



R. BETTS CONSTRUCTION LTD

**POLICY FOR SAFETY, HEALTH QUALITY AND
PROTECTION OF THE ENVIRONMENT (HSP01)**

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R. BETTS CONSTRUCTION LIMITED

SITE ESTABLISHMENT

CONTRACT.....

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INTRODUCTION

The Health and Safety at Work Act 1974 imposes a duty on the Company to safeguard the wellbeing of its employees while at their place of work. Furthermore, in respect of this duty, the Company is required to prepare a written policy statement relating to health and safety, which must be made known to the employees.

Section 1 of this Safety, Health and Environmental (SHE) Policy, sets out the intent and commitment of the company with regard to safety, health and environmental matters.

Section 2 of this SHE policy, outlines the company organisation to achieve the highest possible standard for safety, health and protection of the environment for all our employees.

Section 3 of the policy details the arrangements developed by the company to support the intent of this policy.

The Company would remind its employees of their duty under **Section 7** of The Health and Safety at Work Act to take all reasonable care to avoid injury to themselves or to other persons liable to be affected by their activities at work, and to co-operate with the Company in meeting any duty or requirement imposed on the Company by any of the relevant statutory provisions. Formal discipline could result from failure to adhere to this policy.

The Health and Safety at Work Act **Section 8** also requires that no person shall intentionally or recklessly interfere with, or misuse anything provided by law in the interest of health, safety and welfare.

The prevention of accidents, injury, damage and protection of the environment is an obvious benefit to us all, and is regarded by the Company as being the fundamental and mutual aim of all management and employees.

The SHE Policy itself will only be changed with the specific authorisation of a Director. This reflects the determination of the management to ensure that health and safety, and protection of the environment continues to be centrally managed, with the staff members responsible on site reporting directly to the senior management on all Health, Safety and Environmental matters.

HEALTH & SAFETY POLICY: STATEMENT OF INTENT

R. Betts Construction Limited is fully committed to the objective of accident prevention by providing safe work places for all employees, sub-subcontractors and other persons who may be affected by its activities. It is also mindful of the need to avoid damage to its property and equipment and its responsibility to protect the environment.


An Integrated Management System (IMS) has been established that complies with the recognized standard OHSAS 18001: 2007. This promotes a culture of occupational health & safety protection in all Company systems and procedures, under the direction of the senior management team and with the support of all employees and supply chain partners.

The Company is committed to comply with all relevant health and safety legislation as a minimum achievement level and to continually improve health and safety performance through appropriate initiatives, controls, provision of resources and training of employees.

Management objectives and targets are established and reviewed on a regular basis to implement the Health & Safety Policy. These include:

- Setting annual targets towards a zero accident rate
- Identifying and assessing hazards and applying the necessary control measures in a consistent manner at all times.
- Ensuring that employees receive appropriate training so that they are able to carry out their duties in a safe and efficient way.
- Providing suitable supervision along with the necessary instruction and information.
- Arranging for comprehensive and effective consultation between the Directors and employees regarding all matters concerning Health and Safety at work.
- Incorporating health and safety considerations in the design of products and services monitoring and reviewing Health and Safety activities on a regular basis and implementing any necessary improvements.

The Company recognizes the requirement for all employees and sub-subcontractors to be fully committed to the application of the provisions of this policy. Full support will be given continuously to all personnel so that a positive attitude to Health and Safety matters will be maintained.

Signed.....
Managing Director

Date...18/01/2016.....

COMPANY ENVIRONMENTAL POLICY: STATEMENT OF INTENT

The organization recognizes its responsibilities for the wider environment and to the local community. It is committed to comply with all relevant environmental legislation at local, regional and national level, as a minimum performance, and to continually improve environmental performance through appropriate initiatives, controls, provision of resources and training of employees. The aim is to minimize adverse impacts on the environment of activities, products and services.


An Integrated Management System (IMS) has been established that complies with the International Standard ISO 14001: 2004. This promotes a culture of environmental protection in all Company systems and procedures, under the direction of the senior management team and with the support of all employees and supply chain partners.

Management objectives and targets are established and reviewed on a regular basis to implement the Environmental Policy. These are based on a commitment to eight environmental principles:

- Prevention of pollution
- Minimize use of energy, materials, utilities
- Minimize waste generation and apply responsible waste management and disposal techniques
- Reduction of carbon-based emissions
- Substitution of hazardous and non-recyclable materials
- Promoting product reuse and recycling
- Maintaining high workforce awareness of environmental issues
- Involving suppliers, subcontractors and customers in environmental initiatives

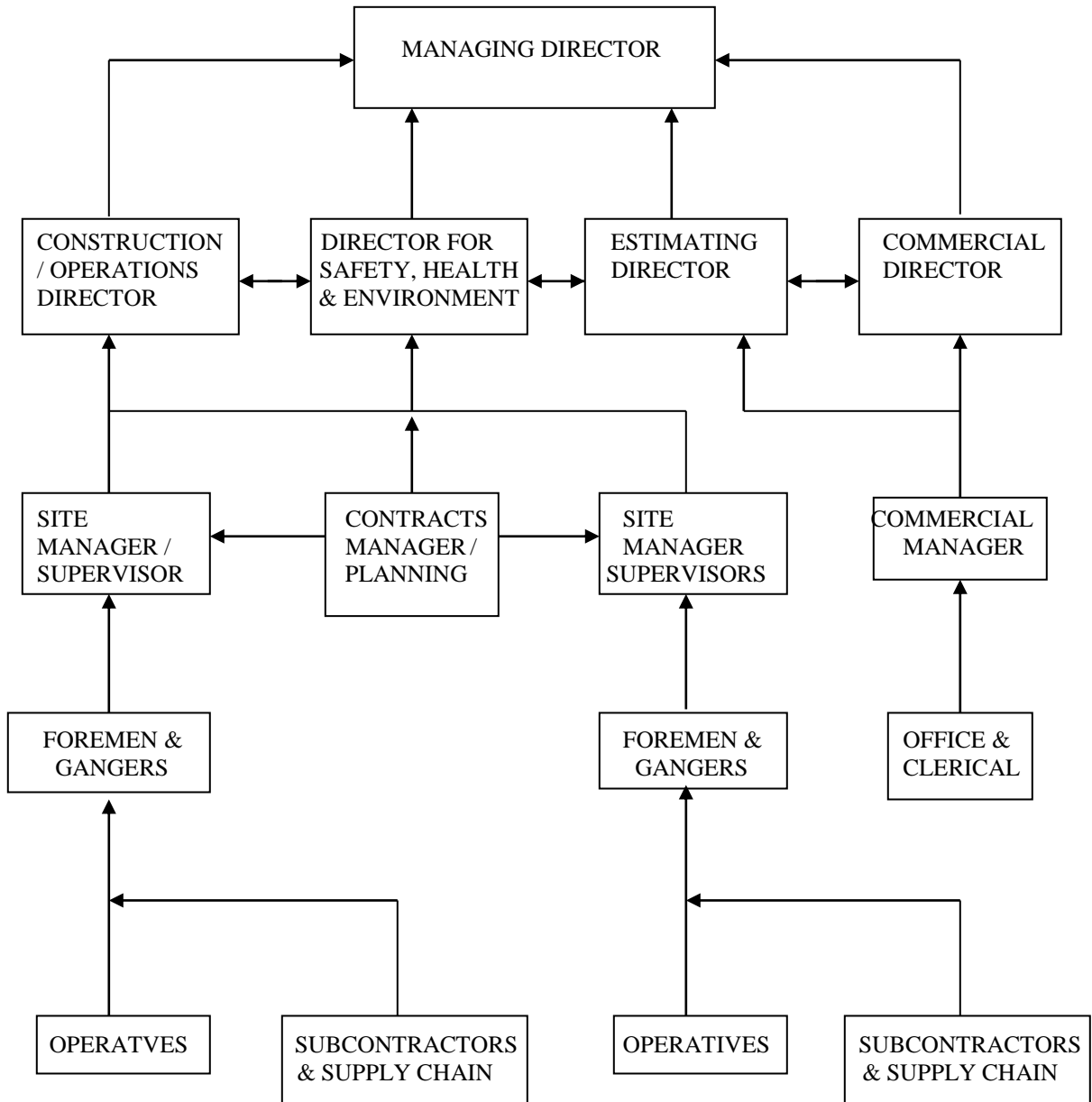
The IMS's effectiveness is monitored and maintained by regular audit and management review.

This Environmental Policy is communicated to all employees and made available to the public on request. The involvement of its workforce and external interested and affected parties in its Environmental Policy is encouraged by the organization through effective communication procedures.

Signed.....
Managing Director

Date...18-01-2016.....

SECTION 2: SAFETY ORGANISATION & RESPONSIBILITIES



DUTIES & RESPONSIBILITIES

To clarify the roles and responsibilities of health and safety the following duties have been allocated to nominated employees and must be carried out.

ALL PERSONNEL

In meeting with the R. Betts Construction (RBC) Policy, all personnel shall:

- Understand the RBC Policy for Safety, Health and Welfare.
- Set a good example by wearing the appropriate Personal Protective Equipment when on site.
- Work in a safe manner at all times.
- In respect of Safety, Health and Welfare assist the company in achieving the required company standards. Individuals who constantly ignore this aim will be subject to a disciplinary action.

MANAGING DIRECTOR

- To take a pro-active approach to implement, review and maintain an up to date health, safety and environmental policy and to ensure that it is brought to the notice of the employees.
- Arrange for funds and facilities to meet the requirements of this SHE Policy.
- Review company arrangements and administer the policy by appointing an individual Director responsible.
- Ensure there is a liaison on safety, health and environmental matters between the company, clients and contractors.
- To consider the protection and well being of the public as a major issue during all company operations.
- To ensure relevant and newly issued literature regarding any health and safety, or environmental issue, is promptly distributed to staff / employees concerned.
- Know the appropriate statutory requirements affecting the company's operations.
- Notify the Health and Safety Executive of construction works when applicable.
- Ensure that all staff be made aware of their responsibilities as laid down by the SHE Policy, and that staff at all levels receive the appropriate training.

- Ensure current employers and public liability insurances are in place.
- Ensure office safety and fire precautions are maintained.
- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury and damage.
- That safety, health and environmental issues are considered in the selection of any sub-contractors.
- Have full familiarity with the works at all stages to enable advice to be given, where necessary, to ensure safe working conditions and subsequent prevention of injury to personnel, or harm to the environment.
- Institute reporting, investigations and costing of injury, damage and loss and promote analysis of investigation to discover trends and eliminate hazards.
- Discipline those who constantly fail to consider their own health and safety and that of those around them, and those who do not implement the safety, health and environmental policy requirements.

DIRECTOR FOR SAFETY, HEALTH & ENVIRONMENT

- Prepare instructions for the organisation and methods for carrying out the company policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out.
- To consider the protection and well-being of the public as a major issue during all company operations.
- Monitor compliance of health and safety policy, statutory requirements and good working practices.
- To ensure that the safety, health and environmental performance be monitored, and reviewed and implement measures to improve performance.
- Co-ordinate all safety, health and environmental activities.
- Ensure that all operations are 'risk assessed' and that adequate measures are implemented to control all significant risks identified.
- Produce HAV charts with ELV and EAV limits for all specific and relevant tools utilised by the company.
- Ensure that day-to-day health, safety and environmental procedures are implemented.

- Promote good working practices for health and safety and for the protection of the environment.
- Ensure that all accidents are properly reported and investigated.
- Notify the Health and Safety Executive, where necessary of accidents.
- Liaise with Site Supervisors and Foremen on health, safety and environmental issues.
- Ensure that appropriate training is given to all staff / operatives as necessary.
- Ensure regular tool box talks and induction training be provided for all employees, in addition to the new start / site employee induction.
- Encourage and promote energy efficient methods and waste minimisation schemes.
- Supervise the training in and correct use of protective clothing and safety equipment.
- Advise management on changes in legislation.
- Carry out site inspections to determine that all regulations are being observed.
- Check the welfare facilities are properly provided and maintained.
- Ensure that all Statutory Notices are posted and registers maintained.
- Consult employees on safety, health and environmental matters.
- Be familiar with the requirements of the Construction Regulations and the recommendations in the Codes of Practice relevant to the works.
- Encourage the distribution of safety literature through the company.
- Be responsible for all the listed health, safety and environmental duties of the Managing / Operations Directors, and the Planning / Contracts Managers during their periods of absence / vacation.

OPERATIONS DIRECTORS / PROJECT MANAGERS

Operations Directors / Project Managers are to ensure their site / sites are in strict observance of the requirements of the Construction Regulations and relevant Codes of Practice. They should advise or instruct site supervisory staff as necessary where breaches of Regulations are found. They should check that all statutory notices are posted and records kept.

They are to ensure that all necessary consideration is given at tender and planning stages to the requirements of the regulations and in particular to: -

- Identify the role and responsibilities of the company in respect of the Construction (Design and Management) Regulations (CDM) 2015, for each project.
- Safe methods of working.
- Welfare facilities (Workplace Health Safety and Welfare Regulations 1992).
- Fire precautions.
- To consider the protection and well-being of the public as a major issue during all company operations.
- Hazards arising from use of substances, or work to be carried out in hostile environments.
- Definition of sub-contractors' and other contractors' responsibilities.
- To ensure any other sub-contractor employed by the company, complies with this Safety, Health and Environmental Policy and that a method statement / risk assessment is in place for their work to be carried out.
- Ensure the construction programme is developed to consider all relevant safety, health and environmental matters.
- Appreciation of hazards arising from underground or overhead power cables, gas services and other statutory undertakers' apparatus.
- Appreciation of existing water courses and consideration of existing wildlife habitats and ancient or listed / protected structures.
- Formulate Risk Assessments, Method Statements and COSHH assessments and precautions to be observed during the course of the works should be drawn up, issued and reviewed with the site supervisory staff.
- Produce COSHH assessments for any hazardous substances in use on site.
- Ensure Lift Plans are produced for all site lifts by a suitably trained and competent Appointed Person, with the Lifting Operation under the control of a suitably trained and competent Lift Supervisor / Slinger / Signaller.
- Ensure the safe design of falsework and scaffolding in compliance with the CDM Regulations 2015.
- Implement procedures for control of waste / recycling capability.

SITE SUPERVISORS

The Site Supervisor will:

- Understand and implement the contents of any Method Statement / Risk Assessment, and any required action arising from any safety / planning meetings that concern the safety management of their site.
- Carry out a Risk Assessment for any unplanned operations and ensure measures are put in place to control any significant risks identified, prior to allowing work to commence.
- Report to their Manager any problems in achieving the required company standards.
- In conjunction with the site manager, plan safety into all work activities and check that all method statements deal adequately with all hazardous operations and are properly observed, including the roles in respect of the CDM Regulations 2015.
- To consider the protection and well-being of the public as a major issue during all company operations.
- They should be trained and competent to induct all employees with the company SHE rules, relevant site / work Method Statement, appropriate Risk Assessment and COSHH assessments and any environmental control prior to commencement of works.
- To ensure site welfare facilities are maintained to the required standard in a healthy clean state, and make sure all employees comply with their obligation not to abuse the facilities provided.
- Ensure that COSHH assessments are available for any hazardous substances in use on site, that all control measures are complied with and that the relevant protective clothing and equipment is available and used, and to ensure the procedure for disposal of waste and spent containers etc. are properly followed.
- Carry out regular Safety, Health and Environmental Awareness / Tool Box Talks.
- Maintain the attendance record for “safety inductions” and all other safety awareness talks or courses attended.
- Ensure a copy of the company SHE Policy and SHE Rules (to be kept in Site Safety File) is readily available to all operatives or other interested persons.
- Organise the site to enable work to be carried out to the standard required and ensure that all employees observe the standard.
- They should be trained and competent to issue explicit instruction to operatives and foremen when using vibration tools and equipment. Refer to HAV Charts.

- To adhere to Lifting Plans produced by a suitably trained and competent Appointed Person and ensure a trained and competent Lift Supervisor / Slinger-Signaller checks the certificates / registers for mobile cranes etc. to be valid and correct, prior to any lifting operation on site.
- Inspect work places prior to use, and check the adequacy of walkways and working platforms prior to any access by operatives.
- Plan and maintain a tidy site with bund storage facilities for chemicals and drip trays for plant.
- Monitor waste disposal procedures.
- Obtain copies of drivers' licences and inspect for suitability before allowing anyone to drive company vehicles. No one under the age of 21 years old is considered suitable to drive company vehicles. Use of hand held mobile phones whilst driving or operating vehicles or plant is strictly prohibited.
- Ensure competence of users of plant and equipment. All operators to hold a valid / relevant CPCS certificate / card.
- Co-ordinate all safety, health and environmental activities.
- Implement day-to-day safety, health and environmental protective procedures.
- Report all site accidents to the health and safety director immediately and ensure all accidents are recorded on the prescribed forms and copies forwarded to head office.
- Ensure that suitable protective clothing is available and used, that welfare and first aid facilities are to the standard required, and their location known to all employees.
- Accompany the Health and Safety Executive and Safety Advisor on visits to the site.
- Monitor the safe condition of work equipment.
- Ensure only properly inspected and maintained plant and equipment is used on site and ensure all electrical power tools have up to date PAT certificate.
- Maintain adequate fire prevention and emergency procedures.
- Consult employees on safety, health and environmental matters.
- Utilise the disciplinary procedure if the SHE Policy procedures are not adhered to, or for any misuse of PPE / horseplay committed by any operative.

COMMERCIAL / ESTIMATING DIRECTORS / QUANTITY SURVEYORS AND CLERICAL STAFF

- Comply with the company safety, health and environmental policy.
- To consider the protection and well-being of the public as a major issue during all company operations.
- Pay particular attention to fire precautions and emergency procedures for safe and healthy working.
- Check the safety, health and environmental requirements of the clients' preliminaries / documentation for variants to or where it exceeds the R Betts Policy.
- Ensure that tenders include sufficient finance / resources to:
 - a) Employ competent sub-contractors
 - b) Allow safe methods of working
 - c) Provide suitable and sufficient welfare arrangements
 - d) Provide adequate first aid facilities
 - e) Provide suitable and sufficient emergency arrangements
 - f) Provide suitable plant, materials and equipment
 - g) To provide for any required training of operatives / staff
 - h) Protect third parties
 - I) protect the local environment
- Consider where possible using materials from sustainable sources, recycling and re-using materials.
- Consider using local sub-contractors and suppliers to minimise energy usage, air pollution, noise and vibration during transportation.
- Keep the office tidy, free from obstructions and fire risks.
- Ensure that there is adequate fire-fighting equipment, which is regularly maintained.
- Promote energy efficiency within the office.
- Ensure paper and other recycling procedures are undertaken effectively.
- Suggest ways of eliminating hazards and improve energy efficiency.
- Report hazards and defects in equipment.
- Report any injuries or dangerous incidents.

CHARGHANDS - FLS

- Familiarise yourself and your workforce with Method Statements, Risk Assessments COSHH, and Environmental procedures applicable to work on which your gangs are engaged. Insist on observance of their requirements.
- To consider the protection and well-being of the public as a major issue during all company operations.
- Ensure that new employees are familiar with the requirements of the site health and safety rules.
- Plan and maintain a tidy and environmentally friendly site.
- Ensure the correct personal protective equipment is used and report back to management on the suitability of the PPE issued.
- Check the adequacy of walkways and working platforms prior to any access by operatives and correct or report immediately any defects in walkways, working areas, etc. on which your gangs are employed.
- Issue explicit instruction to operatives when using vibration tools and equipment. Refer to HAV Charts.
- Inspect plant, tools and equipment on a regular basis, and promptly report / remedy any defects.
- Report all defects in plant, equipment etc., which are outside your responsibility to maintain.
- Set a high personal example in the observance of safety and environmental requirements.
- Liaise with Operatives and Site Supervisors on safety, health and environmental issues.
- Monitor waste disposal and procedures.
- Discourage any act, particularly horseplay that could endanger the workforce or risk harm to the environment.
- Utilise the disciplinary procedure if safety, health or environmental procedures are not adhered to.

OPERATIVES

- Be aware at all times of the requirements of the Method Statements, Risk Assessments, COSHH and Environmental procedures applicable to the work on which you are engaged. IF YOU DO NOT KNOW, ASK.

- Actively participate in the management of safety by reporting all incidents, accidents and near misses.
- Consider the protection and well-being of the public as a major issue whilst at work.
- Enquire what tool is correct for the job and then use it properly as instructed by your Supervisor. Wear the appropriate PPE as instructed.
- Use safety equipment and protective clothing supplied and remember it is for your personal protection, abusing it may place you at risk of injury or death (and is in contravention Section 8 of the Health & Safety at Work Act 1974).
- Use walkways constructed for the purpose, do not take short cuts. Never breach safety / protective fencing.
- Avoid improvisation, which entails unnecessary risk.
- Warn other operatives, especially new starters, of any known hazards.
- Look to be keeping yourself and other workers safe at all times.
- Do not abuse welfare facilities; they are provided for your benefit.
- You have a legal obligation to co-operate on all matters regarding safety, health and environmental procedures and thereby safeguard yourself, others, and the natural habitat / environment.
- Comply with the safety, health and environmental information or training given. If in doubt ask.
- Comply with the instructions and timescales given by your foreman / supervisor when using vibration tools and equipment (HAV).
- Report defects in plant and equipment.
- Report to supervisors any health and safety risks, or risk to the environment, that may occur or concern you.
- Refrain from horseplay on site.

**ALL EMPLOYEES: IF IN DOUBT – ASK-
YOUR SAFETY MAY DEPEND ON IT.**

SECTION 3: ARRANGEMENTS

(a) MAIN REQUIREMENTS.

EMPLOYEE CONSULTATION

It is the duty of R. Betts Construction Ltd to consult with their employees or appointed safety representative, in good time on any safety, health and environmental matters.

An employee or appointed safety representative, may consult / raise any safety, health and environmental issues at any time with the Site Supervisor or Senior Management, or as an alternative, any issues may be raised and discussed during the regular training or awareness tool box talks.

If you are in any doubt about the safe and proper way to do any job - get instructions from your Supervisor - if you do not understand the instructions ask again - don't guess.

Report all unsafe conditions to your supervisor.

Observe all WARNING and DANGER notices.

Do not light fires or braziers without authority.

The importance of site tidiness cannot be over emphasised.

Ensure waste is disposed of, into the correct designated and suitably labelled skip. Only use a licensed waste removal operator.

Scattered materials and pieces of loose timber, scaffold tube, fittings, steel etc., cause many serious tripping accidents as well as being wasteful, costly and potentially harmful to wildlife and the environment.

Please do your bit to keep the site tidy by stacking unwanted materials neatly back where they belong. Remember the job isn't finished until you have tidied your work area - good housekeeping prevents accidents and reduces costs.

Please remove or knock down upstanding nails - don't wait for someone to step on them. It may be you.

The site canteen, drying room and toilet arrangements are provided for your welfare and convenience, please help keep these facilities clean and tidy by placing your rubbish, food wrappings, old newspapers, bottles etc. in the bins provided. Help maintain energy efficiency by closing doors, use water conservatively, and switch off any unused lights / plant and equipment etc.

PROTECTIVE EQUIPMENT

As a minimum, safety helmets, steel protected safety boots, high viz. vests, protective gloves and where required eye / ear protection **MUST** be worn on each site, or anywhere that there is a risk.

The Company undertakes to provide aids to accident prevention, and you on your part, should obtain them from your supervisor BEFORE commencing work of a kind necessitating the use of protective equipment.

The company will supply free of charge: - safety helmets, high visibility vests, safety boots, safety harnesses, goggles, ear protectors, industrial gloves etc. Supply of this equipment will be on a controlled and recorded basis and all employees must wear the equipment properly and in compliance with the requirements for each individual principal contractor / site. The individual must safeguard this equipment or clothing supplied, as abuse or over supply / waste has cost implications which may be addressed.

FIRST AID & EMERGENCY PROCEDURES

It is the duty of the company to provide adequate first aid equipment and facilities and appoint a sufficient number of suitably trained people to attend injured or ill employees at work.

Generally a shared facility will exist on site with other contractors meeting with the specified criteria.

You will attend an induction on initial arrival to each and every site, where your site Supervisor or Senior Management will explain the site emergency procedure and fire precautions to you. First aid personnel and the location of the first aid stations will be identified at this induction.

The slightest of cuts, splinters and abrasions can turn septic. Don't dismiss it as "only a scratch" - Have it attended to immediately at the First Aid Post. First Aid takes only a few moments and it may save you weeks off work.

EMERGENCY PROCEDURES

Suitable arrangements will be included in the method statement for the work. The site supervisor is to deal with any foreseeable emergency and such arrangements must include procedures for evacuation of the site.

Arrangements must be made for an emergency plan, and equipment procured and suitably sited to deal with any spillage or leaks that may be harmful to the environment.

All persons must be made aware of these procedures during the initial site inductions.

WELFARE FACILITIES

Workplace Health Safety and Welfare Regulations 1992

The Site Supervisor / Senior Management will ensure the provisions are adequate, and include:

- Sufficient sanitary convenience.

- Washing facilities - hot and cold or warm running water.
- Adequate supply of drinking water.
- Accommodation for clothing with suitable means for drying clothes.
- Facilities for rest.
- Means for boiling water and for heating food.
- Smoking is NOT permitted in any office / canteen facility, or in any enclosed area or company vehicle. All operatives to observe any outdoor No Smoking restriction.

ACCIDENT REPORTING

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES REGULATIONS 2013 - R.I.D.D.O.R. 2013

The Site Supervisor will enter the details into the site accident book (ref. BI510), and forward the original copy to head office. In the event of any reportable injury / disease or dangerous occurrence, the health and safety director will inform the appropriate enforcing authority directly by either using the National Incident Contact Centre (tel. **0845 300 9923**), or by using the established on-line system.

The reporting procedure applies when any employee, member of the public or any other person suffers death or major injury at work or on controlled premises.

Major Injuries may include: -

- Fractures - other than fingers, thumbs or toes.
- Amputation.
- Dislocation - shoulder, hip, knee or spine.
- Loss of sight - temporary or permanent.
- Chemical, hot metal or penetrating eye injury
- Electric shock leading unconsciousness, resuscitation or hospitalisation for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Over Seven day injury - where the accident connected with work to the employee resulting in that person being away from work for more than seven days, not counting the day of injury itself.

Dangerous Occurrences may include: -

- Collapse, Overturning or failure of any load bearing part of a lift, hoist or crane, derrick, mobile powered access platform, excavator, piling rig or fork lift truck.
- Explosion or fire caused by any material resulting in stoppage of work for 24 hours.

- Electrical short circuit or overload attended by fire or explosion which results in 5 the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.
- Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- Plant or equipment coming into contact with, or arcing from, any overhead power cables.
- The complete or partial collapse of any scaffold which is more than 5 meters in height which results in a substantial part of the scaffold falling or overturning; or erected over or adjacent to water in circumstances such that there *(ii)* would be a risk of drowning to a person falling from the scaffold into the water; or the suspension arrangements (including any outrigger) of any slung or *(b)* suspended scaffold which causes a working platform or cradle to fall.
- Any unintended collapse or partial collapse of *-18* any building or structure (whether above or below ground) under *(a)* construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material; any floor or wall of any building (whether above or below ground) used *(b)* as a place of work; or any false-work.

Reportable Diseases may include: -

- Skin diseases such occupational dermatitis Inflammation, skin cancer, Ulceration or malignant disease of the skin, blood dyscrasia, Folliculitis, Acne.
- Hand-arm vibration syndrome / White Finger Bursitis or Subcutaneous cellulitis around the elbow or knee, carpal tunnel syndrome, traumatic inflammation of the tendons of the hand or forearm or of the associated tendon sheaths, cramp of the hand or forearm.
- Infections such as leptospirosis, tetanus, hepatitis, legionnaires, Lyme disease.
- Lung cancer such as asbestosis, primary carcinoma, silicosis, Pneumoconiosis, Anthrax, asthma.

The Director for Health and Safety must report all death, major injuries and dangerous occurrences immediately (by telephone) to the Health and Safety Executive, using the National Incident Contact Centre (tel. 0845 300 9923, fax. 0845 300 9924) followed by a written report on form 2508 within ten days (can be done on the internet).

Over 7 day injuries must be reported to the Health and Safety Executive - either by phone (tel. 0845 300 9923, fax. 0845 300 9924) or on form 2508 within 10 days of the incident.

Reportable Diseases are reported on form F2508AE

NATIONAL INCIDENT CONTACT CENTRE: Telephone 0845 300 9923

Facsimile 0845 300 9924

DEALING WITH AN ACCIDENT & ACCIDENT INVESTIGATION

In the event of any accident, the site supervisor will follow the company procedure:

- Isolate machine, tools or equipment involved.
- Ensure any remaining hazard is guarded against.
- Attend the injured person, call for assistance if necessary and arrange first aid, ambulance as required.
- Interview the injured person (if possible), the Site Supervisor, any witnesses and record statements.
- Do not disturb or move anything unless to release an injured person.
- Photograph / take notice of anything significant and make general observations at the scene of the accident.
- Note the occurrence on the accident form (ref. BI510).
- Notify appropriate authorities (see RIDDOR 2013).
- Inform the Director of Health and Safety.

In the event of an accident involving major or serious injuries to persons or major damage to plant / equipment, the Health and Safety Director will conduct an investigation so that immediate action can be taken to prevent a reoccurrence using the following guide / steps.

- Investigate promptly
- Record evidence / photograph the scene of the accident.
- Inspect plant for signs of misuse or defects.
- Establish a full sequence of events.
- Ascertain nature and extent of injury or damage.
- Interview the injured person (if possible), the Site Supervisor, any witnesses and record statements.
- Ensure the occurrence has been noted on the accident form (BI510) and complete an accident report.

- Review the Risk Assessment and Method of Work and amend if required.
- Ensure the Site Supervisor / Operatives are re-inducted with the safe methods of working.

ACCIDENT ANALYSIS

The Director for Health and Safety will calculate accident frequency and incidence rates / statistics.

These results will be compared to those achieved previously in order to assist the company with accident prevention and control.

THE PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998 **P.U.W.E.R 1998**

Work Equipment.

All machinery, plant and tools used at work are to comply with PUWER 1998 regulations.

All equipment must be suitable for the particular work required of it, and it must be maintained in a safe working order and in good repair.

All health and safety information must be made available to the workforce and all persons who use work equipment receive adequate training and information for the purpose of health and safety.

ROPS (Roll Over Protection) stops the machine from rolling over more than 90 degrees. Almost all construction activities would require ROPS on dumpers and seat belts to be worn.

Any road going plant (e.g. Dumpers) are subject to The Road Traffic Act. They should be fit for use (including road tax, lights, seat belt etc.), with a suitably trained / authorised driver (CPCS + Current Driver's License) operating under the correct insurance policy. The site supervisor should ensure the correct insurance policy be in place prior to authorising an operator with the use of road going site plant on the public highway.

Any mobile vehicle should have suitable mirrors or reversing cameras fitted to comply with the relevant 360 degree visibility criteria. Audible reversing sirens should be fitted for reversing vehicles / machines and be under the strict guidance of a visible and responsible person who is trained and competent to undertake the job.

All equipment under PUWER that poses a high risk requires a suitable inspection regime in compliance with that of the Principle Contractor.

All work equipment must be marked with the appropriate health and safety signs e.g. maximum SWL on a lifting appliance.

The lifting supervisor will inspect the relevant certificates / registers of any mobile cranes etc. prior to commencement of any lifting operations.

Exposure limit values (ELV) and exposure action values (EAV) are to be obtained by the site supervisor / foreman (from the calculated tool suppliers charts) to enable Hand Arm Vibration exposure limits to be assessed for all plant on site.

THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 - L.O.L.E.R 1998

All lifting operations / equipment must comply with and in particular:-

- The company will ensure that all lifting equipment is of adequate strength and stability for each load, and has relevant and valid certification (6 months max).
- All accessories for lifting loads shall be clearly marked to indicate their safe working load.
- Every lifting operation will be:
 - Properly planned by a suitably trained and competent Appointed Person (Lifting Plan and Method Statement).
 - Appropriately supervised. Prior to setting up on site, the lifting supervisor will check the crane (testing certificates) and crane operators (CPCS) certification is current and in order. These certificates to be copied and attached to the safety / lifting plan / file.
 - Correctly followed: the appointed lifting supervisor is to induct all personnel (including the crane operator) associated with the lifting plan and method statement / risk assessment prior to start.
 - Carried out in a safe manner, in accordance with the lifting plan / method statement, under the instruction of a trained slinger / signaller.
- All lifting equipment will undergo a thorough examination and inspection (maximum 6 monthly periods) in accordance with legislation by a competent person. In addition, a competent person on site will carry out daily visual checks and complete the relevant daily inspection sheet for the equipment in use. Any defects found will result in the lifting gear being removed from use and be reported immediately.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Operations Director / Contract Manager will compile an assessment of health risks created by work involving substances hazardous to health prior to its use by any operative.

The Site Supervisor will induct any employee working, or coming into contact with such substances.

Each substance will be assessed by following the company action plan:

- Gather information about the substance, labelling, safety data etc.
- From information and observations, decide if there are any risks to health.

- Decide upon action required to prevent exposure, and then decide on action to control exposure.
- Take action to ensure control measures are properly used and maintained, and record the assessment.
- Ensure the appropriate PPE is provided and correctly worn by all affected personnel.
- Ensure procedure for correct disposal is implemented.
- The Site Supervisor will inform, instruct, train and supervise employees at risk.
- The Site Supervisor will keep induction records as required and the Health and Safety Director will review the assessment regularly.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS (C.D.M) 2015

The duty holders under the regulations consist of: -

- Client
- CDM Co-ordinator
- Designer
- Principal Contractors
- Contractors
- Employees
- Self Employed

DUTIES / REQUIREMENTS OF THE CONTRACTOR (R. BETTS CONSTRUCTION LTD) INCLUDE: -

- The Health and Safety Director will provide information for the safety, health and environmental plan about the risks arising from our work, and details of the steps required to control these risks.
- The Site Supervisor will co-operate with the Principal Contractor so that each may comply with their duties under the CDM regulations, 2015.
- All employees have a duty of care toward the public and other workers.
- The Site Supervisor will comply with any directions given by the Principal Contractor.
- The Health and Safety Director will provide to the Principal Contractor details of any accident, illness or dangerous occurrence under current legislation.
- The Operations Director / Contracts Manager will give information to the Principal Contractor about Risk Assessments on how they propose to carry out the work and what steps they will take to control and manage any risks.
- The Site Supervisor will manage the work so as to comply with any provisions or any rules in the safety, health and environmental plan, applicable to them.
- The Site Supervisor will give the company employees any information about health and safety arising out of the project and any necessary training as required by any other Regulations.
- The company will allow their employees to discuss and make representations about matters concerning safety, health and protection of the environment.

DUTIES / REQUIREMENTS OF EMPLOYEES INCLUDE: -

- Employees are entitled to information about safety, health and environmental issues during the construction phase, and are able to express their views.
- Have a duty to co-operate with the employers in all safety, health and environmental matters.
- Have a duty of care toward the public.
- Have a duty of care toward other workers.
- Have a duty to wear protective equipment and work equipment in accordance with any instructions and training that has been given to them
- To report to their supervisor / management any defect in equipment, or any other risk to health and safety, or risk of harm to the environment, they become aware of.
- Have a duty to not wilfully misuse anything provided in the interests of safety, health and protection of the environment.

(b) JOB / TASK SPECIFIC REQUIREMENTS.

The Company has considered and addressed its main construction activities and has assessed its requirements for the health and safety management in respect of its main reoccurring and ongoing risks and operations as follows:-

WORKING AT HEIGHT

Any access to, or working at height will be in strict compliance with The Work at Height Regulations 2005 (Amended) 2007.

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Where possible, any work at height will be avoided. If the work at height cannot be avoided, a safe working platform will be correctly planned, designed and erected (in accordance with SG4:10) and properly managed and controlled by suitably trained and competent personnel. Scaffolds will be inspected every seven days or after any alteration by a suitably trained and competent person. The competent person must complete the inspection report before the end of the working period and provide a copy of the report to the person for whom the inspection report was carried out within 24 hours. The person receiving the report must keep it at the site where the inspection was carried out until construction work is complete and keep it for a further three months.

Suitably designed stair towers should be erected in preference to using ladders. If a ladder is to be used to gain access onto working platforms it must be tied / lashed by suitably trained and competent person and 3 points of contact at all times

The use of Mobile Elevating Work Platforms (MEWP) will be considered by management when assessing the risk / method of work for any task of working at height. All operators must hold valid certification of training (IPAF or CPCS). Ground condition / overhead obstructions will be assessed by management when considering the use of a MEWP.

MEWP operators and scaffolders to wear suitable safety harnesses at all times / fall arrest equipment whenever erecting / dismantling scaffolding, or operating any MEWP. All safety equipment must be checked for any defects before use by a competent person. Full inspections should be carried out every 12 month but it is recommended to carry out inspections every 3 months. Detailed inspections and findings should be recorded and filed for future reference.

The use of mobile access towers will also be considered by management in suitable circumstances (not too high, firm level ground, short duration in each location, mobility requirements etc.). When used, towers will be erected by PASMA trained, certificated operatives only following manufacturer's instructions.

FLOOR EDGES AND HOLES

All floor edges or voids, over which it is possible to fall, are to be properly guard-railed (950mm and 470mm spacing) with toe boards fixed.

Holes in floors, roofs and walls should be similarly fenced or securely covered.

Never remove guardrails, toe boards or covers, unless instructed to do so.

MANUAL HANDLING AND LIFTING OPERATIONS 1992

Whenever possible manual handling should be avoided, with mechanical lifting / handling aids being used wherever this is practical.

Where there is a significant risk of injury from manual handling activities, a risk assessment will be carried out.

Operatives will be inducted with the safe method for manual lifting in the form of a tool box talk, following the procedures laid out in the HSE booklet.

No operative should attempt to lift or man-handle materials or items of plant which are obviously too heavy – supervisor to refer to risk assessment for guidance or get approval / lifting plan from appointed person to use lifting gear (refer to LOLER 1998).

EXCAVATIONS

The principal contractor will ensure that any excavation is in accordance with the Construction (Design and Management) Regulations 2015.

Entry / exit points of any excavation must be by means of a suitable access. Any required permit to entry should be obtained prior to entry into an excavation.

Work must not be permitted to progress ahead of any shoring / earthworks support unless special precautions are taken. Any unsafe condition must be reported immediately.

Spoil materials to be kept well back from the edges of excavations. Suitable protection should be provided where the fall of earth, rock or other material is possible.

The edges of excavations should be marked with a suitable warning barrier set well back from the edge, such that the work area is safely separated from vehicles, machines and any other operatives / work procedures.

There are no minimum depths at which shoring is required, all excavations must be judged on their own merits

ELECTRICITY / ELECTRICAL TOOLS

Electricity can be very dangerous - it cannot be seen, heard or smelt, and it may, without warning cause death or serious injury.

Any electrically operated tools should be used on a reduced voltage of 110v to avoid, as far as possible, the risk of a lethal shock. They must also be inspected and PAT tested on a regular (maximum 3 monthly) basis.

All portable tools will be subject to:

- A daily inspection by the operative.
- A formal visual check by the Site Supervisor.
- A 3 monthly combined inspection and Portable Appliance Test (PAT) by a competent and suitably trained person.
- Compliance with PUWER 1998 (see relevant section)

Any defects found in appliances, switches, plugs, sockets and cables to be promptly reported and repaired, with the appliance taken out of service until repair is carried out.

Leads of portable lights and tools to be kept clear of water or where they may come into contact with sharp edges or tripped over - where ever possible they must be carried overhead and out of harm's way.

Each employee will be required to operate tools on a job rotation procedure; with exposure limit values (ELV) and exposure action values (EAV) obtained by the site supervisor / foreman, from the calculated tool suppliers charts.

Lights, plant and any other machinery should be switched off when not in use / required.

MACHINERY

All machinery / plant and equipment must comply with PUWER 1998 (see relevant section).

Never interfere with, drive or operate any plant or machinery unless you are authorised, trained and competent to do so.

Before starting any plant or machinery always make sure that all protective guards are properly positioned and secure.

Switch off any machine before cleaning it - report defects immediately.

BENCH-SAWS & HAND HELD CIRCULAR SAWS

All bench-saws and circular saws must comply with PUWER 1998 (see relevant section).

Operators must be authorised, trained and competent for the use of any power saw. Newly trained / appointed bench saw operators will work under a probationary period under the supervision of an experienced operator, until they shown to be proficiently skilful / safe to work unsupervised.

The names of authorised bench-saw users will be listed adjacent to the saw following the user safety induction. No other person will be allowed use of the saw under any circumstance. The work area around the bench-saw should be kept clear of heaped sawdust, off cuts and loose material. A push stick must be kept at the machine and always used when operating within 300mm of the blade. Access to the bench-saw area should be fenced off / segregated to prevent access by any other person working nearby.

Operators should inspect their saw daily / prior to use, looking for any sign of damage / wear. Cables should be inspected for cuts in the sheathing, and the saw should clearly display the expiry date of the previous PAT test. Should any fault be found with the saw, the operator should remove it from service and report it to their supervisor for exchange / repair. The relevant PPE (eye / ear protection, gloves and standard site PPE) should be worn when using the saw.

WHEELED VEHICLES AND MACHINES

All machinery / plant and equipment must comply with PUWER 1998 (see relevant section).

Operators to be authorised and should carry relevant CPCS certification (site supervisor to inspect CPCS for validity prior to commencement).

Before driving a site vehicle or machine, the operator shall walk around it to make sure that the front and rear are clear (particularly when reversing) and ensure that a responsible person attends to guide the machine safely backward and ensure no other person walks into the vehicle path.

When driving, working or parking a machine near to the edge of an excavation, bank, incline or edge, properly positioned and secure stops or chocks should be provided to prevent the vehicle or machine from running or tipping over the edge.

Any mobile vehicle should have suitable mirrors or reversing cameras fitted to comply with the relevant 360 degree visibility criteria. Audible reversing sirens should be fitted for reversing vehicles / machines and be under the strict guidance of a visible and responsible person.

Never leave your vehicle or machine with its engine running and, before leaving at the end of the day make sure that it is safe against interference by unauthorised persons, particularly by children, who may climb over it and play with the operating levers.

CRANES AND LIFTING OPERATIONS

A Lifting Plan /Risk Assessment / Method Statement will be produced by a suitably qualified appointed person, prior to any lifting operation or set up of a crane.

All lifting operations must comply with LOLER 1998 (see relevant section).

The appointed person will ensure the stability / condition of the ground to be adequate for the loading applied for the lift. Any necessary work (e.g. construction of concrete pad footings or provision of increased size outrigger mats) should be undertaken well in advance of the lifting operation.

Prior to any lifting operations taking place, the lifting supervisor / appointed person will ensure that all personnel associated with the operation will be inducted with the lifting plan, risk assessment and method statement, and ensure the relevant certificates / registers for the crane, lifting equipment, and the crane operator (CPCS) are valid and in order.

A suitably qualified (CSCS) slinger / signaller will be appointed to, and must be present to control all lifting operations.

All lifting gear (chains, slings, shackles etc.) must comply with LOLER 98 (see relevant section) and be visually inspected for any defect by the Lift Supervisor / slinger-signaller before use.

Any mobile crane (tracked or wheeled) should have suitable mirrors or reversing cameras fitted to comply with the relevant 360 degree visibility criteria. Audible reversing sirens should be fitted for reversing vehicles / cranes and be under the strict guidance of a suitably trained signaller.

Where appropriate, the immediate area around the crane / lifting area will be segregated / fenced off to prevent any access by unauthorised personnel / persons.

FIRES

Strictly observe all NO SMOKING notices and do NOT smoke or light fires near inflammable materials. Never use unofficial lighting, heating, cooking appliances. Do not flick cigarette ends into or behind piles of material or site debris where they may smoulder and cause a fire, stub them out with your foot.

Make certain you know the position of fire extinguishers at your place of work and how to operate them. Be familiar with the Site Emergency Procedure.

Small fires can become major fires. In the event of a fire, take immediate action to deal with it; (if this is possible without putting yourself at risk,) it is the first few minutes that count and speed is essential,

HAND TOOLS

Always use the correct tool for the job - keep them clean, sharp and in good condition, inspect them prior to use and use them in the correct manner.

PNEUMATIC TOOLS

Before starting work, inspect all air hose and hose connections to see that they are in good condition and that whip checks are fitted.

See that all pressure gauges are working correctly.

When changing tools or connecting or disconnecting hoses, make sure the air is turned off. DO NOT kink the hose to cut off the air.

Never fool with compressed air or use it in a dangerous manner.

Always wear eye and ear protection, and keep hands and fingers warm by wearing the correct gloves provided.

All plant and equipment must comply with PUWER 1998 (see relevant section).

Comply with the relevant Risk Assessment and tool box talk for pneumatic tools, and strictly observe job rotation and calculated tool exposure limits as a means to help prevent Hand Arm Vibration Syndrome.

Each employee will be required to operate tools on a job rotation procedure; with exposure limit values (ELV) and exposure action values (EAV) obtained by the site supervisor / foreman, from the calculated tool suppliers charts.

CARTRIDGE-OPERATED TOOLS

All cartridge operated tools must comply with PUWER 1998 (see relevant section).

All users of cartridge operated tools must be trained and authorised to do so.

Tools of this kind should always be used in a safe and proper manner and returned to the Supervisor immediately after use, together with all spare and spent cartridges.

NEVER allow a cartridge-operated tool to be used by an inexperienced person.

Always use eye and ear protection.

GRINDING OR CUTTING TOOLS (ABRASIVE WHEELS).

All grinding tools must comply with PUWER 1998 and have a current PAT certificate for electrically driven tools.

Only persons trained and appointed may fit or use an abrasive wheel cutting or grinding tool.

Operator to inspect the tool prior to use, and ensure the guard is fitted and functions correctly.

Only use the correct disc or wheel for the material to be cut and speed of machine.

Foreman / operator shall refer to the risk assessment for the task, including any special measures that may be required for control of sparks etc.

Always wear the correct goggles, gloves and ear protection.

HOT WORKS

Prior to starting, the supervisor is to obtain any relevant 'hot work permit' from the principle contractor.

The immediate area in which the operation is to be carried out must be segregated by the use of screens made from metal or fire retardant material. Any combustible materials should be cleared (where possible) from this area. Any remaining combustible floors or substances should be liberally covered with sand or protected by sheets of incombustible material. In enclosed areas, an additional employee will be present to guard against any outbreak of fire. Suitable fire extinguishing equipment should be kept available for immediate use.

Storage of any LPG cylinders must be sited outside in a secure and well-ventilated container. Empty cylinders should be stored separately from other / general waste, and disposal through the use of a licensed waste disposal firm.

Only use piping, fittings and appliances specifically designed for L.P Gas installations - to use others may be very dangerous.

HAND – ARM VIBRATION

All operations involving vibrating tools or equipment, i.e. drilling, breaking or scabbling of concrete etc. will be subject to risk assessment with regard to hand arm vibration, and strict control of exposure will be instigated. It is company policy to apply retarder and pressure wash all concrete construction joints, with scabbling only being carried out as a last resort on small areas.

Our work does often require drilling of concrete, for anchors etc. Usually exposure is limited, but the operations will be assessed and the work rotated between operatives as required.

NOISE

All operations involving power tools or requiring work to be carried out in the vicinity of other contractors carrying out noisy operations (piling etc.) will be assessed to ensure that our operatives are not exposed to noise levels that could cause discomfort or risk to hearing.

Hearing protection will be issued to any operative who requires it (80 dB). Exclusion zones or the compulsory use of hearing protection will be instigated if the noise levels reach 85dB

HORSEPLAY

Do not indulge in horseplay, particularly when working aloft or near machines or excavations etc. An act of horseplay can often result in serious injury. Any employee indulging in horseplay may be subject to disciplinary procedures.

Do not run in crowded areas, walk - it's far safer for everyone.

DRIVING / TRANSPORT

Driving licences must be produced, inspected, copied, recorded and checked for suitability by the Site Supervisor prior to any company vehicle being driven. No person under the age of 25 years will be permitted to drive a company vehicle.

Driving on construction sites is dangerous, particular care must be taken at all times. Highway or site rules, laws and speed limits must be obeyed at all times.

An audible reversing signal and flashing amber beacon, is to be fitted to all site going vehicles.

Care must be taken when parking with regard the safety of the vehicle and ensure that it will not hinder construction operations. Keys to be removed from ignition and vehicle locked when parked / not in use, for safety and security reasons.

Each driver should visually inspect the working condition of vehicle lights / horn etc. prior to

driving, and report any defects. The site supervisor / foreman must ensure that any fault found is promptly repaired, and no vehicle be used if the fault is considered dangerous or illegal.

Supervisor to plan and minimise deliveries, and avoid any unnecessary journey, to reduce running costs and any release of harmful emissions into the environment.

Drivers should engage a responsible and competent person to signal when it is safe to reverse.

Supervisors and drivers must ensure that vehicles are not overloaded and that the load is correctly distributed on the vehicle. Ensure any trailers or towed plant is correctly hitched, and properly illuminated with a trailer board etc.

Drivers remember – You will be held personally responsible for any contraventions of the Road Traffic Act 1991.

ALCOHOL AND DRUGS

The company will take all necessary steps to ensure that no employee will:

- Report for work having just consumed alcohol or have consumed 8 units alcohol in 10 hours prior to starting work or be under the influence of drugs.
- Report for work in an unfit state due to the use of alcohol or drugs.
- Be in possession, while at work, of alcohol or drugs.
- Consume alcohol or take drugs while at work.

The company reserves the right to conduct tests, including tests after an accident / incident and random screening to determine whether any employee is under the influence of drugs or alcohol. The amount of alcohol allowable in the bloodstream is currently 0.8mg alcohol per 100ml of blood however certain activities undertaken with clients (e.g. Railtrack Works) will require a significant reduction in the allowable level.

Everyone will be required to cooperate with such tests and any refusal will be treated as a positive test which will result in disciplinary action.

It should be noted that not only the use of Prohibited drugs (such as Cannabis, Cocaine, Amphetamines, Barbiturates, Methadone etc.), but also the misuse of other legal substances (e.g. glues and solvents) is also prohibited under this policy. In addition, many medicines obtained with or without prescription can affect performance at work (e.g. tranquillisers, sleeping pills etc.). On being prescribed drugs, individuals must seek advice from their doctor as to the effect the medicine may have on their performance. In the case of non-prescribed medicines, always read the instructions carefully or consult the pharmacist.

ASBESTOS

If inhaled, airborne asbestos fibres are known to cause asbestosis, mesothelioma and bronchogenic lung cancer.

The link between asbestos and cancer is now well established. It is therefore imperative that company operatives are not exposed to any asbestos based material.

The principle contractor will engage the services of a licensed / specialist subcontractor to ensure the safe removal and disposal of any / all asbestos based material, prior to the start / employment of Betts Construction Ltd.

DUST

Construction Dust is a general term used to what may be found on a construction site. There are three main types:

Silica dust – Silica is a natural mineral present in large amounts in things like sand, sandstone and granite. It is also commonly found in many construction materials such as concrete and mortar. The silica is broken into very fine dust (also known as Respirable Crystalline Silica or RCS) during many common tasks such as cutting, drilling and grinding. It is often called silica dust.

Non-silica dust – There are a number of construction products where silica is either not found or present in very low amounts. The most common ones include gypsum, cement, limestone, marble and dolomite. This dust is also mixed with silica dust when cutting things like bricks.

Wood dust – Wood is widely used in construction and is found in two main forms; softwood and hardwood. Wood-based products are also commonly used including MDF and chipboard

Anyone who breathes in these dusts should know the damage they can do to the lungs and airways. The main dust related diseases affecting construction workers are:

Lung cancer

Silicosis

Chronic Obstructive Pulmonary Disorder

Asthma

While some lung diseases such as Acute silicosis can develop over a short period of time (six months to two years) Chronic silicosis tends to take place over a prolonged period of time (15 years or more) with extensive exposure levels to develop?

Exposure to dust containing silica, over a number of years can lead to the development of the condition known as silicosis. This is a form of scar tissue in the gas exchange region of the lungs that leads to difficulties in oxygen uptake into the bloodstream. Furthermore new evidence suggests that long term exposure to silica can increase the risk of the development of lung cancer.

It can be difficult to notice if a person is developing a dust related occupational illness due to the prolonged period of time before any damage to the breathing system has being noticed. With this, the condition becomes more difficult to treat at a later stage.

R Betts Construction will look at ways of limiting the amount of dust you could make before you start work. For example we will look at:

Ways of avoiding or reducing the need for carrying out activities which will result in the formation of dust. This will be done by looking at all operations, and where the activity cannot be carried out in a way that will eliminate the formation of dust, measures will be taken to reduce the levels of dust formed. For example, we will look at:

Using the right size of building materials so there is no/less cutting or preparation needed

Using a different method of work altogether – e.g. using a nail gun to direct fasten instead of drilling holes first

Even if you can stop some of the dust this way you may need to do other work that could still produce high amounts of dust. In these cases the most important thing is to stop the dust getting into the air. There are two main ways of doing this which both give very good results:

Water – water damps down dust clouds. However, it needs to be used correctly. This means enough water for the whole time that the work is being done. Just wetting an area of ground before cutting does not work.

Vacuum extraction – specially designed tools can be fitted with an industrial vacuum unit that sucks the dust away as it is being created and stores it until emptied

Masks rely on a tight seal with the face to work. This is so that only air going through the filter is breathed. If the mask does not fit properly the dust can slip through any gap between the mask and the face and into the airways. Dust particles can be much smaller than the width of a hair so the face seal needs to be very good.

There are many designs of masks. Not all will fit you well enough to form a good seal with your face. A trained R Betts Construction supervisor will carry out a face fit test to find one that suits the individual. There are two types of test: qualitative and quantitative. Both are acceptable for testing masks used for construction dusts.

ENVIRONMENTAL PROTECTION ACT 1990

Planning the works prior to start will reduce the risk and potential impact of harm to all media (air, water, land, animals and plant life).

Prior to start, the planning / contracts manager and / or supervisor will:

- Undertake a site visit to assess the environmental risks.
- Observe and adhere to any existing environmental protection schemes that have already been established on site by the principle contractor.
- Amend the design / work procedure as appropriate to reflect the findings of the site visit / assessment.
- Attempt to include recycling / re-use of any existing materials.
- Attempt to use materials which are easily replaced from natural sources and not those facing depletion.
- Ensure any suppliers of materials manage an environmentally friendly organisation. E.g. maintain chain of custody documentation such as FSC Certification for timber supply.

The contracts manager / supervisor will ensure the site establishment / set-up is adequately planned and constructed, with consideration for:

- Protective bunds (to 110% capacity) to be constructed for the containment of harmful chemicals, with storage areas sited as far away from water courses as practicably possible.
- All static plant to be sited over suitable drip trays.
- Storage of fuels to be in double skinned fuel bowsers or bonded to 110%.
- Substances to be properly labelled and stored in a correctly constructed concrete / block work shallow bund area, with adequate protection from rain water to prevent flooding of the bund.
- Install concrete wash out areas for mixer trucks and other sources of cement production.
- Excavations to be sited as far from water courses as possible, and lined with plastic sheeting prior to use. Ensure they are properly used and maintained, and that clear and visible sign boards are erected to identify the pit. Stop logs to be installed at face of pit.
- Induct persons involved with refuelling with instructions regarding safe practices. Spill kits to be at hand when refuelling.

During construction, careful and ongoing forward planning should be implemented:

- Poor planning of material deliveries would lead to unnecessary congestion of roadways, and an increase in air pollution, noise and vibration.
- Prevent delivery of surplus material resulting in increased waste and cost.
- Consider water consumption reduction measures to be implemented.
- Promptly identify and remedy faults, such as leaking pipe work.
- Issue notices for equipment to be switched off when not in use. E.g. Portable generators /

- electrical tools etc.
- Incorporate waste segregation schemes with suitable signage.
 - Readily identify any material / waste for recycling.
 - Only use waste carriers who hold a current carriers licence. Check the licence is valid.
 - Consider dust suppression systems and techniques.
 - Ensure mechanical plant / compressors etc. are adequately silenced and properly maintained / serviced.
 - Maintain a tidy site with materials properly stored.
 - Ensure spill kits and other appropriate equipment to be provided and maintained at key locations to allow their prompt deployment. All staff / operatives to be made familiar with the procedure.

CONCLUSION

Finally, we all know that rapidly changing site conditions can create sudden dangers to guard against. For this reason you are asked to at all times maintain an attitude of mind toward your work and workplace, which recognizes that accident prevention and protection of the environment concerns everyone, and that your personal effort will be directly linked to improve productivity and the continued prosperity of yourself, your family, your workmates, the public the environment and a company which is pleased to have you as a member of its team.