

Connect Electrical Contractors (Herts) Ltd

SAFETY RULES

GENERAL

- The purpose of this document is to define the Safety Rules, which apply to all operatives in accordance with the requirements of the Health and Safety at Work, etc, Act 1974. It is the duty of every operative to observe the following rules and behave in a safe and reasonable way towards fellow operatives, the Company, its suppliers, customers and visitors.
- **Failure to comply with the general rules will render operatives liable to disciplinary action such as warnings and where there is no improvement dismissal.**
- **Anyone suspected to be under the influence of alcohol or banned drugs will be suspended forthwith. This offence amounts to gross misconduct and will result in disciplinary action being taken.**

Working Practices

- Operatives must not use any machinery, plant or equipment for which guards have been provided without those guards being in the authorised position and in full working order. Any faults or damage to the guards must be reported to the Supervisor immediately.
- Operatives must not clean any machinery, plant or equipment whilst it is in motion.
- Operatives must not leave any machinery, plant or equipment running whilst unattended, unless specifically instructed to do so.
- Operatives under the age of 18 years must not operate any dangerous machinery, plant or equipment, unless they have been trained or are being trained under supervision. Operators must be trained and/or certificated if appropriate.
- Operatives must not use any damaged or faulty tools, machinery, plant or equipment. Any damage or faults must be reported to the Supervisor immediately.

- Operatives must use all highly inflammable liquids in accordance with instructions and return them to storage when not in use. All substances hazardous to health must be used in accordance with manufacturer's instructions, the Company's assessment and any other information given by management.
- Any electrical faults must be reported to the Supervisor immediately. Operatives must not attempt any electrical repairs or maintenance to any machinery, plant or equipment unless qualified and authorised to do so.
- All access equipment must be maintained in good order, operatives must check ladders, crawling boards, trestles, etc, for defects prior to use.
- Ladders must be secured at the upper resting place and, when this is not possible, secured at the lower reaches of the ladder.
- Whilst carrying out work from elevated working platforms, such as tower scaffolding, or other forms of scaffolding, guardrails or suitable alternative and toe boards must be in position. Mobile towers must never be moved with persons on board.
- All temporary working platforms, regardless of height, must be mounted onto adequate foundation.
- When portable electrical tools and appliances are used on site, only 110-volt equipment must be used, in conjunction with a CTE transformer. If particular plant dictates 240 volts supply, the following must apply:-
 - The cable to the appliances must be of a heavy-duty type or abraded.
 - Connections to the appliance must be protected from wet.
 - Cable must be kept off the ground to prevent damage and tripping.
 - The plugs must be of a heavy-duty type (not domestic).
 - The appliance must be used in conjunction with a 30MA RCCB.
- All plugs, sockets, connectors and couplers used in connection with portable tools must be suitable and be of a weatherproof design and construction. The use of ordinary domestic type fittings is not permitted.
- Working areas and access to working areas, including gangways, stairways and entrances, must at all times be kept clear of materials, tools and equipment. In particular, upstanding nails must never be left protruding from timber and other items with sharp or jagged edges must be stored so as not to be a source of danger. All sub-contractors and operatives are responsible for ensuring that they clear up their own surplus materials and debris.
- Operatives are expected to read all authorised Company & Site notices on matters concerning Health and Safety.
- Operatives must observe and comply with any safety instructions displayed on Company or Site premises and construction sites.

- Operatives must only operate machinery, plant or equipment in accordance with the appropriate manufacturers or the Company's operating instructions.
- Operatives must only handle and use hazardous substances in line with the appropriate COSHH assessment.
- Operatives must observe all relevant traffic controls when working on client premises and when applicable, on construction sites.
- Operatives must observe and comply with any notices regarding the wearing of personal protective equipment as required by the company or the company's clients.
- Operatives must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. They must ensure that the injury is reported to the Site Supervisor.
- Operatives must report all accidents or dangerous occurrences to the Supervisor as soon as is practicable.
- Operatives must report any incident caused by machinery, plant or equipment to the Supervisor as soon as is practicable. Any machinery, plant or equipment must not be used until cleared for use by the Supervisor.
- Operatives must notify the Supervisor of any incident in which damage is caused to the Company's or Site's property.
- Operatives must use all items of protective clothing and/or equipment supplied by the Company as required by the PPE Assessment and in line with the manufacturers instruction, on all necessary occasions. This protective clothing and/or equipment must be used as instructed and returned to a place of safe keeping at the end of the day. Any faults, damage or loss must be reported to the Supervisor.
- All persons working on, or visiting Construction sites, must have available protective footwear that must be worn in accordance with regulations and company/site rules.
- **ALL** persons on site are required by law to comply with these rules and must co-operate if instructed to wear a helmet for any reason. Operatives will be subject to disciplinary action if they fail to comply with these rules. Operatives will be instructed to leave the site if they refuse to comply.
- Self-employed persons must provide their own.
- Visitors entering 'hard hat' areas must obtain helmets on loan from the site office if necessary.

- Safety Helmets must comply with BS 5240.
- "Bump caps" are not acceptable as substitutes for safety helmets.
- Loss, damage or defect to head protection must be reported to the Supervisor.
- "Hard hat areas" are:-
 - Any area where an approved hardhat sign is posted. This may include the whole site.
 - Any areas where plant, machinery, transport, cranes, hoists or excavations operate.
 - Any areas where materials are handled stored or are being stacked.
- Safety helmets must be worn by all persons entering, working in or passing through 'hard hat areas'. Helmets may be removed only in the following circumstances:-
 - After discussions with the Site Manager and the issue of an 'exemption certificate'.
 - Where an area has been previously designated as a no risk area.
 - In site offices, cabins, toilets and mess huts, where these are sited in a no risk area.
- Designation of 'hard hat areas' is at the sole discretion of the person in charge of the site, who should be consulted if any interpretation or guidance on these rules is required.
- All persons working on the site are required to comply with the Personal Protective Equipment Regulations 1992. Where an assessment of the risk has been undertaken and it has been identified that protective footwear is required, all persons working on or visiting the site must comply.
- Operatives failing to comply may face disciplinary action. Operatives may be instructed to leave the site and will not be permitted to return until appropriate footwear is worn.
- Designation of protective footwear areas is at the discretion of the person in charge of the site for its total duration of the project, in which case 'Foot Protection' signs will be posted, or it may only apply to certain activities within the site area. The Site Manager should be consulted if any interpretation or guidance on these rules is required.
- All persons engaged in activities on site should familiarise themselves with the fire and emergency evacuation procedure. Upon some premises the procedure may already have been established by the current occupiers and this procedure should be understood and complied with. On new build sites it may be necessary to establish a new procedure. In general terms the following should apply

- **ANYONE** discovering a fire should raise the alarm (if no other means is available shout **FIRE! FIRE!**).
 - Evacuate the building.
 - Call the fire brigade (Call **999** and let the operator know that the fire brigade is required at the construction site at- site address).
 - On hearing the fire alarm **ALL** personnel should evacuate the site and assemble at the assembly point
 - Site Manager to take charge of the evacuation and instigate roll-call at assemble point.
 - **DO NOT STOP** to collect belongings.
 - Turn off generators, compressors and other power equipment.
 - Turn off all heat producing equipment and shut cylinder valves.
 - Attack fire with fire fighting equipment if safe to do so.
 - **OBEY** the Site Manager's instructions.
 - Do not re-enter the site until being informed it is safe to do so by the Site Manager.
- Operatives must keep gangways and works areas clear and in a clean and tidy condition.
 - Operatives must clear up all debris, surplus or waste materials which should not be allowed to accumulate in the work area.
 - Operatives must clear up any spillage of liquids as soon as is practicable.
 - Operatives must wear suitable cloths for the job they are doing. Where long hair can become a safety hazard, it must be contained.
 - Operatives must not run.