

EMPLOYEE  
HEALTH & SAFETY  
HAND BOOK

# *Employee Health and Safety Handbook*

## *Contents*

- Organisation Health and Safety Statement of Intent
- Environmental Statement
- Employers Responsibilities
- Employees Responsibilities
- Information for Employees Regarding Health and Safety
- Safety Instructions
- Alcohol & Drugs
- Fire Instruction
- Accident Reporting Procedure
- Display Screen Equipment
- Manual Handling
- COSHH
- Electricity
- Training
- Signs and Notices
- Hazard Reporting
- Working at Heights
- Bomb Alert Procedures
- Engineering
- Personal Safety

- Mobile Telephone Policy
- Working in Confined Spaces
- Safe use of Compressed Air
- Safe use of Ladders, Stepladders and Scaffolding
- Working Alone
- Weil's Disease
- Access & Working Platforms
- Gas Cylinders
- Mobile Elevated Platforms
- Scaffolding
- Noise
- Asbestos
- Safety Harness
- Harm Arm Vibration
- Ionising Radiation
- Permits to Work
- Electrical Safety
- Employees Acknowledgement Receipt

## *Employers Responsibilities*

Under the Health and Safety at Work Act all employers who employ five or more people must compile a Health and Safety Policy.

The policy document must consist of three areas as outlined below:

- Statement of Intent.
- Details of the Organisation.
- Details of Arrangements.

The Management of NLS FM Services. has a duty under the Health and Safety at Work etc Act 1974 Section 2(1), so far as is reasonably practicable, to look after the health, safety and welfare of all their employees and any other person who may be affected by the work activities.

The duty refers to casual workers, part-timers, trainees, visitors, and sub-contractors who may be in your workplace or using equipment provided by the Organisation. Consideration must also be given to your neighbours and the general public.

It is necessary for all employers to decide what action in terms of Health and Safety is required under their own particular circumstances. To ensure this is undertaken the employer must: -

- Assess any risks to workers health and safety.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the Organisation.
- Provide provisions to guarantee that articles and substances are handled and stored in a safe manner.

The Health and Safety at Work Act supports various Regulations and Codes of Practice, which are required to be followed. One such Regulation is the Management of Health and Safety at Work Regulations, which imposes specific duties on employers to:

- Carry out Risk Assessments relevant to all work activities and bring the findings to the attention of employees.
- Provide health surveillance to employees where it is deemed necessary by the Risk Assessments.
- Appoint competent persons to help comply with Health and Safety Law.
- Provide employees with suitable training and information in clear and concise terms.
- Provide Health and Safety information and training to temporary workers and contractors who may be working on the Organisation's site.
- Co-operate with other employers who may share the Organisation's work site.

# *Employees Responsibilities*

The Health and Safety at Work etc. Act 1974 lays down two main sections which employees are required to comply with. These are:

Every employee working for NLS FM Services. has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by their actions.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety Law are adhered to.

Employees are obliged to: -

- Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy.
- Do not perform work that you are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Appointed Person of all accidents that occur.

In addition to the above, Section 8 states that under no circumstances must employees purposely interfere or misuse anything provided in the interest of safety or welfare such as guards, signs or fire fighting equipment.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to Management anything that they may consider to be of any danger.
- Advise Management of any areas where protection arrangements require reviewing.

## *Information for Employees Regarding Health and Safety*

All employers are required to forward information regarding Health and Safety Law to all their employees and to provide them with the addresses of the Local Enforcing Authorities.

There are two prescribed methods of undertaking this action,

- a) Display the approved poster in a prominent position in the workplace - (Health and Safety Law – What You Should Know). This poster must always be kept in a readable condition and the address of the Local Enforcing Authority and the address of the Employment Medical Advisory Service (EMAS) completed in the space provided.
- b) Alternatively the information can be given to the employee in the form of an approved leaflet. If the leaflet format is used, then every employee must be given a copy together with the address of the local enforcing authority and the address of the Employment Medical Advisory Service (EMAS)

### *Safety Representatives and Joint Consultation*

A Safety Representative is an employee who has been appointed by the Trade Union recognised by the employer, to liaise with the Workforce and Management on all matters relating to Health and Safety. Their duties consist of:

- Investigating potential hazards and the cause of accidents.
- Investigating any complaints from employees concerning Health and Safety.
- Undertaking regular inspections of the workplace to ensure it is safe.
- Receiving information on behalf of the employees from Local Enforcing Authority Inspectors.

Under the Safety Representative and Safety Committees Regulations 1977, Safety Representatives are entitled to paid leave in order to undertake their duties as a Safety Representative and receive formal training.

The Health and Safety (Consultation with Employees) Regulations 1996 requires all employers to consult with employees who are not covered by a Union recognised Safety Representative.

The employer may carry out his/her consultation directly with the employees or through one or more elected employees. These representatives are known as Representatives of Employee Safety and their duties and rights are similar to Safety Representatives.

# *Safety Instructions*

Every year, hundreds of employees have accidents at work that they thought would never happen to them. Accidents are a menace to everyone and prevention is everyone's concern, even you.

Under the Health and Safety at Work etc. Act 1974 your employer must take reasonable steps to guarantee your safety but it is important to remember that you also have a legal and moral responsibility for your safety as well as that of your workmates.

No work is completely free of risks and sometimes people can get hurt but these risks can be minimised if everyone takes reasonable care.

This section sets out basic safety rules with which every member of staff is required to comply. They will not tell you how to undertake your work activities but will advise you how to conduct yourself whilst at work in order to avoid injury.

It is worth remembering that failure to comply with any Organisation safety rules may result in disciplinary action being taken and may also lead to criminal proceedings taking place under the Health and Safety at Work etc. Act 1974.

# *Safety Instructions*

## *Electricity*

### **WE ALL KNOW ELECTRICITY CAN KILL!**

Always visibly inspect electrical equipment prior to use to ensure the item is safe. If electrical equipment is damaged report it to your Supervisor immediately. Under no circumstances tamper with the electrical apparatus unless you are competent and authorised to do so.

Do not:

- Leave cables where they can get damaged, wet or pulled out of their connection.
- Lift, pull, lower or carry electrical equipment by the electric wire.
- Misuse electricity or electrical equipment.
- Run power tools from any lighting circuit.
- Force a plug into a wrong socket or jam wires into sockets.

Always keep switchboards and main electrical panels clear of obstructions at all times.

It is important that all members of staff know what to do if someone suffers an electric shock.

- If a victim is still in contact with the electrical supply switch off the power and remove the plug.
- Take care, if the power cannot be switched off, i.e. stand on a dry non-conducting surface and push the casualty away from the power supply using non-metallic material. When the victim is free, call for medical assistance immediately.

## *Fire*

People's lives and livelihoods are at risk when a fire starts. Fire prevention is critical in all Organisations.

Never smoke in No Smoking Areas and always ensure smoking material is extinguished before being disposed of.

Do not:

- Overload any electrical socket or cable.
- Allow combustible materials to accumulate in corners and/or under benches.

You can help the Organisation reduce the risk of fire by:

- Reporting all defective electrical equipment.
- Reporting the misuse of heating appliances.
- Reporting any leaking flammable liquid.
- Reporting of any damaged fire safety equipment.
- Extinguishing small fires on discovery. **The first few seconds are critical.**

It is important that you familiarise yourself with the Organisation's fire precautions **TODAY**. This means knowing how to raise the alarm, where all the fire appliances are located and the emergency escape routes.

### **Only Tackle fires if trained to do so.**

## *Safety Signs*

It is important that you take notice of all warning signs at work. They have been installed for your safety.

All safety signs are colour coded and each colour has a meaning: -

- Circular red signs indicate **PROHIBITED**. Red is also used to show the position of fire fighting equipment or no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as wearing of personal protective equipment.
- Yellow and black gives the **WARNING** of a Hazard.
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

## *Site Transport*

All drivers and pedestrians must take care in the working environment when fork lift trucks and other vehicles are in use.

Only operate works vehicles if you are competent and are authorised to do so. Under no circumstances must passengers be carried unless a proper seat is provided in a safe position.

If you leave a vehicle unattended you must leave the vehicle in a safe position with the parking brake applied, in neutral gear, and the ignition keys removed.

Check the general condition of the vehicle at the start of the day and keep the vehicle tidy and free from items that may interfere or obstruct the controls. All accidents however slight must be reported to your supervisor.

## *Personal Protective Equipment (PPE)*

Where risks cannot be controlled by any other means, then personal protective equipment must be provided. Wherever equipment is required to be worn safety signs will be displayed.

All personal protective equipment or clothing should: -

- Fit correctly.
- Be comfortable and fully adjustable where required.
- Be compatible with any other personal protective equipment that is required to be worn, e.g. safety glasses and ear defenders.

Before any employee is issued with personal protective equipment they will be instructed on the following points: -

- The importance of wearing the equipment and how to wear the safety equipment correctly.
- How to maintain and clean the equipment correctly.

It is important to report **all** defects, damage, or loss to your Supervisor immediately to ensure the item is repaired or replaced.

## *Working with Machinery*

Machinery is fitted with guards to prevent any person coming into contact with moving parts as well as work pieces flying out of the machine.

The law requires all dangerous machinery to be guarded. **It is illegal** for you to remove any guards or tamper with any safety devices such as interlocks. If you are required to remove any guards it is important to ensure you are authorised to do so and the machine is isolated.

Before you operate any machinery, make sure you are aware how to stop the machine. Always check that guards are in position and functioning correctly.

Safety “Do’s and Do not’s” for machinery are listed below:

### *Do*

- Make sure you know how to stop the machine.
- Ensure all guards are in place.
- Check that no oil or grease drips on the floor and always wipe up any that is accidentally spilt.
- Always report any faulty machinery immediately.

## *Do not*

- Talk or distract any machine operators.
- Clean the machine whilst it is in motion.
- Clean machines with compressed air blowers.
- Wear any jewellery that may be caught in moving parts.
- Undertake any maintenance operations without the machine being isolated.

If you are unsure about the safe operation of a piece of machinery immediately inform your Supervisor. Remember loose clothing and hair can be easily caught in moving parts with disastrous consequences, so always protect yourself.

## *Disciplinary Procedures*

Please note that you will be subjected to disciplinary action and may be dismissed if after an investigation you are believed to have acted in the following way.

- Deliberately breaking any of the above safety instructions.
- Removed or misuse any piece of equipment, labels, sign or warning device which is provided by NLS FM Services. (or its Agents and Clients) for the protection and safety of employees.
- Use of a naked flame in no smoking areas.
- Failed to follow the laid down procedure for the use of:
  - Flammable or hazardous substances.
  - Toxic Materials.
  - Items of lifting equipment.
- Behaved in any manner that could lead to accidents including practical jokes etc.
- Undertook any action that may interfere with an accident investigation.

Please remember that safety does not stop when you leave work. Tools that are used at work will be equally as dangerous when used at home if not used properly.

## *Alcohol and Drugs*

All alcohol and drugs impair individual reaction speeds and the workplace is not the place to be after consuming any alcohol or drugs.

Under no circumstances will any employees: -

- Report for work in an unfit state due to use of alcohol or drugs.
- Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a General Practitioner for medical treatment are permitted provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe manner. An employee prescribed drugs by a General Practitioner which may affect their performance at work **MUST** advise their manager before starting work.

Failure to comply with this requirement will result in immediate removal of the person from the premises and the person suspended on full pay pending formal disciplinary action.

## *Fire Action*

### **On arrival at your work premises**

Familiarise yourself with the local Fire Evacuation Procedures, the location of the nearest fire fighting appliances and fire alarm call point.

### **If you discover a fire:**

Immediately operate the nearest alarm call point or notify the senior person present.

Attack the fire, if trained to do so, with appliances provided but without taking personal risks.

Call the Fire Brigade immediately by telephone.

- Lift the receiver, select a line and dial 999.
- Give the operator the Organisation's telephone number and ask for Fire Brigade.

### **When the Fire Brigade replies give the call distinctly:**

“We have a fire at (location you are working).” and give the operator the address.

Do not replace the receiver until the Fire Brigade has repeated the address.

Call the Fire Brigade immediately to every fire or on suspicion of a Fire.

### **On notification of a fire:**

- Evacuate the building by the nearest available exit and proceed to the Assembly Point.
- A Responsible Person will take charge of any evacuation and ensure that no one is left in the building.

**USE THE NEAREST AVAILABLE EXIT**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR FIRE OFFICER**

## *Accident Reporting Procedure*

An accident is an unplanned event that has the potential to cause injury or damage. It is not essential for an injury to have been sustained or damage to have occurred for an accident to have happened.

**ALL** accidents, no matter how small, are required to be reported. Even a scratch can become serious if not properly treated so it is important that you carry out the following procedure: -

Seek medical attention from the Organisation's First Aider or Appointed Person.

Ensure the details are recorded in the Accident Book at the location you are working.

After all accidents, details must also be recorded in the Accident Book, which is kept in the Regional Managers Office and is completed by the Duty Engineer.

The Accident Book contains information that must be recorded by law and is regularly reviewed by Management to ascertain the nature of incidents that occur in the workplace in order to decide whether further control measures require implementing.

## *Display Screen Equipment*

If you are required to operate computer equipment it is important to familiarise yourself with the contents of the relevant risk assessments. All workstations provided with visual display screen equipment are risk assessed and the results are recorded and retained by the Supervisor.

If you are a defined “User” under the VDU Regulations, a separate risk assessment will be completed for your workstation. If at any time changes are made to your workstation, the assessment will be required to be reviewed and it is therefore important to notify your Supervisor as soon as possible to ensure this process can be undertaken.

Your Eyes play an important role when using display screen equipment and will often require the following: -

- Close up work – leading to tired eye muscles due to holding the focus on the display screen.
- Constant adjustment of light changes and glare along with the shifting of your gaze between reference sources and the screen may result in tired eyes

Generally wearing corrective glasses is no problem when using display screen equipment however if you: -

- Wear contact lenses they may feel dry if you blink less often while staring at the computer screen.
- Wear reading glasses or bifocals they may prevent you clearly focusing on the screen
- Wear bifocals they often require you to tilt your head, which can often lead to neck strains and discomfort when using the computer equipment.

If you have any problems it is important you notify your manager as soon as possible.

A mouse is a small device that is attached to the computer and is used to input data into the machine. If a mouse is used incorrectly it can often lead to hand and arm injuries.

You can help eliminate any problems by the following actions: -

- Keeping the mouse within easy reach, you should not have to stretch your arm in order to reach the control.
- Do not hold the unit too tight and use your whole arm to move the mouse and not just your wrist.
- Always rest your arm on the desk while using the mouse unit.
- Lightly rest your hand and fingers on the unit and don't push too hard on the buttons.
- If possible switch hands now and then
- Take regular breaks – even short rests can help when completing intensive work.
- Regularly clean your mouse, as a mouse with clogged rollers requires more effort to operate.

When operating computer equipment you often have your arms raised or your wrists bent for long periods which can lead to tendon and nerve disorders. It is therefore important: -

- To ensure that you keep your forearm at right angles to your upper arm.
- Keep your wrists straight and in line with your hand and forearm.

Incorrect positioning of the computer screen equipment can lead to physical problems. When sitting at your computer equipment, it is important that you sit correctly as failure to do so may lead to poor posture or muscle strain. The upper body is most comfortable when you: -

- Keep your back supported.
- Your head upright
- Your upper arms hanging in the relaxed position at your sides.

**If you experience any discomfort then it is important that you tell your Supervisor.**

Some frequently asked questions about computer equipment are: -

Q. How can I reduce stress from working with display screen equipment?

A. Keep yourself fit and healthy and get adequate rest and exercise with a well-balanced and healthy diet. (If you have any health concerns you should consult your doctor before starting any exercise programme.)

Q. Does the display screen equipment give off any radiation?

A. Computer equipment is like most other common electrical devices such as irons, toasters, kettles etc and can produce some kind of radiation. However display screen gives out less radiation than the natural environment and the amount of radiation that is produced is well below the amount that is considered harmful.

Q. Should I work with the display screen equipment if I am pregnant?

A. There is no evidence that using computer equipment when pregnant is harmful to the mother or baby. If however, you have any concerns you should speak to your personal physician.

# *Manual Handling*

Incorrect methods of lifting and handling can often result in back injury and is one of the most common types of injury in industry.

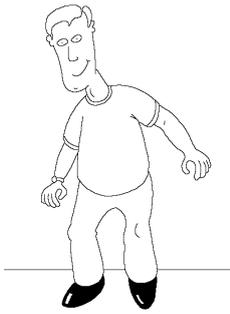
It is the policy of NLS FM Services. to comply with all legislation that is outlined in the Manual Handling Regulations.

Wherever possible manual handling operations should be avoided as far as is reasonably practicable if there is a possible risk of injury.

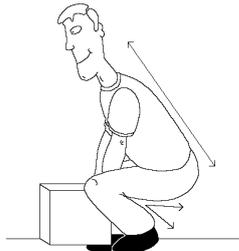
Where it is not possible to avoid the manual handling operations, an assessment of the operation will be made taking into account the task, load, working environment and the capability of the individual concerned. The assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

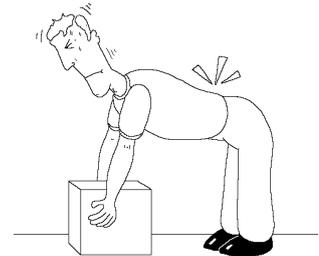
- Mechanical devices rather than manual handling, wherever reasonably practicable, should always do lifting and moving of objects. The equipment used should always be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- When lifting or moving a load with a sharp or splintered edge gloves must always be worn. Gloves should be free from oil, grease or other agents that might impair the grip.
- The route over which the load is to be lifted or moved should be inspected prior to undertaking the lifting operation to ensure that it is free of obstacles or spillages which could cause tripping hazards.
- Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed when lowering the object to the ground. See the diagrams overleaf.



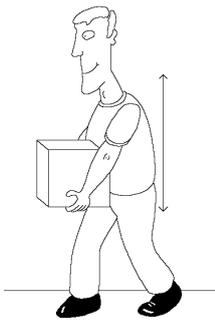
**STOP AND THINK**



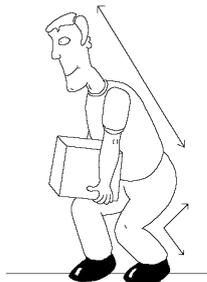
**ADOPT A  
COMFORTABLE  
POSITION**



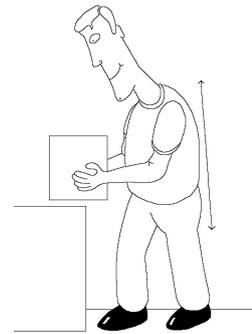
**BAD LIFTING STYLE**



**KEEP LOAD  
CLOSE TO BODY**



**(PUTTING DOWN)  
ADOPT GOOD  
RISING POSTURE**



**PUT DOWN,  
THEN ADJUST**

### *Duties of the Employee*

In addition to the duties placed on employees under the Section 7 of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This Regulation adds that employees should follow all safe systems of work, which have been developed by the Organisation for safe manual handling operations.

# *Control of Substances Hazardous to Health (COSHH)*

## *What is COSHH?*

COSHH stands for the Control of Substances Hazardous to Health. The Regulations set out how employers must control risks to health arising from substances used at work. Substances hazardous to health include:

- Any chemicals that have by law to be labelled as ‘very toxic’, ‘toxic’, ‘harmful’, ‘irritant’ or ‘corrosive’
- Any substance with a maximum exposure limit or occupational exposure standard.
- Substantial quantities of airborne dust of any kind.
- Harmful micro-organisms.
- Any other substance that creates a comparable health hazard.

COSHH covers most workplaces, including:

- Manufacturers.
- Service industries.
- Utilities.
- Farms.
- Construction sites.
- Laboratories.

Certain substances, such as asbestos and lead, are covered by other regulations.

## *Why Know about COSHH?*

The reason why it is important to know about COSHH is because your health and that of your colleagues is at stake.

Knowing about COSHH helps you to understand what hazards are present and how to protect against ill health. The co-operation of all employees is essential, as keeping the workplace safe and healthy is a team effort.

# ***COSHH DO'S AND DO NOT'S***

## *Do Not*

- Taste chemicals or touch them with your bare hands.
- Try and identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

## *Do*

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.

## *Labelling of Containers*

*Environmental*



*Explosive*



*Toxic*



*Corrosive*



*Harmful*



*Flammable*



*Oxidising*

## *Electricity*

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height. Therefore all electrical equipment will be selected carefully to ensure it is suitable for the environment in which it is used.

Moveable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

All operators of electrical equipment will be trained to use the equipment in accordance with the manufacturer's instructions.

### *You should: -*

- Check that leads are in good condition.
- Only use equipment that has been checked and has a date code mark.
- Use extension leads only when necessary and they should be approved by the Organisation.
- Always follow the manufacturer's instructions.
- Report and do not use faulty or damaged equipment.

### *Do not: -*

- Overload sockets.
- Run cables where they can form trip hazards.
- Touch any electrical appliance with wet hands.
- Use temporary wiring.

## *Training*

Safety training is an important issue with regard to Health and Safety and if training is approached correctly it will be cost effective and reduce accidents at work.

The Health and Safety at Work etc Act 1974 places a duty on employers, so far as is reasonably practicable, to provide information, instruction and training to all employees to ensure their health, safety and welfare whilst at their place of work.

The Management of Health and Safety at Work Regulations requires employers to provide training to employees: -

- On recruitment.
- When moved to another task or promoted.
- When the process, equipment or system of work is changed.

The above Regulations require all levels of employees to be trained, including directors, senior management, line managers and supervisors.

The Regulations also require employers to review all training requirements on a regular basis to take into account any new or changed risks. All training must be undertaken during working hours.

It is the Organisation's policy to ensure all employees are suitably trained to implement the Organisation's Health and Safety policy as well as being trained to undertake specific tasks.

## *Employees Duty*

All employees have a legal responsibility to take reasonable care of themselves and others that may be affected by their acts and omissions. Employees must co-operate with the Organisation in relation to all training aspects and will be expected to attend any training courses that are provided.

## *Signs and Notices*

Under statutory legislation certain signs and notices must be displayed in prominent positions around the Organisation.

The Health and Safety (Safety Signs and Signals) Regulations 1996 came into force on the 1<sup>st</sup> April 1996 and replace the previous Safety Signs Regulations 1980. The Regulations now state that employers must use a safety sign where there is a risk to Health and Safety which cannot be controlled by any other means.

Safety signs are now required to convey the messages pictorially as well as in writing to ensure that the information can be understood by everyone in the workplace.

Notices and certificates that are required to be displayed together with the location are listed below.

<b>Certificate</b>	<b>Location</b>
Employers Liability Insurance	Regional Manager's Office

<b>Notice</b>	<b>Location</b>
Health And Safety Law Poster	Engineers Room
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notice	Prominent
Health and Safety Statement of Intent	Regional Manager's Office

# *Hazard Reporting*

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations both state that employer and employees have a legal duty to inform persons of hazards within the workplace. The Management informs employees by means of risk assessments, training and documentation. The employees inform management by means of Safety Representatives or verbal and written communication.

To encourage safety awareness in the workplace a hazard reporting system is provided to ensure that all members of the workforce have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it must be reported immediately to your immediate supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

If the workforce is encouraged to use this system then accidents should be reduced considerably and working conditions will improve. This will in turn improve the attitude of the workforce towards safety and will aid the organisation in consulting with employees.

If a hazard is detected then ensure that you:

- Complete part one of the Hazard Report Form.
- Liaise with your immediate supervisor who will carry out the necessary remedial action.

# Hazard Detection Report

**EXAMPLE**

To be completed for all identified hazards.

Report Number.

1. Report. To be completed by person identifying the hazard.

Name. ...Dave Smith .....

Date. ...4/4/1999 Time. 3.30 p.m.....

Reported to. ...SUPERVISOR Verbally.  / No. Written.  / No.

Description of Hazard. (Details of machinery / equipment involved, location etc.)  
 ..... GUARD MISSING FROM MACHINE.....  
 .....

Has any action been taken to eliminate the hazard?  / No.

Signed. *A.N.OTHER*..... Position. H&S MANAGER.....

2. Action. To be completed by Department Manager / Supervisor.

Hazard verified.  / No.

Date. ....4/4/1999 Time. 3.40 p.m.....

Action to be taken to eliminate the hazard. (State changes in systems of work etc.) (Interim Precautions.)  
 .....STOP MACHINE AND CONTACT ENGINEERS AND REPLACE GUARD.....  
 .....

Action to be taken by. ENGINEERS Completion Date .....5/4/1999.....

Signed. ....*S.PSVR*..... Position .....SUPERVISOR.....

3. Financial Approval. To be completed by senior management where costs exceeds department authority.

The necessary expenditure is approved.  / No.

Signed. ....*F.MNGR*..... Position .....FINANCE MANAGER .....

4. Completion. The remedial action described above is completed.

Completed by JOHN SMITH Date. ....8 / 4 / 1999.....

Signature of person verifying work has been completed satisfactorily ..... *D Smith* .....

White copy. Retained by employee.  
 Yellow copy. Retained by department manager / supervisor.  
 Pink copy. Retained by senior manager.

## ***Weil's Disease***

Weil's disease (Leptospirosis) can be contracted by coming into contact with water or sewerage that is contaminated with urine from affected rats. Another form is contagious from cattle, less commonly pigs and sheep. The microbe responsible for the disease usually enters through unprotected cuts and scratches.

If you need to work in areas where you may be exposed to this danger i.e. areas where rats are likely to have been or may be encountered, reduce the risk by:

- Cleaning; disinfecting and covering cuts, scratches and abrasions with waterproof adhesive dressings before you start work in the area.
- Wearing protective clothing including rubber gloves and boots while undertaking this work.
- Washing your hands and forearms after you have finished the work and before eating, drinking or smoking.

If you have been working in an area where you may have contracted Weil's disease and you develop flu like symptoms, consult a doctor immediately. The early sign of Weil's disease are fever, headache and chill – very similar to influenza.

## *Access & Working Platforms*

All work places should have clear access and egress at all times and must be free from unwanted plant, equipment, materials and chemical substances that may cause people to slip and fall.

Waste materials, substances and banding must be cleared away on a regular basis to eliminate any possible slips, trips and falls. As far as practicable, all tools must be kept in a box or bag when not in use.

All holes or openings in floors must be either filled, covered or have barriers positioned around the outside edge to prevent other workers tripping and falling.

Where there is a risk of falling, 2 metres or more suitable edge protection must be constructed, **UNDER NO CIRCUMSTANCES** are any unauthorised persons permitted to remove or tamper with any edge protection. The edge protection should consist of a handrail, midrail and toeboard, if any of these items are missing inform your Site Supervisor immediately.

When you are working at height take care of people working below, this may be by advising the individuals or by positioning suitable barriers or bunting tape around the area to prevent unsuspecting people walking into the danger zone.

If any work is undertaken adjacent to water it is important to ensure that suitable rescue equipment is provided prior to commencing any work tasks.

## *Gas Cylinders*

All Compressed gas cylinders must be kept in the correct storage area with the correct warning signs displayed. It is important to ensure that the various gas cylinders are kept separate at all times i.e. fuel gas separate from oxygen gas, full from empty etc.

All employees who handle and use liquefied Petroleum gas should be familiar with its properties: -

- The gas is carried in the cylinder as a liquid under pressure
- Gas is heavier than air and any leakage will collect at low level
- A small amount of gas in air can cause a flammable mixture

Due to the above properties, caution must be given when handling or using the gas equipment: -

### *Always*

- Store cylinders in a cool place
- Turn off the gas at the cylinders and allow the gas in the pipeline to burn off before closing the valves
- Always make sure when changing the cylinder that the valve is closed before removing the regulators
- Ensure that hoses are in good condition
- Keep naked flames and other sources of ignition away from the gas cylinders

### *Never*

- Use or store a gas cylinder on its side
- Store gas cylinders below ground level
- Attempt to heat a gas cylinder however cold the weather

## *Mobile Elevated Work Platforms*

Mobile elevated work platforms are now a familiar sight on most construction sites. These may range from scissor lifts, cherry pickers etc and can provide a safer and more suitable alternative to ladders and scaffolding.

Under no circumstances must any mobile elevated work platform be used unless you hold the appropriate certification and have been authorised to use the equipment.

## *Always*

- Ensure that the out riggers are fully extended where fitted
- Ensure that the platform is on a firm and level base prior to using the equipment
- Take care to avoid any overhead power cables or obstructions
- Check the equipment prior to use e.g. hydraulic oil levels etc
- Ensure that the equipment is isolated (keys removed) when you have finished with the machine
- Wear a safety harness if required to do so
- Reduce the risk of injury to people below by securing all tools and equipment

## *Do not*

- Travel with the platform in the air unless the machine is designed to do so.
- Operate the platform in high winds
- Permit the knuckle or elbow of the arm to protrude into any traffic routes
- Exceed the safe working load of the machine

# *Scaffolding*

Scaffolding is used extensively on most construction sites and must be properly constructed to provide a suitable working platform and to ensure that they are erected correctly.

Do not attempt to erect any scaffolding unless you have had suitable instruction and training or are being supervised. If you feel that any section of scaffold is not safe do not use it, report it to your Site Supervisor.

## *Always*

- Check that the scaffold is fully boarded and has the appropriate toeboards in position
- Report any section of scaffolding which has been tampered with or report any one who is not authorised to alter the scaffolding
- Use a ladder to gain access to the work platform
- Ensure that the castor wheels are locked in to place on a tower scaffolding

## *Never*

- Interfere with any scaffold which has been erected
- Work on an incomplete scaffolding
- Place a ladder on top of a scaffold to gain extra height
- Move a tower scaffold with another member of staff on the top
- Climb up the framework of the scaffolding

# Noise

Noise is commonly defined as unwanted sound. It can be a hazard and can cause illness when noise levels are very loud or prolonged. Many elderly people experience difficulties with hearing which is quite normal.

As far as reasonably practicable the Company will take all reasonable steps to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

You are encouraged to take notice of all warning signs that are displayed around the work site which state that ear defenders must be worn. Failure to wear the equipment may result in your hearing being irreversibly damaged.

Wherever possible, noise levels will be reduced as far as practicable by fitting muffles on tools where appropriate.

If the noise levels in the area that you are working in are substantially high, ie that you are required to shout to make yourself heard at a short distance, then you need to wear hearing protection. **Unless you wear the equipment your hearing will be seriously damaged.**

If you are required to wear any ear protection always ensure that it is clean and in good condition prior to using it. If your ear defenders become damaged always inform your Site Supervisor who will issue you with a new pair. It is important to ensure that all ear protectors are compatible with other personal protective equipment that is required to be worn. For example it is no good wearing ear defenders if the safety glasses you are wearing breaks the seal on the padding, as this will reduce the efficiency of the equipment.

# Asbestos

You must not at any time, work with or remove asbestos insulation, asbestos coating or asbestos insulation boards. This includes drilling, cutting or abraiding them. Breathing air containing Asbestos dust can lead to Asbestos-related diseases. These are mainly cancers of the chest and lungs and kill more people than any other work-related cause.

If you have to carry out work in an existing building, particularly one built before or refurbished before 1980, treat any insulation or insulating board, as Asbestos. Before this date, Asbestos insulation board was used for a variety of applications, including fire doors, ceiling tiles, internal walls and panels.

If you come into contact with any materials that contain asbestos do not take your overalls home – the Company will arrange to have it cleaned or will provide you with a disposable coverall.

Where it is known or suspected the Asbestos insulation, coating or board is present, then the person responsible for co-ordinating safety arrangements must be informed. Where necessary, this person will inform the Health & Safety Executive and have samples of the material taken for analysis.

Materials within the scope of the Asbestos Regulations must only be removed or worked on by a specialist licensed Asbestos Company.

After any work on Asbestos has been completed, the work area must be left in 'clean' condition in compliance with the Statutory Regulations. Monitoring and air sampling must then be carried out as laid down by the Health & Safety Executive, and a 'clean air certificate' using the 'disturbed air method' issued.

You must not enter an area where Asbestos work has been carried out until a 'clean air certificate' has been issued for the area.

Before you work with any Asbestos cement products, you will be given information, instruction and training on the risks arising from them and the precautions to be taken. A risk assessment and a method statement will be prepared and made available to you. Make sure that you read and understand them and how the job must be done, before you start.

Following the workplace precautions detailed in the risk assessment and the method statement will ensure your safety, the safety of others working around you and the public. Make that you use your personal protective equipment including a respiratory and a one piece overall. Do not take your overalls home – the Company will arrange to have it cleaned or provide you with a disposable coverall.

Avoid exposure to airborne dust by working carefully. Don't break up Asbestos cement products, try to remove them undamaged, if possible wet them first. Avoid cutting or drilling Asbestos cement products, however if this is unavoidable, use hand tools because power tools will create more airborne fibres.

If Asbestos cement products are removed, you must make sure that they do not cause contamination. Store them in a sealed skip and dispose of them safely. Waste containing Asbestos cement products is covered by the Special Waste Regulations, only specified tips accept Asbestos – contained waste.

## *Hand – Arm Vibration*

If your hands are regularly exposed to high vibration you may suffer from several kinds of injury to your hands and arms, including impaired blood circulation and damage to nerves and muscles. Collectively these injuries are known as ‘hand-arm syndrome’ though other names sometimes used, including ‘dead finger’, ‘dead hand’ or ‘vibration white finger’.

The first signs of vibration injury are a tingling sensation or ‘pins and needles’ in your fingers. This is most noticeable at the end of the working day and may be accompanied by numbness. If you experience this after 10 – 15 minutes of continuously operating a machine or power tool, stop what you are doing and tell you supervisor. Wherever possible, you must take steps to reduce the likelihood of you suffering from hand arm vibration by:

- Making sure that tools are correctly maintained and free of loose parts
- Selecting the right tool for the task and using tools designed for low vibration – for example those with anti-vibration mountings or with low vibration handles
- Reducing the grip, pushing and pulling forces that you apply while using tools
- Avoiding long periods of interrupted vibration exposure
- Using padded gloves that are intended to provide a level of vibration-isolation
- Making sure that your hands are kept warm to maintain a good flow of blood in the fingers – particularly in cold weather

## *Ionising Radiation*

No machine or device that contains radioactive substances may be used on any TFS Ltd. site unless permission is given in writing to the TFS Ltd. Director/Manager who is responsible for co-ordinating the safety arrangements. If a machine or device that contains radioactive substances is authorised for use on a site, you will be told of the safety arrangements that you must follow.

## *Permits to Work*

### **Identification of Need**

The competent person, in conjunction with the Director of Safety, the Regional Manager and Safety Officer will review site work practices to identify those requiring a Permit to Work. The following categories must be considered:

- Hot work
- Live electrical work
- High voltage work
- Work in designated High Voltage Areas
- Confined Space Entry
- Excavations
- Asbestos work
- Work at a height in excess of 2 metres
- Disconnection of emergency services

## *Safe Systems of Work*

The competent person will ensure that a Safe System of Work (SSW) is available for those work practices requiring such systems. The SSW's will be maintained in a register at each site and kept up to date. They may form part of Operating Procedures or be stand alone depending on the local requirements. They are not part of the Health and Safety Manual but an integral part of the site specific health and safety controls and as such subject to audit and review.

## *Procedure for Permits to Work*

This advises all employees of the procedures to be followed where potential danger exists in carrying out work, where clear division of responsibility must be made and where certain actions must be taken to prevent injury to persons, damage to property or to plant.

## *Introduction*

The Permit to Work System is an integral part of a Safe System of Work and is required to be used when risk assessments of tasks identify hazards likely to cause injury to personnel or damage to equipment.

A **Permit to Work** is a specially designed form issued to a named **Competent Person** by an **Authorised Person**. This form consists of a checklist and a record to establish that an inspection has been made and precautions have been taken to ensure that it is safe for work to commence on a designated area or plant for a specified length of time.

### *A Competent Person:*

- Is a person who is over 18 years of age.
- Has an acceptable standard of academic training.
- Has an acceptable standard of job/task/workplace experience and skill.
- Can identify the hazards and risks.
- Can assess the hazards and risks in the context in which they are found.
- Can apply suitable remedial measures.
- Has the right personality; responsibility and attitude.

### *An Authorised Person:*

- Is competent for the purpose and aware of any special regulations applicable to the task.
- Has technical knowledge of the plants, processes or materials.
- Has sound knowledge of the actual systems on which work has to be carried out.
- Is nominated as such by the company.

The **Permit to Work** has a competent person supervising the work to be done who signs the permit and accepts the responsibility for following its directions. When the work has been completed and checked, the competent/responsible person "signs off" the permit to certify that everything has been done as required.

A Permit to Work will often be accompanied by one or more **Check Cards** which define safe systems of working, equipment and other precautions which are required to be adopted for the operations being undertaken.

The Permit to Work and Check Cards, state clearly every precaution to be observed and how these should be carried out. All the hazards known are clearly stated together with the risks associated with them.

### *The "Permit To Work"*

The decision that a Permit to Work is required will normally be taken following a risk assessment of a task and prior to the work commencing.

The decision whether or not to issue a permit may be taken by making the following risk assessment:

- a) Is there a hazard from any equipment or material which may not be appreciated by the person who is to do the work?
- b) Should there be a written record that people are working in that area?
- c) Is the hazard outside the immediate control of the people who are to do the job, i.e. action required to be taken to eliminate/control the potential hazard before work can commence?

If the answer to **any** of these questions is "Yes", then a "Permit to Work" must be issued for the job.

Tasks and Activities, section 0 lists those activities, which are most likely to require a Permit to Work but are dependent on the risk assessment process. The list is not exhaustive.

## *Distribution of Permit To Work*

The Example Permit to work

PERMIT TO WORK IN HAZARDOUS CONDITIONS section 0 consists of, and is distributed as follows:

- **First Copy** - To the person who will carry out the task or, where a number of people are involved, his direct supervisor or if applicable the contractors representative. The Permit with the appropriate Check Cards attached, should be displayed adjacent to the relevant job, if practicable.
- **Second Copy** - to be held by the Authorised Person (see Use of Permit section 0 paragraph 4) with the copies of appropriate Check Cards attached.

Where practicable, copies of the Permit to Work should be distributed prior to the commencement of the job.

An Index of the Permit to Work Check Cards is shown in PERMIT TO WORK - CHECK CARD INDEX section 0

## *Use of Permit*

At least one Permit to Work and associated Check Card(s) must be issued where the work involves hazardous conditions and persons are at risk. This applies to contractors and to site personnel.

In the case where a number of Permits may be issued for one operation, a "master" Permit to Work must be raised listing all such Permits.

Permits may only be issued by Authorised Persons, who have been trained in the use of the permit system, and who are listed in the Health & Safety Manual Appendix.

The Authorised Person is the person authorised to issue permits for the appropriate discipline. The Authorised Person must advise the Supervision of the area in which the work is to be carried out and obtain their signature to ensure that the agreed conditions are not changed in the area during the period covered by the Permit to Work. Where work involves Fire Detection, or Fire Fighting systems Authority can only be given by the Duty Engineer.

When work involves interruption of services to, or working in the vicinity of departments other than the area to be worked in, then all other such departments must be informed before the Permit to Work is issued. Others who may also have Permits to Work in the area must be advised and consulted.

Prior to the issue of the "Permit to Work", the Issuing and Receiving Authorities must personally inspect the work area and discuss the work to be performed.

Permits will normally be issued for the duration of the job as long as the basic condition of the plant **does not change**. However, "Permits to Work" are not valid for more than 1 day and if work is to continue for a longer period, a **new Permit** must be issued. Hot Work Permits will only be issued for the period of one shift. All issued and returned permits must be held readily accessible for a minimum period of 6 months.

The conditions and precautions detailed on the permit must be explained fully by the Competent Person to all persons connected with the job prior to work commencing. The Competent Person will display the Permit to Work in the area covered by the Permit during the progress of the job and return it on completion of the job, to the Authorised Person.

The Permits to Work and Check cards must be made out on the approved forms and the Permit will only be valid if all sections are completed and the appropriate check card(s) are attached.

Managers or Supervisors are responsible for the correct operation of the system. Managers or Supervisors are responsible for permits outstanding outside normal hours and must ensure that they are aware of the details of such permits.

Managers or Supervisors will also be responsible for the control of issue of permits. They must ensure that the details of permits still outstanding at the commencement of shift change-over are passed to the opposite shift supervisors for information/control purposes.

The "Permits to Work" forms will be available to all department Supervisors and Managers, with copies of the check cards required to accompany the Permit to Work.

The establishment of a Temporary Hard Hat area is likely to be required when construction site work is carried out, or when operations are overhead, in excavations, or with cartridge tools. See Temporary Hard Hat Areas section 0.

## *Training and Authorisation*

It is the responsibility of the Regional Manager to maintain a current list of the names of Authorised Persons.

Suitable training shall be given where necessary; the method being determined on notification. It is the responsibility of the Regional Manager to organise appropriate training for any new signatory. The Authorised Persons list will then be amended.

## *Contractors*

Contractors employed on sites will be required to observe the "Permit to Work" system and Permits will be issued to contractors under the same conditions as those which apply to Company staff.

The only exception is where an area of a site has been designated a "Contractor's Area", in which case the responsibility for safe working rests with the contractor. However, any work being performed by the contractor in his area which may **materially affect normal site operations** must carry a "Permit to Work" in the normal way.

The Project Co-ordinator or other Authorised Person must:

- ensure that the contractor is fully aware of the site Permit to Work system and its implications for his own personnel
- arrange for permits to be provided and explained as necessary.

Requests for permits should be made to the Project Co-ordinator or other Authorised Person, who will then arrange for the appropriate Permit(s) to be raised.

The contractor must then ensure that his own personnel understand the conditions and precautions detailed on the "Permit to Work" and that, on the completion of the job, the "Permit to Work" is signed off in the usual way.

The "Permit(s) to Work" cease to be valid if the Competent Person acting for the contractor is not regularly on site or ceases to be involved in the contract, **or the "Permit to Work" has been signed off.**

## *Monitoring*

It is the responsibility of the Regional Manager to monitor this procedure and to take actions as appropriate to resolve any deficiencies found.

## *List of Authorised Persons*

It is the responsibility of the Regional Manager to maintain a current list of Authorised Persons and to publish such a list when changes occur.

### *Tasks and Activities*

Work involving the use of naked flames, welding or burning equipment.

Work involving the removal of ceilings or floors.

Work involving entry into enclosed spaces.

Work performed on equipment which, must be isolated electrically to allow access to parts which are normally "live".

Work performed where moving parts, either on the equipment in question or adjacent equipment, constitute a hazard to the operator and electrical isolation must be carried out.

Work involving equipment containing toxic or flammable gases or materials, solvents, pipe freezing and work involving hazardous chemicals, or chemically contaminated equipment.

Work involving asbestos.

Work involving excavations.

Work involving contact with radioactivity.

Work at heights of 2M or more above the ground (scaffolding, ladders, mobile towers, powered operator controlled towers etc.) or on roofs.

Work involving lifting equipment.

Work requiring lay personnel protection, i.e. persons not directly involved in the task.

Work creating noise, i.e. demolition, pneumatic drilling, pile driving, etc.

Work over liquids, i.e. flooded tanks.

Work within 15 metres of overhead power lines (ref. HSE GN GS6).

Work involving steam systems (ref. ACOP 37).

Work involving pressurised systems (ref. ACOP 37/38, HS(G) 39 Rev. and IND(G) 68L).

Work involving the use of any tools or equipment which may generate incentive sparks or other sources of ignition, where their use will give rise to danger.

Work involving fire equipment.

Work on cranes and lifts.

Work where excessive dust, smoke or fumes may be generated.



PERMIT TO WORK - CHECK CARD INDEX

<u>CARD No.</u>	<u>TITLE</u>
1	Hot Work
2	Work on LV and HV Switchgear
3	Fixed Working Scaffolding
4	Mobile Scaffold Towers
5	Use of Airlift
6	Work Above False Ceilings
7	Removal of or Work on Asbestos
8	Excavations over 1.2m (4 ft.) Deep
9	Use of Cartridge Type Hand Tools
10	Work on Roofs
11	Work in Confined Spaces
12	Work in Underground Ducts
13	Use of Toxic and/or Hazardous Substances
14	Work on Lifts
15	Work on Cranes
16	Work with Ladders
17	Work on Fire Detection and Suppression systems and associated equipment

# *Permit to Work Check Card No. 1*

## *Hot Work*

This Check Card will be used in all circumstances where Hot Work, i.e. gas or electric welding or cutting and soldering with a gas flame, or other work where smoke, dust and fumes may be generated. It is not required when such work is carried out within the confines of a Maintenance Workshop Welding Bay.

### **REQUIRED PRECAUTIONS CHECKLIST**

- Available sprinklers, hose streams and extinguishers are in service/operable.
- Hot Work equipment in good repair.

### **REQUIREMENTS WITHIN 35FT. (11m) OF WORK**

- Flammable liquids, dust, lint and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistive sheets.
- Remove other combustibles where possible. Otherwise protect with fire-resistive tarpaulins or metal shields.
- All wall or floor openings covered.
- Fire-resistive tarpaulins suspended beneath work.

### **WORK ON WALLS AND CEILINGS**

- Construction is non-combustible and without combustible covering or insulation.
- Combustible on other side of walls moved away.

### **WORK ON ENCLOSED EQUIPMENT**

- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids/vapours.
- Pressurised vessels, piping and equipment removed from service, isolated and vented.

### **FIRE WATCH/HOT WORK AREA MONITORING**

- Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks by the competent person.
- Fire watch is supplied with suitable extinguishers, and, where practical, charged small hose.
- Fire watch is competent in use of this equipment and in sounding alarm.
- Fire watch may be required for adjoining areas, above and below work area.
- Monitoring of Hot Work area for 4 hours after job is completed by use of Fire Alarm system.

## *Permit to Work Check Card No. 2*

### *Working on LV and HV Substation Switchgear*

This Check Card will be used whenever access to Substation, or any work or switching is to be carried out on Substation Switchgear.

Permission for access to Substation can only be given by an Authorised Person.

Two Competent Persons must be in attendance at all times.

Switching of breakers must be carried out by Authorised Persons only.

Breaker Castell lock or padlock keys must be held by Authorised Persons only.

Only one key for each lock can be on issue.

Barriers must be sited when work on open panels is in progress.

## *Permit to Work Check Card No. 3*

### *Fixed Working Scaffolding*

This Check Card will be used in all cases where fixed scaffolding is in use. For Mobile Scaffolds see Permit to Work Check Card No. 4 .

Hard hats will be worn by persons erecting, working on and dismantling scaffolding.

A Temporary Hard Hat Area (See Temporary Hard Hat Areas,) is to be established in the immediately surrounding area.

Ensure the scaffolding is complete to the level at which work is to be carried out.

Ensure access ladders to and within the scaffolding are tied in and at the correct angle.

Ensure handrails and toe boards are in place.

Ensure current inspection certificate is available for the scaffold before scaffolders leave site and before scaffold is used.

Scaffolds must be inspected and inspection recorded, including any faults, at least weekly.

For further information regarding this subject, reference should be made to HSE Guidance note GS.

# *Permit to Work Check Card No. 4*

## *Mobile Scaffold Towers*

This Check Card will be used whenever it is proposed to use a Mobile Scaffold Tower, except where the user/s can **PROVE** they are competent to assemble the tower.

Hard hats will be worn by persons erecting, working on and dismantling a Mobile Scaffold Tower.

A Temporary Hard Hat Area (See Temporary Hard Hat Areas) is to be established in the immediately surrounding area.

Ensure the tower is assembled correctly and safely.

Ensure access ladders are correctly fitted.

Ensure the brakes are applied on wheels which touch the floor.

Ensure that users are aware that they should not climb the outside of the scaffold.

Ensure the working platform has an access trap.

Ensure toe boards and handrails are in place.

Ensure platform height is not above:

- d) Three times maximum base dimension for external work. The base dimension includes outriggers, where they are used.
- e) Three and one half times maximum base dimension for inside work. The base dimension includes outriggers, where they are used.
- f) The maximum height of mobile scaffolding to be agreed, but shall not exceed 12 metres (40 ft).

No one should ride on the scaffold while it is being moved.

All Scaffold Towers used on site, whether constructed of aluminium or steel, must comply with the Health and Safety Guidance Note GS42.

The use of man operated powered mobile towers is also included in this Permit. In the case of these towers, only operators able to produce certification of training for this type of tower will be permitted use. These towers are to be supported with stabiliser legs when stationary as a working platform and the drive mechanism switched to neutral or OFF.

# *Permit to Work Check Card No. 5*

## *Use of Powered Man Access Tower*

This Check Card will be used whenever it is proposed to use a Powered Man Tower or a similar device except where the user/s can **PROVE** they are competent in the use of such devices.

Hard hats will be worn by persons operating and working on a Powered Man Access Tower.

A Temporary Hard Hat Area (See Temporary Hard Hat Areas) is to be established in the immediately surrounding area.

Ensure the outriggers are in position and the base of the tower is level.

Ensure the jacks are available to achieve a level tower base.

Ensure the brakes are applied on wheels, which touch the floor.

Ensure head guard is in position, if fitted.

If operation is by compressed air, ensure compressed air supply facility does not cause a tripping hazard.

# *Permit to Work Check Card No. 6*

## *Work Above False Ceilings*

This Check Card will be used prior to any work starting above false ceilings where there is any possibility of others being below. (Note work on fragile roofs is covered by **Error! Reference source not found.**)

Clear the area immediately below where work is being carried out and along the access route if this is above the false ceiling.

Position barriers and warning signs to stop personnel walking below the working area.

Warn any personnel working near where overhead work is taking place.

Ensure safe means of access are being used to get up above the false ceiling.

## *Permit to Work Check Card No. 7*

### *Removal of, or Work on Materials Containing Asbestos*

This Check Card will be used any time work is carried out which involves asbestos. This includes Asbestolux ceilings or column facings.

A risk assessment should be carried out by an authorised person before the work is specified and a Permit to Work is issued. Unless the material is of a known low-hazard type, only contractors who have been approved by the authorities and are licensed, may be employed in the removal of asbestos materials.

The Director of Safety must be advised of any work, which involves the removal of asbestos.

Relevant notification to the authorities must be made prior to any work commencing.

All work must be carried out outside normal working hours unless the whole area is clear of other personnel.

All staff working on asbestos must wear disposable overalls and suitable facemasks.

A high efficiency vacuum cleaner must be on hand to clean work area.

All materials which contain any asbestos, which can be removed entirely, will not be reinstalled but will be taken to a suitable store to await controlled disposal.

## *Permit to Work Check Card No. 8*

### *Excavations Deeper than 1.2 Meters (4 FT.)*

This Check Card will be used when any work is done which involves an excavation more than 1.2 metres (4 ft.) deep. The guarding arrangements will also apply to access areas to the duct system and any open manholes.

Ensure adequate temporary fencing materials are available before starting work and that they are put in position during the period of the excavation.

Underground services are identified beforehand and adequate precautions should be made to ensure that they will not be adversely affected by the excavation.

Hard hats will be worn by persons working in excavations deeper than 1.2m.

The spoil from excavations must be placed at least 1 m from the edge of the excavation (this may form part of the temporary fence).

Ensure suitable support materials are available to shore up the sides of the excavation and are being used.

Ensure any services running through the excavation are adequately supported.

Where the excavation is in dark or badly lit areas, warning lamps should be available.

Ensure that the Duty Engineer is informed of any open excavations that are left over night.

# *Permit to Work Check Card No. 9*

## *Use of Cartridge Type Hand Tools*

This Check Card will be used at all times when it is proposed to use explosive cartridges to make fixings. This Card will also be used for certain fixing tools, which use air under high pressure as an alternative to cartridges.

Ensure the user of the tool is fully trained in its use and can show license evidence of the training.

Ensure the area in which the tool is to be used is free of flammable gases, highly flammable materials and airborne dust that could cause an explosion.

Ensure that the material being fixed to is not too hard (may cause ricochet) or too soft (fixing may pass straight through).

Ensure the user of the tool and any person working in the vicinity has the correct personal protective equipment, i.e. safety helmet, safety goggles or spectacles, suitable hearing protection.

Where the fixing is to be made to walls, ceilings or floors where personnel have access to the other side, the area should be cleared and suitable warning notices displayed.

# *Permit to Work Check Card No. 10*

## *Work on Roofs*

This Check Card will be used whenever any significant work is to be carried out on roofs, including the roofs of structures within the factory.

Hard hats will be worn by persons working on roofs.

A Temporary Hard Hat Area (See Temporary Hard Hat Areas) is to be established in the immediately surrounding area.

Ensure safe means of access to the roof.

Ensure roof edges are correctly guarded where work is of sufficient magnitude to warrant it and where work close to the edge is required.

All fragile roofs should be identified and indicated by signs.

Crawling boards must be available when working on fragile roofs.

At least two persons must be on roof at all times.

If materials have to be transported across roofs, correct means of transport must be used to obviate any damage, i.e. avoid point loading.

No materials or items taken on to the roof are to generate or cause excessive point loading.

Adverse weather conditions such as snow, ice, rain, high winds, must be taken into consideration.

Materials and equipment being used on the roof should be adequately secured.

# *Permit to Work Check Card No. 11*

## *Work in Confined Spaces*

Ensure the confined space has an adequate supply of air for breathing, otherwise Breathing Equipment will need to be used.

In the case of vessels, which have held toxic and/or flammables, a test for oxygen content should be carried out and a gas-free certificate must be obtained to cover the period of working.

All pipelines leading to the vessel should have been disconnected or blanking spades inserted into the line if there is any possibility of pressure or fluids leaking into vessel.

If the vessel cannot be certified gas-free and the residual contents are neither toxic or flammable, suitable breathing equipment must be used and the user must have had suitable training.

At all times a second operator must be on watch adjacent to the vessel.

Hard hats will be worn by persons entering and working in confined spaces.

A suitable belt should be worn and a safety rope should be available for use.

All safety equipment, which may be used should be inspected immediately prior to use, be properly maintained and in the case of breathing equipment, inspected monthly and records kept.

Suitable low voltage or intrinsically safe means of lighting should be used.

# *Permit to Work Check Card No. 12*

## *Work in Underground Ducts*

This Check Card will be used any time a Permit to Work for entry into an underground duct system is required.

At least two persons should be together at all times. An additional person must be on watch at the entrance to the duct.

Intrinsically safe lighting will be taken into the duct in case of the failure of mains lighting.

Adequate two-way communications should be established with the person on watch.

Hard hats should be worn whilst working in ducts.

While passing through the duct system, lights should be switched on and off as personnel pass through each section.

## *Permit to Work Check Card No. 13*

### *Use of Toxic and/or Hazardous Substances*

This Check Card should be used any time it is proposed to use these substances, i.e. paint stripper, acid etc., by site personnel and contractors employed by site personnel. This Check Card should also be used any time that work is to be carried out on equipment, which may have been contaminated by toxic or hazardous substances. The use of substances in the normal operation of fully-controlled production processes, or the maintenance of this equipment, does not require Permit to Work and Check Card.

A COSSH assessment of the use of the substance should have been carried out, the results recorded and a Hazard Data Sheet should be available.

The user should have read and understood any instructions regarding the use of the substance and abide by them.

The Regional Manager and Duty Engineer are to be advised of the chemicals.

The container should have suitable information as to its uses and hazards.

Correct waste disposal procedures must be set up before the substance is used.

All recommended safety precautions should be taken.

Where no other method is practical, suitable personal protective equipment should be available and used.

# *Permit to Work Check Card No. 14*

## *Work on Lifts*

This Check Card will be used every time a Permit to Work is required to carry out work on lifts, except in an emergency, i.e. personnel trapped.

Ensure '**LIFT OUT OF ORDER**' notices are placed in position at all floors.

Except for testing, the lift must be electrically isolated and locked off before any work commences

Ensure safety barriers are available and are used at all times a floor gate is open and lift car is not at the same level.

Only the original supplier of the lift, or Companies and persons who are approved and licensed may carry out work on lifts.

# *Permit to Work Check Card No. 15*

## *Work on Cranes*

This Check Card will be used every time a Permit to Work is required to carry out work on cranes. Before work commences, the crane must be electrically isolated and locked off and suitable notices appended at all strategic points.

Where access is required to work on the crane, suitable access equipment must be used and correctly assembled and approved.

Only companies and persons who are approved and licensed may carry out work on the hoisting systems of cranes.

Where the work carried out affects the lifting ability of the crane, then the crane must be proof tested on completion and re-certified. Only Companies and persons who are approved and licensed may carry out proof testing and certification.

It is an **ABSOLUTE** requirement that, if persons are working at a place above floor level where they would be liable to be struck by an overhead travelling crane or its load, effective measures must be taken to warn them of the approach of the crane.

Detail requirements on "Safe Use of Cranes" may be referenced in BS 7121 Parts I and 2.

# *Permit to Work Check Card No. 16*

## *Work on Ladders*

This Check Card will be used every time a Permit to Work is required for the use of ladders, except where the user/s are known to be competent in working on ladders up to 3 metres above floor level.

The use of existing permanent ladders provided for access to platforms, walkways and to the roof for inspection purposes, do not require Permits.

**Vertical** ladders should be securely fixed at top and bottom. Intermediate fixing should be used where ladders exceed 4 metres.

Where practicable, back rings should be fitted from a height of 2.5 metres upwards, spaced at 1 metre intervals.

**Ladders which are Portable** should be inspected to ensure they are in good condition, no split uprights, loose rungs, damaged feet, etc.

Wooden ladders must not be painted as this may hide defects.

Ladders should be erected "1 out 4 up" to get the best operable condition.

Hard hats will be worn by persons erecting and working from ladders.

A Temporary Hard Hat Area (See Temporary Hard Hat Areas) is to be established in the immediately surrounding area.

Persons must not over-reach beyond the line of the ladder.

The ladder should be tied off at the top or near to its resting-place. If impractical, then the ladder must be fixed at or near its lower end. If this is impractical also, a person must be stationed at the foot of the ladder to prevent it slipping.

Ladders must rise to a height of at least 1070 mm above the landing place, or above the feet of the persons using the ladder.

Ladders must not be used as scaffold boards to span gaps, nor their base spanning a board and supported by a rung.

Steps or trestle ladders must be fitted with an effective device to prevent the back support from spreading.

Apart from trestle ladders, the distance between adjacent rungs must be no more than 255 mm, (10 in) centre to centre.

# *Permit to Work Check Card No. 17*

## *Fire Alarm Detection and Suppression Systems*

This Check Card will be used when work is required to be carried out on:

- Fire Alarm Equipment, any wiring associated with the Fire Alarm Warning System including Power Sources to the System, smoke detectors, break glass units, warning bells, or control panels.
- Sprinkler systems or water supplies to these systems. (Including Fire Hydrants and Sprinkler Valves)
- Inert gas fire suppression systems
- In conjunction with Hot Work Permits

The part of the Fire Alarm or protection System to be worked on must be clearly identified by relating to the System drawing(s) for that part of the System/Building being worked on and on agreement with the “AUTHORISED PERSON” controlling the works.

The “PERMIT TO WORK” must contain the signature of both the “AUTHORISED PERSON” controlling the works and the “FIRE ADVISER” (who would sanction the works). It cannot be issued until:

- Measures to “zone off” the fire alarm system where necessary have been taken by the appropriate staff. This would be confirmed by the signature on the completed Permit to Work.
- Insurers have been advised and a sprinkler Red Tag placed (when necessary).
- Fire Marshals and Managers have been advised by Duty Engineers staff.

Work may only commence on receipt by the Competent Person of the “PERMIT TO WORK”.

On completion of works the “AUTHORISED PERSON” (or Duty Engineer) must be advised immediately in order to permit the re-instatement of that part of the System, The Duty Engineer can then cancel “zone off” and Insurers can be informed by the “AUTHORISED PERSON”.

The Competent Person must complete and sign off Section C – HANDBACK, of the Permit to Work Form.

The Authorised Person must complete and sign off Section C – HANDBACK, of the Permit to Work Form at the first available opportunity.

**Note:- It is the Duty of the Authorised Person to ensure that the above is adhered to and not to simply treat the procedures as ‘bits of paper’.**

## *Application for Check Card No. 18*

The following is a list containing the various scenarios where this Work Permit, would be required to be issued.

- Work on System by Fire Alarm Engineers.
- Work on System by electricians/Fire Alarm Engineers where parts of the system, whether it be data loops, addressable loops or bell circuits.
- The shutting down of power to any part of the System for prolonged periods whereby the System battery power would be inadequate.
- Soldering works where it might be deemed that smoke detectors in the vicinity, (or within the Air-conditioning Ducting), might be activated.
- Hot works, i.e. brazing, welding etc., where it might be deemed that smoke detectors in the vicinity, (or within the Air-conditioning Ducting), might be activated.
- Works on Sprinkler Systems whereby the signalling interface (pressure switch) would be required to be "turned off" due to requirement for Sprinkler System to be drained.

Note:- The signalling interface should not be turned on again until the Sprinkler System is refilled and the water pressure has settled down.

- Where town water mains is required to be turned off whereby the signalling interface (pressure switch) would be required to be "turned off" due to possible drop in Sprinkler System pressure.

Note:- The signalling interface should not be turned on again until the Sprinkler System is refilled and the water pressure has settled down.

- Works on Inert gas fire suppression systems whereby the System has to be tested or replacement of gas bottles etc. This would be carried out by Specialist Engineers and the System would be required to be turned off during these operations, or, these operations in themselves would render the System ineffective.

**N.B.** The **Permit to Work Form** should also contain details of Check Cards for other works entailed in the Fire Alarms Permit e.g. Hot Works.

## *Record of Persons Authorised to Issue Permits to Work*

<b>CHECK CARD IN USE</b>	<b>AUTHORISED PERSONS</b>
1. HOT WORK	
2. LV & HV SWITCHGEAR	
3. FIXED WORKING SCAFFOLDS	
4. MOBILE SCAFFOLD TOWERS	
5. POWERED MAN ACCESS TOWERS	
6. WORK ABOVE FALSE CEILINGS	
7. ASBESTOS	
8. EXCAVATIONS DEEPER THAN 1.2 METRES (4 FT.)	
9. USE OF CARTRIDGE-TYPE HAND TOOLS	
10. ROOF WORK	
11. CONFINED SPACES	
12. UNDERGROUND DUCTS	
13. HARD HAT AREAS	
14. LIFTS	
15. CRANES	
16. LADDERS	
17. FIRE ALARM SYSTEMS	

### *Temporary Hard Hat Areas*

The establishment of a Temporary Hard Hat area is required, whenever overhead work, construction site work, or work with cartridge tools, is to be carried out. (Ref Check Cards:-)

- Permit to Work Check Card No.3 section 0
- Permit to Work Check Card No. 4 section 0
- Permit to Work Check Card No. 5 section 0

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The area concerned should be clearly identified and suitable warning signs placed at entry points.

An adequate supply of hard hats, within expiry date and in good condition, must be available.

Maximum recommended life span of hard hats is two years. Individuals who are issued with personal hard hats should ensure they are kept in good condition and replaced at or before the expiry date.

## *Electrical Safety*

Electrical work may only be undertaken by COMPETENT persons.

The Manager of each department, for all cases where working on or near live equipment including conductors is carried out, will prepare a statement outlining why working with live equipment is necessary and the precautions taken to safeguard those undertaking the work and others who may be affected by it. For maintenance work this may be of a generic nature.

For all work on live equipment, a risk assessment will be made before commencement. The Regional Manager will appoint a competent person to be responsible, in conjunction with relevant Managers, for the safe working of all aspects of these undertakings. This will include the writing of detailed procedures.

The Duty Engineer will ensure that all electrical installation work is in accordance with local legislation/standards and certificates are obtained and inserted in a central register.

The Regional Manager will ensure that all electrical equipment purchased meets the relevant safety standard and safety literature/operating procedures/installation instructions are obtained and passed to the relevant persons before the equipment is connected or used.

Testing and Certification will be carried out in accordance with part 7 Inspection and Testing of the 16th edition Wiring Regulations for fixed installations.

Portable Equipment to be brought into compliance by following HS(G)107-Maintenance of Portable and Transportable Electrical Equipment guidance note.

Emergency Lighting will be installed, tested and maintained in accordance with BS5266 Part 1.00

## *Work On Electrical Equipment*

### **Requirements**

Whenever practicable, electrical equipment to be worked on, will be isolated from **ALL** sources of electrical power supply.

Where this is impracticable (does not mean inconvenient), it may be considered necessary to work on the equipment 'LIVE'. In such instances the Company is required to ensure that activities must comply with the ELECTRICITY AT WORK REGULATIONS 1989.

### **Live Work**

See Definition "Live Work"

"Live Work" on any equipment may only be undertaken by an Authorised Competent Person who meets the following criteria:

- Has an adequate and detailed knowledge of the equipment and associated electrical circuits.
- Is being directly supervised by another ACP who has adequate knowledge of the equipment and associated electrical circuits.
- Has demonstrated a complete understanding of the danger involved.
- Has been assessed as being capable of working under such conditions.

An ACP may carry out "Live Work" in close proximity to "Live" equipment e.g. diagnostic fault finding.

An ACP may carry out "Live Work" on "Live" equipment or conductors when issued with a "Live Work" permit and only when accompanied by another ACP who will attend to prevent injury or risk of injury.

NOTES TO BE OBSERVED BY ACP CALLED UPON TO ATTEND ANOTHER ACP CARRYING OUT "LIVE WORK"

Whenever called upon to assist the ACP will comply with the following:-

- Have current knowledge of the nearest means of complete electrical isolation of the equipment being worked on by the **AUTHORISED COMPETENT PERSON (ACP)**.
- Have the ACP constantly in his vision and remain in close proximity to him.
- Hold himself alert and intent upon his task, ready to act instantaneously should the ACP get into an emergency situation.
- Keep other personnel out of the pre-set work area, previously indicated by warning signs set by, or at the direction of, the ACP.

**Note:** Only another ACP specifically working with the ACP at risk, or having defined duties on the equipment in question, or having an administrative responsibility for the ACP or for the project of which the equipment in question forms a part, may come inside the work area when the ACP is at risk. Even then, only one at a time.

The AP will **NOT** Eat, Drink, Smoke, Be Seated, Read, Distract the ACP's attention or cause him to lose concentration on the task in hand, Engage in Conversation with any person other than with the ACP, or Engage in any other activity. He may, however, hold tools, instruments, or drawings etc., for the ACP, but will not fetch and carry if he cannot comply with rules 2,3&4.

The ACP must instruct accompanying ACP on means of isolating.

**Note:-** For an ACP to carry out work in substations an additional "Permit to Work" and associated check card must be obtained.

**"Live"** Equipment must not be left uncovered or exposed if for any reason the ACP has to leave the location.

Electrical test equipment used to test for **"Live"** or **"Dead"** conditions, or for **"Live"** measurement/diagnostic fault finding must be registered within the Company test set calibration/maintenance system.

When an ACP is required to carry out **"Live Work"** the area must be "cordoned off".

## **Training Requirements for AP**

All ACP's will have received training and attained a standard of competence in:

- Recognition of the symptoms of a person experiencing electric shock.
- The immediate action to be taken where a person is experiencing electric shock and possibly 'hold on' contact, due to muscular spasm.
- The treatment of a person who has just received electric shock, including artificial resuscitation.
- The work practices required of the AP.

## **Basic Guidelines**

THE FIRST CONSIDERATION MUST ALWAYS BE ISOLATION.

Isolation can only be deemed to have been effectively carried out when it can be proved that all practicable steps have been taken to prevent re-energisation by unauthorised or unsuspecting persons.

This may call for varying actions depending on the circumstances. Ideally, isolators should be locked in the 'OFF' position, provided the mechanical constraints are adequate, the lock of good quality with only one key on site and that in the possession of The Man at Risk. Alternatively, the removal to safe and secure holding of plugs, disconnection/isolation of MCB's (Miniature Circuit Breaker) fuses or isolator actuator bars is acceptable.

An official and recognised sign will be placed on the equipment at the point of isolation.

NEVER ASSUME A PIECE OF EQUIPMENT IS DEAD

Electrical Trades person (ACP's) are hereby instructed to check for 'LIVE' conductors before working on equipment which has been deemed ISOLATED.

Each ACP has in his possession a suitable tester Company approved THIS EQUIPMENT MUST BE PROVEN BEFORE EACH USE AND AFTER TESTING FOR LIVE CONDUCTORS (TO ENSURE THAT TESTER STILL FUNCTIONS CORRECTLY).

The ACP must check for multiple electrical feeds to any piece of equipment. Normally the equipment will be labelled to this affect on the outside or inside of the cabinet.

### **Supplementary Procedure for Electricity**

When electrically isolated, care must be exercised to ensure that any stored energy or forces are identified and assessed, and actions taken where necessary e.g. batteries, capacitors.

NOTE:- Batteries are always live

Where isolation is at the request of a mechanical tradesman or supervisor, the ACP should isolate and prove isolation, but the lock and key used for the isolation should be that of the mechanical tradesman, i.e. the man at risk.

All individuals working on a process must place his/her own padlock and label to the appropriate isolator.

### **Re-Energisation Following Isolation for a Specific Task**

On completion of a straightforward mechanical task, the last mechanical person having satisfied himself that mechanically the task is complete, will remove his lock and the notice on the isolator and will report in the usual way the completion of the task.

On completion of a straightforward electrical task, the last ACP may re-energise the equipment when he is satisfied that the equipment is electrically so as to prevent danger to others.

Having satisfied himself that it is safe to re-energise, the ACP must ensure that all notices relating to the isolation are removed to the recognised place of storage.

### **Authorised Competent Persons (ACP's)**

The Authorised Competent Persons (ACP's) within NLS FM Services. are those which are expressly employed as:

ELECTRICIAN

ELECTRICAL PROJECT ENGINEER

NOMINATED CONTRACTOR

## *Definitions*

### Equipment:

Means 'electrical equipment' and includes anything used, intended to be used, or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure, or use electrical energy (as defined in the Electricity at Work Regulations 1989).

### Live

Means that the equipment in question is at a voltage, by being connected to a source of electricity as, for example, in normal use. This implies that, unless otherwise stated, the live parts are exposed so that they can be touched either directly or indirectly by means of some conducting object and that they are either live at a dangerous potential or at a dangerous energy level.

### Charged

Means that the item has acquired a charge, either because it is live, or because it has become charged by other means such as by static or induction charging, or has retained a charge due to capacitance effects even though it may be disconnected from the rest of the system, or is electrolytically charged e.g. batteries.

### Live Work

Means work on or near conductors which are accessible and which are live or charged.

**Dead** Means not electrically 'Live' or 'Charged'.

### Disconnected

Is used to describe equipment (or a part of an electrical system) which is not connected to any source of electrical energy.

**Isolated** Is used to indicate equipment (or part of an electrical system) which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure, i.e. it cannot be re-energised accidentally or inadvertently.

### High Voltage

Is regarded internationally as being in excess of 1000 VOLTS. However, certain precautions have been applied in the UK to systems energised at over 650 VOLTS. To maintain the same degree of safety, this guidance uses the term 'High Voltage' where the voltage exceeds 650 VOLTS.

### A Shielded Conductor

Is any uninsulated conductor within any piece of equipment which cannot be reached with a standard test finger (illustrated and dimensioned in IP2X Elect. Regs. 1989).

## *ACP First Aid*

The following forms the basis of a certificate to be issued to an Electrical Tradesman after training.

### **KEY POINTS TO REMEMBER**

- g) Summon medical aid.
- h) Establish whether the victim is breathing or not.
- i) If heart has stopped, apply cardiac massage.
- j) Remove foreign matter from victim's mouth and loosen clothing.
- k) Place victim on his back and position head correctly.
- l) Close victim's nostrils, breathe into his mouth.
- m) Establish a regular breathing rhythm for the victim (approximately 12 breaths per minute for adults).
- n) Once the victim has started to breath on his own, place him in the recovery position, but watch him carefully.

# ***Employee's Acknowledgement of Receipt of Health and Safety Handbook***

NLS FM Services. have compiled an Organisation Health and Safety management system as legally required under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations.

The main Health and Safety Policy documentation is located at Head Office or in the Regional Office and is available for inspection upon request.

It is the Organisation's policy to issue each employee with a copy of the Health and Safety Policy in the form of an Employee's Health and Safety Handbook. It is important that you read and understand the details written within the Handbook prior to signing your name at the bottom of this page.

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I confirm that I have read and understand the NLS FM Services. Employee's Health and Safety Handbook and will comply with all rules that are imposed in the interest of safety.

Date.....

Signature.....

Please return this form to the Director of Safety.