

Installing Confidence



Working Safely



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INTRODUCTION - WELCOME TO THE COMPANY.

We at Data Tech regard safety as paramount in all our operations and endeavour to ensure that our staff have both the correct training and competences for the tasks they are to perform and are **fully** aware of their personal responsibilities and duties.

Our aims are:

High Quality Work Customer satisfaction Environmental Responsibility **ZERO ACCIDENTS**

RESPONSIBILITIES

Under the 1974 Health and Safety at Work act all employees have a duty to:

Take reasonable care for the health and safety of themselves and of others who may be affected by his acts or omissions at work.



Co-operate fully in all matters of health and safety with the company management.

This means that **you must:**

- Work safely at all times and comply with all safety and site rules.
- Wear the correct PPE for the task and keep it **safe and** in good order.
- Ensure that the plant, tooling, guarding, vehicles and PPE provided are not tampered with or intentionally damaged.
- Take care that your work does not adversely affecting other people.
- Report all health and safety concerns and damage to or deficiencies of equipment immediately.
- Never take chances - ask if you are unsure!

YOU MUST NOT:

- Interfere with anyone else's materials, equipment or tooling.
- Operate equipment unless you have been trained and authorised to do so.
- Act in any manner that may cause accident, injury or damage.
- Work under the influence of drink or drugs.

Failure to comply may result in disciplinary action and/or prosecution for failing to observe health and safety law.

Data Tech policies may be viewed via the website. Hard copy may be requested via your Line Manager.

ACCESS & EGRESS

Wherever you are working, always follow the rules of the site:

- Know the routes both for access and emergency use – your SPC (Site Person In Charge) or Supervisor will brief you. This is vital for both site and office safety.
- Keeps access ways clear at all times, both for normal transit and for evacuation during an emergency.
- Keep doorways, access routes and escape ways clear of materials, tooling and waste at all times.
- Never run trailing leads, pipes or cables across access routes.
- Do not drop debris.
- Clean up spillages immediately.
- Do not store waste “ready to take out” – bag it or bin it, then remove it.
- Do not prop or [wedge](#) open fire doors.
- Place gate guards around open floor access points, pits and chambers.
- Avoid congregating by emergency exits, on landings, or at the top or bottom of stairs.
- Where stairs or escalators are used, walk in single file, **always** keeping one hand free to hold the handrail
- Make sure that loads are secure to prevent spillage or being dropped.
- Make sure [the correct](#) signage is in place to warn others of the works being carried out and where access routes are changed, ensure that everyone is aware, and signage is in place.

ACCIDENTS, PREVENTION AND REPORTING

PREVENTION

Nearly all accidents are preventable with a positive attitude towards health and safety, good housekeeping and proper work planning.

Be alert to actual and potential hazards.

Make sure that you are fit to carry out your duties and responsibilities & be aware of your [own](#) limitations.

Anticipate the implications of your task [both](#) for your safety and those around you.

Identify the hazards, consider the risks and apply the control measures needed.

Report unsafe acts / conditions / situations to your SPC / Supervisor immediately.

Only carry out those tasks for which you have been trained and are authorised to do so – if in doubt, ask your SPC/Supervisor.

Don't take shortcuts or rush – think about what could go wrong before work commences and plan accordingly.

NEVER PUT YOURSELF OR OTHERS AT RISK.

IF YOU WITNESS AN ACCIDENT

- DO NOT put yourself at risk.
- Protect the casualty from further harm by removing or moving from the source of danger, but only if safe to do so.
- DO NOT move the person unless there is no alternative since this could make any injury worse.
- Summon assistance, if needed.
- Take notes and photographs where possible – this will assist investigations.
- Report the incident to your Line Manager/SPC/Supervisor.

REPORTING

Always report accidents, injuries and dangerous occurrences at work, no matter how trivial, to your SPC or Supervisor. This includes those where no injury was sustained, or damage caused.

This must be done without delay to ensure that investigations, where needed, can be promptly carried out with any additional measures put in place to prevent reoccurrence.

- Report all accidents or injuries to your SPC/Supervisor and make sure it is recorded in the Accident Book or Form.
- All injuries must be treated – even small cuts or grazes can become infected if left.
- Attend hospital if your first aider or SPC/Supervisor deems it necessary – failure to do so is considered self-endangerment.

Make sure you report:

- Where and when the accident occurred.
- How it happened and what was the activity at the time.
- Details of injuries and or damage.
- What tooling and PPE were in use and were these significant factors.
- Any witnesses and their contact details
- Any other factors including 3rd party involvement.

All sites should have a qualified first aider (FAAW) / Emergency First Aider (EFAW) and a first aid box with enough supplies to **cover** the number of staff on site at the time.

Information telling you the name of the first aider and their location may be displayed on a safety board and **will be briefed by the SPC/Supervisor at the beginning of the shift.**

ASBESTOS

The Control of Asbestos Regulations 2012 states that “anyone whose work could foreseeably expose them to asbestos containing materials (ACM’s), shall undergo Asbestos Awareness Training”, this will normally be carried out at time of induction or shortly thereafter and be repeated at regular intervals.

There are three common types of asbestos found in the UK, Amosite (brown), Crocidolite (blue) and Chrysotile (white). They cannot be identified by their colour only by laboratory analysis.

All types of asbestos are hazardous to health.

Disturbance of ACM's can lead to fibres being released into the air we breathe, which, **in turn** may cause fatal diseases such as lung cancer, asbestosis and mesothelioma – all currently incurable.

Surfaces known to contain asbestos must carry warning notices, such materials must not be cut, drilled, abraded or have fixings attached without special measures and suitable training.



If in doubt about the identification of a material, treat it as an Asbestos containing material until proved otherwise.

PRECAUTIONS

ALWAYS check before you start whether asbestos or asbestos containing materials (ACM's) are present in the vicinity of your works. This may be via briefing from the SPC/Supervisor, HAZMAT pack supplied with the Site Pack, an asbestos survey of the location or the clients Asbestos Register. If you encounter any difficulties, contact the client and your Line and Safety Managers. Data Tech is not a Licensed Asbestos Contractor.

The use of asbestos was not banned until 1999, so any premises built **or refurbished** before 2000 could potentially contain ACM's.

- NEVER:**
- Enter asbestos working areas unless you are trained, briefed & authorised to do so and wearing the appropriate PPE and RPE.
 - Damage any material that is suspected or appears to contain asbestos.
 - Drill, cut or abrade an ACM unless trained and the appropriate safe system of work has been put into place.

Examples of where asbestos could be found include (This list is not exhaustive):

Boiler lagging, thermal insulation of pipes	Fire stopping between floors / rooms, fire protection in ducts
Wall partitioning and ceiling tiles	Corrugated sheeting, flue's, water pipes, and cement building materials.
Loft area insulation	Ceiling, floor and roofing tiles
Wall cladding boards	Fire protected steelwork – spray coat
Textured coatings, decorative plasters	Asbestos ropes, gaskets and cloth.
Inside fire doors	Cable ducts
Cable sheathing - particularly on the Underground	Asbestos cement ducts and sheets

				
Decorative coating ARTEX etc	Asbestos insulation board AIB	AIB ceiling tile	Asbestos loose fill	Floor tiles
				
Asbestos rope	Loose trowelled asbestos	Pipe lagging	Limpet spayed coating	Asbestos fibre cement products

If you encounter a material that you suspect to be or contain asbestos – stop work and report it immediately.

BRIEFINGS & TOOLBOX TALKS

BRIEFINGS:

Briefings are usually carried out at the start of each shift by the SPC/Supervisor and are fundamental in the setting up of a safe system of work.

It is therefore vital that you listen carefully and understand what is being told to you.

If you do not understand – ASK! Your safety and that of others could be at stake.

The content of the briefing will vary depending on site and works scheduled but will include:

- Access, egress and emergency procedures including location of fire points.
- First aider, first aid arrangements and nearest accident & emergency hospital.
- Welfare facilities.
- Location and nature of works and method statement.
- Allocation of tasks and any designated responsibilities.
- Site hazards, risks and control measures
- Safety alerts.

You will be required to sign a declaration to confirm that you have both attended and understood.

TOOLBOX TALKS

These are brief talks on a safety, quality, environmental or task related topic to provide you with information and instruction as part of the continuous learning program. Handouts may be supplied to you for later reference. The information may not be of immediate use but may serve you well for the future. You will be required to sign a briefing sheet or STARRT Card to confirm you have attended and understood.

[After briefings and toolbox talks you will have the opportunity raise issues of health safety and welfare to your SPC/Supervisor.](#)

BURIED SERVICES – SEE EXCAVATIONS

CERTIFICATION

Certain functions or sites require specific personal certification e.g. PASMA for tower scaffold, NRSWA for Streetworks, Sentinel ICI-LU for LU property etc. Without your certification you will not be able to work.

Take care of all your cards and certificates, keep them safe at all times.

If any are lost or stolen the matter must be reported immediately to your line manager

CIRAS (CONFIDENTIAL INCIDENT REPORTING AND ANALYSIS SYSTEM)

Should staff working on transport infrastructure (e.g. Network Rail, London Underground, DLR, Tramways or Buses) consider actions on reported health and safety issues inappropriate or inadequate, CIRAS may be contacted.

All reports are treated in absolute confidence and CIRAS is free to anyone working on or around transport infrastructure.

To contact CIRAS:

Telephone: 0800 4 101 101	Post: Freepost CIRAS
Text: 07507 285887	Online www.ciras.org.uk

CONFINED SPACES

Deaths and serious injuries occur in confined spaces in the UK every year across a wide range of industries. Those killed include both people working in the confined space & those who try to rescue them without proper training and equipment.

A confined space is defined as: ***“A place, which is substantially, though not always entirely, enclosed, or where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby”.***

Some confined spaces are fairly easy to identify enclosures with limited openings like road chambers, storage tanks, silos, reaction vessels, enclosed drains and sewers. Others may be less obvious, but can be equally hazardous, for example. open-topped chambers, vats, ductwork or unventilated or poorly ventilated rooms.

NEVER enter a confined space unless:

- You are trained, competent and physically fit to carry out the activity.
- You have the appropriate safety equipment for entering the confined space.
- A valid, current ‘permit to enter a confined space’ is in operation (where applicable).
- Gas tests have been carried out for at least 10 minutes and are clear.
- Rescue arrangements, equipment and emergency procedures are in place.
- A safe system of work is in place including Confined Spaces Supervisor (Top Man).
- Communication is available.

Always follow the Confined Spaces Permit to Enter system, gas test for toxic, asphyxiating & flammable gases before entering and sign in/out each time.

If the gas detector unit sounds an alarm – put breathing apparatus on & evacuate immediately. Never attempt to rescue a casualty from a confined space unless you are trained and equipped to do so. Unplanned rescue attempts may lead to multiple casualties and can hinder rescue operations.

HAZARDS ASSOCIATED WITH WORK IN CONFINED SPACES INCLUDE:

- Oxygen deprivation or enrichment
- Flammable atmospheres
- Incoming liquids or solids
- Toxic gases
- Hostile environments
- Bio-contamination

All can kill!

COSHH –CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH





The COSHH regulations are to ensure that substances in the workplace that are hazardous to health are identified, risks quantified and control measures detailed and implemented prior to use. An assessment of the risks will be carried out prior to use and documented in a COSHH assessment which will be in your site documentation.






Substances may cause harm by various routes: - ingestion, inhalation, skin or eye contact, skin absorption, piercing or infection of open wounds/broken skin.

SIMPLE RULES TO KEEP YOU SAFE:

- Before you start - read and follow the instructions issued to you when working with chemicals or hazardous substances.
- Know the location of washing and first aid facilities.
- Never use a product for which you have not received instruction.
- Wear the personal protective equipment (PPE) supplied to you and specified in the COSHH assessment or manufacturer's instructions.
- Look after your PPE and report any defects to your supervisor without delay.
- Where special equipment is required, make sure it is installed and functioning before the material is used.
- Make sure you understand what actions should be taken if you are accidentally exposed to a hazardous substance.
- Deal with spillages immediately, following the procedure given.
- Make sure that caps and lids are securely replaced when the materials are not in use.
- Store chemicals and hazardous substances in accordance with the instructions, and away from traffic routes and walkways.
- Where a secure compound is provided for the storage of chemicals, always return all containers to this store at the end of any working period.
- Always seek advice from your supervisor or manager before disposing of part-full or empty containers.
- Wash your hands before eating, drinking, smoking and never eat, drink or smoke when handling substances.
- Remove and safely dispose of contaminated clothing and PPE.

Know the symbols.

New GHS Pictograms			
			
Explosive	Flammable	Toxic	Toxic
Explosives Self-reactive Organic peroxides	Flammables Self reactives Pyrophorics Self-heating Emits flammable gas. Organic peroxides	Acute toxicity (severe)	Carcinogen Respiratory sensitiser Reproductive toxicity Target organ toxicity Mutagen Aspiration toxicity

New GHS Pictograms				
				
Oxidisers	Corrosives Acids Alkalis etc	Gases under pressure	Environmental toxicity	Irritant Dermal Sensitiser Acute toxicity (harmful) Narcotic effects Respiratory Tract Infection

CUSTOMER PREMISES

When on site always treat the customers staff and premises with due respect, remember that you represent Data Tech.

- Place signage and barriers to identify the worksite and protect those in the area.
- Keep your work area clean and tidy at all times.
- Use only the designated access points.
- Keep welfare facilities clean and in good order.
- Be polite and respectful to local staff and others in the area - shouting, unnecessary comments and profane language are never acceptable.
- Follow their rules – it is their premises.

DAMAGE & DEFECTS

All damage and defects found to plant and equipment or materials must be reported to your SPC/Supervisor or line manager without delay. Damage to client's infrastructure must be similarly reported.

Some environments have dedicated phone numbers for reporting, these will be contained in your site documentation as applicable.

Never use damaged, defective or worn out plant, equipment or tooling – report, repair, replace.

DISEASES - SEE OCCUPATIONAL HEALTH & HYGIENE

DOCUMENTATION

Method statements, work package plans, site specific instructions and risk/COSHH assessments are vital parts in the setting up of a safe system of work, your SPC/Supervisor will brief you using the information contained in these documents.

It is important that these documents are both used and kept "current". You may view the documentation simply by asking your SPC/Supervisor.

If the works method needs to be changed, a different material needs to be used or a new hazard appears it is important that this information is fed back to the SPC/Supervisor so that the documentation can be updated, control measures put in place and all staff re-briefed accordingly.

Everyone has a part to play – the more involved, the safer for all!

DRUGS & ALCOHOL

Drugs of any nature and surprisingly small amounts of alcohol can slow reactions, lower attentiveness and lower the ability to think straight when it really matters.

Alcohol consumed in quantity adversely affects both work and safety performance. All employees must take care that their alcohol consumption does not interfere with their duties at work.

The misuse of drugs or alcohol leads to an increased risk of accidents or incidents, therefore Data Tech operates a **zero tolerance** to drug and alcohol abuse within the workplace.

Any employee or subcontractor found under the influence of alcohol or non-medicinal drugs during working hours or on Company premises, vehicles or worksites will be escorted from the premises immediately.

Employees and subcontractors are expressly forbidden from:

- Bringing to, or consuming alcohol or non-medicinal on Company premises, worksites or in company vehicles;
- Reporting to work unfit from or under the influence of drink or drugs;
- Driving Company vehicles or operating Company equipment whilst under the influence of drink or drugs.

Employees who take, sell, buy or are in possession of non-medicinal drugs during working hours, on Company premises or worksites or in Company vehicles will be committing an act of gross misconduct and are likely to be summarily dismissed.

Employees are encouraged not to cover up for colleagues with a drink or drug problem but rather to recognise that collusion represents a false sense of loyalty and will in the longer term damage those colleagues.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for help. They should speak in confidence with their line manager or Human Resources.

Data Tech reserves the right to have employees and subcontractors tested for drugs and alcohol, without warning, on a regular or random basis in addition to “for cause”.

DUTY OF CARE

Data Tech, as a company, takes responsibility for employees Health Safety and Welfare very seriously and has robust systems for communication and reporting. Managers, SPC's and Supervisors are an integral part of that responsibility.

Data Tech staff are issued with cards for themselves and for their next of kin, detailing contacts for [the office](#) and, where applicable, additional numbers where client or other contact may be required.

RESPONSIBILITIES

Line Managers/Supervisors are responsible for ensuring that all members of their team(s) are accounted for.

Engineer's whereabouts are scheduled using work programmes, so that the Work/Resources Controller is always aware of the location of operatives. Deviations from work programmes must be arranged between the operative and the Work/Resources Controller.

COMMUNICATION

Normal working hours (9.00am to 5.00pm Mon-Fri) - If a call is received enquiring as to the whereabouts of a Data Tech operative the Work/Resources Controller or Office Manager will endeavour to ascertain the operative's location and situation.

Outside working hours – The designated contact (see as detailed in site documentation) or the messaging service will contact the operatives Work/Resources Controller who will make best efforts to contact the operative and resolve the issue.

Project specific emergency numbers may also be available for use and will be briefed on site and contained within the site documentation.

ELECTRICITY AT WORK

Every year there are approximately 1000 reported accidents involving electricity at work of which about 25 prove fatal. Most of these accidents could have been prevented.

The main hazards of working with electricity are:

- electric shock and burns from contact with live parts.
- injury from exposure to arcing, fire from faulty electrical equipment or installations
- explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts.

Electric shocks may also lead to other types of injury, for example by causing a fall from ladders or scaffolds.

Voltages as low as 50 volts can cause a current to flow that may block the electrical signals between the brain and the muscles causing:

- the heart to stop beating properly.
- the person to stop breathing.
- uncontrolled muscle spasms

Electric shock is not the only hazard, other potential injuries include:

- deep-seated and slow-healing burns which may require surgery.
- damage to the eyes from the intense ultraviolet radiation from an electric arc.

The effect is dependent such things as the size of the voltage and duration of contact, which parts of the body are involved, how damp the person is etc.

CAUSES

Most accidents involving electricity occur because:

- working on or near equipment that is thought to be dead but which is live or.
- known to be live but personnel lack adequate training or appropriate equipment or.
- they have not taken adequate precautions or carried out adequate checks prior to work.

REGULATIONS

The Electricity at Work Regulations 1989 states:

REGULATION 14 WORK ON OR NEAR LIVE CONDUCTORS

No person shall be engaged in any work activity on or so near any live conductor (other than one suitably covered with insulating material so as to prevent danger) that danger may arise unless -

- (a) it is unreasonable in all the circumstances for it to be dead. and
- (b) it is reasonable in all the circumstances for him to be at work on or near it while it is live. and
- (c) suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury

REGULATION 15 WORKING SPACE, ACCESS AND LIGHTING

For the purposes of enabling injury to be prevented, adequate working space, adequate means of access, and adequate lighting shall be provided at all electrical equipment on which or near which work is being done in circumstances which may give rise to danger.

Regulation 16 Persons to be competent to prevent danger and injury.

No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate, injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work.

Therefore, only persons trained and certified are permitted to work on operational electrical installations providing and only then when the systems have been isolated and locked off. Live working is not permitted.

CONTROL MEASURES

- On site only battery powered or 110volt equipment is permitted.
- Mains and 110v electrical equipment requires Portable Appliance Testing (PAT), including all power extension leads and "kettle" leads (IEC leads), and must show the date of test.
- Equipment and leads should be inspected prior to use to ensure that cable-restraining clamps are correctly fitted, casings are secure, electrical connections are fixed and firm, insulation is good, and that no bare copper wires are evident.
- Equipment that is damaged, faulty or suspected of being so must not be used, but reported to the SPC/Supervisor and returned to base for repair or replacement.

- Equipment that has become wet shall not be used until thoroughly dried and checked for safety by competent persons.
- Care shall be taken to ensure that electrical equipment is not damaged through carelessness or poor loading and unloading practices.
- Careful inspection and checking of areas (including the use of detection equipment) shall be carried out before drilling or excavation.

EMERGENCIES

Knowing what to do in an emergency can literally be a life saver. Site inductions and briefings should provide you with the details of all emergency arrangements required, along with further information in the site documentation.

Familiarise yourself with:

- Access and egress routes and the assembly points.
- Location of First Aid equipment and who is the First Aider(s).
- Location of fire points, extinguishers and alarm points.
- Location of the nearest Accident and Emergency Hospital.
- Local and company emergency contact numbers.

ENVIRONMENT

Data Tech is an ISO 14001 registered company which demonstrates that we have an Environmental Management System that meets international standards. Our policy may be viewed via the website. Additionally, we aspire to a “NO WASTE TO LANDFILL” regime, selecting our waste disposal companies on a basis of where the waste is taken and its end use.

We require:

- All waste to be disposed of in an environmentally sound manner – our aim is zero to landfill.
- Materials to be recycled [via dedicated bins](#) or reused wherever practicable – currently metals, batteries, toner cartridges, card & paper, electrical equipment and wood goes directly to recyclers or re-processors. General waste is sent to a recycling centre for processing [or incineration](#).
- The use of resources, fuels and power to be minimised – hybrid and lower emission vehicles, lights, monitors and equipment turned off when not needed.

You can contribute by ensuring materials are not wasted, driving company vehicles with care and looking after equipment.

EXCAVATIONS & BURIED SERVICES

Every year in the UK fatalities are caused from excavations or service strikes with others being seriously injured - people like us who have a job to do. Do not become a statistic!

EXCAVATIONS

Excavations can collapse, killing or injuring those working within them - never enter one without permission and before checking that it is safe to do so.

The following are some essential points to maintain safety.

- If excavating - Prevent collapse – shore, step or batter back. Never assume ground will stand unsupported.
- Avoid underground services – use relevant service drawings, service locating devices and safe digging practice.
- Make sure adjacent structures are not undermined – dig well away from them.
- Support the excavation as you go along.
- Provide ladder access to get in and out.
- Prevent people and materials falling in with barriers strong enough not to collapse if someone falls against them.
- Install adequate warning signs and lighting (as necessary).
- Check the excavation each day before work starts and after any event that may affect its stability – e.g. a fall of material or poor weather. Keep records so people can be sure it is safe for work to continue.
- Keep plant and materials away from the edge.

BURIED SERVICES

A buried service could mean any underground equipment associated with electricity, gas, water, heating, and sewage and telecommunications industries.

Excavating the ground has its hazards, one of them being striking of buried services, which can have serious consequences:

- Injury, perhaps fatal to those in the immediate area
- Cost of repair work & delay in work programme
- Disruption to others due to extended works or loss of service

Additionally, services may be buried in walls, floors or ceilings or behind cladding, covers or facias.

A Safe System of Work shall be followed at all times during work which involves penetrating the ground at or below surface level or drilling through walls, floors and ceilings.

Services should always be assumed as present and live, unless it has been proven otherwise.

Works must be planned and any utility &/or services drawings acquired in advance, cable avoidance/metal scans carried out by trained operators with calibrated equipment, a permit to work issued (where applicable) and works carried out in a careful manner with trial holes made or hand digging carried out when appropriate.

FIBRE OPTICS

Work on fibre optic networks shall only be carried out by trained and competent persons or trainees under close supervision.

Fibre optic splicing and testing equipment must be electrically and mechanically safe, well maintained and visually inspected before use. Only trained, competent persons must operate the equipment.

Always check power leads & equipment are free from defects and safe to use and that test equipment is in calibration.

PRINCIPAL HAZARDS:

- **Laser light** - can cause serious damage to the retina, cornea and lens of the eye.
- **Fibre sharps** – can cause serious injury and eye damage and can be very difficult to remove.



Never look down or point towards the eyes, a connector end face, prepared optical fibre or fractured optical fibre – there is no reason for inspecting the end of fibre at close quarters with the naked eye, the fibre components are too small to inspect correctly. Microscopes must be used with care and never on live fibres.

- Always presume a system is live **until it is proven otherwise!**
- Avoid direct eye contact with emitted light sources and with fibres, make sure they are safely positioned.
- Always treat fibre optic cable with care during installation and preparation, the fibres are delicate by their very nature.
- Do not kink or crush cables and take care not to exceed bend radii.
- Always fit an Optical Hazard warning label to the front of all patch panels and splice enclosures.
- Ensure dust caps are fitted over exposed coupler ends or during testing procedures.
- Place fibre sharps in a **Cin Bin** not in general waste.
- Never use fusion splicer in any area where there are flammable liquids or gasses present, fire or explosion could result.
- Dispose of fibre cable ends or cable looms into the bins designated for that type of waste – and make sure ends are capped or taped to prevent injury.
- Ensure cable ends of coils or drums are capped or taped.

FIRE

Fire is a killer, through heat, oxygen starvation and the generation of toxic gasses & smoke. It can spread very quickly and without warning. Prevention is the key.

PREVENTION:





- Use water spray when drilling metals and drill at low speed.
- Protect areas and catch swarf with the use of fire blankets.
- Obtain a hot works permit before such activities are required, set up fire points with extinguishers and fire blankets.
- Do not let waste accumulate – bag it and remove it.
- Do not let dust or fume levels increase.
- Ensure that electrical equipment is regularly checked/tested. Never use damaged equipment.
- Make sure there is adequate ventilation or prevention measures in place before work starts.



- Store flammable materials in accordance with COSHH assessments and manufacturer's instructions, away from heat, ignition sources and direct sunlight.
- Keep containers tightly closed when not in use and only use the original containers.
- Know the emergency procedures for the site – exit routes, extinguisher locations, assembly points and means of communication.
- Understand the uses of the various extinguisher types.

IN CASE OF FIRE



- ❖ **Raise the alarm immediately.**
- ❖ **Use the appropriate extinguisher to fight the fire – BUT ONLY IF YOU ARE CAPABLE & IT IS SAFE TO DO SO!**
- ❖ **Evacuate the building and report to the designated assembly point.**
- ❖ **DO NOT TAKE CHANCES – GET OUT AND STAY OUT**


FIRE CLASSIFICATION


<p>Class A</p> 	<p>Fires involving combustible solids, e.g. wood, cloth, rubber, paper, and some types of plastics. An example of this type of fire would be a campsite fire.</p>
<p>Class B</p> 	<p>Fires involving flammable liquids or liquefiable solids, e.g. petrol, oil, paint and also some waxes & plastics, but not cooking fats or oils</p>
<p>Class C</p> 	<p>Fires involving flammable gases, e.g. natural gas, hydrogen, propane, butane</p>
<p>Class D</p> 	<p>Fires involving combustible metals, e.g. sodium, magnesium, and potassium</p>


<p>Class Electrical ("E")</p> 	<p>Fires involving any of the materials found in Class A and B fires, but including electrical appliances, wiring, or other electrically energized objects in the vicinity of the fire, with a resultant electrical shock risk if a conductive agent is used to control the fire.</p>
<p>Class F</p> 	<p>Fires involving cooking fats and oils. The high temperature of these types of fats and oil when on fire far exceeds that of other flammable liquids which means that normal fire extinguishers should not be used.</p>

EXTINGUISHERS

<p>Water</p>  <p>Signal Red</p>	<p>Use for: Class A fires involving organic solid materials such as wood, cloth, paper, plastics, coal etc.</p> <p>Do Not use on: Burning fats, Oil, electrical appliances</p> <p>Operation: Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.</p> <p>Notes: Water has a great effect on cooling the fuel surfaces and thereby reducing the pyrolysis rate.</p>
<p>Foam/AFFF</p>  <p>Signal Red with Cream ID area</p>	<p>Use for: Class A & B Fires involving solids, liquids such as grease, fats, oil, paint, petrol, and class A fires</p> <p>Do Not use on: Domestic chip or fat pan fires.</p> <p>Operation: Solids: Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out. Operation: Liquids: Do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across.</p> <p>Notes: They are mainly water based, with a foaming agent so that the foam can float on top of the burning liquid and break the interaction between the flames and the fuel surface.</p>

 <p>Dry Powder</p> <p>Signal red with BLUE ID area</p>	<p>Use for: Class A, B & C Fires Organic solids, liquids such as grease, fats, oil, paint, petrol. Safe on live electrical equipment, (Class E) although does not penetrate the spaces in equipment easily and the fire may re-ignite. Can damage sensitive equipment.</p>
	<p>Do Not use on: Domestic chip or fat pan fires. Smouldering material in deep seated fires such as upholstery or bedding can cause the fire to start up again.</p>
	<p>Operation: Point the jet at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if you can still see the flames, then if necessary, attack the fire again.</p>
	<p>Notes: Similar to almost all extinguishing agents the powders act as thermal ballast making the flames too cool for the chemical reactions to continue. Powders provide rapid knockdown of flame fronts but may not keep the fire suppressed they do not cool the fire well and care must be taken that the fire does not flare up again.</p>

 <p>Carbon Dioxide (CO2)</p> <p>Signal Red with BLACK ID area</p>	<p>Use for: Class E fires Live electrical equipment when it is not possible to isolate the electric supply and flammable liquids such as grease, fats, oil paint, petrol etc.</p>
	<p>Do Not use on: Domestic chip or fat pan fires.</p>
	<p>Operation: The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire. DO NOT HOLD THE DISCHARGE HORN OR BURNS WILL OCCUR. Fumes from CO2 extinguishers can be harmful if used in confined spaces: ventilate the area as soon as the fire has been controlled</p>
	<p>Notes: This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again. Carbon dioxide extinguisher works on classes B and C and works by suffocating the fire. Carbon dioxide will not burn and displaces air.</p>

 <p>Fire Blanket</p>	<p>Use for: smothering flammable liquid fires or for wrapping round a person whose clothing is on fire provided the blanket completely covers the fire. Particularly good for small fires in clothing and for domestic use</p>
	<p>Do Not use on: Fires involving both solids and liquids. or commercial chip and fat pan fires DO NOT USE IF THE BLANKET WILL NOT COVER THE FIRE</p>
	<p>Operation: Place carefully over the fire keeping your hands shielded from the fire at all times. Do not waft the fire towards you. Leave the fire blanket in place for at least 30 minutes</p>
	<p>Notes: Smothers the fire and prevents oxygen getting to the fire but provides no cooling</p>

FIRST AID

All sites should have a qualified first aider (FAAW or EFAW) to treat you in case of injury.

There should be on each site:

- A first aid box with sufficient equipment to cover the amount of staff on site.
- Eye wash either station or ampules.
- Potable water, either bottled or on tap.
- Details of how to contact the accident and emergency services.
- Information telling you the name of the qualified first aider and contact details. This may be displayed on a safety board or the information given to you at the briefing at the start of shift.

Always make sure you know who the first aiders are and where the first aid box is situated.

Make sure all injuries, no matter how small, are treated - even the smallest cut, graze or splinter can become infected if not treated properly and promptly.

If you have a cut or damaged skin, see the First aider before you start work to get the area covered do not risk contamination and infection.

All injuries must be reported, no matter how trivial. At the discretion of the First Aider, you may be required to attend hospital – **this is a company requirement and not an option.**

REPORTING

Details of all injuries sustained at work must be fully and accurately reported without delay. Details must be entered in the accident book or on form BI510 or equivalent. All accidents and injuries will be investigated.

FITNESS FOR WORK

It is important for your health & safety and that of your workmates that you are physically fit and capable of your assigned tasks. If you are not fit for work there is an increased risk of accident, injury or of worsening an existing condition.

Certain medications, both prescription and over the counter can have side effects such as drowsiness, loss of balance or impairment of reactions – always read and act upon the information provided with the medication.

You must tell your SPC/Supervisor if you have an injury, illness or condition that may affect your work and any medication you are taking.

Never attend site if you are under the influence or suffering effects from drink or drugs.

MEDICAL EXAMINATION

You may be requested to submit to a medical examination during or after any absence from work due to sickness to injury. In all instances the Access to Medical Records Act 1988 will be applied.

If you are unfit for work, inform your SPC/Supervisor or the office in good time so that alternative arrangements for the shift or works can be made.

Do not attend site in a condition unfit for work.

DRUGS & ALCOHOL

Alcohol takes some time to get out of your system – approximately 1 unit per hour, so the previous evenings/weekends may still render you over the driving limit and unsafe to work.

If you are working on London Underground, no alcohol is permitted in the 8 hours before shift and only a maximum of 7 units in the previous 8 hours! Network Rail has similar requirements.

Additionally you may be subject to a random breathalyser or drugs test at any time irrespective of site.

HAND TOOLS

Hand tools should be inspected before use, with any damaged or defective items removed from the worksite and repaired, replaced or discarded as soon as reasonably practicable. Always store tools in an appropriate toolbox when not in use.

- Battery/powered tools must be used according to manufacturer's instructions.
- Make sure that saws, chisels, bolsters, drill bits, blades are sharp.
- Never "force" or apply excess pressure to tooling, you may cause breakage, damage or injury.
- Report all defects immediately.
- Never make-do – get the correct tooling.

Fixed blade or "Stanley" type knives shall not be brought to site or used.

HAVS (HAND ARM VIBRATION SYNDROME)

Hand Arm Vibration Syndrome (HAVS) is a widespread hazard to those in many industries through the exposure to vibration from handheld tools such as hammer drills, disc cutters, breakers, strimmers or hand guided machinery such as lawn mowers or plate compactors.

A person's health can be seriously and adversely affected by prolonged and frequent exposure to vibration if adequate control measures are not in place and maintained.

Persons at particular risk are those with:

- Existing HAVS or diseases affecting the hands, wrists or shoulders.
- Diseases affecting blood circulation.
- Diabetes
- Disorders affecting the hands or arms such as carpal tunnel syndrome.

Smokers are at increased risk.

Symptoms of HAVS are:

- Aches and pains in the hands and lower arm through minor damage to the muscles, joints and bones.
- Strength of your grip may be weakened.
- Fine motor skills of fingers may be reduced – difficulty in picking up small objects.
- Raynaud's phenomenon - comes in bouts triggered by cold weather or touching a cold object. Typically, the fingers go



white and cool, then a bluish colour then bright red sometimes with tingling, throbbing and pain.

What can you do to prevent it?

- Follow the instructions in your method statement and risk assessments.
- Know and stay within the trigger time for the tools you are using (the maximum time of operation before the daily amount of vibration exposure above which employers are required to take action to control exposure).
- Make sure that tooling is in good condition and drills, blades, discs etc are sharp.
- Hold tools as loosely as possible and vary position.
- Use the right tool for the job and use it correctly – never lean on a drill, let it do the work.
- Do not use excessive grip, nor use the tool for longer than necessary.
- Rotate tasks where possible or take regular breaks of at least 10 minutes away from the tool.
- Wear the right clothes and enough layers to keep warm while at work - especially your hands.
- Reduce or give up smoking - the chemicals in tobacco can affect blood flow and increase your risk.

Typical trigger times are as follows (check individual tooling for exact figures) and remember that the values are accumulative if you are using several tools:

Equipment	Trigger time before EAV in minutes
Demolition hammer	13
Hammer drill	25
Drill driver	>3000
Angle grinder large	188
Angle grinder small	333
Chainsaw	83

If you think you may be suffering the effects of vibration – report it immediately.

HAZARDS, RISKS AND ASSESSMENTS

You will regularly hear the term “risk assessment” used as part of your induction and at briefings on site.

A risk assessment is an examination of what in your work or workplace, could cause harm the identification of what needs to be put in place to prevent harm.

A few terms:

Hazard	a potential source of danger – something that could injure, damage or kill.
Severity	how bad can it be? – worst case is always considered.
Likelihood	the probability of something happening - today this week, this year etc.
Risk	combination of the severity and the likelihood.

Carrying out a risk assessment is simply a matter of observation and common sense. Once you have identified the hazards, the level of harm and how likely it is that the harm may occur, you can then put in any required control measures to minimise the risk.

Examples of control measures may be:

- Using a less risky option (a less hazardous chemical, a different means of access, different equipment).
- Prevent access to the hazard (by guarding, signs, exclusion zones).
- Reduce exposure to the hazard (put barriers between pedestrians and traffic).
- Use personal protective equipment (clothing, footwear, goggles, respiratory protection).

Risk assessments are carried out for all works, details being included within the site documentation. Follow the control measures and avoid being harmed.

Should you encounter any additional hazard on site – report it to your SPC/Supervisor immediately

Do not put yourself or others at risk!

SEE IT, SORT IT, REPORT IT

HEALTH MONITORING

Your health and wellbeing is important to Data Tech. You will be asked, at regular intervals to complete a questionnaire regarding your health and any medical conditions. It is important that you complete this honestly and accurately so that we can ensure your health safety and welfare.

If your circumstances change, make sure that you report it to your Line and Safety Managers without delay. This should include any change in a condition, medication taken, treatments received or injury sustained.

HOUSEKEEPING

Poor housekeeping and the accumulation of debris increases the risk of accidents, damage to tooling, materials and infrastructure and constitutes a fire hazard.

There are many simple things that you can do to minimise the risk.

- Keep your worksite tidy, clear up as you go, never let waste accumulate – bag it or bin it, then remove it.
- Keep routes for access and egress, stairways and fire exits clear at all times.
- Clean up spillages immediately.

- Avoid using trailing leads where possible, if they are necessary, route them away from walkways.
- Do not leave tools or equipment where they can be a hazard to others.
- Only consume food and drink in designated areas and only dispose of food waste in designated bins.
- Plan your works so that only necessary tooling and materials are taken.

LONE WORKING

Lone working is not ideal in many circumstances, however, where necessary, the following points should be followed to ensure safety from the hazards associated with working alone. Young persons shall never be permitted work alone at any time.

This procedure must be followed:

- Authorisation to work alone must be given by a company manager.
- You must be competent, possessing the necessary knowledge, experience and expertise to carry out the task and be properly equipped.
- A risk assessment must be carried out identifying the hazards and risks involved and what control measures are required and you must be fully briefed.
- You must have a means of communication so that assistance can be summoned if required.
- Work activities for lone workers must be suitable and be agreed in advance.
- Access and egress to the works area must be readily available.

MANUAL HANDLING

Over 30% of all reportable injuries each year are caused by poor manual handling (transporting or supporting loads by hand or bodily force).

Back injuries are the most common type of serious occupational injury.

The Regulations require employers to avoid the need for manual handling that may be hazardous, so far as is reasonably practicable. The risk of injury from any that can't be avoided must be assessed and control measures put in place to reduce the risk of injury.

You have a duty to follow the systems of work laid down for your safety.

Treat your back with care, and learn how to move items safely, is very important to both your health and your safety. Make proper use of any equipment provided, report any hazardous handling activities and take care to ensure that your activities do not put others at risk.

Safe lifting starts before you pick up the load.

GOOD HANDLING TECHNIQUE FOR LIFTING

Where possible, wear gloves with good grip to protect against cuts and safety boots/shoes to protect toes from falling loads. Avoid tight clothing and unsuitable footwear.

Plan the lift - Think before lifting or handling:

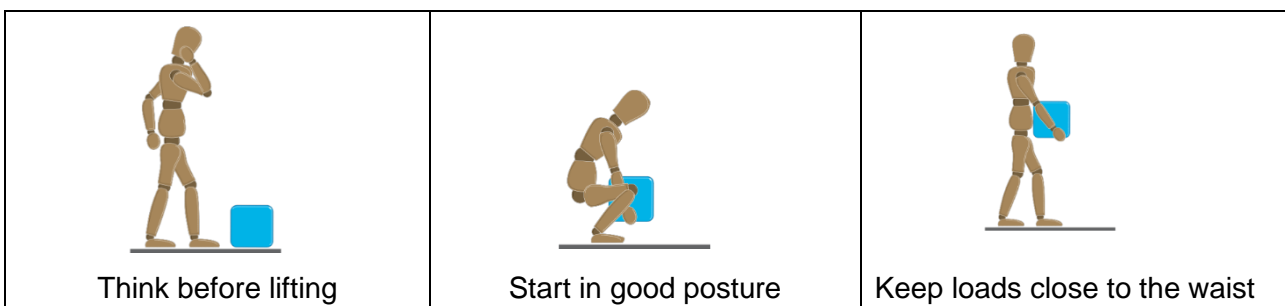
- Is the load within my personal capability? Never attempt to lift more.
- Do I need help?
- Can mechanical aids be used? (a sack truck or trolley can make a big improvement).
- Is the load an awkward shape?

- Where is the load to be placed?
- Are steps, stairs or ramps on the route and is the surface level and dry?
- Is the route clear, are there any obstructions that must be cleared first?
- Are there any doors that need holding back on the route?
- Is there somewhere to rest the load midway?

Execute the lift.

- Start with a good posture. A slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Adopt a stable position with your feet apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground). Be prepared to move your feet during the lift to maintain stability.
- Get a good hold. Where possible the load should be “hugged” as close to the body as possible. This may be better than gripping the item tightly with just your hands.
- Don't flex your back any further while lifting. This can happen if your legs begin to straighten before starting to raise the load and avoid twisting the back or leaning sideways, especially while the back is bent.
- Turning by moving your feet is better than twisting and lifting at the same time. Keep your shoulders level and facing in the same direction as your hips.
- Keep your head up when handling, look ahead, not down at the load once it has been held securely.
- Move smoothly. The load should not be jerked or snatched as this can make it hard to keep control and may increase the risk of injury.
- Keep the load close to the waist for as long as possible while lifting keeping the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- Put down the load, then adjust by sliding it into the desired position.

Never lift or handle more than you can easily manage. There is a difference between what people can lift and what they can safely lift. If in doubt get help.

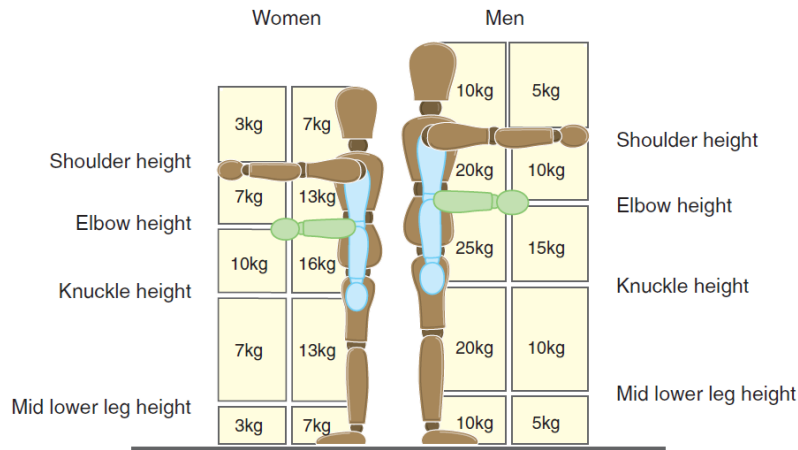


Note

The weight that can be lifted by any individual will vary according to personal physique, age, fitness, practice and techniques employed. An average male worker in good health can safely carry compact loads of up to 25kg providing the proper techniques are used.

The general rule is that the load should not be lifted if it causes a feeling of strain. Get assistance if the load is beyond your capacity.

A general guide to load capability is shown below.



MOBILE PHONES

Mobile phones are a major cause of distraction and, as a result, can increase the risk of accidents and injuries especially where headphones or Earbuds are used. They should only be used in a place of safety and where it is permitted, never:

- In or near the vicinity of flammable gases or liquids. Or when fuelling vehicles or equipment.
- In any area where distraction may reduce your awareness to significant hazards.
- When driving.
- In secure equipment rooms or other areas which may be adversely affected.
- Trackside during traffic hours - except in case of emergency then only in a place of safety.
- In any area where they are banned or you are instructed not to use them.

Mobile phones shall only be used in vehicles when fitted or linked to a suitable hands free mobile telephone device. The phone must never be held in the hand or held between head and shoulder whilst driving.

NOISE

Noise is part of everyday life, but too much can cause permanent and disabling hearing damage. This can be progressive hearing loss, damage caused by sudden, extremely loud noise, or tinnitus (permanent ringing in the ears). Some 17,000 people in the UK suffer deafness, ringing in the ears or other ear conditions caused by excessive noise at work.

If your hearing is damaged, conversation may become difficult, you may have trouble using the telephone and suffer difficulties sleeping. By the time you notice, it is probably too late as the damage is permanent.

You are at risk if:

- The noise is intrusive – e.g.: busy street/vacuum cleaner/crowded restaurant for most of the day.
- You have to raise your voice to have a normal conversation when about 2m apart.
- You use noisy powered tools or machinery for over half an hour a day.
- There are noises due to impacts (hammering, pneumatic impact tools etc.).
- You have muffled hearing at the end of the day, even if it is better by the next morning?

Hearing loss caused by work is preventable. You can protect yourself!

- Always use noise control devices where required and follow safe systems.
- Attend hearing checks where required.
- Wear the hearing protection you are given and wear it properly when doing noisy work or when you are in a noisy environment. Do not take it off, even for a short time or your hearing be damaged.
- Report any problems with your hearing protection or noise control devices straight away and if you have any ear trouble.

PERSONAL HEARING PROTECTION

This is the last line of defence against damage. There are many different types and designs available.

Earmuffs (defenders): should totally cover your ears, fit tightly and have no gaps around the seals. Don't let hair, jewellery, glasses, or hats interfere with the seal. Keep seals and interiors clean & do not stretch the headband. Helmet-mounted earmuffs need particular care to get a good seal.

Earplugs: Must be fitted **into** the ear canal, not just across it. Ensure your hands are clean before you fit earplugs. do not share them. Some types you use only once, others can be washed/re-used - know which type you have.

Semi-inserts/canal caps: These are held in or across the ear canal by a band, usually plastic. Check for a good seal, every time you put them on. Follow the same general advice as for earplugs and make sure any band keeps its tension.

OCCUPATIONAL HEALTH & HYGIENE

It is in your interest to ensure good standards of hygiene are maintained at all times – do not risk infection or sensitisation, it could adversely affect you for the rest of your life.

To avoid problems follow these simple rules:

- Beware of sharps and drug paraphernalia – never put your hands where your eyes cannot see – A stick injury can prove very serious.
- Use barrier/hand protection creams and re-apply after washing when your hands are thoroughly dry.
- Wear your PPE, especially gloves when working.
- Keep PPE and work clothes clean, wash them regularly & get replacements for damaged or contaminated items.
- Cover cuts & abrasions with waterproof plasters before starting work.
- Wash before eating, drinking and smoking and when works are finished, using soap and water.
- If the environment is dirty or contaminated, wear disposable overalls and gloves.
- Report any signs of skin trouble or injuries at once.

UV RADIATION




Exposure to ultraviolet (UV) radiation from the sun can cause skin damage including sunburn, blistering, skin ageing and long term, skin cancer the most common form of cancer in the UK - 40,000 new cases diagnosed each year.

Those with pale skin are most at risk, especially those with fair or red hair, with a lot of freckles or with a family history of skin cancer.

A tan is **not** healthy - it is a sign that your skin has already been damaged by the sun.

- Keep covered up during the summer months - especially when the sun is at its hottest , between 12 and 16.00 hours. Wear a long-sleeved shirt and trousers.
- Use sunscreen of at least Factor 15 on any part of the body you can't cover up.
- Take **regular** breaks in areas out of the sun & drink plenty of water to avoid dehydration.
- Check your skin regularly for unusual spots or moles that change size, shape or colour. Seek medical advice promptly if you find anything that causes them concern.

INDUSTRIAL DISEASES

		
Cellulitis	Tetanus (lockjaw)	Contact dermatitis

Cellulitis - A bacterial infection of the skin that usually begins as a small area of tenderness, swelling, and redness. As this red area begins to spread, the person may develop a temperature, sometimes with chills and sweats, and swollen lymph glands near the area of infected skin.

Many different types of bacteria can cause Cellulitis, usually related to the nature of the groundwater in the area or from fish and farm animals. The infection usually begins with broken skin (cut or scratch), allowing bacteria to invade and spread.

If severe, Cellulitis requires hospitalisation and treatment using intravenous antibiotics, without which there is a risk of loss of limbs.

Contact Dermatitis – An inflammation of the skin resulting from contact of a substance. This can occur through one of two mechanisms: irritant or allergic.

1. Irritant Contact Dermatitis – Approximately 80% of cases, caused by the direct effect of an irritant substance on the skin. An irritant substance is one that would cause an inflammatory reaction in most individuals when applied in sufficient concentration for an adequate amount of time. Examples: oils, solvents, acids and alkalis, detergents.

Those with dry skins or who have conditions such as eczema, asthma or hay fever, are more likely to develop an irritant contact or allergic contact dermatitis.

2. Allergic Contact Dermatitis - Accounts for the remaining 20% of cases, where the cause of skin inflammation is a hypersensitivity reaction, through the body's immune system, to a particular substance or substances.

Allergic contact dermatitis has the following features:

- previous exposure to the substance is needed to induce allergy.
- the reaction is specific to one chemical or a group of similar chemicals.
- all areas of skin that are in contact with the allergen develop the rash.
- avoidance of the allergen will result in resolution of the rash.

Common allergens: nickel fragrances plants rubber/latex
formaldehyde hairdressing chemicals skin medications

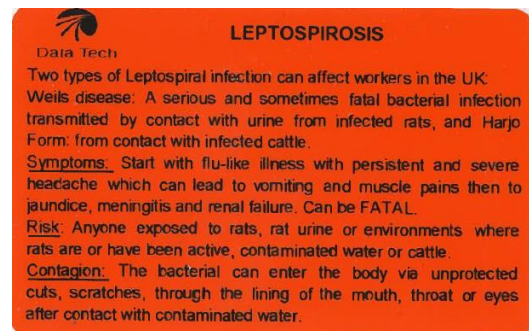
Signs of dermatitis: Redness, itching, scaling and blistering, can worsen to cracking and bleeding of the skin which may spread over the body.

Leptospirosis (commonly known as Weils Disease) - Caused by a strain of bacteria called Leptospira, is an infection spread by animals particularly via the urine of rodents (rats). Bacteria can enter the body through cuts & scratches or through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water.

Mild leptospirosis: The most common form, accounting for 90% of cases. Flu-like symptoms, such as headache, chills and muscle pain.

Severe leptospirosis: Severe, sometimes life-threatening symptoms, including organ failure and internal bleeding, caused by the bacteria infecting major organs, such as the liver and kidneys.

Carry your Leptospirosis card at all times and report any illness to your doctor. tell them about your work and show them your card.



LEPTOSPIROSIS

Two types of Leptospirosis infection can affect workers in the UK. Weils disease: A serious and sometimes fatal bacterial infection transmitted by contact with urine from infected rats, and Harjo Form: from contact with infected cattle.

Symptoms: Start with flu-like illness with persistent and severe headache which can lead to vomiting and muscle pains then to jaundice, meningitis and renal failure. Can be FATAL.

Risk: Anyone exposed to rats, rat urine or environments where rats are or have been active, contaminated water or cattle.

Contagion: The bacterial can enter the body via unprotected cuts, scratches, through the lining of the mouth, throat or eyes after contact with contaminated water.

Tetanus - A serious bacterial infection caused by a bacterium called Clostridium Tetani, found in soil and animal faeces. Spores of the bacteria are picked up when a wound is contaminated by soil, for example. **It may prove fatal if not treated.**

Incubation period varies from a few days to a few weeks, when a general tiredness or weakness is felt followed by spasm of the jaw (lockjaw) and the face muscles making the person appear to have a fixed grin. Spasms may occur spontaneously or be triggered by a stimulation, such as noise or light.

Other symptoms include: problems with swallowing or breathing, arching of the back and neck, inability to pass urine, sweating & abnormal heart rate and blood pressure.

The wound may go unnoticed and the infection may not seem severe, but the bacteria release a poison called a neurotoxin that attacks the nervous system.

Anyone who has a contaminated wound may develop tetanus.

Active immunisation against tetanus is recommended for everyone and can be administered to persons of any age.

Hepatitis A: The most common form caused by the hepatitis A virus. Occurring in the UK, it is more common in countries where sanitation and sewage disposal are poor. Hepatitis A is usually contracted by ingesting something contaminated with the faeces of an infected person.

It is usually an acute (short-term) infection and although the symptoms are unpleasant, it is rarely serious. Vaccinations for hepatitis A are available.

Hepatitis B: It is caused by the hepatitis B virus present in body fluids such as blood, saliva, semen and vaginal fluid. It can be passed from person to person through needle stick injuries, unprotected sex or by sharing needles.

Hepatitis B is not very common in the UK: (approximately one in 1,000 people are thought to have the virus), The vast majority of people who are infected with hepatitis B are able to fight off the virus and fully recover from the infection within a couple of months. Vaccinations for hepatitis B are available.

Hepatitis C: Caused by the hepatitis C virus, is present in the blood and, to a much lesser extent, the saliva and semen or vaginal fluid of an infected person. It is particularly concentrated in the blood, so usually transmitted through blood-to-blood contact, the most common route is by sharing contaminated needles to inject drugs or needle stick injury.

The course of hepatitis C is unpredictable: some people fight off the infection and experience no ill health, others may develop liver damage, sometimes progressing to cirrhosis (severe scarring of the liver) and liver failure. There is currently no vaccine to prevent hepatitis C.

Treatment with drugs called interferon and ribavirin can clear the infection in approximately half of those who are infected, but there are significant side effects.

HIV (Human Immunodeficiency Virus): This virus weakens the body's ability to fight infections and disease. AIDS is the final stage of HIV infection when the body can no longer fight life-threatening infections. There is no cure for HIV, but there are now treatments to enable most people with the virus to live a long and healthy life.

HIV is found in the body fluids of an infected person however, it is not spread easily compared to other viruses, like colds or flu. The virus enters the bloodstream, often through cuts and sores, and attacks the immune system, which protects the body against infection.

The most common routes to infection are via unprotected sex, using a contaminated needle or syringe to inject drugs or needle stick injury.

There is currently no vaccine for HIV [but research continues](#).

OCCUPIED AREAS

Prior to the commencement of works the SPC/Supervisor will liaise with local staff and other contractors on site to agree works and locations so safe systems for all parties involved can be established.

The SPC/Supervisor will then brief hazards and control measure for the protection of all on site.

Where required, suitable signage and guarding will be placed at the appropriate works areas, in particular where drums or equipment is located, ducts exposed and hatches opened.

Where necessary, exclusion zones should be demarcated and briefed.

Persons working in the vicinity of the scheduled works shall be appropriately briefed and warnings given. Appropriate care, consideration and courtesy shall be afforded to all those working near to or transiting the works location.

All staff shall remain vigilant at all times and maintain high standards of housekeeping.

Should local circumstances change adversely the SPC/Supervisor shall carry out a risk assessment and put in place additional control measures if practicable and rebrief staff.

OFFICE ENVIRONMENTS

Office environments are not like domestic premises and should never be treated as such. Make sure that you and your environment are safe at all times.

- Listen carefully to your induction and ask if you do not understand.
- Make sure that you understand the emergency procedures for the area – fire points, emergency exits, assembly point etc. Check that emergency exits are not blocked.
- Never wedge fire doors open.
- Keep floors, walkways, stairs and storage areas free from obstructions (chairs and bags in particular) and always close filing cabinets. A minimum clearance of 0.9m should be kept along all walkways.
- Do not stack files or equipment on top of high cupboards or cabinets or overload bookshelves. Store heavy items at a low level.
- Use step stools or step ladders to reach items above shoulder level, never climb on chairs or tables.
- Keep floor surfaces clear and clean. Clear up spillages immediately and report any damage.
- Wear suitable clothing and footwear for the environment & weather conditions with light clothing on hot days and warmer clothing for cold days.
- Minimise the use of power boards and extension cables and make sure they are not across walkways. Do link extension cords or power boards together or use double adapters.
- Make sure you have adequate lighting for your task.
- Report all damage and defective equipment immediately.
- Keep bags, rucksacks, handbags and other items in a safe place under your desk (if there is room). Do not allow straps to fall into walkway areas.

PERMITS TO WORK

Permits to work are generally required for tasks involving specific hazards that require particular control measures or for working within a particular environment. The “Permit to work” generally covers the precautions to be taken and is usually issued by a trained and competent person, by a license holder or a designated representative of the client depending on location and task.

Examples of tasks requiring a permit include:

- Hot works – welding, burning, cutting, heat shrinking etc.
- Entry into confined spaces.
- Excavations (Permit to dig or drill).
- Work on electrical apparatus or installations.
- Roof works or works in a machine room.
- Works in a depot.
- Lifts and escalators – use and isolation on London Underground.

The permit may give an allotted time for the work and detail requirements and restrictions. If work is not completed during the allotted periods and new permit must be obtained before continuing.

Permits will be signed by the issuer and the works supervisor and must be held at the work area.

Your SPC/Supervisor is required to ensure that works comply with the terms of the permit and that all staff involved are briefed on those requirements. Where required the permit must be cancelled or signed off at the end of shift or works as applicable.

PLANT AND MACHINERY

Construction sites are busy places with high levels of vehicle plant and machinery so it is very important to keep a high level of awareness and follow the site rules.

- Always wear high visibility clothing.
- Keep to pedestrian routes as far as possible when walking around site.
- Beware operating vehicles – particularly when they are reversing. Never stand where the operator cannot see you.
- Keep clear of operating excavators and cranes– outside the arc of operation.
- Never use plant and equipment that you are not trained, competent and authorised to use.

IF YOU ARE OPERATING MACHINERY:

- Carry out all safety checks before you start including all safety devices fitted (beacons, sirens, audible warnings).
- Never operate where your vision is impaired.
- Always use a banksman where necessary – don't chance it!

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is supplied to you free of charge for your PERSONAL use. Do not lend it to others or use PPE belonging to others.

It is your responsibility to look after it, bring it to site, wear it correctly and inform your SPC/Supervisor if you need replacements. Take good care of your PPE – keep it safe and keep it clean, it may save you from injury or worse.

Do not use defective PPE, report the defect and get replacements.

Minimum standards are generally:

- Steel/**Composite** toecap boots – S3
- Hard hat
- HVI Vest or coat
- HVI trousers
- Gloves – suitable for task
- Lightweight eye protection

Examples of additional PPE:

- Goggles
- Respirator
- Ear defenders
- Harness & lanyard
- Fall arrest gear
- Disposable overalls
- Helmet lamp
- Wet weather jacket/trousers
- Wellington Boots – S3

PPE requirements for site will be contained in the method statement/site specific instruction and will be briefed to you by your SPC/Supervisor.

QUALITY

Data Tech has developed a reputation for both high quality installation and a competent, efficient workforce. This must be both maintained and enhanced with every job – we are only as good as our last!

- Follow all company procedures at all times.
- Ensure controlled documents and packs are looked after and returned when required.
- Always show due respect to everyone on site, most especially to the client and client's staff.
- Make sure your work is neat, to good standard and to specification/drawing – report any issues before they become problems.
- Check your work as you go, no-one is perfect- we all make mistakes.
- Always carry out a final check and record all relevant information, photograph as required for the records.
- Keep your work area safe, clean and tidy.
- Clear up waste immediately – bag it and remove it.

RAIL

Works on rail projects (London Underground (LU), Docklands Light Railway (DLR) or Network Rail (NR)) require special training before you are permitted on site – Sentinel ICI-LU for London Underground, and Sentinel with Personal Track Safety for Network Rail and Sentinel with Track Awareness for DLR.

Additional training & certification may also be required.













On arrival you must sign in – and receive a visitor's badge (where applicable).

- Always carry your certification.
- Receive a briefing including specific instructions.
- Wear your full PPE at all times.
- Never enter the track environment until you are told it is safe to do so.
- Only work on or near the track when under the protection of a Protection Master PWT(LU) or a COSS (NR) or a PICOW (DLR).
- Walk in the cess. Never walk on sleepers or the rails.
- Beware of slip, trip and fall hazards.
- Follow the instructions of the Site Person In Charge/COSS/PWT or PICOW.

SAFETY SIGNS

Safety signs are used to provide warnings and information in a clear and easily recognisable form and are very important for your personal safety.

They fall into five categories, examples are shown below:

Prohibition (DO NOT)	Circular with a red border and diagonal with a black symbol	 Do not touch	 No smoking	 Strictly no admittance
Warning (PERIL)	Triangular with black edge, yellow background with black symbol	 Danger of falling	 Biological hazard	 Low headroom
Mandatory (MUST DO)	Circular with white edge, blue background and white symbol	 Hard hat area	 Eye protection must be worn	 Now wash your hands
Safe Condition	Square or rectangular with white edge, green background and white pictogram.	 Emergency eye wash	 Emergency telephone	 First aid
Fire	Square or rectangular with white edge, red background and white pictogram.	 Fire alarm	 fire extinguisher	 Fire fighting equipment

SECURITY

Always be mindful of the areas you are entering and working in, and the time of day you will be working. Certain areas may pose risk of assault and robbery due to criminal activity or drunkenness at particular times of day and there is the ever-present risk of vandalism and terrorism.

Be vigilant at all times, check your worksite and immediately report damage or anything that appears wrong or out of place. Remember the current threat from international terrorism [can change at any time!](#)

SECURITY - PERSONAL

- Keep together and avoid contact with those who may pose a risk especially at night.
- Avoid isolated, poorly lit, or seldom policed areas especially when alone.
- Leave valuable items at home and keep mobile phones out of sight as much as possible.
- Avoid interacting with irrational or aggressive persons, particularly where alcohol or drugs may be involved.
- Maintain vigilance of your surroundings.
- Keep tooling and equipment with you.
- Always make sure someone knows where you are or are going. Best to have someone with you.
- Where there is a risk of imminent attack, withdraw to a place of safety and call the police on 999.
- Report all suspicious behaviour or items / packages immediately.

SECURITY - VEHICLE

- Keep your vehicle locked, never leave doors or windows open or keys in door locks or ignition even at petrol stations.
- Park somewhere safe - well-lit areas, busy or camera observed streets or car parks.
- Set the alarm/immobiliser.
- Remove obvious targets –mobile phones, sat-navs and other valuables.
- Do not leave loose change, music CDs and similar items visible – these attract thieves.
- Keep your keys safe and out of sight.
- Never leave valuable items and tooling in an unmanned vehicle.

SLIPS TRIPS AND FALLS

A total of one third of all workplace injuries occur through slips, trips, and falls, more than for any other single cause. The result may range from bruising to life affecting injury.

Simple actions will reduce the risk:

- Be alert and look where you are going, never carry anything in such a way that your vision is obstructed. Look out for slippery surfaces and changes of level.
- Keep areas clear of waste, bag it and remove it, never “store it on the floor” or allow it to build up.
- Clean spills up immediately and thoroughly – good housekeeping is essential.
- Use appropriate barriers and signage to warn others of a slip risk.
- Avoid trailing cables, position equipment to avoid cables crossing access and egress routes.
- Keep your tooling and materials tidy, use of cordless tools wherever possible – no leads mean no problem.
- Make sure you have adequate lighting, use site lights or personal lighting where needed.
- Wear suitable footwear for the area you are working in.
- Be mindful of weather conditions, rain, frost, fog and snow can all turn surfaces into a slip risk.
- In offices, keep drawers closed, bags tucked away from walkways and chairs pushed in when not in use.

If you see a problem – sort it or report it!

STREETWORKS

Works in the streets or public highways comes with its own risks and requirements and must be carried out in compliance with the New Roads and Street Works Act 1991 commonly known as “NRWSA”, or “Chapter 8”. Specific training courses for this are supplied.

As a worker, supervisor or manager, you have the responsibility to ensure that all streetworks and workers are safe and that drivers and pedestrians are informed well in advance of the works and any obstruction caused and are not put at risk.

You must:

- Be licensed for the work activity and to display signs on the highway.
- Have all required permits in place for the location and time of operation.
- Wear the appropriate high visibility clothing at all times.
- Have the latest copy of the code of practice booklet on site.
- Ensure that traffic signs and other apparatus used conform to the regulations and are clean, legible and secure.
- Position signs and cones in accordance with the regulations - place the first sign far enough away from the works to give early warning of the hazard. Where traffic is 2 way the signs must be set out for traffic in both directions.
- Ensure adequate lighting after dark or in poor visibility conditions.
- Provide a suitable safety zone for the works.
- Keep safe passage for pedestrians at all times, in particular children and the disabled.

				
Road narrows on the left	Road narrows on the right	Pedestrian direction	Traffic Direction (Left/Right)	Road works ahead
				
Pedestrian Barrier	Gate Guard	Cone 450mm	Carriageway Key	Footway box key

TERRORISM & COUNTERMEASURES

The threat level for international terrorism in the UK remains high - an attack by international or domestic terrorists is highly likely and vigilance is vital. Here are some points to assist you.

IDENTIFYING SUSPICIOUS BEHAVIOUR AND ITEMS - Remember to focus on behaviour not appearance.

Pedestrians:

- Loitering in restricted or public areas.
- Paying significant interest to entrances, exits, CCTV or security staff, taking photos.
- Concealing face / identity.

- Asking unusual or security related questions.
- Avoiding security staff.
- Activity inconsistent with the nature of the building or area.

Vehicles:

- Parked out of place.
- Retracing the same route.

Items

- Hidden or attempts made to conceal from view or placed where accidental discovery is unlikely.
- Obviously suspicious - wiring or batteries visible; is it taped or containing liquids or powders.
- Has it been found after seeing suspicious behaviour?
- Is out of place in the location?

TRUST YOUR INSTINCTS, IF YOU SEE ANYTHING SUSPICIOUS - TAKE ACTION. REPORT SUSPICIOUS BEHAVIOUR

- Who did you see, what did they look like, what were they wearing?
- What have you seen, what has happened, what was it that made you suspicious?
- Where did the situation happen and where were you?
- When did it happen – what time?

Do not be afraid and don't worry about over-reacting, have the confidence to act.

Your actions could help avert an attack and save lives. If you believe there is an imminent threat to life call the Anti-terrorism hotline on 0800 789 321 or call 999.

Our advice if you are caught up in an incident is to 'Run, Hide and Tell' – guidance which can be applied to many places and situations – NEVER CONFRONT. Case studies and testimony of people who have survived attacks show that this advice can save lives.

TRAFFIC

Approximately 2000 people die on the roads of the UK every year, so traffic safety is vital – don't be a statistic.

Always:

- Check for traffic before exiting a vehicle into the road.
- Take care when loading or unloading – make sure side opening doors are on the footpath side.
- Cone off a loading area, where possible, when loading via rear doors.
- Wear your HiVi.
- Consider visibility conditions use hazard lights and beacons where necessary.
- When crossing the road make sure that your vision is not obscured – never carry a load that stops you seeing oncoming vehicles.
- Pay attention to your surroundings and be prepared to react – anything can and will happen!

VEHICLES

This applies to all company vehicles used to carry persons or materials to site.

To drive a company vehicle you must be:

- An employee or associate of the Company.
- Over 25 years of age.
- Hold a full UK or EC driving license.
- Have provided all required information and undertakings.
- Duly authorised by the Logistics Manager/Quality Manager.

Prior to authorisation, employees or associates must provide copies of both parts of current full driving licence showing entitlement to drive the applicable vehicle group and proof of date of birth.

You must inform Data Tech of any motoring convictions immediately and supply your driving license for review on demand or at 6 monthly intervals.

Before driving, you are required to carry out a visual inspection of the vehicle for defects, and check lights, washers, wipers, mirrors, tyres and brakes for correct operation.

Report all defects and do not use the vehicle if it has become unsafe.

Some basic rules

- Passengers must only be carried in the seats provided – never in the back of vans.
- Take special care when turning – cyclists may be alongside.
- Vehicles must not be overloaded and all loads must be secured.
- Never smoke in company vehicles or whilst refuelling
- Do not use handheld mobile phones or mobile tech unless parked and with the engine turned off.
- Always use seatbelts provided.
- Drive sensibly and within speed limits, show courtesy to other road users and pedestrians at all times.
- Only park in permitted areas - you will be liable for the fines if you receive a parking ticket.
- Take extra care in adverse weather conditions.
- Report all accidents, damage and defects immediately to the Fleet Manager
- Do Not drive whilst under the influence of drink or drugs.
- Keep your vehicle clean and tidy – you are representing the company.
- Obey the rules of the road – you will be liable for fines for speeding and other traffic offenses.

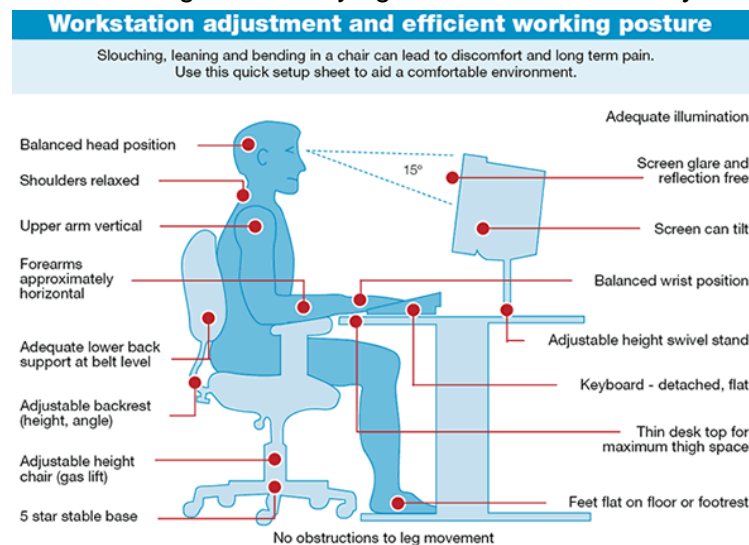
VISUAL DISPLAY UNITS (DISPLAY SCREEN EQUIPMENT)

Visual display units are an integral part of working life for many people, it is therefore important to adjust to suit your personal needs, make full use of the equipment provided, and avoid potential health problems.

It is worth taking the time to set up your workstation properly so you are comfortable.

- Adjust your chair and VDU to find the most comfortable position for your work. Your forearms should be approximately horizontal with your eyes the same height as the top of the VDU.

- Make sure you have enough workspace to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen.
- Position the mouse within easy reach, so it can be used with the wrist straight.
- Sit upright and close to the desk, so you don't have to work with your mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly. Rest your fingers lightly on the buttons and do not press them hard.
- Adjust the screen brightness and contrast controls on the screen to suit the lighting conditions in the room & keep the screen surface clean.
- Make sure that text that is large enough to read easily and select colours that are easy on the eye.
- Make sure there is space under your desk to move your legs freely. Move any obstacles.
- Avoid excess pressure on the backs of your legs and knees from the edge of your seat, a footrest may be helpful for smaller users.
- Adjust the keyboard to get a good keying position.
- Try to keep your wrists straight when keying and don't overstretch your fingers.



Posture and breaks

- Don't sit in the same position for long periods. make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need - rearrange.
- Take frequent short breaks away from the workstation, arrange your work accordingly.

WASTE

Data Tech is an ISO 14001 registered company and as such has systems and procedures for environmental management and in particular the control of waste. We work as far as practicable to the waste hierarchy of:

- Prevention:** Using less material in design and manufacture.
Keeping products for longer, re-use where practicable.
Using less hazardous materials
- Preparing for re-use:** Checking, cleaning, repairing, refurbishing.
- Recycling:** Turning waste into a new substance or product.
- Other forms of recovery:** Anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste.
- Disposal:** Landfill and incineration without energy recovery

We aim for Zero waste to landfill.

Generally all waste is returned to base to be segregated into various waste streams for recycling and disposal. Details will be supplied to you subject to works and location. Take care to use the correct bins for the materials being disposed of.

WELFARE

Data Tech offices have dedicated welfare facilities which will be shown to you as part of your induction.

Welfare facilities will vary considerably with works locations. Some may have a purpose built amenities while others may only have the existing staff facilities or a mobile unit provided. Your SPC/Supervisor or the Site Manager on main sites will brief you on their location.

You must not use any other facilities than those designated and must follow the site rules.

Always treat these facilities with respect and leave them in a clean and tidy condition, never abuse the facilities.

Smoking will only be permitted in designated areas on sites and is not permitted at all on some properties like London Underground.

WILDLIFE

It is important to take extra care when working in areas where the presence of wildlife is likely, particularly remote and overgrown sites. Careful survey of the working area shall be carried out prior the commencement of works checking for burrows/nests/droppings etc.

Particular issues may occur with:

- Adders – UK's only poisonous snake – capable of causing death, usually severe pain, swelling etc.
- Badgers – known to attack when cornered – bites and tear wounds.
- Foxes – usually shy but may attack if guarding their young.
- Bees/Wasps and Hornets – severe stinging particularly if attacked by a swarm – anaphylactic shock.
- Rats – urine and faeces may cause leptospirosis.

- Staff shall not disturb burrows, nests or wildlife and shall avoid such areas along with any that are contaminated. Staff shall never attempt to touch or pick up wildlife.
- Nesting birds or bats shall not be disturbed.

Care shall be taken when lifting/troughing lids as wildlife may be living inside, snakes in particular. First aid box shall be on site with competent first Aider with a means of communication for the emergency services.

Contaminated areas shall be reported to the relevant authorities and cleared prior to works wherever practicable.

Strict personal hygiene shall be maintained with staff ensuring that hands are suitably cleaned with soap and water or if not practicable, provided hand wipes before eating, drinking or smoking.

WORKING AT HEIGHTS

What is 'at height'? This is defined in the Working at Heights regulations 2005 as: if a person could be injured falling from it, even if it is at or below ground level. The so called "2 metre rule" no longer exists.

A simple hierarchy exists for selecting equipment & managing any work at height.

1. Avoid working at height where practicable.
2. Where working at height cannot be avoided use work equipment or other measures to prevent falls.
3. Where risk of a fall cannot be avoided, work equipment or other measures must be put in place to minimise the distance and consequences of a fall should one occur.

All work at height must be properly planned and organised, the risks assessed and appropriate work equipment selected and used. The equipment must be properly maintained and inspected and those involved in working at height must be competent to do so. Risks from fragile surfaces must be properly controlled.

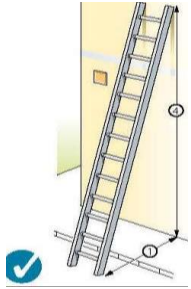
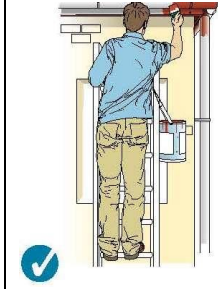




Certain types of specialist access equipment require specific training, e.g.: Mobile Elevating Work Platforms – (IPAF) or Tower scaffolding – (PASMA).

Do not attempt to use or setup equipment you have not been trained for.

LADDERS AND STEPLADDERS:

As a general guide, only use a ladder or stepladder:

- If you are competent to do so and for short term tasks only – up to 30 minutes.
- If the ladder or stepladder is long enough.
- On firm, level, clean, solid surfaces/ground or suitable spreader boards (note: oil, moss, leaf litter and loose material can cause the feet to lose grip & shiny floor surfaces can be slippery even without contamination).
- Where it can be secured and/or footed.
- Where they will not be struck by vehicles or pushed over by other hazards such as doors or windows, - protect with barriers, secure doors & windows where possible or have a person standing guard.
- Where pedestrians are prevented from walking under them or near them - use barriers, cones or a safety marshal.
- Where they can be correctly set up (ladders at the correct angle of 75° - 1 in 4 rule, stepladders with restraint devices fully opened and locked).

					
Correct ladder setup 4:1	Correct use 3 points of contact	Incorrect use Leaning out/overreaching	Correct use Facing work	Correct use 2 clear steps plus top	Incorrect use Side on to work

COMMON ISSUES: LADDERS:

- Do not use the top three rungs.
- Ladders used for access should project at least 1m above the landing point and be tied.

COMMON ISSUES: STEPLADDERS:

- Do not use the top two steps of a stepladder or the top, unless a suitable handrail is fitted:
- Do not use the top three steps of swing-back or double-sided stepladders (where a step forms the very top of the stepladder).
- Do not place tools or materials on the top unless there is a tray fitted for this purpose.

COMMON ISSUES: BOTH:

Always ensure:

- Equipment is checked before use.
- Rungs or steps are level and clean.
- Weather is suitable - do not use in strong or gusting winds.
- Robust, sensible footwear is worn - safety shoes/boots, in good condition and not contaminated.
- Ladders and stepladders are treated with care, do not drop, throw or place loads on top – especially fibreglass.

Never:

- Use damaged or defective equipment.
- Attempt to move ladders or stepladders whilst in use:
- Support them by the rungs or steps at the base.
- Slide down the stiles.
- Stand them on moveable objects, (e.g.: pallets, bricks, lift trucks, tower scaffolds, vans, or MEWP).
- Extend a ladder while standing on the rungs.
- Leave tools on steps or ladders.
- Use high level platform steps without the outriggers properly deployed and locked.
- Use aluminium steps or ladders in powered areas or near power lines.

MOBILE ELEVATING WORK PLATFORMS (MEWPS)

Staff operating this type of equipment must be trained to national standard (IPAF or equivalent) and must inspect the equipment prior to use at the beginning of each shift:

Inspect for:

- Overall frame condition & cracked welds.
- Inefficient brakes & uncontrolled motion.
- Loose connections, missing fasteners, broken or fraying wire ropes.
- Improper adjustments.
- Damaged electrical wires, or hydraulic or pneumatic lines.
- Tyre condition and pressure.
- Load capacity plates.

BEFORE RAISING OR MOVING THE PLATFORM:

- Check for overhead obstructions and electrical wires. Regulations state minimum safe distances from live overhead power lines - 15 metres horizontal from those on metal towers and 9 metres horizontal from those on wooden.
- Position the MEWP on a firm and level surface and extend outriggers or stabilizers.
- Check ground level controls are functional and a competent person is suitably positioned in case of emergency.
- Check platform guardrails and ensure gates are closed and latched.
- Operatives must wear appropriate fall restraint equipment with lanyards of suitable length. Lanyards must be clipped onto the manufacturers fitted points – NOT TO GUARD RAILS.
- Ensure that barriers on scissor type lifting mechanisms are in place to prevent entry.
- Ensure that ropes, electrical cords and hoses will not entangle in the work platform.
- Ensure the platform is loaded evenly & according to manufacturer's instructions.
- Adequate barriers and signage are deployed to prevent persons entering the operational area.

NEVER:

- Overload the platform or allow it to become cluttered.
- Allow persons near the platform during raising or lowering.
- Climb out of the basket when at height.

ACCESS SCAFFOLDS

Installation, removal, renewal or alteration of scaffold must only be carried out by trained & competent personnel.

Before using scaffold check:

- There is a valid Scaff Tag and that the inspection has been recorded.
- Access ladders are in place and secured.
- Toe boards and guardrails are in place and secure.
- Boarded lifts are suitable for the works and all boards are in good condition.
- Lights (where applicable) are functioning and adequate for the task.

Always keep scaffold in a clear & tidy condition, debris, tooling and materials are a hazard to both those working on the scaffold and those below.

NEVER:

- Attempt to modify scaffolding unless you are trained, competent and authorised to do so.
- Use scaffold with a 'scaffold incomplete' or red Scaff tag notice on it or one you think it is unsafe.
- Climb over or under or between guardrails.
- Climb a substandard access route – use proper access routes provided.
- Store materials above toe-board level unless a brick guard is fitted between the toe board and guardrail.
- Throw or drop anything from a scaffold - either carry, lower, or use a chute to move materials.

TOWER SCAFFOLD

Tower scaffold must be erected, checked, tagged and disassembled by a trained and competent person (PASMA or equivalent). Assembly must be in accordance with the manufacturer's instructions.

Before using tower scaffold:

- Check it has a valid Scaff Tag and that the inspection has been recorded.
- The maximum height of the tower is in accordance with manufacturer's instructions.
- The tower is on a firm base with outriggers fully deployed (where required).
- All guard rails and toe boards are in place.
- Trapdoors automatically close.

When moving a tower:

- Reduce the height to a maximum of 4m.
- Remove all tooling and materials from the platform.
- Check that there are no power cables or obstructions overhead or protruding from the sides.
- Ensure that the ground is firm, level and free from potholes waste, materials and tooling.
- Only using manual effort from the base only – never use powered vehicles.

Never:

- Climb on the outside of a tower.
- As a support for ladders, trestles or other access equipment.
- Move a tower with people or materials still on it.
- Use a tower in high wind conditions or.
- In weather conditions likely to cause instability or increased risk of slips and falls.
- Use the tower incomplete or with broken or missing parts or incompatible components.
- Use the scaffold framework for access unless it is designed for that work activity.

PODIUMS

Podiums must be set up in accordance with manufacturer's instructions before use, with:

- Outriggers (where fitted) fully deployed before use.
- Brakes on wheels fully engaged.
- Safety gate closed and locked.

Never lean out of the platform area, climb onto the guard rails or use the podium as a platform for other access equipment.

HOP-UPS

This type of equipment should only be used where there are space limitations and a low additional height requirement - ~0.5m maximum. They are unsuitable for heavy work or for use on uneven surfaces.

WORKING HOURS

The Working Time Regulations govern the hours anyone can work including the maximum weekly working time, pattern of work and holidays, plus the daily and weekly rest periods. They also cover the health and working hours of night workers.

In general, the Working Time Regulations provide rights to:

A limit of an average 48 hours a week on the hours a worker can be required to work, though individuals may choose to work longer by completing an opt out form.

- 5.6 weeks' paid leave a year.
- 11 consecutive hours' rest in any 24-hour period.
- A 20-minute rest break if the working day is longer than six hours.
- One day off each week.

A limit on the normal working hours of night workers to an average eight hours in any 24-hour period, and an entitlement for night workers to receive regular health assessments.

There are special regulations for young workers, which restrict their working hours to eight hours per day and 40 hours per week. They are entitled to two days off each week.

Full details of Data Tech's policy may be found on the website.

WORK SITE - GENERAL:

- Understand and follow the rules for the worksite you are on or about to enter.
- Know the emergency procedures, first aid arrangements and assembly points.
- Listen carefully to the briefings and ask if you do not understand.
- Make sure you have the correct tooling and materials for the job and that you have the competence to use them.
- Keep the site boundary secure, gates and doors closed to prevent unauthorised access.
- Ensure barriers and fences are secure and lighting is adequate.
- Do not interfere with existing security systems.
- Ensure that you sign in and out.
- Maintain good housekeeping standards at all times.

WORKSITE - END OF SHIFT:

- Remove all ladders or board the rungs of fixed ladders so that they cannot be used by unauthorised persons.

- Securely cover or fence excavations and openings and ensure warning signage is suitably deployed.
- Immobilise all plant to prevent unauthorised use.
- Ensure power is isolated.
- Lock away, or remove, tooling and flammable or hazardous substances.
- Chain plant where possible.
- Remove all waste to the appropriate disposal point. Segregate waste types where possible.
- Make sure the site is clean, tidy and safe before you leave.

WORKSITE - SLIPS TRIPS AND FALLS

A total of one third of all workplace injuries occur through slips, trips, and falls, more than for any other single cause. The result may range from bruising to life affecting injury.

Simple actions will reduce the risk:

- Be alert and look where you are going, never carry anything in such a way that your vision is obstructed. Look out for slippery surfaces and changes of level.
- Keep areas clear of waste, bag it and remove it, never “store it on the floor” or allow it to build up.
- Clean spills up immediately and thoroughly – good housekeeping is essential.
- Use appropriate barriers and signage to warn others of a slip risk.
- Avoid trailing cables, position equipment to avoid cables crossing access and egress routes.
- Keep your tooling and materials tidy, use of cordless tools wherever possible – no leads mean no problem.
- Make sure you have adequate lighting, use site lights or personal lighting where needed.
- Wear suitable footwear for the area you are working in.
- Be mindful of weather conditions, rain, frost, fog and snow can all turn surfaces into a slip risk.
- In offices, keep drawers closed, bags tucked away from walkways and chairs pushed in when not in use.

If you see a problem – sort it or report it!

WORKSAFE PROCEDURE

All staff have the right to refuse to work due to concerns over relating to Health & Safety issues.

Should anyone sincerely believe that their designated work activity or their working environment poses unacceptable risk of injury, illness or damage, they have the right to refuse to work until the risk is reduced to an acceptable level.

Employees raising an honest and reasonable complaint are protected by law from any disciplinary action.

Issues should be raised initially with the person in charge of site, the employee will be supported and an investigation carried out to determine if the concerns are well founded.

All concerns will be investigated, initially by the person in charge of site and where necessary escalated to Data Tech’s Compliance and Project Management staff.

Where concerns are justified, the work will be suspended until adequate control measures are put in place and a safe system established.

If no substantive evidence is found and a safe system is in place, the complainant will be asked to carry out the task. If agreement cannot be reached, then the complainant shall vacate the work area and escalation shall take place by the person in charge of site.

The Managing Director and the client have obligations to investigate the complaint and, if justified to take such measures as are necessary to reduce the risk to an acceptable level.

Operatives are encouraged to report all incidents classified as “close calls” by the company so that they may be recorded & briefed separately by the client or Principal Contractor.