



Health and Safety

**Policy and Manual**

**Z-Tech Control Systems Ltd**

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## **1: POLICY**



## ORGANISATION

### DUTIES & RESPONSIBILITIES

#### **Managing Director**

The Managing Director has the responsibility for the day to day application Health & Safety systems in the Company by: -

1. Ensuring the Company's Policy & Manual for Health, Safety and Welfare is kept up to date and that it is brought to the notice of all employees and trainees.
2. Discipline any employee or trainee for failing to satisfactorily discharge their responsibilities for health and safety.
3. Arrange for funds and facilities to meet the requirements of the Company policy.
4. Consult with all affected employees (or their Health and Safety Representatives) prior to making a decision involving work, equipment, processes or organisation that may affect their health and safety.
5. Appoint a Safety Advisor in order that they may: -
  - a) Prepare the policy
  - b) Provide information, instruction and training and define methods for carrying out the Policy
  - c) Provide systems to deal with emergency incidents

## **Directors**

1. Take ownership of the process for health and safety as an integral part of the business framework.
2. Directors are responsible for implementation of the Company's Health & Safety Policy within their respective areas of control. Where appropriate, Directors in consultation with the company's Health & Safety Advisors, will make arrangements to supplement the General Policy Statement with written procedures relating specifically to their own areas of control
3. No person, in a managerial position within Z-Tech must allow any unsafe practice to develop. The safety of individuals at all times takes priority, before output, and the occurrence of any accidents arising out of the circumstances where there is a conflict between the two, interest must be regarded as being the direct responsibility of the member of management concerned.
4. Directors will ensure that Management and supervisory staff under their control are aware of their responsibilities and liabilities under relevant statutory legislation and codes of practice.
5. Directors will arrange for allocation of specific duties or functions to Management and supervisory staff under their control so that they may assist them to fulfil their responsibilities under the Health & Safety at Work Act 1974, Factories Act 1961, and other associated legislation and codes of practice.
6. Directors are responsible for ensuring that risk assessments are completed for all work activities. Specific hazards and risks relating to their generic activity must be progressively identified and eliminated or controlled by the introduction of safe methods of work and written safe operating procedures. Copies of safe operating procedures will be incorporated in the risk assessment documentation.  
Appointed personnel will undertake the task of completing the risk assessment process.
7. Directors will make arrangements in consultation, and with the advice of other functional specialists, as appropriate that health & safety factors are taken into account when new methods, processes, machines, substances or changes in operational activities are introduced.
8. Directors will ensure that employees under their control possess sufficient information, knowledge and understanding, necessary to carry out duties and responsibilities of their work without endangering themselves or other people.

9. Each Director will make arrangements to ensure those visitors, including contractors and subcontractors, are aware of possible hazards that may exist on Company premises. Any safety rules/procedures/regulations applicable to the premises must be drawn to the contractor's attention before commencement of work.
  
10. Arrangements for health & safety Z-Tech must be, adequately monitored by each Director concerned. They will ensure positive remedial action on unsafe practices and/o r working conditions, or refer to the Board any which they cannot achieve a satisfactory solution with the resources available to them.

## **Managers**

1. Be fully conversant with the Company Health & Safety Policy & Manual and understand the responsibilities that it places on them.
2. Operate within all legislative requirements, codes of practices and / or company procedures applicable to the work of the department or section.
3. Managers are accountable to the Directors for ensuring that risk assessments are completed and recorded for all work activities under their control. Specific hazards and risks relating to their generic activity must be progressively identified and eliminated or controlled by the introduction of safe methods of work and written safe operating procedures. Copies of safe operating procedures will be incorporated in the risk assessment documentation.
4. Understand that there is a statutory requirement to assess the significant risks arising out of any work activity. This will involve identifying the hazards present and where they can be eliminated introducing controls. Nominated personnel will undertake the task of completing the risk assessment process.
5. Ensure that any safety procedures or instructions detailed by the Company are known and complied with. Such procedures and instructions should be continually reviewed and examined in practice and regular discussion should be take place with employees to ensure that they are still applicable and understood. Suggestions for amendments should be forwarded to the Directors.
6. Managers will ensure that employees under their control possess sufficient information, knowledge and understanding, necessary to carry out duties and responsibilities of their work without endangering themselves or other people; by the dissemination of information and by ensuring adequate instruction, training and supervision in relation to health & safety at work. Contractors, Agency staff and new employees must not be required to undertake ant task without appropriate induction or instruction or until the Manager is satisfied that they are capable of working safely.
7. To be fully conversant with company procedures in the event of an accident to an employee whilst at work.
8. Ensure that the necessary protective clothing and safety equipment are readily available for employees and ensure that employees wear protective clothing and equipment as appropriate.

9. At all times, set a personal example for all employees to follow in the observance of health & safety requirements.
10. Continually seek to identify any work situation which they consider represents a danger to health & safety, or which represents a shortcoming in the Z-Tech arrangements for health & safety at work.
11. Ensure that visitors, including contractors or sub contractors, are aware of possible hazards that may exist on the premises for which they are responsible. Where appropriate, visitors will be provided with protective clothing and equipment which; they must wear when on Company premises.  
When contractors are working on site follow the procedures laid out in the contractor's guide.
12. All Managers must ensure that employees under their control are familiar with evacuation procedures and with the use of fire fighting equipment.
13. No person, in a managerial position within Z-Tech must allow any unsafe practice to develop. The safety of individuals at all times takes priority, before output and the occurrence of any accidents arising out of the circumstances where there is a conflict between the two, interest must be regarded as being the direct responsibility of the member of management concerned

## **Supervisory Staff**

Supervisors are reminded that their presence in the operation areas allows them to exert a positive influence on employees and contractors in fulfilling their responsibilities for health & safety matters and they will:

1. Assist the Manager in carrying out his responsibilities as detailed in the Company's Health & Safety Policy and will undertake such health & safety duties as may be defined by the Manager.
2. Be fully conversant with the Company's Health & Safety Policy and understand the responsibilities that it places on him/her.
3. Ensure that all employees and contractors under their control or direction work within the confines of legislation, codes of practice and / or company safe operating procedures applicable to the work being undertaken.
4. Ensure that any safety procedures or instructions detailed by the Company are known and complied with. This particularly applies to maintenance activities where normal safe guards may of necessity be removed and supplemented by safe operating procedures. Such procedures and instructions must be continually reviewed and examined in practice and regular discussions should take place with engineers, operatives and contractors to ensure they are still applicable and understood. Any suggestions for amendment should be made to the Manager.
5. Understand that there is a statutory requirement to assess the significant risks arising out of any work activity. This will involve identifying the hazards present and where they can be eliminated introducing controls. Nominated personnel will undertake the task of completing the risk assessment process.
6. Ensure that employees (including contractors) under his/her control are instructed, trained and capable of carrying out their duties in a safe manner.
7. Be fully conversant with the company procedures in the event of an accident to an employee or contractor whilst at work. Serious accidents must be reported to the Manager immediately.
8. Ensure that the necessary PPE is readily available for employee's use, and ensure that employees (and contractors) wear PPE as appropriate. Particular attention should be paid when handling chemicals and any other substances. Due regard should be taken of the substance data sheets and the COSHH assessment.

9. At all times set a personal example for employees to follow in the observance of health & safety requirements.
10. Continually seek to identify new health & safety exposures and make suggestions on possible improvements. Problems that, he/she is unable to resolve, must be immediately referred to the Manager.
11. Without detracting from the responsibilities of each Manager to maintain safety standards within his/her sphere of responsibility, arrangements must be made for a formal safety tour of the work area for which they are responsible every seven days. Thus ensure that standards of health & safety are maintained to the highest possible level.
12. Ensure that all employees (and contractors) under their control are familiar with evacuation procedures and with the use of fire fighting equipment.
13. No person in a supervisory position within Z-Tech may allow any unsafe practice to develop. The safety of individuals at all times takes priority, before output and the occurrence of any accidents arising out of the circumstances where there is a conflict between the two, interest must be regarded as being the direct responsibility of the member of supervisory staff concerned.

## Employees

1. Effectiveness of any arrangements associated with health & safety at work will depend on all employees being aware of, and actively complying with, the various safe operating procedures that will be progressively introduced into work activities.
2. Employees are accountable in law and general duties are imposed on them while at work to pay attention to their own health and safety, and that of others who may be affected by their acts or omissions during the course of their work activities. They also have a duty to co-operate with their employer in fulfilling his/her responsibilities in respect of health & safety at work. In law, employees are forbidden to interfere or misuse any item provided in the interest of health, safety and welfare.
3. Employees must inform their employer:
  - a) Of any work situation which they consider represents a serious and immediate danger to health & safety: and
  - b) Of any matter, which an employee considers, represents a shortcoming in the employer's arrangements for health & safety at work.
4. Employees must make themselves familiar with the Company's General Health & Safety policy, work in accordance with the policy and any other arrangements relating to responsibilities of specific individuals or detailed safe working procedures.

All employees are expected to:

- a) Wear and use appropriate protective clothing and safety equipment as specified;
- b) Report unsafe conditions, methods of work, practices, tools, plant or equipment to their Managers or supervisors.
- c) Report all incidents/hazards and injuries to their Manager or supervisor.
- d) Assist and co-operate in the investigation of any accidents that may occur with the objective of introducing preventative measures;
- e) Adopt correct methods of work and not improvise by using methods, tools or equipment which might entail any unnecessary risks to themselves or other persons;
- f) Assist in the maintenance of acceptable standards of tidiness and / or "good housekeeping";
- g) Familiarise themselves with the fire evacuation and emergency procedures, location of fire alarms and fire fighting equipment.

## **Temporary Workers**

Where temporary workers are used within Z-Tech operations, they must be provided with adequate information.

The Directors or Managers are required to inform their contracted employees/ agency workers of any specific qualification or skills required to carryout the work safely.

In addition they must be instructed on the safe operating procedures operated by Z-Tech for the tasks they are expected to undertake whilst working for Z-Tech. They must also be informed if the work requires health surveillance and what protective measures are necessary, whilst working within Z-Tech working environments.

Z-Tech and the employment agency both have duties to employees that overlap, which should ensure that any health and safety matters are NOT overlooked.

## **First Aiders**

1. Report to Management on first aid matters.
2. Provide first aid treatment to all injured employees.
3. Ensure all first aid equipment is returned to its correct station after use in a clean and useable condition.
4. Record ALL treatment given in the accident book no matter how trivial.
5. Inform the Appointed Person or Management of any supplies used or when stocks low to ensure adequate supplies are in place.
6. Attend first aid training as required.

## **Appointed Person (First Aid)**

1. You are to check the contents of the first aid box (es) weekly, replacing items/stocks as required.
2. You are to hold the accident book, and ensure it is reviewed by Management monthly.
3. You are to attend training suitable for the post of Appointed Person.
5. You are to take charge of a situation and call for emergency services if required.

## **Fire Wardens**

When required Z-Tech shall appoint trained Fire Wardens.

### **Duties of Fire Wardens**

1. Upon hearing an alarm you are to ensure that the Fire Service have been called.
2. Collect any signing in register/documentation that is available.
3. Make your way to the nominated assembly point, and book in all staff and visitors.
4. Report to the senior management person on site the status of evacuated/missing personnel.
5. Report to the Senior Fire Officer upon his arrival informing him/her of known personnel evacuated /missing.

At non-run Z-Tech sites, Z-Tech staff are to ensure they are aware of that sites Fire procedures.

## **2: GENERAL ARRANGEMENTS**

## MANAGEMENT OF HEALTH & SAFETY

### SAFETY INSPECTIONS

Regular and routine inspections.

In order to rationalise the necessary arrangements for these and other inspections, the following table will apply: -

| Type of Inspection   | Availability of Facilities  |
|--|---|
| Formal Inspections, done annually by the Company Safety Advisors   | Completion of appropriate inspection forms identifying hazardous conditions and assessing potential risks.  |
| Following an Accident or Dangerous Occurrence or Notification of a Reportable Disease. (Refer to Appendices) | Completion of incident form<br>Where it is possible to rectify the unsafe condition, do so.<br><i>Serious incident, Inspection may be required by the HSE and Form F2508 to be completed.</i> |
| Change of Work Conditions  | Safety Advisors should be consulted and joint inspections arranged as necessary.  |
| New Hazard Information   | Safety Advisors should be consulted and joint inspections arranged as necessary.  |
| Employee Complaint   | Safety Advisors should be consulted and joint inspections arranged as necessary.  |

### Formal Inspections

Inspections of work sites should be done on an annual basis. This will be done utilising standard criteria in order to monitor the effectiveness of procedures and systems of work. The following points are set out as guidelines for areas that will be checked.

- Ø Accident Reporting
- Ø Plant & Equipment checks being undertaken
- Ø First Aid Equipment
- Ø Communication Equipment
- Ø Fire Fighting Equipment
- Ø Fire Prevention Techniques/Training
- Ø Welfare Facilities
- Ø Waste Disposal Arrangements
- Ø Security
- Ø Emergency Procedures and Training
- Ø Safe Working Procedures
- Ø Occupational Hazards

### **Routine Inspections**

Should be undertaken on a regular basis and filed as site inspections. These can be done using the checklist in Section 4 Forms. Managers or the Appointed Person can undertake these inspections if deemed competent.

## **AUTHORITATIVE AGENCIES**

**You may be aware of such agencies under the titles of: -**

Health & Safety Executive  
Fire Authority Officers  
Environmental Health Officers

### **Powers of Inspectors**

**An Inspector has the following powers: -**

- a) To enter premises and, if restricted, to obtain the support of a police officer.
- b) To inspect premises.
- c) To require that evidence, etc is not disturbed following an incident.
- d) To take measurements and photographs, although it is usual to ask permission in the latter case.
- e) To take samples of suspect substances.
- f) To require tests to be carried out on suspect substances or equipment.
- g) To require plant or equipment to be dismantled.
- h) To require anyone who has knowledge relevant to the matter being investigated to give it either verbally or in writing. (The Inspector has discretion to permit another person to be present during questioning or the taking of a written statement. The person making a written statement is required to sign and it is an offence to make a false statement in these circumstances. Any information given by a person to an Inspector prior to a formal caution (“you are not obliged to say anything, but anything you say may be used in evidence against you”) cannot be used in criminal proceedings against that person.
- i) To inspect and take copies of statutory records and other relevant documents.
- j) To require assistance from anyone within that person’s limits of responsibilities. (It is an offence to obstruct an Inspector).
- k) To issue improvement and prohibition notices.
- l) To recommend that prosecutions are brought.

### **Notices**

Where a breach of law has occurred, or is likely to occur, Inspectors can issue improvement notices. An improvement notice must state what the legal breach is believed to be, and the reason for that belief. It should also specify a time limit in which the matter in question must be rectified.

If any situation is found that is such as to constitute an immediate risk of serious personal injury an Inspector may issue a prohibition notice, which requires that the activity in question be stopped pending the taking of remedial action. There does not have to be a specific breach of the law. The notice must detail the matters, which in the Inspector’s opinion give rise to the risk. If the risk is not immediate a deferred prohibition notice can be issued, giving a date after which the activity must cease unless the remedial work has been carried out. Where, despite every effort being made, it has not proved possible to meet such a deadline, Inspectors may be prepared to

extend the deferment period. Requests for this must, however be made before the notice has expired.

## **ACCIDENT & ADVERSE INCIDENT REPORTING**

### **Reporting of an Accident / Adverse Incident**

All accidents / incidents should be reported, no matter how trivial they seem. It can identify trends which if noticed early enough could be rectified, thereby preventing a future incident with the possibility of causing serious injury or loss to individuals or Z-Tech Control Systems.

As part of the accident reporting process we are obliged to define action(s) required to prevent recurrence, establish an agreed time scale for the implementation of the remedial action and monitor to ensure that the remedial action has been implemented and that it is effective.

The sooner details and records of statements are collated the more information will be available to instigate corrective action and implement procedures to prevent future accidents (if applicable).

A near miss is an event that has not caused harm but left unattended has the potential to (**harm means damage to either the body or any equipment**).

**Completing an Accident / Incident Form does NOT place liability of any kind on the individual making the report or any other person.**

Procedures for reporting accidents and adverse incidents can be found in Section 3 and the reporting forms in Section 4 of the manual.

## **GENERAL FIRE PRECAUTIONS**

1. All fire points are clearly marked with signs.
2. Suitable and sufficient fire extinguishers are provided at each fire point.
3. Fire extinguishers are regularly inspected and serviced, and service records are kept.
4. Fire exits / escape routes are clearly marked with signs and fire doors and escape exit doors are properly constructed and kept free of obstructions, and unlocked, during working hours.
5. Fire precautions and evacuation procedures are communicated in writing on approved signs, to all employees, and visitors. These signs will be displayed in ALL areas.
6. No smoking is allowed in those areas of the premises indicated by signs.

## **FIRE DRILLS AND EVACUATION Head Office**

Fire drills shall be carried out at least annually.

In the event of fire:

- 1) The member of staff discovering the fire must immediately raise the alarm to inform colleagues and Management.
- 2) The senior person will inform the emergency services.
- 3) Attempt to extinguish the fire with the correct type of fire extinguisher AS LONG AS STAFF ARE NOT PLACED AT RISK !!!
- 4) When the alarm is raised STOP ALL WORK.
- 5) WALK to the nearest exit.... DO NOT RUN
- 6) DO NOT STOP FOR PERSONAL BELONGINGS.
- 7) Proceed to your designated assembly area, which, is at rear car park. REMAIN there until the "All-Clear" instructions are given.
- 8) Report to your supervisor. Supervisors are responsible for ensuring that all their personnel are accounted for. If your supervisor is unavailable, create a list of people who are not accounted for and bring it to Fire Warden / Management or Emergency Response Personnel.
- 9) Do not re-enter the buildings until the "All Clear: is given.
- 10) Keep all roads and driveways clear.
- 11) A member of Management will check that all staff are clear of all parts of premises where the alarm may not be easily heard.

## **EMERGENCY PROCEDURES on Site**

- 1) All personnel shall familiarise themselves with on site emergency procedures.

- 2) All personnel shall adhere to on site emergency procedures.

## **EMPLOYEES / WITH DISABILITIES**

When an Employee has been identified with a disability, Management is to inform the Responsible Person as soon as possible.

Upon receipt of notification that a person working has disabilities, the Responsible Person are to co-ordinate a review of current risk assessments and the tasks the disabled person would be expected to undertake. They will confirm if the current safety control measures are suitable or if additional ones are required.

If additional control measures are identified Management are to introduce these additional measures whilst the disabled person is working on site.

Managers and Supervisors are responsible for assigning specific individuals to assist employees with disabilities during an evacuation. Management will assist in obtaining training in the use of evacuation equipment if needed.

## **PROVISION OF SAFETY MEASURES UNDER THE YOUNG PERSONS REGULATIONS 1997.**

Risk assessments that have been undertaken have taken into account the above regulations and suitable control measures added where necessary.

The key safety control measure whilst working is that of supervision. Management are to ensure that a suitable number of Supervisory Staff are available to assist in training and during normal working conditions. Levels of supervision being dependant on the competency level of the trainee, i.e. 1<sup>st</sup> year trainees require more supervision than 3<sup>rd</sup> year trainees.

## **SMOKING POLICY**

The company will promote and encourage the philosophy of a clean smoke free environment for all its employees, and will adopt a policy of "No Smoking" throughout the workplace to prevent non-smoking employees becoming exposed to passive smoke. However, certain areas will be designated as "Smoking Areas" and signage will indicate where smoking is and is not allowed. Anyone found smoking in a designated "No Smoking" area will be subject to disciplinary action.

**It is the intention of the company to adopt a long term FULLY NON SMOKING policy through out the organisation.**

## **RULES FOR VISITORS**

1. All visitors must report to a member of staff when first arriving on site.
2. A member of the Staff must accompany all visitors when on site.
3. Where visitors require entry to any hazardous area, they must be provided with the appropriate Personal Protective Equipment and Respiratory Protective Equipment as required.

## **CONSULTATION WITH EMPLOYEES**

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 that where employees are not represented under the Safety Committee and Safety Representative Regulations 1977 that the employer shall consult those employees in good time on matters relating to their health and safety at work in particular regarding: -

- a) The introduction of any measure at the workplace, which may substantially affect the health and safety of those employees.
- b) His arrangements for appointing persons to assist in health and safety and persons nominated to implement emergency procedures.
- c) Providing health and safety information and training as required by relevant statutory provisions.
- d) The health and safety consequences of introducing new technologies into the workplace (including the planning).

Z-Tech will hold regular site meetings to provide a conduit for consultation with staff.

## **AIMS OF THE SAFETY COMMITTEE**

Listed below are the main areas that will form the agenda for the committee meetings: -

1. Health & Safety management
2. First Aid & Accidents
3. Fire Procedures
4. Employee Concerns.
5. Facilities & Services

6. AOB

## TRAINING

Training is an important way of achieving competence and ensuring that safe working practices are fully understood.

Training is most valuable at the induction stage where it includes arrangements for fire safety, welfare, etc, apart from the general policy on health & safety.

Note must be taken when staff: -

- ◆ Have new responsibilities
- ◆ Have new or changed work activities
- ◆ The working environment changes
- ◆ The system of work changes or new equipment is to be used.
- ◆ Have refresher training e.g., Accident Reporting, Evacuation Procedures.

Special attention must be given to the employee who occasionally acts on another employee's behalf.

Records of Induction training and health and safety training are to be kept by HR department.

## DISCIPLINARY PROCEDURES

We have mentioned areas where we require the FULL co-operation of staff; The Director's and Management must ensure that members of staff are fully aware that disciplinary action, which may include dismissal, will be taken against any employee who fails to comply with the Health & Safety Policy.

It is important to note that a breach of Health & Safety regulations may bring about criminal prosecution, which could result in fines up to £20,000 and/or a term of imprisonment of up to 2 years.

It is a sad fact that many people are injured each year through the irresponsible behaviour of certain individuals. Such acts of foolishness and skylarking will not be tolerated on company premises or working sites, and any employee seen acting in this way, which may cause injury to others, will be dealt with under the company's disciplinary procedure.

## DRUGS & ALCOHOL



Introduction of alcohol, drugs and controlled substances onto Z-Tech sites is strictly forbidden. Additionally, no employee may work whilst under the influence of alcohol, drugs or controlled substances. Violation of this policy may result in immediate dismissal. If you are using prescribed medication you should be aware of any side affects as discussed by your physician (e.g. drowsiness, dizziness, etc). If you are under such medication, you must inform your supervisor or department head, and include any side effects that can impact your or others, working safety.

## WORKING ALONE

Z-Tech employees shall NOT work alone in areas where conditions exist that are immediately life threatening. These include, but are not limited to areas with potential exposure to live electrical circuits, hazardous substances, machine shop equipment, power rooms and attic/roof areas. When you work in these or other hazardous areas you MUST have at least one other person, that is knowledgeable of the applicable hazards and emergency procedures, present. You may work alone in non-hazardous areas (e.g. offices) as long as your activities can be periodically monitored, either by your supervisor, manager, safety, or security personnel.

## NIGHT WORKING

Z-Tech employees shall not work alone whilst working a night shift or during an emergency call out during hours of darkness. Z-Tech should ensure that suitable and sufficient portable lighting is available at all times in cases of emergency for use by personnel, personnel shall ensure all such equipment is used when required. Employees shall remain contactable at all times, via mobile telephone or two way radio.

## OUTSIDE CONTRACTORS

All organisations or persons supplying services to the Business shall do so only on condition that they follow the guidelines contained within the contractors guide. This guide can be found in the appendices to this policy.

Any Director/Manager involved in the use of contractors is to ensure that contractors when on site follow these guidelines. Any breach of safety is to be actioned immediately, and work is to be stopped until the safety breach is rectified.

During the tendering stage for contractors the following documentation should be requested from the contractor:

- Ø Suitable Risk Assessments
- Ø Suitable written safe systems of work, or job method statements.
- Ø Copies of test certificates for lifting equipment being used.
- Ø Copies of electrical safety testing on portable tools.
- Ø Rules for Employees.

## ELECTRICAL SYSTEM SAFETY

This shall be the responsibility of Management who shall ensure that:

- (a) The electrical distribution system including all switch-gear wiring and sockets is tested and inspected for electrical safety at least every 5 years by a competent person and that test / inspection records are kept.
- (b) All sockets plugs and extension leads are regularly inspected by responsible persons and that faults are rectified by a competent person.
- (c) Special electrical hazards are properly controlled.
- (d) All portable electrical equipment liable to wear and tear and other damage is fitted with residual current detector trip equipment or is only operated from sockets fitted with such equipment.

This includes - portable power tools

- extension leads
- inspection lamps
- portable welding sets
- portable vacuum cleaners
- power washing equipment

The above equipment shall also be regularly inspected by Management.

- (e) All fixed or semi-fixed electrical equipment is inspected and tested by a competent person at least every 12 months or when repaired. Test records and repair records shall be kept.

This equipment includes - Office Equipment

- Ventilation Fans
- Flameproof Lighting
- Abrasive Wheels
- Kitchen Equipment

The Company shall carry out their own electrical safety checks.

## PORTABLE ELECTRICAL EQUIPMENT, PLUGS AND SOCKETS

1. Plugs / Sockets - Industrial type sockets shall be fitted to British Standard BS 4343. Drip and weatherproof types shall be fitted in wet areas.
2. Extension leads will be flexible and neoprene covered to resist oil.
3. Where possible portable tools will be 110 volts supplied from socket outlets suitably located and fed from a transformer with 110 volt secondary output winding centre tapped to earth to limit the maximum shock voltage to earth to 55 volts.
4. Where 240 volt supply has to be used, tools must be double insulated or all insulated. These must not be used in wet environments.
5. All portable electrical tools and extension leads will be tested for electrical safety by a competent person at least every 12 months and test records kept. Tested equipment shall be labelled as being tested with the test date. No portable electrical equipment must be used unless bearing a current test label.

All portable electrical equipment, leads / sockets will be inspected by employees as part of an "In House" check and maintenance system, and before use and defects reported to Management.

Inspection records will be kept by Management.

Defective tools, leads, plugs, adapters, sockets must be immediately electrically isolated and withdrawn from service. Steps must be taken to secure that such equipment cannot be used until inspected by a competent person, repaired and electrically tested.

Notices shall be posted on any socket, equipment, lead or switch if defective stating:

**Defective, Do Not Use, Electrically Isolated.**

## RISK ASSESSMENT

As required by the Management of Health and Safety at Work Regulation 1999, Risk Assessments are required on **ALL** work activities with significant hazards and should cover anyone who may be affected.

- Risk assessments are necessary to identify what measures can be taken to reduce risks associated with hazards.
- An assessment has to be “suitable & sufficient” which means:
- Identifying significant risks arising out of work activities
- Identifying the preventative and protective measures to control risk
- That assessments are appropriate to the nature of the work

It is the intention of Z-Tech Control Systems to provide a safe and comfortable working environment for all its employees. To achieve this goal Z-Tech will undertake to carry out ALL risk assessments in respect of current legislation including COSHH, General Risk, Noise, Manual Handling, PPE and Display Screen Equipment (DSE). All assessments will take due cognisance of:

- Health and safety arrangements
- Health surveillance
- Health and safety assistance
- Procedures for dealing with serious and imminent danger, and for danger areas.
- Information for employees
- Co-operation and co-ordination
- Persons working in host employers' or self employed persons' undertakings
- Capabilities and training
- Employees duties
- Temporary workers.
- Young Persons

## RISK ASSESSMENTS IN PRACTICE

### Risk

Risk is the likelihood or probability that a hazard will cause actual harm.

Risk depends on: -

- ◆ Frequency of exposure to hazard, precautions, other influencing factors.
- ◆ The extent of the risk depends on the number of people who may be affected and the severity of the consequences.

### Control Measures

Control measures are the arrangements made or precautions taken to reduce risk.

The hierarchy of control measures are: -

- E Eliminate
- R Reduce or replace
- I Isolate by enclosure
- C Controls such as written safe working procedures
- P Personal Protective Equipment (PPE)
- D Discipline, company enforcement of its procedures.

### Risk Rating

A rating system can be helpful in evaluating the risks. A simple way is to score two features.

The first is the probability – the likelihood of harm occurring.

|    |                |                        |
|----|----------------|------------------------|
| 1  | Improbable     | Unlikely to happen     |
| 2  | Possible       | Seldom happens         |
| 5  | Likely         | Likely to happen       |
| 7  | Very likely    | Frequently happens     |
| 10 | Almost certain | Near certain to happen |

The second is the severity – what are the likely consequences in the event of harm being caused.

|    |                   |                              |
|----|-------------------|------------------------------|
| 1  | Minor injury      | Cut with first aid treatment |
| 2  | Injury / Disease  | Up to 3 days lost time       |
| 5  | Reportable injury | Over 3 days lost             |
| 7  | Major injury      | Over 3 days lost             |
| 10 | Death             |                              |

The risk factor is calculated by multiplying the scores for probability and severity, giving a total score from 1 to 100. This number indicates priorities for risk control which, could be:

|         |                           |
|---------|---------------------------|
| 1 - 20  | No action or low priority |
| 20- 40  | Low priority action       |
| 40- 50  | Medium priority           |
| 50- 80  | High priority action      |
| 80 -100 | Urgent Action             |

Trivial risks can usually be ignored for two main reasons. The first is that it is virtually impossible to cope with every minor risk, and the second is that the significant risks may be obscured by too much information.

**Risk Assessments will be carried out at all sites, by competent personnel. Suitable reports and records will be provided and safe systems implemented.**

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

### COSHH POLICY

The Company understands its responsibilities under the Control of Substances Hazardous to Health Regulations (2002) and is taking all necessary steps to ensure that it complies fully. The COSHH Co-ordinator has responsibility for ensuring that the risks are assessed, recorded, minimised and documented.

### COSHH ASSESSMENTS

#### Assessments must be reviewed and kept valid and up to date

Assessments will

- ◆ Evaluate the risk to health arising from work and what precautions are needed.
- ◆ Introduce appropriate measures to prevent/control the risks.
- ◆ Ensure control measures are used and procedures observed.
- ◆ Inform instruct and train staff about the risks and the precautions to be taken.

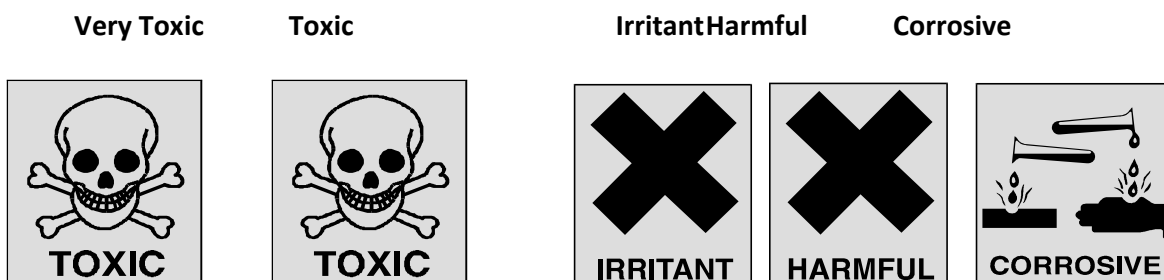
#### What is a substance?

A substance, natural or artificial, is defined as any solid, liquid, dust fume, gas or micro organism that is harmful to health.

The type of hazard that may exist can be include poisoning, skin burns, irritation, asphyxiation or long-term health effects i.e., chronic asthma etc.

#### Read the label: - UK Warning Markings

Those substances, which can adversely affect health, carry symbols of the hazards:



Warning labels will include:

Chemical Formulation  
Grade  
Name of Product  
Concentration

Risk phrase such as:

“Toxic by inhalation or if swallowed”  
“Irritating to respiratory system”  
“Danger of cumulative efforts”  
“May cause cancer”

Safety phrase such as:

“Keep container dry”  
Avoid contact with skin”  
“Avoid breathing vapour”

Some warnings may refer to hazardous properties such as:

“Ionizing radiation”  
“Flammable”  
“Risk of explosion”

(These are not covered under the COSHH Regulations, but are included in other legislation).

WARNING LABELS ARE DESIGNED FOR YOUR OWN PROTECTION –  
DON'T TAKE CHANCES – READ THE LABEL EVERY TIME

Some containers may be unlabelled or have labels in a foreign language. The absence of warning labels does not guarantee that a product is non-hazardous.

**IF YOU HAVE ANY DOUBT – ASK BEFORE USE**

### **Inventory of Products**

- ◆ Written lists of **ALL** chemicals in use must be held on sites and in Company vehicles.

## **Staff Duties under COSHH**

All COSHH records are kept within each designated work area mentioned above and continually updated, and all employees must adhere to the following:

- It is the responsibility of all employees to read any information given regarding substances.
- All new substances carrying a COSHH warning label that are brought into the company and do not appear on the list of substances is to be brought to the attention of the responsible person. The responsible person must then update COSHH Assessments as required.
- "UNDER NO CIRCUMSTANCES" are employees to bring substances onto the premises that the company does not use in connection with its business.

## **NOISE**

Excessive noise is a serious health hazard. It will enhance normal hearing loss, which will occur, as we grow older. Less obvious side effects, which are not normally associated with noise, are an increased pulse rate, blood pressure and breathing rate, which normally indicates that the noise (and vibration) is causing stress.

Noise levels are normally measured in decibels –dB (A). A 3db(A) increase doubles the noise pressure and the damage it can cause.

Noise that forces you to shout when you speak to someone two metres away must be investigated. Hearing damage may be caused if noise levels are not reduced, controlled or ear protection provided.

### **Noise Levels**

The exposure levels are 80 dB and 85 dB, with a limit of 87 dB on personal noise exposure.

### **Noise Assessment**

Where noise levels exceed 80dB(A) a noise assessment will have to be carried out. Where the daily noise exposure exceeds 85dB(A) further action to reduce noise will be necessary for example mark ear protection zones, and ensure that all exposed operators wear ear protectors.

## VIBRATION

Direct vibration to the hands from vibrating tools used in installation work can damage bones and joints.

A condition known as “vibration white finger” can be caused.

Proper maintenance and use of equipment can reduce vibration. Precautions like fitting hand tools with vibration absorbing handles can be taken, however if the problems persist a full solution to vibration problem will often require expert help.

If employees have concerns regarding vibration risks, advice should be requested from management.

## MANUAL HANDLING

### MANUAL HANDLING POLICY

Wherever possible the company will strive to keep all manual handling operations to an absolute minimum, consideration will be given to using mechanical means where practical. Ergonomics and the interfacing between operatives and workstations will be maximised. Where materials can be used or delivered in easier manageable weights the company will do so. Where bulk automated handling techniques are available and are financially viable the company will adopt this method of storage. All employees will be given adequate training regarding lifting operations and All work activities will be assessed by means of risk assessments, as required by the Manual Handling Regulations 1992.

### MANUAL HANDLING ASSESSMENTS

Manual Handling covers the manual transporting or supporting of a load and includes lifting, pulling, pushing and carrying.

**Assessments must be reviewed and kept valid and up to date.**

Where there is a risk of injury, then manual handling should be avoided. Where this is not reasonably practicable employees must: -

- Ø Assess operations
- Ø Take steps to reduce the risk of injury to the lowest level reasonably practicable
- Ø Take steps to identify information on the weight of each load.

**Employees must use the systems of work devised to reduce the risk of injury.**

- Ø Employees should assess the difficulty of the manual handling tasks before deciding to lift or transfer a load.
- Ø Employees must NOT carry out any manual-handling task, which they have assessed to be hazardous.
- Ø Employees must make use of mechanical aids and other manual handling equipment provided.
- Ø Employees must notify management of any manual handling equipment found faulty. Such equipment must be clearly marked and withdrawn from service.
- Ø Employees have responsibilities to take reasonable care for themselves and co-operate with management in the prevention of manual handling injuries.
- Ø Employees will undertake manual handling training as part of their orientation/induction course and updating training on a regular basis.
- Ø In EMERGENCY situations, e.g. fire – it may be necessary to manually handle people to a place of safety as a matter of urgency. EMPLOYEES should use the best practice means of manual handling **without compromising the saving of life.**

**Good Handling Technique**

Appendix 3 contains guidance notes relating to good handling techniques. This information is for reference only, and does not replace the need for completing manual handling training on the company orientation/induction course.

## **PERSONAL AND RESPIRATORY PROTECTIVE EQUIPMENT**

### **PROTECTIVE CLOTHING & EQUIPMENT POLICY**

In general, employees will be expected to dress sensibly for work. The relevant protective clothing and equipment will be issued. Employees will take care of items issued and use them correctly. Where necessary, management will give the required information and instruction on its usage. Should any item become defective it will be replaced, but it is stressed that it is a serious offence to deliberately damage or misuse such equipment.

### **Maintenance and Replacement.**

Systems must be in place for the effective maintenance of PPE and will include: -

- Ø Cleaning
- Ø Disinfecting
- Ø Examination
- Ø Replacement
- Ø Repair
- Ø Testing

The individual responsible for carrying out maintenance programmes, must be clearly identified, and the procedures and inspection frequency to be followed.

Examination must ensure that the PPE is in good order, NOT worn or defective, and still meets both criteria of protection and manufacturers specification.

Where necessary suitable and sufficient numbers of spare stock/parts should be available as part of the maintenance programme. If items have particular shelf lives then replacement MUST follow recommended guidelines on exchange of units.

### **Storage of PPE**

PPE MUST be stored safely and afforded adequate protection from physical damage or the environment e.g. harmful substances, dust, damp etc.

Where there is only 1 storage area, a clearly defined zone MUST be indicated in respect of used, contaminated or defective PPE awaiting repair.

### **Training**

Individuals must receive adequate training in inspection, use, cleaning and storage of PPE as applicable.

Full details must be made available of any risks, which must be avoided when PPE is in use, and what to do should PPE fail.

Training should include both practical and theory instruction before, individuals are allowed to use the PPE in the workplace. Training should also include the principles as to the “why” and “how” in order that the precise nature of the protective measure is understood.

#### **PPE use**

PPE **MUST BE** used in accordance with the manufacturer's instructions and any other guidelines given by Z-Tech Control Systems.

#### **Reporting loss or defects.**

Employees must take reasonable care of PPE provided and report any loss or obvious defects as soon as possible.

**Where concerns arise as to the worthiness of PPE, this also must be brought to management attention as soon as possible.**

## DISPLAY SCREEN EQUIPMENT

### EMPLOYERS' DUTIES Analysis (Regulation 2)

The employer must perform a suitable and sufficient analysis of the workstations of 'users' or 'operators' (Regulation 2), regardless of who has provided those workstations and where they are used. Use of DSE at home for the purposes of work falls within the scope of the Regulations. This remains the case regardless of ownership of the relevant equipment.

An assessment must be reviewed where there is reason to believe that it is no longer valid, or where there has been a significant change in the matters to which it relates.

Any risks identified by the assessment must be reduced to the lowest extent reasonably practicable. Risks must be reduced at the earliest opportunity.

Where use of a workstation does not fall within the DSE Regulations, the safety of those engaged in such activities, are covered by other general duties of the employer. For example, there will be a requirement for a risk assessment under Regulation 3 of the Management of Health and Safety at Work Regulations 1992 (MHSW).

The principal risks associated with DSE work relate to musculoskeletal problems, visual fatigue and mental stress. The DSE Regulations are the first to specifically require the employer to consider the stress of work activities.

Risks to non-employees, for example agency 'temps' and freelance staff, must also be assessed and controlled. The 'user' completing a suitable checklist best carries out, assessment of workstations used at home in the first instance.

Records of each assessment should be kept in writing or some other retrievable form, except where:

- ✓ The assessment is quickly and easily repeatable
- ✓ The assessment finds no significant risk
- ✓ The workstation is temporary

Participation of the 'user' or 'operator' is essential to a successful workstation assessment, and can best be achieved by means of completing a checklist. Involvement of the individual worker is important because some of the required criteria are subjective, for example in ascertaining the comfort of a chair. The 'user' should have suitable information and training to enable constructive participation.

### Work Routine

The employer must plan the daily work routine of DSE 'users' in such a way as to incorporate periodic interruption by breaks or changes of activity (Regulation 4). The effect must be to reduce total DSE work rather than to concentrate the same amount of work over a shorter total period.

Short, frequent breaks are more satisfactory than longer infrequent ones. Wherever possible, breaks or changes of activity should be taken at the discretion of the 'user'. In some circumstances it may be necessary for the employer to enforce the taking of breaks.

## **Eyesight**

Employees are entitled, but are not obliged to undergo, an appropriate eye and eyesight test (Regulation 5):

- a) if they are a 'user' of DSE, or
- b) upon a change of job or workload that brings them into the definition of a user.

**NOTE:** The results of an eye and eyesight test can only be disclosed to the employer with the consent of the employee (Access to Medical Report Act 1988).  
Repeat testing must be available at regular intervals, normally in line with the recommendations of the practitioner that carried out the previous test.  
Repeat testing must also be available where the employee has reason to believe that they have visual difficulties that have arisen from the use of DSE.  
An appropriate eye and eyesight test is defined within the Opticians Act 1989.

Where facilities exist an employee may forego the entitlement to a full test, and opt for a less comprehensive test, such as may be carried out in-house on a vision screening instrument by an occupational health nurse. Where this screening indicates a vision defect, the employer is obliged to provide a full eye and eyesight test upon request.

## **Provision of glasses**

Where special corrective appliances (normally spectacles) are prescribed for work with DSE, it is the 'users' employer that must provide these regardless of the premises at which the workstation is used.

Glasses that are required for any other purposes are not the employer's responsibility. The employer is not expected to supply tinted lenses or so-called 'VDU Glasses' that purport to protect from radiation.

Some people who normally wear glasses may also require special corrective lenses specifically for work with DSE.

The employer has to pay only the basic cost of suitable lenses and frames. Employees who wish to upgrade to designer frames will have to fund the excess cost themselves.

## **Training**

Employers must provide adequate health and safety training in the use of workstation equipment (Regulation 6).

Where a person has DSE equipment but does not fall within the definition of a 'user', the general duty to give instruction and training, etc under Section 2 of HSW Act applies.

Training under Regulation 6 should be directed toward reducing the risks of musculoskeletal problems, visual difficulties and mental stress. The 'user' needs to understand:

- a) The importance of comfortable posture and postural change
- b) How and why to adjust furniture and equipment
- c) Sensible layout and positioning of workstation equipment
- d) Requirements for screen cleaning and other maintenance
- e) The importance of breaks and / or changes of activity
- f) The need to report problems promptly, and the procedures for this.

## **Employees duties**

The MHSW Regulations 1999 require each employee to properly use any equipment, system of work or other measure provided by the employer in accordance with the instruction and advice that has been given. This general duty extends to the proper use of DSE. A similar, but more general requirement also exists under Section 7 of the HSW Act.

## HEALTH SURVEILLANCE

The risk assessments undertaken should clearly identify areas where health surveillance is necessary. The Management must be notified where a potential health risk has been identified.

This will enable: -

- ◆ Checking on the effectiveness of control measures
- ◆ Provide details of the accuracy of risk assessments
- ◆ Identify and protect individuals placed at increasing risks
- ◆ Co-ordinate a suitable health surveillance programme.
- ◆ In all cases individual health records **MUST** be kept.

## SAFE SYSTEMS AND METHODS OF WORK

- Ø In order to achieve a low incident rate will require examination and assessment of methods, and practices, hazards and their cause, and the risks these hazards present.
- Ø Supervisory Staff are required to ensure that all areas of the workplace are assessed to identify hazards and provide staff at risk with safe systems of work. This may involve providing “job statements” or “methods of work” to ensure staff safety.
- Ø Assessment of risk is a continuing process, which requires this manual to be updated regularly. Staff **MUST** be made aware of the changes.
- Ø Detailed generic procedures may be required for your specific area. These will be inserted within the assessment manuals.

## PROVISION AND USE OF WORK EQUIPMENT

All work equipment shall comply with relevant UK and EC standards in respect of: -

- Electrical Safety
- Guarding
- Stability
- Structural Safety
- Safety in Operation
- Noise / Radiation emission

Management shall ensure that all work equipment purchased / leased / hired by the Company complies with relevant standards.

## **GUARDING OF MACHINERY**

Machinery shall be fitted with guards which, shall protect operators from risk of:

- entanglement
- traps
- contact with moving parts
- ejection of solids or liquids

These guards shall be regularly inspected and equipment **shall not** be operated unless guards are in position and in a safe condition.

Staff **must not** use equipment without guards (where fitted) in place and must immediately report any defective equipment to Management who will ensure that the equipment is withdrawn from service until repaired, and that a notice "DO NOT USE" is prominently displayed on the equipment.

## **MAINTENANCE OF EQUIPMENT**

It is the intention of Z-Tech Control Systems to maintain all equipment in a safe working condition; any work equipment that is found to be defective will be withdrawn from use and will be repaired or replaced. All work equipment will be given a unique identification code and a record of all examinations and repairs will be kept. The company will draw up a maintenance scheme which will identify examination frequency and type of examination required, all examinations will be carried out by competent persons and where appropriate certification will be cross referenced with the equipment ID No.

Records of ALL maintenance checks, servicing or repairs are to be held at head office.

## **ENVIRONMENTAL CONSIDERATIONS**

Z-Tech Control Systems will maintain a proactive approach to ensuring that releases by it to air, land and water are both monitored and controlled thus meeting our obligations under the Environmental Protection Act (1990). The intention of this is to ensure that by use of either controls or where viable, alternative products and processes, both the risk of damaging releases and the damage arising from such releases are minimised as far as practicable. In this endeavour the Company considers it has an equal obligation to internal, local and global environmental concerns.

## **3. WORKPLACE HAZARDS & PROCEDURES**

## ACCIDENT REPORTING PROCEDURES.

The accident reporting procedures are detailed below. They are broken down into 2 distinct areas;

1. Accidents to visitors on site. **Section A**
2. Accidents to Employees. **Section B**

It is imperative that all accidents or near misses (as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 –RIDDOR 95) are reported as soon as is possible.

The sooner details and records of statements are collated the more information will be available to instigate corrective action and implement procedures to prevent future accidents (if applicable).

As part of the accident reporting process we are obliged to define action(s) required to prevent recurrence, establish an agreed time scale for the implementation of the remedial action and monitor to ensure that the remedial action has been implemented and that it is effective.

A near miss is an event that has not caused harm but left unattended has the potential to ( **harm means damage to either the body or any equipment**

### **Section A**

#### **Reporting Requirements.**

##### **Employees**

1. All accidents to be reported to nominated and qualified 1<sup>st</sup> aider.
2. 1<sup>st</sup> Aider to assess injury and advise on any further medical assistance. In the event of injured person being moved to outside medical unit by private car it is advised that the 1<sup>st</sup> Aider accompanies person. In all cases involving head injuries the 1<sup>st</sup> Aider must accompany person. No injured person should be moved by private vehicle without the authority of the assisting 1<sup>st</sup> aider.
3. 1<sup>st</sup> aider to enter all details into accident book with any follow up action i.e. sent home, removed to hospital, injured party refuses treatment etc.
4. If injured party removed to hospital NOK to be informed (if possible) by the injured parties manager. Departmental manager to inform next in chain of command.

5. 1<sup>st</sup> aider assisting injured party to complete RIDDOR form F2508 as soon as possible after verification that injured party will be off work for 3 or more days.

There is no requirement to send by post the RIDDOR 95 F2508. An incident reporting centre is in place to receive the information contained within the F2508 by:

- Phone – Tel 0845 3009923
- Fax – 08453009924
- E mail – [riddor@natbrit.com](mailto:riddor@natbrit.com)
- Website – [www.riddor.gov.uk](http://www.riddor.gov.uk).
- Post – Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 4GG.

N.B. It is still possible to send F2508 to local HSE the address can be found on HSE at Law poster displayed.

6. In the event of site H&S adviser not being available H&S administrator to inform Manager who will make an assessment and advise on further action.

H&S site adviser (or nominated adviser) will assist in the investigation of the accident and report findings with any recommended remedial action required, or any proposed changes to Z-Tech Control Systems Management.

## **Section B**

### **Visitors**

Visitors are to be accompanied at all times (unless contractors working on building inside and out). All visitors are to book in through member of staff giving details of department / person visiting. Visitors are also required to book out on completion of business.

1. In the event of an accident the 1<sup>st</sup> aider is to be notified (if requiring his / her assistance).
2. 1<sup>st</sup> aider to inform the responsible person and carry out an initial investigation recording details on Accident Report Form. Details to be entered into accident report book.
3. Responsible person to inform H&S adviser who is to compile Accident Report Form in conjunction with 1<sup>st</sup> aider and any other witnesses. H&S adviser to retain Accident Report Form.
4. If accident reportable under RIDDOR 95, H&S adviser will complete and forward to local HSE.

There is no requirement to send by post the RIDDOR 95 F2508. An incident reporting centre is in place to receive the information contained within the F2508 by:

- Phone – Tel 0845 3009923
- Fax – 08453009924

- E mail – [riddor@natbrit.com](mailto:riddor@natbrit.com)
- Website – [www.riddor.govuk](http://www.riddor.govuk).
- Post – Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 4GG.

N.B. It is still possible to send F2508 to local HSE the address can be found on HSE at Law poster displayed.

5. H&S adviser will investigate any safe working procedures that apply and instigate any changes if required.
6. Copy of RIDDOR 95 form (if applicable) to be sent to Visitors Company (for their records) by H&S administrator. Copy of accident report book details to be sent to Visitors Company.

## Z-TECH ADVERSE INCIDENT /ACCIDENT INVESTIGATION TECHNIQUES

### Investigation of an Adverse Incident / Accident

All incidents should be investigated, no matter how trivial they seem. It can identify trends which if noticed early enough could be rectified, thereby preventing a future incident with the possibility of causing serious injury or loss to individuals or to Z-Tech Control Systems.

**Completing an Accident / Incident Form does NOT place liability of any kind on the individual making the report or any other person.**

### Details: - The Incident

Type of Incident

ü Indicate the category e.g. injury, damage, fire etc which covers the incident.

About the injured party

ü As much detail as possible is required and this should include, where necessary, the grade of the individual under POST HELD

About the incident

ü Complete the details of the location etc and then go on to describe the incident.

ü It is not sufficient to state “hurt arm” or the cause as “tripped over”, you need to take into account the “what” and “how” of the incident.

### What

- ü What happened in detail is necessary in order to categorise the incident for future reference, and to provide data which, will enable an analysis of trends, and ultimately to identify and introduce means of improvement.

### How

- ü How it happened in detail will aid to “manage” the incident in respect of appropriate action, either locally to the event or to the area as a whole.
- ü Cause – Senior Persons Investigation.
- ü We do not want to be told the immediate cause, e.g., “a box that the person tripped over”. We want to know **why** the cardboard box was in a position where it could be tripped over e.g., bad housekeeping, inappropriate storage, inadequate stock control etc.

### Witness

- ü Any statements of events leading up to, at, or after the incident **MUST BE SECURED TO THE ORIGINAL INCIDENT FORM.**

### Category: - After the Incident

#### Injuries

- ü Indicate the type of injury and its location stating left or right.
- ü Where possible indicate only ONE MAIN SITE OF INJURY, as this will help in analysing incidents, or indicate which is the main injury location.

#### Treatment

- ü If details are available ensure that the name of the doctor or Service is clearly printed.

#### Equipment/Property Involved

- ü Where equipment or property is involved whether personal property or Z-Tech Control Systems, **FULL** details will be required.

#### Action taken

- ü This should be completed at the time of the incident.
- ü It is for the individual in charge at the time of the incident to say what happened and what they did.
- ü *This in no way reflects on an individual, but is to ensure that Z-Tech Control Systems have correct procedures in place and that staff are aware of them.*

## Management Follow up

### Management Investigation

It is never very pleasant investigating incidents, which has caused injury or loss. Nevertheless, the length to which the investigation is taken must take into account what value it will have, firstly to staff and secondly Z-Tech Control Systems.

- ü A balance must be made of the benefits, inclusive of cost, and what the outcome could be if nothing is done. Whichever is decided it **MUST** be recorded and the reasons for the decisions.

### Who Investigates

- ü The Nominated person may investigate, along with supervisors or senior person on site. The Safety Advisor must be made aware and available if required to assist in the investigation.
- ü Any evidence should include the practice normally followed, any witnesses and details of the incident itself. Most of this information will be found on the incident report form.

Key points to note about the investigation are: -

- ü Events under investigation should not be prejudged.
- ü Total reliance **MUST NOT** be placed on sole evidence.
- ü The value of eyewitness accounts is normally proportional to the delay in the statement being written.

The initial step in the investigation should be on

- ✓ When
- ✓ Where
- ✓ To Whom

- ✓ Outcome of the incident

The second step should focus on

- ✓ How
- ✓ Why
- ✓ Cause
- ✓ Secondary cause

As previously mentioned the detail will depend on the severity of the incident and the potential for it to happen again.

The report should indicate the following: -

- ü What was the immediate cause of the incident?
- ü What were the contributing factors?
- ü What action is necessary to correct the situation?
- ü What system changes are necessary?
- ü What reviews will be needed? RIDDOR
- ü **Form F2508 MUST be completed and sent within 10 days where major injury or dangerous occurrence happens. Details of what a major injury or dangerous occurrence is can be found in the Appendices Section.**

Follow-up action

- ü This section is for administration and where the report requires further expansion the relevant person will be requested for additional details.

Suitable forms for accident reporting and investigations can be found in section 4  
Incidents may be notified to:

HSE under RIDDOR

## **ABRASIVE WHEELS / EQUIPMENT OPERATION**

All bench mounted grinding (abrasive wheels) equipment shall be properly guarded.

Wheels shall only be replaced / mounted by persons trained to do so by completion of an approved course.

Operatives shall receive instruction in the safe use of abrasive wheels and shall wear -

leather gloves,  
visor or goggles

Guards will always be in position during use.

Management will arrange training and authorise persons competent to replace / mount wheels.

The statutory notice under the Provision & Use of Work Equipment Regulations shall be posted.

## **LIFTING EQUIPMENT OPERATIONS**

This includes: - Chains, Ropes and Lifting Tackle

### **Chains, Ropes and Lifting Tackle**

All chains, ropes, lifting beams, block and tackles, slings must have Certificates of Test and Examination specifying safe working loads. A competent person must renew certificates every 6 months. Never use damaged or worn lifting tackle chains, ropes or slings and always check safe working load before lifting loads.

## **OPERATION OF COMPRESSED AIR EQUIPMENT**

Compressed air equipment including air receivers must be examined regularly by a competent person and inspection certificates obtained.

### **Safety Rules**

Eye protection, overalls, gloves and ear defenders will be worn when using all pneumatic equipment.

## **NOISE AND HEARING PROTECTION**

Operatives must wear hearing protection when operating, or in the vicinity of operation of: -

- Grinders / petrol cut off saws / pneumatic equipment, etc.

Where risks to hearing are significant the responsible person shall arrange suitable audiometric testing and keep records of the results.

## **WORKING WITH TRESTLES, LADDERS AND STEP LADDERS**

All trestles / ladders must be checked before use to ensure rungs etc. are in sound condition. Wherever possible step ladders (fully opened) should be used rather than freestanding ladders. Freestanding ladders must be erected at an angle of 4: 1 and preferably secured at the top. A colleague must always secure the foot of the ladder to prevent slipping.

Do not use a ladder with split, missing or loose rungs.

Do not overstretch. Keep your body within the frame of the ladder. If necessary come down and move the ladder to a more convenient position.

Use a ladder sufficiently long enough to avoid using the top rungs.

## **VEHICLES AND VEHICLE MOVEMENT**

No employee must drive a vehicle unless he / she holds the relevant licence for the type of vehicle being driven. It is the responsibility of employees to report any driving offence and subsequent penalties to Management.

Management must periodically check driving licences.

Vehicles must be driven safely and at the appropriate speed at all times with due consideration for pedestrians and other road users.

## **DANGERS ASSOCIATED WITH H.I.V. / HEPATITIS B**

In order to prevent the company's employees becoming at risk from sexually and blood transmitted diseases the company will operate a policy of: -

Ensuring that all first aiders when dealing with ' blood related or bodily fluid' injuries shall have disposable gloves that they shall wear when treating these injuries.

-Provision will be made for the safe disposal of ALL clinical waste material.

## FIRST AIDERS/STAFF ADDITIONAL AIDS/HIV/HEPATITIS B PRECAUTIONS

First aiders should continue to take basic hygiene precautions, which should already be part of standard procedures. With the additional risks of infection from blood / bodily fluids transmitted diseases the following additional precautions are recommended for first aiders / staff

1. Always wash hands before and after applying dressings.
2. Before treating the casualty, cover exposed cuts or abrasions on their own skin, with either a dressing and / or disposable gloves.
3. After use these gloves should be washed in soap and water **before** removal from the hands, and then disposed of. Hands should then be washed again.
4. Whenever blood has to be cleaned up, all staff are to wear disposable gloves and an apron, and should use paper towels.
5. Soiled clothing worn by first aiders / staff treating a casualty can be washed or cleaned in the normal way
6. Any area of the working environment where blood has been spilt should be cleaned up using a mixture of 1 part bleach to 10 parts of water. If necessary, mopping up should be done using paper towels soaked in bleach solution and left over the contaminated area for thirty minutes before removal and destruction.
7. Any person, who comes into contact on the lips, mouth or tongue from another person's blood, should wash them selves with water, not swallowing, and seek medical advice.
8. Any person who suffers a cut or puncture wound whilst treating a casualty should wash thoroughly the area and seek medical advice.

*"Remember treat ALL blood, bodily fluids and 'sharp' contact as being contaminated and take adequate precautions"*