Select suitable workers for their vacancies
- Make enquiries to ensure that the worker(s) possesses the necessary qualifications/skills
- Ensure that the worker and employer are aware of any conditions imposed by law which must be satisfied by the worker or the employer
- Undertake competency and training needs analysis for workers and arrange any specific training as required
- Validate any workers “competency card” with the appropriate awarding bodies
- Select and supply suitable PPE
- Foster and maintain co-operation and good communication between all parties
- Provide evidence of any of the above to Randstad CPE as requested

## YOUR DUTIES AND RESPONSIBILITIES

You have responsibilities to comply with specific legal duties:

- To take reasonable care for your own health and safety and that of other persons who may be affected by your acts or omissions (what you do and/or what you fail to do)
- To co-operate with the host employer/contractor or any other person to enable them to comply with their duties relating to health and safety
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare at work
- Use equipment, dangerous substances etc in accordance with instructions and training
- Inform your host employer/contractor of any serious or immediate danger that you are aware of
- Inform your host employer/contractor of any shortcomings in their arrangements
- Everyone should be their own Safety Officer
- Make sure you fully understand the safe and proper way to do any job. If in doubt ask your supervisor – don't guess
- Always conduct yourself in a responsible and safe manner
- Do not expose others to danger through your actions
- Always use the correct tools and equipment for the job
- Always use the safety equipment and protective clothing provided
- Report ALL defects in plant and equipment
- Observe and comply with warning and hazard notices
- Advise newcomers of safe working practices
- Make sure you know where to go for first aid treatment
- Report any injury and ensure it is entered in the accident book
- Never indulge in horseplay or practical jokes at work
- Never attempt to work under the influence of alcohol or drugs
- ALWAYS WORK SAFELY – the company does not want you to take chances or to work in hazardous conditions.

If you believe that a task you are required to carry out will endanger yourself or others, you should cease from carrying out the task and immediately report the situation to the person in charge, adopt the Randstad CPE "Work Safe Procedure" (see encl) and immediately contact your CPE consultant

## **DUTIES TO THIRD PARTIES**

All employers and self-employed persons have a duty to conduct their undertaking in such a way that people who are not employed by them are not exposed to risks to their health or safety.

This means that particular care must be taken to avoid danger to children, visitors and other personnel at any placement location.

## **ACCIDENTS / INCIDENTS REPORTING PROCEDURE**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require fatal and certain no-fatal accidents, certain specified diseases and certain specified dangerous occurrences to be reported directly to the appropriate enforcing authority.

Note the definition of “accident” includes acts of violence done to persons at work e.g. assault by an employee on a supervisor (or vice versa) over a work related matter.

It is your responsibility to ensure that all accidents, however small are reported in accordance with the host employer/contractor and Randstad CPE procedures.

All dangerous occurrences and potential hazards should be reported immediately to your line manager so that necessary actions can be taken to reduce risks.

### **PROCEDURE:**

- Report all accidents no matter how minor, near misses and occupational ill health to your immediate supervisor or manager
- Ensure that all relevant details are entered into the placement accident book as soon as possible and any injury treated by a First Aider
- The accident should then be reported to your Randstad CPE consultant in charge of the placement, either by yourself or a representative of the host employer.
- The CPE consultant will forward brief details of the accident together with details of the temporary worker, and the placement that they are on IMMEDIATELY to the CPE Health and Safety department either by email or fax.
- The accident will be investigated by Randstad CPE to ensure that ALL regulatory requirements are met i.e. (Reportable incidents to enforcing authorities).
- An accident report will be completed for the H&S Manager and brief details will be entered onto your workers record card.

## Work-Safe Procedure

Randstad CPE Limited is committed to the promotion of safety, health and welfare of its employees and temporary workers, contractors and neighbours

All work will be assessed, resourced and conducted in a manner that will anticipate and eliminate occurrence of situations hazardous to safety, health and the environment.

The need of anyone to refuse work, on grounds of serious danger, inadequate safety measures or environmental issues hopefully should rarely occur, but the possibility exists. The following procedure must be adhered to by all temporary workers, with no exceptions.

- No person will enter the host employers/contractors workplace without having had a full and proper briefing on the safe system of work to be used.
- No person shall, under any circumstances, sign a blank Risk Assessment or briefing form.
- No person shall enter high risk or restricted areas, e.g. confined spaces, without the correct certification required and having their certification checked by their Person in Charge.
- No person will work or act in an unsafe manner.
- No person shall accept any instruction to work in an unsafe manner which may affect themselves or others.
- Randstad CPE will fully investigate any dispute concerning unsafe working practices or environmental issues.
- Randstad CPE will operate a **"NO WORK"** policy in all cases where safety or the environment is compromised.

If you believe that a task you are required to carry out will endanger yourself, others and/or the environment you should cease from carrying out the task and immediately report the situation to the person in charge and to your CPE Consultant.

## DRUGS & ALCOHOL POLICY

This Policy has been agreed by the Directors of Randstad CPE Limited. It defines the Company's intent with regard to its obligations under the Transport and Works Act 1992 and other legislation relevant to alcohol and drug abuse (Misuse of Drugs Act 1971).

The Company may further develop their own procedures to fulfil this policy and specific requirements of their clients, such as Network Rail, and can apply and enforce this policy to all Randstad temporary workers at any time.

Individuals who enter the workplace (defined as any site, factory, depot or office) having consumed alcohol or illegal substances (drugs) can have a devastating effect not only on their own safety but on that of their colleagues as well. Randstad CPE has therefore adopted the following policies for alcohol and drugs.

### POLICY REQUIREMENTS

You must not

- Report for duty, or attempt to report for duty in an unfit state due to the consumption of alcohol or the use of any drugs of abuse
- Be in possession of and/or supply any drugs of abuse in the workplace or whilst on duty
- Consume any drug of abuse or alcohol in the workplace or whilst on duty

You must

- Submit to an alcohol and drugs test if requested to do so
- Declare any alcohol or drugs related problem which you have or suspect you may be developing
- Report any prescription or over the counter medication which may affect your ability to undertake your normal duties.

### Unfit through Alcohol

For the purpose of this policy an unfit through consumption of alcohol is defined as detection by testing of:

- More than 29 milligrammes per 100 ml of blood
- More than 13 microgrammes of alcohol in 100ml of breath
- More than 39 milligrammes of alcohol in 100 ml of urine

This is known as a "positive result" of an alcohol test

## DRUGS & ALCOHOL POLICY (cont)

### Unfit through Drugs

For the purpose of this policy an unfit state through the use of drugs is defined by urine testing as a positive result for any of the following:

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- MDMA (Ecstasy)
- Methadone
- Opiates
- Propoxyphene
- Any other drug of abuse

Some of these substances are contained in medication available both on prescription and 'over the counter', so you must provide information about any drugs taken prior to any alcohol and drugs test being carried out.

### Medication

- Some medical drugs (medication) available either on prescription or 'over the counter' can affect your work performance and your ability to carry out work safely.
- It is your responsibility to ensure that you are aware of the effects of any medication you take and tell your Supervisor or Manager if they affect your work performance or ability to work safely.
- If you are prescribed medication, give details of the kind of work you do and ask about the effects of the medication.
- Tell your Supervisor or Manager that you are taking medication, and what has been prescribed, before you return to work.
- Before you take any 'over the counter medication check whether it could affect your work performance or ability to work safely.
- Remember - You may not be able to undertake your normal duties whilst you are taking certain medication

## DRUGS & ALCOHOL POLICY (cont)

### Routine Testing

Randstad CPE has procedures in place to carry out alcohol and drug test:

- Prior to starting work on applicable placements (Pre employment)
- Transferring to Randstad from other sources

All testing will be carried out by approved testing provider.

### Unannounced Testing

Randstad has procedures in place to carry out unannounced drug and alcohol testing on staff and temporary workers.

- Unannounced alcohol and drug testing could take place at any time whilst you are at work or on duty and would require you to provide a sample of breath and/or urine.
- Refusal to submit testing will be treated as a positive test result

You will not be notified that you have been selected for testing until immediately prior to the test and you will not normally be released from duty after testing.

### 'For Cause' Testing

For cause testing may take place at any time whilst you are at work or on duty if:

- You have been involved in a dangerous incident or accident
- Your manager or supervisor considers that your actions or behaviour give reasonable grounds to believe that you are unfit for duty because of alcohol or drugs.
- This may involve a breathalyser test and/or you providing a urine sample and you will be released from duty until the test result is known.

It is a criminal offence (under Section 27 of the Transport and Works Act 1992) to undertake safety critical work whilst unfit to do so through alcohol and drugs, so you may also be subject to 'for cause' testing by a Police Officer.

You commit a criminal offence if you:

- Refuse to give a specimen
- Have more than 80 milligrammes of alcohol in 100ml of blood
- Have more than 35 microgrammes of alcohol in 100ml breath
- Have more than 107 milligrammes of alcohol in 100ml of urine
- Are unfit to carry out your duties through drink and drugs

## DRUGS & ALCOHOL POLICY (cont)

### BREACHES OF THE POLICY

Anyone found to be in breach of this Alcohol and Drugs Policy will be subject to disciplinary procedures and may face Summary Dismissal for Gross Misconduct as will those who refuse to take part in, or supply specimens for testing when required and also includes any Temporary Workers supplied by the Company.

You will be in breach of this policy if you:

- Report for duty or attempt to report for duty, having recently consumed alcohol
- Report for duty, or attempt to report for duty, in an unfit state due to the consumption of alcohol, or use of any drug
- Are in possession of or supply any drug of abuse in the workplace or whilst on duty
- Refuse to submit to an alcohol or drug test
- Decline or discontinue an approved course of treatment or rehabilitation for an alcohol or drug related problem without reasonable cause
- Declare an alcohol or drug problem after you have been notified of your selection for alcohol and/or drug testing

This will involve a ban from undertaking work in any capacity for and/or on the behalf of Randstad CPE Limited.

Any applicable Competence Card that you hold may be cancelled.

If you are found to be in breach of this Policy through testing at a pre-employment medical examination and you have not previously held an applicable Competence Card you will not be permitted to become a Competence Card holder.

You will not be employed by Randstad in any capacity and your fail result will be recorded onto the Company database.

**Note** Randstad CPE is not looking to victimise employees or workers who admit to having a drink and drug related problem and approach us for help and who are prepared to undergo an agreed form of treatment.

However, approaches of this nature will not be accepted when they have been made subsequent to, or to just prior to, a company check that either has, or would have, revealed that person had breached the above policy.

## **CANDIDATE DISCIPLINARY PROCEDURE** (Temporary Worker)

- Randstad CPE will do all in its power to ensure your well being and safety whilst at work. Any action by you which endangers the health and safety of yourself and others whilst at work may lead to action being taken which could result in dismissal.
- In order that the most satisfactory and safe working environment is created and maintained within the host employers/contractors and Randstad premises and placements, published safety and fire rules and procedures must be observed at all times.
- All accidents, no matter how slight, must be reported and entered into the applicable accident book
- Any potential hazard or unsafe condition must be reported to your immediate Manager or Supervisor

## **GRIEVANCE PROCEDURE** (Temporary Worker)

Where you have a grievance relating to any aspect of your engagement provided by Randstad CPE you should follow the procedure set below:

- You should first raise the matter with your CPE Consultant. This should be done in confidence giving full details and allowing them to fully consider your grievance.
- Should your CPE Consultant fail to resolve the matter within three working days of you raising the matter, you should refer the matter in writing to the Manager responsible for that Consultant who will then deal with your grievance.
- Full details of your grievance, together with all related correspondence will be recorded in your Personal File unless you request in writing that this is not to be done.

## **MISCONDUCT** - subject to disciplinary procedures

- Evidence relating to deliberate violation of Regulations.
- Symptoms of prescribed drugs and alcohol abuse.
- Unauthorised driving of vehicles
- Horseplay
- Removal of safety devices, e.g. machine guards.
- Unauthorised removal of warning signs and notices.
- Smoking in prohibited places.
- Damage or abuse of safety equipment.
- Unauthorised repairs to equipment.
- Abuse of welfare amenities.
- Removal of materials and equipment from workplace without authority.
- Giving false information during enquiries or investigations of accidents and occurrences.
- Failure to report defective equipment and hazardous situations and operations.
- Failure to wear Personal Protective Equipment (PPE) issued in respect of head protection, COSHH, and other regulations.

## **COMMON PLACEMENT/LOCATION RULES:**

1. As advised applicable Personal Protective Equipment (PPE) must be worn by all workers on placements i.e. hard hat, safety footwear etc
2. All visitors must report to the main reception area and sign in prior to entering the workplace.
3. You must not carry out works or use equipment you have not been trained to do or use.
4. All workers must familiarise themselves with the placement/location emergency procedures.
5. Never ride on plant/transport unless authorised.
6. Do not misuse safety or fire fighting equipment.
7. Report all injuries to your supervisor immediately and obtain first aid as required.
8. Co-operate in keeping welfare facilities and toilets clean and tidy.
9. Report dangerous situations and near misses immediately to your supervisor.
10. Do not interfere with electrical equipment.
11. Obey all safety signs/notices and co-operate with emergency procedures.
12. Urinating or defecating, except in the toilet facilities provided, is strictly prohibited.
13. Workers must not cause a public nuisance.
14. Horseplay and fighting are strictly prohibited.
15. Alcohol/drugs are not permitted at work at any time.
16. Persons using drugs for medication must report the matter to their line manager.
17. Asthma sufferers and diabetics must advise their line manager of their condition.
18. Do not interfere with or misuse any item of equipment provided for the health, welfare and safety of personnel.
19. Report faults on any plant or equipment immediately to your line manager.
20. Contact your local Randstad CPE consultant if you require any advice, information and assistance regarding your placement.

## **ASBESTOS -**

How can you be contaminated?

You can become affected by breathing in airborne asbestos spores/fibres (invisible to the naked eye) which will then deeply penetrate the lungs.

What are the potential health risks?

- Asbestos Warts
- Pleural Plaques
- Diffuse Pleural Thickening
- Lung Cancer
- Asbestosis
- Mesothelioma

### **Asbestos related health disease cannot be cured and will KILL**

Where can asbestos be found?

Virtually throughout all buildings of a certain age – buildings built or refurbished prior to 2000 will probably contain asbestos materials i.e.

Wall and roof sheets, Pre-formed insulation, Lagging, Sprayed on structural steel work, Boilers, Roofs, Asbestos Insulation Board (AIB), Textiles, Textured coatings, Jackets, Floor Tiles.

Your host employer/contractor/occupier should know the requirements of the Asbestos regulations and the Duty to Manage i.e.

Asbestos Identification, Inspections, Surveys, Assessment, Licensed work, Action levels, Control Limits, Major Work, Short Duration work, Notification, Information, Instruction, Training, Reducing exposure, RPE requirements, Ventilation equipment, PPE, Preventing spread, Cleaning, Restricting entry Air monitoring, Medical Surveillance, Welfare, Storage and Disposal, Supply/labelling, Records, Monitoring, exemptions.

If applicable you should be made aware and informed of all the above?

If applicable to your placement/role are you **COMPETENT, TRAINED** and **AUTHORISED** to identify, and/or work on or with asbestos or asbestos containing materials (ACM)?

If you suspect or know you have found asbestos, AIB or ACM, you **MUST STOP** work immediately and **REPORT** to both your line manager and your Randstad CPE consultant.

Further reading – see Asbestos Legislation in this pack.

## **ASBESTOS LEGISLATION (and reference literature)**

- The Health & Safety at Work etc. Act 1974
- The Construction (Design & Management) Regulations 2007
- The Control of Asbestos Regulations 2006
- **HSG 264** Managing Asbestos in Premises: The Survey Guide
- **HSG 247** The licensed contractors' guide
- **HSG 248** The analysts' guide for sampling, analysis and clearance procedures
- **HSG189/2** Working with Asbestos Cement
- **HSG210** Asbestos Essentials Task Manual
- **HSG213** Introduction to Asbestos Essentials
- **HSG227** A Comprehensive Guide to Managing Asbestos in Premises
- **HSG53** Respiratory protective equipment at work – a practical guide
- **INDG418** Asbestos Kills: A Quick Guide to Protecting Yourself
- **INDG419** Asbestos Kills: Protect Yourself
- **INDG223** (rev 4) A Short Guide to Managing Asbestos in Premises
- **L143** The Control of Asbestos Regulations ACOP & guidance
- **L21** Management of Health & Safety at Work Regulations 1999
- **L24** Workplace (Health, Safety & Welfare) Regulations 1992 (as amended) 1995
- **L127** The Management of Asbestos in Non-domestic Premises
- Hazardous Waste Regulations 2005

Asbestos related training courses can be aimed at operative, supervisor and management level ranging from a half day and upwards depending on specific needs.

## MANUAL HANDLING

More than 25% of all reported accidents each year are associated with manual handling activities.

Most injuries consist of strains and sprains, which can be the result of cumulative events, but can also include cuts, bruises, abrasions, crushing, breaking bones, dislocation, ligament and tendon damage, muscle injuries, nerve damage and spinal damage such as; ruptured, herniated, slipped and prolapsed discs.

### Examples of poor handling techniques include:

- top heavy bending – keeping legs straight and bending at the waist
- twisting the trunk – repetitive movement of light objects by twisting your upper body

### BEST PRACTICES in handling involve ways to AVOID, ASSESS and REDUCE i.e.

- Designers/manufacturers to combat the risk at source
- Avoid and/or Eliminate the hazard (use of mechanical lifting and lifting aids)
- Risk Assessment (Load, Individual, Task, Environment – “LITE”)
- Minimise the risks
- Plan the work
- Implement and monitor control measures (use of lifting aids, team lifting, split loads)
- PPE
- Information, instruction, training and supervision

However if manual handling must be done and therefore cannot be eliminated or conducted by mechanical lifting equipment or lifting aids ensure you Stop, Think and Plan and do your own assessment of L.I.T.E:

- **LOAD** - Does it need to be moved (can you work on it where it is)? How heavy is it? Is it dirty/wet/ greasy making a firm grip difficult?
- **INDIVIDUAL** - Is the task within your capabilities? Is the load too heavy or large (or both)? Will you need assistance? Are handling aids available/appropriate?
- **TASK** - What needs to be done, how far will the load need to be moved/carried
- **ENVIRONMENT** - Is the load accessible? Are your routes clear to the put down point? Are there doors and stairs en-route that will require you to put the load down and pick it up again (thereby increasing the hazards)

## **MANUAL HANDLING (cont)**

### **When lifting use good “KINETIC LIFTING TECHNIQUES”:**

- Place the feet slightly apart, close to the load, one forward and in the direction you intend to move
- Adopt the correct posture: maintain straight back (not vertical), chin in, head up, bend at the knees and prepare to lift using the legs
- Get a firm grip, palm of hand and roots of fingers not the tips
- Lift the load by using the legs and not your back, do not jerk
- Keep the load close to the body
- Avoid twisting
- Put down (reverse the action using the correct posture)

Ensure that you apply the above advice to what you might consider to be a light load as when they are repeatedly lifted badly they can have the same detrimental health affects and remember back injuries caused by poor or incorrect manual handling will often stay with you for life affecting both work and pleasure.

## FIRE

The prevention of fire is crucial and can save lives and it is essential that you consider the following:

- Good housekeeping – waste disposal, keep work areas tidy, do not block escape routes or fire exits, secure storage to prevent arson
- Ignition sources – observe no smoking rules, safe use of electrical equipment, safe storage of flammable liquids
- Processes – observe safe systems of work, follow instructions
- Plant, machinery, and portable tools – check that fit for use, operate to instructions, switch off after use, regular inspection and maintenance

In your workplace:

- Do you know what to do in the event of a fire – raising the alarm, means of escape, contacting emergency services, fighting the fire, fire wardens, assembly points etc

You should be given information, instruction and training in emergency evacuation procedures when you start at your workplace which needs to be followed i.e.

### WHAT TO DO IF YOU DISCOVER A FIRE:

- Raise / Sound the alarm IMMEDIATELY.
- Inform your Fire Wardens/Marshall immediately of the exact location of the fire.
- Telephone 999 to call the fire brigade.
- ONLY Fight the fire if you are trained to do so and it is safe to do so with appropriate appliances provided
- **Do not** allow the fire to come between you and your escape route.
- **Do not** take risks
- Leave the premises by the nearest emergency exit. **Do not take anything with you.**
- Do not use passenger lifts.
- Close doors behind you.
- Report to the Fire Warden/Marshall at the designated assembly point
- **Do not return to the building until you are told it is safe to do so**

## FIRE (cont)

### **WHAT TO DO ON HEARING THE ALARM:**

- Leave the premises by the nearest safe emergency exit. Do not use passenger lifts.
- ***Do not take anything with you.***
- Close all doors behind you
- Help any others including visitors who may need your assistance
- Report to the Fire Warden/Marshall at the assembly point
- ***Do not return to the building until you are told it is safe to do so***

You will be expected to take part in all fire evacuation drills which are carried out to ensure that everyone knows what to do, how to do it safely and efficiently and has the opportunity to practice it.

Be aware that during an evacuation, anyone obstructing other workers, causing a delay to the evacuation process, or ignoring the fire wardens/marshals' and emergency services' instructions would be in breach of current health and safety legislation and could be subject to workplace disciplinary procedures and potential prosecution.

## **ELECTRICITY**

Electricity can kill AND cause fires. Treat it with respect.

Consider the following general precautions:

- Use of 110v equipment instead of 240v
- Evidence of regular Portable Appliance Testing
- Use of correct fuses
- Check equipment prior to use – cables, plugs, casings etc
- Uncoil leads fully
- Use of battery tools if possible
- Use of RCD's – protection from electrocution
- Never misuse tools
- Avoid trailing leads
- Report defects immediately to your line manager
- Switch off and disconnect from mains when not in use or when changing parts etc
- Electrical installation and distribution should be carried out by a competent person

### **Electrical Supplies and Cables (including Overhead)**

Consider the hazards: death, electrocution, burns, fire, damage to internal organs, damage to equipment.

Consider the controls/safe procedures:

- Use a Safe System of Work
- Who owns them?
- What is the power and/or service?
- Safe distances
- Contact the supplier – re-route, make dead
- Permit to work
- Induction
- Information, instruction, training and supervision
- Limitors on plant
- Smaller plant
- Earthing plant
- Signage, goal post, barriers
- Lighting
- Storage and deliveries
- Emergency procedures
- Exclusion zones, safe distances, traffic and access routes

Also consider other activities that could also be affected by overhead supplies and cables:

Tower scaffolds, ladders, fixed scaffolds, roof work, maintenance works, steel erection, lifting operations, elevating work platform, any working at height and tree work.

## HOUSE KEEPING

### ***50% of all slips/trips accidents are caused by bad housekeeping***

Poor housekeeping –

- Results in untidiness, overcrowding and a unhygienic or dirty workplace
- Creates hazards for yourself and others i.e. fire
- And can be a factor in many incidents/accidents

Consider the following precautions:

- Ensure proper storage of materials
- Designated areas and provision of containers for waste
- Collection and removal of debris to keep the workplace orderly
- Plans for adequate disposal of scrap, waste and surplus materials
- Keep your work area and equipment tidy
- Keep stairways, passageways and gangways clear and free of ANY obstructions
- Use of battery operated tools to eliminate trailing leads
- Provision of good levels of illumination
- Where trailing leads are necessary ensure they do not create a trip hazard
- Removal of nails, screws from timber etc
- Cover or barrier off trip hazards that are part of design, such as reinforcing starter bars and holding-down bolts
- Do not be untidy, etc particularly if:
  - Falls from height are possible
  - Obstructions block fire exits or doors
- Don't be unhygienic or dirty particularly if:
  - There is a risk of infection
  - Chemicals used may be harmful to health
- Report poor housekeeping immediately to your line manager

***Stack It, Store It, Clear it, Do Not Trip Over It***

## HAZARDOUS SUBSTANCES/MATERIALS

Consider the hazards:

Substances and materials may cause harm to health by entering or contaminating the body by inhalation, ingestion, contact with skin and eyes, absorption, piercing or infecting open wounds.

Your duties are to:

- Co-operate with host employers/contractors
- Make full and proper use of any control measures including **good hygiene practices** and PPE/RPE
- Report any defects to your line manager
- Attend organised medical examinations, where appropriate
- Co operate regarding COSHH assessments and data sheets as they are there to give you information and advice for the protection of your health. Ask to see them. Who knows it may remind host employers of the need to do something about it.

**LEAD** - There are three forms solid, dust & fume and lead in the body can cause:

- Constipation
- Anaemia
- Kidney damage
- Fits
- Abdominal pain
- Weak muscles
- Brain damage
- Coma

**Solid Lead** - can be found in roof work and plumbing systems

Lead on your skin may be ingested (swallowed)

Precautions:

- Never eat, drink or smoke while working with lead
- Always wash hands, arms and face thoroughly
- Only eat, drink, and smoke in clean areas such as the welfare facility

**Lead Dust** - is created when rubbing down or disturbing old paintwork.

Precautions:

- Wear respiratory protection at all times
- Ensure high levels of hygiene.

## **HAZARDOUS SUBSTANCES/MATERIALS (cont)**

**Lead fumes** - is created when welding, soldering, brazing & hot cutting activities.

Precautions:

- Wear respiratory protection at all times
- Ensure high levels of hygiene

**CEMENT PRODUCTS** - can cause:

- Dermatitis
- Skin burns
- Ulceration to the mouth & nose

Problems can arise when wet concrete gets inside gloves and boots or soaks through clothing and sometimes the effects can take some time to develop. You think it's not harming you and it's too late when you realise differently.

Dermatitis is incurable and may prevent you from working.

**SILICA** - can be the cause of a fatal disease called silicosis

Crystalline silica is found in sand e.g. cement concrete & mortar and can enter the body by:

- Breathing in dust
- Dust on skin contaminating food & being ingested

Contamination can occur when:

- Grit blasting
- Tunnelling in silicate rock
- Scrabbling
- Power cutting brickwork/concrete
- Granite polishing

**SOLVENTS** - can be flammable, toxic, an irritant and can cause:

- Fire
- Damage to skin and eyes
- Damage to liver & kidneys
- Nausea and headaches
- Sensitisation
- Cancers/death

## HAZARDOUS SUBSTANCES/MATERIALS (cont)

Always read the labels to know what you are dealing with, follow the instructions and consider the hazards.

Precautions:

- Use the data sheet and COSHH assessment
- Don't use solvents to clean your skin
- Use all protective clothing provided & as advised especially respiratory protection
- Don't wear contact lenses
- Beware of use in confined spaces or badly ventilated areas.
- Can you substitute a solvent-based product for a less harmful one?

Also consider:

- Alternatives
- Brush not spray application
- Extraction
- Good ventilation
- RPE
- Skin Protection
- Safe Working
- Hygiene/Welfare
- Instruction/Training
- Supervision

## SAFETY SIGNS



ACUTE TOXICITY



AQUATIC ENVIRONMENT  
HAZARD



COMPRESSED GAS



CORROSIVE



EXPLOSIVE



FLAMMABLE



HEALTH HAZARD



OXIDISING



RESPIRATORY HAZARD

## HAZARDOUS WASTE

**HAZARDS** can be dependant on the waste product or article and can be:

- Disease
- Personal injuries
- Explosion
- Fire
- Toxic fumes
- Environmental damage.

**WASTE** can consist of any household, commercial or industrial waste from a house, shop, office, factory, building site or any other business and can include soils.

It can be classified as controlled waste and either inert (e.g. rubble, concrete, metal) or special waste (e.g. asbestos, lead).

Consider the following:

- Take all reasonable steps to look after any waste you have or create and prevent its illegal disposal
- Avoid burning waste
- Contact with LA pollution Control Officer and Environmental Officers is advisable
- Create less waste
- Suitable arrangements for storage, segregation, handling, reconstituting, loading, unloading, and transportation of ALL waste.
- Registered carriers (evidence)
- Licences
- Transfer notes
- Records for the above
- Monitoring all the above including licensed and registered carriers
- Suitable welfare facilities
- Competent operatives

If you are asked to perform any task involving waste products which you may consider is unsafe, harmful to the environment and/or illegal notify your line manager and Randstad CPE consultant.

## **FLAMMABLE LIQUIDS**

**HAZARDS** associated with the use and storage of flammable liquids includes:

- Fire
- Explosion
- Health risks associated with any particular substance i.e. asphyxiation, toxic, burns

Remember flammable liquids may flow into drains and water courses etc.

Consider the following:

- Ignition sources
- Explosion
- Vapours
- Spills
- Storage
- No smoking
- Heat sources
- Fire fighting equipment
- Follow manufacturers instructions and information
- Emergencies

Also, see advice sheet page 17 entitled “FIRE”

## **HOT WORKS**

**HAZARDS** associated with hot working processes include:

- Fire
- Burns
- Explosion
- Asphyxiation
- Equipment

Consider the following:

- Quality and condition of equipment
- Competent operatives
- Fire Co-ordinators
- Fire Marshals
- Pre-check area prior to commencement of work and make safe
- Hot waste
- Heat conduction, convection and radiation
- Permit to work operated (safe systems of work are followed)
- Leave safe during breaks
- On completion and after 1 hour re-check areas
- No smoking
- Fire fighting
- Emergency procedures

Also, see advice sheets entitled FIRE and FLAMMABLE LIQUIDS

## **POWER TOOLS**

**HAZARDS** associated with the use of power tools include:

- Incorrect tool selection
- Removal, by passed or inoperable safety devices
- Lack of maintenance
- Operators not competent or authorised
- Unsafe operation
- Noise
- Dust
- Vibration
- Mist
- Fumes

**CONSEQUENCES** of the above may consist of or lead to:

- Loss of sight
- Puncturing
- Injection
- Cuts
- Bruises
- Loss of limb and/or digit
- Fire
- Burns
- Scalds
- Electrocution
- Manual handling injuries,
- Repetitive strain injuries (RSI)
- Work related upper limb disorders (WRULDS)
- Hand arm vibration syndrome (HAVS),
- Entanglement.

## **POWER TOOLS (cont)**

Therefore you should consider the following:

- Correct tool for the job (selection)
- Check its operation (safety critical devices)
- Inspections, testing, examination and maintenance
- Markings and manuals
- Leave safe during breaks
- Operator competency (applicable training)
- Follow manufacturers operating instructions and information
- Authorised operators and monitoring and control
- Safe fuelling
- Safe operation (Safe Systems of Work)
- Switch off before changing discs, blades materials, cartridges, etc,
- PPE and/or RPE
- No smoking
- Fire fighting
- Emergency procedures

For further information consult HSE INDG229 (rev1) Using work equipment safely

## HAND ARM AND/OR TOTAL BODY VIBRATION

Hand arm vibration syndrome (HAVS) is a disorder, which affects the blood vessels, nerves, muscles and joints of the hands and arms.

It can be severely disabling and you are at risk if you use any vibrating equipment such as:

- Breakers
- Chipping hammers,
- Vibrating pokers
- Sanders
- Grinders
- Drills
- Compactors
- Scrabblers
- Needle guns

**Symptoms** can entail:

- Tingling and numbness in the fingers
- Blanching (whitening) of the fingers
- Loss of feeling
- Pain, tingling or numbness in the hands, wrist or arms
- Loss of strength in the hands (grip)

Consider the following:

- Selection and use of remotely-operated machines
- Selection of vibration-reduced hand held tools
- Regular maintenance of tools and equipment
- Use of suitable PPE, such as specialist gloves
- Job rotation of team workers
- Regular health surveillance and health records
- Job relocation of HAVS sufferers

**DO NOT IGNORE** the symptoms and promptly report to your line manager and Randstad CPE consultant.

## **PLANT AND EQUIPMENT**

**HAZARDS** associated with plant and equipment includes:

- Overturning
- Operator errors
- Sideways thrust
- Falling
- Noise
- Dust
- Vibration
- Overhead cables
- Pedestrians
- Mist/Fumes
- Fuel spillages

**CONSEQUENCES** of the above can include:

- Loss of sight
- Puncturing
- Injection
- Cuts & Bruises
- Crushing
- Loss of limb and/or digit
- Impact
- Fire/Explosion
- Burns/Scalds
- Electrocution
- Manual handling injuries
- Repetitive strain injuries (RSI)
- Work related upper limb disorders (WRULDS)
- Hand arm vibration syndrome(HAVS) and/or total body vibration syndrome
- Entanglement.

## **PLANT AND EQUIPMENT (cont)**

Consider the following:

- Hire, selection and acceptance checks
- Assessment & selection
- Check its operation (safety critical devices)
- Siting and positioning
- Safe operation
- Movement and oversailing
- Inspections, testing, examination and maintenance
- Markings and manuals
- Leave safe during breaks
- Follow manufacturers instructions and information
- Authorised, competent operators and monitoring and control
- Safe fuelling
- Security
- PPE and/or RPE
- No smoking
- Fire fighting
- Emergency procedures

Also see information sheet entitled “Lifting Equipment and Lifting Operations”

## PEDESTRIANS AND WORKPLACE TRAFFIC

Possible consequences of poor control include: death, loss of limb, other personal injuries, collisions, electrocution, burns, fire, explosion, loss of loads, overturning of vehicles, damage to equipment and structures.

### General Principles of Control - People and vehicles:

- Segregation of pedestrians and vehicles
- Planned pedestrian and traffic routes
- Marked pedestrian routes
- Fencing and guarding
- Suitable floor surfaces
- Adequate lighting for vehicles and pedestrians
- Lighting at change of levels
- Lighting at indoor outdoor interface
- Good housekeeping
- Signage
- Use of suitable cleaning materials
- Spillage controls
- Suitable maintenance system
- Defect reporting procedures in place
- Supply appropriate footwear and other PPE
- Information, Instruction, Training and Supervision (IITS)

### Control measures – to prevent contact with moving vehicles:

- Segregation and traffic management (primary and secondary routes)
- Entrance and exits
- Planned Parking
- Storage and loading areas
- Marked, protected walkways
- I.I.T.S
- Marked crossing points
- Guard rails and barriers
- Separate access
- Pedestrian refuges
- Emergency and rescue

### Control measures – Pedestrian routes:

- Separated by fencing or kerb
- Sufficient width
- Easy access
- Free of obstruction
- Clearly signed
- Crossing points

## PEDESTRIANS AND WORKPLACE TRAFFIC (cont)

### Control measures – Vehicle routes:

- Segregated
- Minimise reversing
- Adequate for number of vehicles
- Firm level surfaces
- Clear of obstructions
- No gradients or bends
- Minimise junctions
- Signage
- Speed limits
- Segregate, site, delivery and private vehicles
- Overhead hazards
- Oversailing

### Control measures – Loading and Storage:

- Away from pedestrian areas
- Exclude pedestrians
- One way systems
- Safe exit points
- Sufficient space/reversing?
- Adequate lighting
- Visibility aids
- Oversailing
- Waste

### Control measures – Safe Vehicles inspection and maintenance:

- Brakes
- Seat belts
- Tyres
- Steering
- Mirrors/CCTV
- Lights and indicators
- Interlocks
- Guards and panels
- Warning signals
- Washer/wipers
- Fire fighting equipment
- Cab protection devices
- Functional checks
- Vehicle wash

### Control measures – Safe Driving:

#### Reversing;

- Eliminate
- Reduce
- Ensure adequate visibility
- Safe systems of work e.g. for excavation
- Warnings

#### Drivers;

- Competent
- Daily maintenance checks
- Certification
- New employees/trainees
- Drugs & alcohol

Where workplace traffic is in operation applicable safety rules should be in place and be included in your induction process.

Always observe the local rules and as a pedestrian be aware of workplace traffic.

If you are asked to drive a workplace vehicle and are not competent to do so refuse, inform your line manager and/or your Randstad CPE consultant.

## LIFTING EQUIPMENT and OPERATIONS

**Hazards** involved with lifting operations and associated equipment include:

- Loss of load
- Overturning
- Operator errors
- Movement
- Collision/Striking
- COSHH
- Overloading
- Failure of foundation
- Failure of structure
- Lack of maintenance
- Maintenance operations
- Fire/Explosion
- Electrical
- Mechanical
- Health
- Security
- Fire
- Weather

**Safe Systems of Work** should consider:

- Risk assessment
- Crane/lifting equipment selection and accessories
- Last examination report and certification
- Maintenance, examination and testing regime (records)
- Competent and authorised personnel
- Erection and dismantling procedures
- Controlled movement & use
- Medically fit operators certificates
- Planning
- SWL charts
- Company procedures
- Fire & emergencies

**Planning Considerations (What can go wrong?):**

- All aspects of the load
- Equipment positioning
- Ground conditions
- Personnel
- Maintenance operations
- Electrical
- COSHH
- Security
- Space/environment (hazards e.g. overhead cables, structures etc)
- Equipment selection
- Hazards
- Slings
- Lack of maintenance
- Explosion
- Mechanical
- Health
- Fire

**Precautions of Slings:**

- Appropriate types of slings and slinging
- SWL
- No knots or twists
- General condition, damage, protection
- Faults - crushed, oval, frayed, birds nest
- Inspections and tests
- Sharp edges/angles
- Compatibility
- Supervision

## **LIFTING EQUIPMENT and OPERATIONS (cont)**

### **For Safe use of Hoists consider:**

- Type - personnel or material
- Suitable and installed correctly
- Inspection, maintenance and records
- Enclosed and moving parts protected
- Controls
- Secure loads
- Signalling
- Fencing & restricted access
- Operator safety
- Manufacturers recommendations
- Markings
- Thorough examination
- Lifting gear
- Fail safe
- Gates
- Material movement
- Landing area clear
- Operator competency
- Weather protection

## NOISE

The effects of excessive noise can cause:

- Permanent damage to your hearing
- Less sensitive hearing
- A permanent ringing on the ears (Tinnitus)
- Breakdown of safe and effective communication

To protect your hearing consider:

- RA/Noise assessment
- Other hazards - assess
- Apply standards and best practice (combat at source)
- Eliminate
- Substitute
- Maintenance/Inspections
- Isolate/shield
- Work schedule
- Protection zones
- Signage
- IITS
- Suitable and sufficient PPE
- Monitor
- Review

Co-operate with your host employer/contractor and:

- Wear any hearing protection supplied
- Use protection as instructed
- Take care of your hearing protection
- Report any problems to your line manager



## **WORKING AT HEIGHT**

In 2008/2009 falls from height accounted for OVER 4,000 major injuries at work. This has only recently improved by everyone following best practice and complying with the requirements of the Working @ Height Regulation but it still remains one of the main causes of major injury in the work place. Below is a brief overview of hazards and safe working practices/procedures to consider.

### **W@H basic rules:**

- AVOID the need to work at height if possible by careful planning
- Where work at height is necessary, PREVENT FALLS by working from a PERMANENT SAFE place of work or SELECTING SUITABLE temporary equipment
- MINIMISE the remaining risks of falls e.g. safety nets, crash/air bags, harnesses.
- Plan and develop a SAFE SYSTEM of WORK based on thorough RISK ASSESSMENTS (the 2m rule no longer exists)
- Risk from FRAGILE surfaces MUST be controlled
- Risk from FALLING MATERIALS MUST be controlled
- INSTALLATION and INSPECTIONS
- TRAINED and COMPETENT workers

### **HAZARDS (generic):**

- Falls from edges
- Falling through fragile materials
- Falling through due to unfinished work
- Falling materials etc
- Collapse of access equipment
- Access and egress
- Weather
- Working over water
- Electrical
- Fire
- Manual handling
- COSHH and other health hazards

### **SCAFFOLDING:**

Removal, renewal or alteration can ONLY be done by trained, competent and certificated scaffolders.

## WORKING AT HEIGHT (cont)

### SCAFFOLDING (cont):

#### Planning:

- Selection of Contractor
- Check MS
- Registered/competent scaffolders
- Use of safety harness
- Handover certificate
- Signage
- Inspections/Reports
- Monitoring

#### Method Statement:

- Description of work
- Sequence or erection/operations
- Supervisory arrangements
- Protect the public/others
- Scaffolders certificates
- Safety harness arrangement
- First aid and PPE
- First aid and emergency procedures
- Operatives briefing register

### NEVER:

- Tamper with scaffolding
- Use a scaffold if you think it is unsafe – report it
- Climb the standards – use proper access
- Use if “scaffold incomplete” or “red scafftag” signs are displayed
- Climb over or under the guard rail
- Store materials above the toe board unless brick guards or similar are fitted
- Store materials above the guard rail
- Throw anything from a scaffold

### FOR SAFETY IN ROOF WORK follow the basic rules:

Be especially careful as Fragile Surfaces are not always easy to spot – roof lights, old discolored sheeting, deteriorated materials, materials covered in moss etc.

### Generic Hazards:

- Falls from edges
- Falling through fragile materials
- Falling through due to unfinished work
- Falling material etc
- Access/Egress
- Weather
- Fire
- Nearby hazards (electricity)
- Material handling and storage
- Manual Handling
- Electrical
- COSHH

## WORKING AT HEIGHT (cont)

### To Prevent Falls consider:

- Plan (SSW)
- Safe access/egress
- Safe working platforms
- Prevent persons working or passing near fragile materials
- Use of nets etc.
- Harnesses
- Leading edge protection
- Protecting fragile areas
- Unauthorised access
- Warning signs/notices

### MOBILE ELEVATING WORK PLATFORMS (MEWP'S):

For the safe use of powered access consider:

- Selection of equipment
- Suitability
- Examination/test cert
- Markings and manuals
- Operator competency/capability
- Authorisation and control
- Siting, moving, operation
- PPE
- Monitoring
- Maintenance and records
- Emergency and rescue

### Specific Hazards to MEWP'S:

- Energy sources
- Nearby hazards
- Overhead
- Supports
- Striking
- Entrapment (scissor lifts)
- Overturning
- Falling and falling materials
- Vehicles
- Weather
- Side way thrust
- Operator errors

### TO ENSURE SAFE OPERATION CONSIDER:

- Never exceed SWL
- Never exceed height/reach
- Affects of "wind"
- Check ground conditions
- PPE requirement
- Outriggers and positioning
- Working area – hazards
- Tandem use
- Manufacturers spec/ guidance

### MAINTENANCE and INSPECTIONS:

- Maintenance regime drawn up by competent person
- Daily operator checks are made
- Weekly inspection by fitter/operator (after so many hours)
- Six monthly or 1000 hours or manufacturers recommendation
- Thorough examination and written report

## **WORKING AT HEIGHT (cont)**

### **MOBILE TOWER SCAFFOLDING SAFETY:**

#### **CONSIDER**

- Types
- Components
- Individual capabilities
- Training
- Safe erection and positioning
- Safe use
- Safe moving
- Hazards
- Inspections (as for scaffolds)
- Dismantling, storage and maintenance

### **SAFETY OF LADDERS and STEP LADDERS:**

**WARNING!** The use of ladders and step ladders led to 14 FATALITIES AND 1226 MAJOR INJURIES IN ONE YEAR.

Apply the basic rules: Risk assessment

1. AVOID their use wherever possible
2. PREVENT FALLS
3. REDUCE FALL RISKS
4. Ensure STABILITY

Consider safer options and/or newly designed versions and all of the following:

- Safety checks prior to use
- Carrying
- Positioning, ground and upper surfaces
- Correct angle (75 degrees or 1 in 4)
- Hazards
- Raising and lowering
- Safe use
- Safe work methods
- Accessories
- Storage and maintenance
- Inspection
- Records

For further information and advice consult –

INDG401 (rev 1) Work at Height Regs 2005 (as amended)

INDG402 Safe Use of Ladders and Step Ladders

INDG405 Top Tips for Ladder and Step Ladder Safety

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

You must NOT interfere with anything given to you for Health & Safety reasons including PPE.

The misuse of safety equipment could leave you unprotected and consequently personally liable.

Specified Personal Protective Equipment (PPE), if applicable, must be worn as instructed in all workplaces i.e. Construction Sites:

- Hard Hat
- Safety Footwear
- High Visibility Jacket / Vest

When protective clothing and/or equipment is issued to you either by Randstad CPE or the host employer/contractor you must:

- Check for suitability, fit, and defects before use
- wear or use the equipment as instructed and when there is any possibility of personal injury in the course of your work
- look after the equipment and return it to the supervisor on completion
- if the equipment is on personal issue, store it carefully and ensure that it is available for use when needed
- report any defective or lost equipment immediately
- make sure that the equipment is properly maintained

If you have any doubts about the correct use, adjustment or maintenance of the equipment issued to you at your workplace you must ask your line manager / supervisor.

Sub-contractors and the self-employed must provide and maintain suitable PPE for themselves and their employees.

**REMEMBER: The wearing of safety helmets in one year saved approximately 30 lives!**

## EMERGENCY PLANNING

Your workplace induction should include clear guidelines concerning emergency situations and actions following accidents/incidents.

Whilst under the direction, supervision and control of the host employer/contractor the temporary worker will co-operate with the emergency procedures that are in place i.e.

- Follow the contractors procedures
- Co-operate with all relevant bodies i.e. HSE, Police etc.
- Do not leave any of the contractors sites unannounced
- In the event of an accident co-operate with witness statements if relevant
- Refer to and comply with the Randstad CPE "Work Safe Procedure"
- Report any threat of exposure to danger to your line manager

You **MUST NOT**:

- Interfere with any accident scene
- Talk to the press
- Work if they think they could be exposed to serious and imminent danger

At the earliest convenience any emergency situation needs to be reported to your Randstad CPE consultant and include full details of your involvement.

## **ENVIRONMENTAL AWARENESS**

### **Waste Management**

Ensure all wastes are properly stored in segregated skips and check to see if storage containers are leaking or overflowing. Skips and other receptacles should be covered to prevent any accumulation of rainwater and to help prevent waste from being blown away. Ensure waste is being properly disposed of and that Waste Transfer notes are completed.

### **Cleaning Operations**

Where cleaning activities could result in contaminated effluent or chemicals draining into any foul or surface water sewer; ensure that appropriate arrangements are in place to prevent any such contamination and that the area is properly bunded and drains are clear of debris.

### **Hazardous Waste**

These include waste oils, solvents, acids, wood preservatives and batteries. Ensure hazardous wastes are properly stored; ensure that all hazardous waste is disposed of by authorised persons / authorities; Check Waste Transfer/Consignment Notes are in place.

### **Chemicals & Fuels**

Ensure all such substances are stored within bunded areas; the bund should contain 110% of the maximum volume of the container/tank. Drip trays should be used to catch any drips or leaks from portable equipment and spill kits must be provided near storage and refuelling points. Check for leaks or damage to bunds and containers and ensure the storage facilities are secure and safe from vandalism.

### **Water Pollution**

All deliveries should be supervised with bunding provided around all storage areas; spill kits should be readily available; concrete wash-out areas should be carefully positioned to prevent pollution of watercourses, drains or the subsoil/groundwater.

### **Dust & Air Pollution**

All operations likely to cause excessive dust, such as the cutting of concrete, use of road saws, excavations of loose dry material and vehicle movements during dry weather should be carefully controlled and the use of water sprays, wheel washes and sheeted stockpiles shall be considered. Road sweepers to keep roads clean and the maintenance of plant and equipment shall also be adopted to minimise emissions of dust and exhaust fumes etc.

### **Pollution Response**

Appropriate spill kits are to be provided at key locations around the site, this should include all refuelling and storage areas. Emergency spill procedures and contact numbers are to be prominently displayed and communicated to all staff on site.

### **Noise & Vibration**

Ensure any noise reduction measures and barriers are in place and operational. Plant should be well maintained and regularly inspected with the most suitable plant for the job being used, this will help to prevent both noise and vibration issues. Ensure that all plant is turned off when not in use to help reduce and eliminate any unnecessary noise pollution.

## SUMMARY

Always bear in mind that separate industries and individual workplaces can present their own specific hazards and risks as well as the more common ones such as manual handling, slips, trips and falls, fire etc.

**CONSTRUCTION** – excavations, demolition, contaminated land, working at height etc

**WASTE MANAGEMENT AND RECYCLING** – Green waste collection, chemicals, discarded needles, noise, transport etc

**SOCIAL HOUSING** – Asbestos, lone working, lack of supervision, working with tenants etc

**BUILDING MANAGEMENT** – Asbestos, ladders/stepladders, working with the public, lone working etc

### However in all cases as a worker:

What you **NEED** to do (the law requires workers to) –

- **Take Care** for your own health and safety and that of others that may be affected by what you do, or fail to do
- **Co-operate** with your employment business, host employer/contractor, fellow workers and others to enable them to keep the workplace safe
- **Never** interfere with or misuse anything provided for your health and safety

What you **NEED** to know (employers/contractors who control workplaces are required to assess the risks and provide workers with) –

- A suitable workplace induction on health and safety matters
- Information and training for the particular work carried out including the risks and the precautions required
- Workplace rules and emergency procedures

Take care; look after your own health and safety by –

- **Being competent** only do work that you are competent to do safely
- **Removing hazards** do not walk past obvious hazards that can be dealt with easily, remove it or tell someone who can

## **SUMMARY (cont)**

Co-operate; good standards of safety are achieved when everyone in the workplace works together –

- Follow workplace rules health and safety rules are important and you can help by following the rules and any directions given by those who manage the work
- Report and discuss any health and safety problems arising from your work so that significant risks can be controlled
- Consultation should enable you to take part in arrangements with the workforce on health, safety or welfare matters

Finally for any clarification, further advice, help and assistance regarding your placements with Randstad CPE please do not hesitate to contact your local consultant.

**INSIDE BACK COVER.....**

**BACK COVER.....**