

HEALTH & SAFETY MANUAL

**containing policy, organisation and arrangements
for health and safety at work**

July 2010

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V-LECTRIC

1. HEALTH AND SAFETY POLICY STATEMENT

It is the Policy of **V-LECTRIC** to conduct our affairs in a manner whereby statutory and good practice health and safety requirements are met and maintained to the highest reasonably achievable standard. We will ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and others who may be affected by our activities.

To achieve this we will:

- Make the necessary arrangements to ensure that hazards are identified and risks to health, safety and welfare are assessed and either eliminated or adequately controlled
- Promote a positive health and safety culture throughout the Company
- Provide plant, equipment and systems of work that are safe and without risks to health
- Ensure arrangements for the safe handling, storage, transportation and use of articles and substances
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare of our employees, sub-contractors and others
- Provide and maintain a working environment that is safe and without risks to health, with adequate arrangements for the welfare of all employees

Further to these basic aims, V-LECTRIC will:

- Detail and document health and safety standards, organisational arrangements, procedures and guidance to assist with the implementation of this policy, and bring these to the attention of all employees and sub-contractors
- Ensure our employees and sub-contractors are aware of their obligations to take care of their own health and safety and the health and safety of others affected by their acts or omissions, and give their full co-operation and support to this policy
- Monitor and audit health and safety performance using both re-active and pro-active means to establish trends and ensure issues are dealt with
- Review and revise this policy and its safety management systems annually to ensure that current standards are maintained in line with legislation and industry standards

- Enable employees to raise issues of health, safety and welfare in consultation with the management of V-LECTRIC.

(Signed).....

Lee Butler. Director

V-LECTRIC

8th July 2010

Date for next Policy review:

8th July 2011

V-LECTRIC

2. ENVIRONMENTAL POLICY STATEMENT

V-LECTRIC recognises its environmental duties under the Environmental Protection Act 1990, and all subsequent and accompanying environmental and waste control legislation.

V-LECTRIC further recognises that they have a responsibility to take an environmentally and socially responsible approach to both existing activities and to possible new developments.

V-LECTRIC, so far as is reasonably practicable will, in carrying out its operations, pay particular attention to:

- Minimising any disturbance to the local and global environment, and to the local communities and wildlife
- Minimising the use of energy and raw materials to efficient levels and to adhere to the principles of sustainability
- Considering the environment in the design of processes and products and the maintenance of equipment
- Providing information on the use, collection, storage and disposal of products and materials
- Ensuring that all employees, clients and suppliers are adequately informed about V-LECTRIC environmental policy
- Minimising the use of product related material and services such as packaging and transport

In order that V-LECTRIC can achieve these objectives it is important that employees and sub-contractors recognise and accept their duties whilst at work to take reasonable care of the environment.

Employees and sub-contractors are to co-operate with V-LECTRIC to ensure that the requirements of this policy are fully met.

Signed.....

Lee Butler. Director
V-LECTRIC

8th July 2010

3 ORGANISATION, RESOURCES AND RESPONSIBILITIES

3.1. ORGANISATION

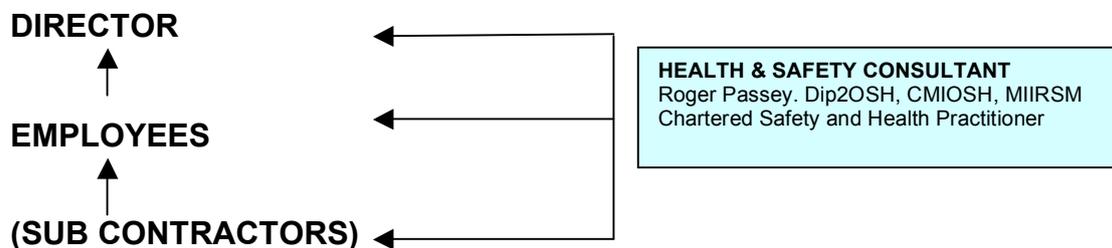
Lee Butler (Director) is responsible for all operations within V-LECTRIC. He is the director responsible for ensuring the policy is in place, regularly reviewed and its objectives achieved. All employees and sub-contractors are accountable to him on all health and safety matters.

3.1.1 Line Organisation

It is a basic concept of V-LECTRIC philosophy and policy that health and safety matters are an integral part of good management, and as such must be the direct responsibility of a line management structure within the company, for which they are fully accountable at all levels.

A health and safety consultant is appointed to provide (or ensure the provision of) health and safety advice and support to V-LECTRIC at all levels.

The simple line reporting relationships are:



Where direct lines of responsibility may vary, such as if a person is appointed to manage a project or other activity, the allocation of responsibilities between that person and the Director responsible for the health and safety of persons involved in that project or activity will be made at the time of their appointment.

3.1.2 Consultation

Procedures are in place within V-LECTRIC to ensure that employees (and, where appropriate, their representatives) and sub-contractors or other third parties will be consulted on issues affecting their health and safety. The main route of communication will be health and safety toolbox talks, or through a standing health and safety agenda at Company meetings, as appropriate, from which further consultation will be initiated. To further enhance the consultation process, an “open-door” policy is adopted allowing contact with V-LECTRIC directors at all times.

3.1.3 Competency

The Director responsible for health and safety is responsible for ensuring that all employees and sub-contractors receive (or have received, for sub-contractors) suitable and sufficient information, instruction, training and supervision to enable them to become and remain competent to carry out their tasks and duties safely.

3.1.4 Provision of information

Each employee and sub-contractor shall have access to the V-LECTRIC health and safety manual. This provides, in a single volume, policy, organisation and arrangements, emergency procedures and guidance appropriate for V-LECTRIC health and safety issues and operations.

Further health and safety information and guidance is available to all employees through the line management routes and from the appointed health and safety consultant.

3.1.5 Enforcing authorities

Close relationships will be formed and maintained with the Enforcing Authorities (e.g. The Health and Safety Executive (HSE), Fire and Rescue Services, Environment Agency, etc) and V-LECTRIC insurance providers. Advice will be sought from such specialist organisations and bodies as may be necessary to deal with specific issues as they arise.

3.1.6 Contractors, visitors, public

V-LECTRIC will ensure the health and safety of all persons who may be affected by their operational activities, including contractors, customers (both at V-LECTRIC premises and client premises), visitors and members of the public.

Contractors and sub-contractors working on V-LECTRIC behalf will be expected to comply with V-LECTRIC health, safety and conduct requirements

at all times, together with all legal requirements which are relevant to the specific work they are carrying out.

3.1.7 Co-operation and co-ordination

Where V-LECTRIC are involved with other contractors and sub-contractors on site or at a project, and with other third parties, measures will be in place to ensure that all information regarding hazards identified, and the risks associated with those hazards, are brought to the attention of all parties involved. Communication will be direct from the V-LECTRIC Director or his appointed competent person at the site to all other parties who may become exposed to such hazards and risks that have been identified. Measures will be put in place to protect all persons involved from such hazards and risks.

3.1.8 Employee Welfare: Where appropriate or possible, facilities such as washing, toilets, messing and first aid will be provided at V-LECTRIC premises. Fire safety and other emergency arrangements will be in place.

Accident and incident reporting will carefully managed, using the site accident book. All incidents or injuries involving V-LECTRIC personnel or other persons on their premises will be recorded in the accident reporting book there.

3.2. RESOURCES

The Director of V-LECTRIC (Lee Butler) has overall responsibility for ensuring that adequate resources in terms of employees, finance and time are made available to meet the requirements of the health and safety policy and the safety management systems in place.

The Director is responsible for budgeting health and safety resources and expenditure needed for major projects and purchases.

3.3. GENERAL RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 places two main responsibilities (“legal duties”) on all employees. The first responsibility is that which a person has for ensuring their own health and safety and, secondly, each person has a responsibility for the health and safety of any other person who might be affected by what they do or fail to do in the course of their work.

In addition to these, the following general responsibilities apply to employees of V-LECTRIC:

3.3.1 Director responsible for health and safety

The Director (Lee Butler) has overall responsibility for health and safety and will be the Director to endorse the health and safety policy of V-LECTRIC by signature.

The prime health and safety responsibilities of the Director are to:

- Ensure that an effective policy for health and safety exists, is reviewed as often as may be appropriate and is brought to the notice of all employees and sub-contractors. It will be endorsed by his signature
- Ensure that adequate resources of staff, finance and time are available to carry out the requirements of the policy and safety management systems, and employee training
- Oversee the execution of the requirements of the policy
- Visibly demonstrate a commitment to, and personal concern for health and safety and the achievement of high standards of performance
- Continually appraise safety performance and ensure that steps are taken to correct negative trends and generate continuous improvement
- Ensure arrangements are in place for consultation between themselves and all employees for the purposes of reviewing safe working practices, safety management systems and the introduction of new measures, practices and safe systems of work.

3.3.2 Company Secretary

The Company Secretary of V-LECTRIC will support fully the Director responsible for health and safety, and will:

- Ensure that adequate resources of staff, finance and time are available to carry out the requirements of the policy and safety management systems, and employee training
- Assist with the reporting and investigation of all incidents, accidents and near misses
- Visibly demonstrate a commitment to, and personal concern for health and safety and the achievement of high standards of performance
- Continually appraise safety performance and ensure that steps are taken to correct negative trends and generate continuous improvement
- Ensure arrangements are in place for consultation between themselves and all employees for the purposes of reviewing safe

working practices, safety management systems and the introduction of new measures, practices and safe systems of work.

3.3.3 Employees

All V-LECTRIC employees, sub-contractors, agency workers and employees on temporary or short-term contracts have a responsibility to themselves and others to:

- Carry out their duties in a safe and healthy manner at all times
- Follow all V-LECTRIC rules and procedures
- Become informed of the health, safety and environmental hazards, as far as they are known, which may arise from the substances and materials, processes, plant, equipment and working practices they may be involved with
- Bring to the notice of the Director or Company Secretary any potential hazards to health, safety or the environment that they know or learn, whether in the course of their work or arising from faults in plant or equipment
- Report all incidents resulting in injury, loss or damage, and near misses
- Seek first aid for all injuries
- Wear PPE when instructed and use safety equipment and safety devices as necessary. Under no circumstances must anything provided for the purposes of health and safety be tampered with, altered or modified
- Keep their work area clean and tidy and maintain good housekeeping standards
- Co-operate with V-LECTRIC to enable them to fulfil their legal obligations and assist with meeting the aims of this policy
- Be aware of and follow all emergency procedures, including those in place at client sites

3.3.4. Other Appointed Persons

There are specific local health and safety tasks (where appropriate) that require the appointment of persons to carry them out. These persons require appropriate training for competency and need to be identified to other employees. The Director is responsible for these appointments and providing the training these persons require. Lists of such appointed persons are to be displayed and kept up to date. Their appointment must be in writing. These roles are:

- First aiders
- Fire marshals/wardens
- Trained risk assessors
- Authorised permit to work signatories
- Licensed mechanical handling equipment operators

- Licensed access equipment operators

4. ARRANGEMENTS

HS(G)65 (“Successful Health & Safety Management”) is used as the model for the safety management system under which V-LECTRIC operates. Guidance is provided by our appointed H&S Consultant, who will assist in the assurance of adequate Planning, Organisation, Control, Monitoring and Review of the policy, procedures, risk assessments, training, etc.

Health and safety and environmental policy will have a review date applied, as will risk assessments, hazardous substance assessments, etc.

Arrangements and procedures will be monitored by the H&S Consultant to ensure that they remain effective, up to date and are used in all aspects of operations.

4.1 RISK ASSESSMENT

It is the policy of V-LECTRIC to include the risk assessment of health and safety matters in all their activities and before entering into new processes or ventures. The originator of all risk assessments will be the Director responsible for health and safety, advised and overseen by the appointed health and safety consultant. Risk assessments will be provided to all site operatives (and may be combined with method statements).

4.1.1. What is Risk Assessment?

The HSE (in INDG 163 (rev) “Five Steps To Risk Assessment”) describe it as *“nothing more than a careful examination of what, in your workplace, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm”*.

Risk assessment is the way in which we:

- Identify HAZARDS in any workplace, process or operation
- Identify those people at risk and how they are at risk
- Determine the effectiveness of existing precautions
- Outline CORRECTIVE ACTIONS needed to further minimise the risk

4.1.2. What is a HAZARD?

- A HAZARD is something with the potential to cause harm. We can further sub-divide “harm” to mean personal injury or ill health, and even any other loss or damage

4.1.3. What is RISK?

Risk is the LIKELIHOOD that the harm will occur, together with the CONSEQUENCES (severity) of it if it does.

4.1.4. Assessing the risk

By simply assessing how likely it is that the harm presented by the hazard will actually occur, and how severe the harm will be (and how many people it could effect), it is possible to judge what measures need to be taken to control the risk (“control measures” or precautions).

The level of risk can vary with several factors. For example, an incident might only result in minor injuries and therefore be judged to be of low risk. If the same incident happens frequently, however, then the likelihood is high and the risk is clearly of a higher category, even though the severity remains low.

Deciding the level of risk inevitably calls for some degree of judgement. The risk level can be “rated” either numerically, by appointing a “score” from 1 to 5 for likelihood and the same for severity (see later in this document); or by defining the level simply as low, medium or high. The level of risk decided on will determine the priority for action.

4.1.5. Identifying hazards

Look through the workplace to see what tasks, places, substances, machinery and equipment, and environmental aspects have the potential (i.e. “could”) to cause harm (illness, injury, loss or damage).

Ask yourself...”is there any way in which anyone in the workplace might have their health or safety threatened?” if the answer is “yes” – you have a **hazard**.

Simply list all of the hazards that you see. Where you cannot eliminate (completely remove) these hazards, you must go on to make an assessment of the risks these hazards present.

4.1.6. Assessing the risk

With your list of hazards that you have identified in the workplace, you must make a decision (particularly where a new or major programme exists) which risk should be assessed first. This should be decided on a simple priority basis – the hazard with the highest risk rating – and therefore the highest potential for harm – being assessed first.

*It is important to remember throughout this process that it is the HAZARD that has the potential to cause the harm, but it is the **RISK that you will assess**.*

Having identified the hazard: who are the persons in danger? Who is “at risk?”
 Is it just the person doing the job? Could it endanger anyone in the vicinity?
 You have to consider all options for harm.

RISK comprises two elements, then:

- How likely is it the harm will occur?
- What will be the severity if it does?

To help you to arrive at a “risk rating” we can use the following reference:

Likelihood		Severity
Very unlikely So remote the probability is close to zero	1	Minor injury Bumps and bruises, etc
Unlikely Remote, though conceivable	2	First Aid injury or illness Up to 3 days off work
Likely Could occur sometime	3	Over 3-day injury or illness RIDDOR reportable
Very likely Not surprised. Will occur several times	4	Major injury or illness Broken arm or leg, etc
Almost certain Occurs repeatedly. Its only to be expected	5	Fatality,

To calculate the risk rating, multiply the likelihood X severity = risk rating

1 – 4 LOW Risk – no actions required – but maintain the current levels of controls (maintain the existing precautions)

5 – 10 MEDIUM Risk – some further controls should be considered and planned to reduce the risk further

12 – 25 HIGH Risk – at this level further controls **MUST** be planned and put in place. Work should stop (or not begin if at the planning stage) until further controls reduce the risk

4.1.7. Control measures

Control measures are the PRECAUTIONS we take – the measures by which we control the level of risk or the level of exposure to that risk. Controls should be approached through an hierarchy process, those first considered being the most effective and offering the greatest protection to the most people.

Hierarchy of controls

Elimination	Where possible, remove the hazard altogether
Substitution	Use a safer process, substance, material, etc
Engineering controls	Isolation Separation and segregation Total enclosure Partial enclosure LEV (local exhaust ventilation) General ventilation

Procedures and safe systems of work

PPE

4.2. ACCIDENT REPORTING AND INVESTIGATION

It is the policy of V-LECTRIC that any injury or ill-health suffered by an employee at work must be recorded in the accident book. The Director or a person appointed by him is to ensure that first aid treatment, where appropriate, is given, and RIDDOR* reporting requirements are fully met.

Where appropriate, the Director responsible for health and safety (or H&S Consultant) will ensure that an investigation is carried out to discover the causes of the incident (injury, ill-health, near miss, etc) so that steps can be put in place to prevent its recurrence.

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*

4.2.1 First Aid

It is the policy of V-LECTRIC that adequate facilities, requisites and trained personnel are available to ensure that first aid can be provided for employees and other persons who may become injured or experience ill health whilst at work.

In the first instance, this will be ensured by the provision of first aid kits in company vehicles and/or at work locations. The first aid kit and identity of a first aider (where appropriate) will be displayed at the site office, otherwise

site facilities (on larger sites) will be shared or emergency services will be utilised. First aid kits will be kept stocked by those employees carrying them.

4.3 FIRE SAFETY

It is the policy of V-LECTRIC that all steps will be taken and all precautions and emergency procedures put in place to prevent fire, and, if fire were to occur, to ensure that people can be safely evacuated. The Director of V-LECTRIC will ensure that systems and procedures in their own premises are tested and tried to ensure adequacy and compliance.

All employees and sub-contractors are to be familiar with the fire prevention measures to be taken both at V-LECTRIC premises (offices, workshops and storage areas) and client sites, and the action to take in the event of fire.

ON FINDING A FIRE

- Raise the alarm; by shouting "FIRE"
- Call the fire and rescue service; dial 999
- Leave the building or site by the nearest safe route
- Ensure that all visitors are safely evacuated
- Go to the fire assembly point

ON HEARING THE ALARM

- Leave the building or site by the nearest safe route
- Ensure that all visitors are safely evacuated
- Go to the fire assembly point

DO NOT

- Go to collect belongings
- Attempt to go back into the building or site
- Try to fight the fire unless you have been trained and it is safe to do so

4.4 WORK EQUIPMENT AND MACHINERY

It is the policy of V-LECTRIC to ensure that all work equipment and machinery in the workplace (including that of sub-contractors) comply with European standards (CE marked), are safe and free from risks to health and suitable for the work intended. No items of work equipment may be used other than those provided by V-LECTRIC, or specifically authorised by them for employee or sub-contractor use.

The Director of V-LECTRIC will ensure that all work equipment and machinery is regularly inspected to ensure cleanliness and safe working condition. Any damage or defects are to be reported. Portable electrical appliances are to undergo self-inspection by users, formal visual inspection and annual testing by a qualified tester to ensure their electrical integrity and safety. Any new electrical items brought in are to be tested before they are used.

4.5 SAFE ACCESS AND EGRESS

It is the policy of V-LECTRIC to ensure that all areas of site (including client sites under their control), corridors, doorways, steps and access ramps are kept clean, clear from obstructions, well lit and in an overall safe condition.

The surfaces of all walkways, steps and ramps, and floors in all areas are to be regularly checked to ensure they are in a safe condition, and will not cause slips or trips that may lead to injury.

4.6 WORK AT HEIGHT

It is the policy of V-LECTRIC to ensure that all work carried out at a height from which a fall could cause injury is carried out in a safe manner. Only correct access equipment is to be used, i.e. stepper or step ladders, ladders, portable towers or zip-platforms, etc. Chairs, tables, etc. or parts of building structures are NOT to be used to gain access to height.

4.7 MAINTENANCE

It is the policy of V-LECTRIC to ensure that all machinery and work equipment is maintained in an efficient and safe condition, and that defective or damaged plant or equipment (including that of sub-contractors) are reported straight away and are not used until replaced or repaired. The Director of V-LECTRIC will ensure that all maintenance, inspection, servicing, examination and testing is carried out in accordance with manufacturer's requirements. Employees or sub-contractors are not to attempt repair on any items of electrical or mechanical equipment themselves (except where they are suitably qualified, e.g. electricians).

The Director of V-LECTRIC will ensure that all users of work equipment are suitably trained in their care and safe use.

4.8 MANUAL HANDLING

It is the policy of V-LECTRIC to ensure that, wherever possible, no manual handling is carried out that could cause injury. Where this is not possible, risk assessment will be carried out and mechanical handling aids and safe lifting techniques are to be used. All employees and sub-contractors are to attend manual handling awareness training on a regular basis, and follow safe procedures taught.

In risk assessment, four critical areas of any manual handling operations are to be considered:

TASK

- what is the task – how can it be carried out safely; what body movements does it require

INDIVIDUAL

- consider the capabilities of the person, i.e. health, age, fitness, etc.

LOAD

- what is the nature of the load? Is it harmful, heavy, bulky, unwieldy, sharp, hot, etc.

ENVIRONMENT

- consider the place where the handling is to be done; indoors, outdoors, on a ramp, slippery floor, etc.

SAFE LIFTING TECHNIQUE

- Place the feet side by side, one slightly in front of the other to ensure balance
- Bend the legs not the back
- Get a safe grip on what you will lift
- Keep your arms close to your side
- Tuck the chin in- hold the head up –look forward
- Breathe in
- Lift the load

4.9 HAZARDOUS SUBSTANCES

It is the policy of V-LECTRIC to ensure that all substances used in the workplace for cleaning or other process or production purposes have a material safety data sheet, and that it is read and understood by employees or sub-contractors before it is used. Risk assessment of the use of all hazardous substances is to be carried out before use. Copies of risk assessments will be provided to all employees who may use or be exposed to hazardous substances.

Employees and sub-contractors are required to follow the requirements of the risk assessment and material safety data sheets to ensure that they are not expose to any harmful characteristics of the substance. Always read the label on the package and follow the instructions.

Where appropriate, suitable personal protective equipment is to be used to prevent exposure. The common routes of exposure are:

- Inhalation – breathing in dust, powders, aerosol mists and fumes
- Ingestion – swallowing, or eating or drinking (or smoking) after handling substances
- Skin contact – getting liquids and solids on the skin – even undamaged skin.

4.10 ASBESTOS

It is the policy of V-LECTRIC to avoid exposing employees to asbestos. Where avoidance is not possible, all steps will be taken to reduce the potential exposure of employees. The company may be involved in works where asbestos materials are present. Information will be sought from the client as to the type, nature and amount of asbestos present and carry out a suitable risk assessment.

Our works involve the need for the routing and removal of cables, etc within the existing fabric of buildings and therefore it is essential that all operatives follow the procedures laid down in relevant risk assessments and method statements with due regard for the potential presence of ACM's.

It is our general policy that under no circumstances should any operative remove or disturb asbestos containing materials. In circumstances where removal of ACMs is unavoidable we will generally employ specialist contractors. No removal works shall commence until such time as an approved method statement is in place, all personnel have been informed of the method statement and relevant safety equipment is available.

All operatives have a role to play in ensuring that **any** suspect material is reported to V-LECTRIC immediately. If in doubt operatives should cease work, powering down tools and equipment and leaving the work area immediately. The area should be temporarily sealed and appropriate signage posted, pending an investigation by a specialist.

All operatives will have asbestos awareness training, both at induction and at regular refresher training, enough that they are aware of the hazards and necessary precautions.

Where small works are carried out or no specific information about potential ACM's has been provided with the order for works the operatives attending site **MUST** check local asbestos registers prior to commencement. Operatives and Management should ask local building managers for a copy of this document, which is a legal requirement for all non-domestic premises.

4.11 HEALTH SURVEILLANCE

It is the policy of V-LECTRIC to ensure that where necessary, employees shall have health surveillance available to detect and monitor ill-health conditions that may be caused or made worse by their work.

Where exposure to physical, chemical and biological hazards may occur, surveillance will be provided where risk assessment shows that exposure limits or action values may be exceeded. Surveillance may include:

- Noise – audiometric testing of hearing capabilities
- Vibration – monitoring for and of physical signs of damage (e.g. VWF)
- Dusts (including asbestos)– spirometry (lung function testing) and chest X-ray where appropriate
- Lead – blood or urine absorption monitoring

- Hazardous substances – self - skin monitoring for effects such as chrome burns and dermatitis (oils, greases, solvents, cement, etc)
- Display screen equipment users – vision screening and eyesight testing
- Leptospirosis (Weil’s Disease) – pre-exposure information and self-monitoring

Where exposure limits or action values may be exceeded, and symptoms reveal positive effects attributable to a particular work activity, employees will be removed from the suspected exposure and closely monitored under medical supervision.

Action will be taken to ensure RIDDOR reportable diseases are properly reported and monitored.

4.12 TRAINING

It is the policy of V-ELECTRIC to ensure that all employees are adequately trained to ensure their competence and safety in all work that they are required to do. Where sub-contractors cannot provide evidence of such training, they will be required to take part in that training provided for V-ELECTRIC employees.

Such training will include legal duties, manual handling, machinery safety, safe work at height, fire safety, hazardous substances and asbestos awareness and general health and safety awareness (usually carried out at employee induction), etc. and is to be provided in working hours or at a time out of hours that is paid.

Training needs will be assessed jointly by the Director of V-ELECTRIC and their appointed health and safety consultant. Their appointed health and safety consultant will provide the training, except where specialist training may be required for which he is not qualified; this will then be outsourced on the consultant’s guidance. All training will be recorded and refreshed on a regular basis.

Employees and sub-contractors are to always follow the instructions and safe systems that are taught during such training, and report any discrepancies or deficiencies to the Director of V-ELECTRIC or the Company Secretary.

4.13 ALCOHOL AND DRUGS

The use of alcoholic drinks and illegal or narcotic drugs is not permitted anywhere in the workplace. Employees or sub-contractors suspected of being under the influence of alcohol or drugs must not be at work on the premises, and anyone suspected of being under the influence of them will be sent home and disciplinary action may be taken.

Persons taking prescription drugs or over the counter non-prescription drugs are to inform the V-ELECTRIC Director responsible for health and safety that

they have them and may consume or take them while at work on the premises.

Employees and sub-contractors are to inform the V-LECTRIC Director if they are taking prescription or non-prescription drugs that could affect their safety whilst driving or using machinery or work equipment.

4.14 CONTROL OF CONTRACTORS

It is the policy of V-LECTRIC to give high priority to the health and safety of all employees and employees of other employers (“contractors” for the purposes of this policy), and sub-contractors who might be on, or working in, its premises or its clients’ premises, and who could be affected by or affect its activities. This policy will also ensure the suitability of contractors by selection, with regard to their background and proven experience and competence.

“Contractors” in the context implied by this safety management system does NOT include visitors to its offices, collection vehicles, deliveries to the premises or client sites (although a duty of care for these remains).

“Contractors” in the context implied by this safety management system WILL include contractors working in client premises with or on behalf of V-LECTRIC. However, while under contract these will be regarded as employees for the purposes of health and safety.

“Sub-contractors” in the context implied by this safety management system includes those sub-contracted companies or individuals sub-contracted to perform work for or on behalf of V-LECTRIC. They are regarded as and carry out work as direct employees of V-LECTRIC but are not employed on a PAYE basis.

4.14.1 Selection of contractors

At the outset, reasonable steps will be taken to ensure that the contractor, his employees, and sub-contractors (and their employees) have the ability and commitment to carry out the work required competently, and have an identifiable and measured standard of health and safety.

Whenever tenders or enquiries for a contract of work are being prepared, V-LECTRIC will consider the hazards and potential risks. At this stage consultation will take place and the risk assessment process followed. This will determine the extent of risks to any contractors from V-LECTRIC operations or activities, and the potential risk to V-LECTRIC employees from the contractors’ activities.

Sub-contractors will not be permitted themselves to sub-contract work to others. All selection and appointment will be conducted as described in this safety management system by V-LECTRIC’s Director, removing the need for separate arrangements to be in place for sub-contractors assessing other sub-contractors.

4.14.2. Insurance

For other than *individual* sub-contractors, details of employers' liability and third party (product / public) liability insurances must be requested for ALL contracts, regardless of size. At least £5M employers' liability insurance is required in each case. Third party cover should be at least £1M, and usually larger for higher risk contracts such as major building work. V-LECTRIC's insurance broker should be consulted where there remains any doubt.

4.14.3 Risk assessments / method statements

Where V-LECTRIC believes there are significant risks associated with the contracted work, for instance, where access equipment for work at height or heavy machinery are to be used, a risk assessment and / or method statement should be requested from the prospective contractor.

This will enable a judgement to be made of the prospective contractor's safe systems of work and knowledge of relevant risk control measures. It will also be a very useful document for monitoring the contractor's progress and compliance with his declared standards and safe systems of work should he be awarded the contract.

4.14.4 Training and competency

Where a contract involves specialised and high-risk tasks (e.g. crane or roof work) then copies of relevant training / competence certificates will be requested.

4.14.5 Selection

Health and safety must be a consideration in the decision process for the selection of contractors. All of the above information should enable a qualified decision to be made regarding the competence and suitability of contractors. If doubt exists, references could be requested from previous clients. Only V-LECTRIC will appoint sub-contractors, so there will not be arrangements for sub-contractors assessing other sub-contractors.

4.14.6 Sub-contractors

A prospective contractor must be made fully aware that he will be held responsible for the acts and / or omissions of any sub-contractor he employs, as if they were his own employees.

4.14.7 Arrival on site / induction

Before any work commences at the beginning of a contract, V-LECTRIC must meet the contractor's nominated responsible person. They will ensure that the following items are covered, as appropriate:

- Any submitted risk assessments / method statements are still relevant and are understood by all persons involved with the contracted work, and will be followed
- Hazardous substances to be used are declared and controls followed

- The contractor and sub contractor employees are familiar with and site hazards
- Pre-notification of any hazardous work requirements (where appropriate) are met
- Any relevant emergency procedures (e.g. fire, first aid, incident reporting) are fully understood
- The communication routes are in place and understood
- The existence of designated and / or restricted areas are understood (no-smoking, welfare facilities, etc)
- Relevant restrictions on the use of substances (all being declared) plant or equipment are understood
- All welfare arrangements are outlined

The contractor's nominated responsible person must then be charged with passing on this information down the line to all contractors and sub-contractors employees.

The passing on of the above information to the contractors and sub-contractors employees often fails to happen. Therefore, V-LECTRIC may, at their discretion, choose to hold an induction session (or sessions) with the contractors and sub-contractors employees on site to relate the above information. This decision will be made based on the perceived level of risk associated with the contracted work.

V-LECTRIC may at this stage choose to request evidence of certification and / or licences for particular plant (e.g. mobile plant, lifting equipment, electrical equipment, etc) and for their operators, drivers, users, etc, where applicable. Drivers of mobile cranes, whether contractor or hired, should always be asked for evidence of statutory examinations being carried out on the equipment before being allowed to commence lifting operations.

Where there may be workers as employees or sub-contractors whose first language is not English, V-LECTRIC will ensure that all safety related and work related instructions, including safety signs and written instructions, are provided in the appropriate language. Adequate coaching and supervision will be applied to ensure their health and safety at all times.

Where there may be workers as employees or sub-contractors who may have learning difficulties V-LECTRIC will ensure that adequate training, on the job coaching and supervision is applied to ensure their health and safety at all times.

4.14.8 Managing the contracted work

V-LECTRIC are responsible for monitoring the contractors' health and safety performance during the term of the contract. They should regularly monitor compliance with method statements and, as appropriate, ensure regular inspections of the contractors work areas are carried out, and that any corrective actions required are completed.

It must be borne in mind by the person in charge that continued or blatant disregard of the V-ELECTRIC or any other regulations are grounds for the contractor being dismissed without cost to V-ELECTRIC or their clients.

4.15 CONTRACTORS H&S QUESTIONNAIRE

The questionnaire is to be used for all contractors, regardless of company size or nature of their work, at the initial enquiry or tender for contract stage. It should also be considered for annual use to maintain validity of contractors.

This will provide information required to be kept in a Register of Contractors, and ensure that standards are being maintained. Tenders for contract or renewal should not be considered if the questionnaire is not returned or the replies are not satisfactory. *The Contractors health and safety questionnaire follows on 2 pages.*

V-ELECTRIC

CONTRACTORS HEALTH AND SAFETY QUESTIONNAIRE

Page 1 of 2

TO: (Company Name)

V-ELECTRIC considers health and safety to be of prime importance in all their activities. Accordingly, we seek similar commitment and standards from contractors carrying out work for us. Therefore, in order that we can assess your company on these issues, please complete this questionnaire and return it to the person named below.

N.B: Failure to complete this questionnaire will mean that your tender / renewal of contract will NOT be considered.

1. Do you have a written, dated and signed health and safety policy? If YES, please provide a copy of your *policy statement*.

2. Who is the most senior person responsible for health and safety in your organisation?

.....

3. What is the name of the person having overall responsibility for health and safety of the contracted work?

.....

4. Who have you appointed to advise on health and safety issues (as required by the Management of Health and Safety at Work Regulations 1999, Regulation 7)?

.....

5. Please complete the following incident statistics for the last two years:

- number of fatal incidents
- number of lost time injuries
- number of days lost

6. Please give details of any prosecutions, prohibition or improvement notices resulting from health, safety or environmental violations:

.....

7. Has your company received any significant recognition for health, safety or environmental performance? (e.g. Industry or National awards) YES / NO

If YES, give details.....

8. Do you carry out formal risk assessments for the type of work associated with this contract? Can you make them available on request? YES / NO

9. Do you have and provide method statements for clients? YES / NO

10. Please provide details / copy of your employers liability insurance certificate
.....

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CONTRACTORS HEALTH AND SAFETY QUESTIONNAIRE

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11. Please provide details of your third party (public) liability insurance cover and of any subcontractors that you will employ during this contract.

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Declaration:

I declare that the information provided above is accurate and true. I fully understand and accept that if any of the above information is found to be false, then V-LECTRIC could terminate any contract work awarded, without cost to them.

Signed

Name (print)

Position in Company

Date

IMPORTANT NOTE TO CONTRACTOR

The information contained in this questionnaire is to determine the suitability of the contractor and the legal compliance with health and safety and insurance requirements. It will be issued before initial contract and may be issued annually to ensure standards are being maintained. It will at all times remain confidential and will not be transmitted in part or in full to any other parties other than to meet legal or insurance requirements by V-LECTRIC.

FOR V-LECTRIC USE ONLY
Company / Contractor Name.....
Nature of expected contract work.....
Expected duration of contracted work.....
V-LECTRIC Person In Charge of Contract <i>(return this questionnaire to)</i>
(Name).....

4.16 PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of V-LECTRIC to provide such Personal Protective Equipment (PPE) as may be required without cost* to their employees who are required to use it.

*A charge may be made to cover safety footwear that will apply only where employees require items of safety footwear above a sum agreed by V-LECTRIC.

The need for PPE, and the type and model of PPE will be determined in risk assessments and specification of correct items will be made by V-LECTRIC (in consultation with their appointed H&S Consultant).

This safety management system defines the policy for purchasing and supply of PPE, its use, maintenance, and replacement throughout V-LECTRIC operations.

4. 16. 1 Workplace Strategy

The V-LECTRIC workplace strategy for PPE places it as a “last resort” in a hierarchy of control measures. V-LECTRIC will look first at doing a task in a way that does not require the use of PPE at all. Where this fails, engineering controls and safe systems of work with relevant training should be considered before PPE.

There are a number of reasons for such a strategy. Firstly, PPE only protects the wearer, whereas controlling the risk at source can protect everyone in the workplace. Secondly, theoretical protection levels afforded by PPE are rarely ever achieved.

V-LECTRIC will, therefore, provide appropriate PPE and training in its use to their employees wherever there is a risk to their health and safety that cannot be adequately controlled by other means.

4.16.2 Compatibility of PPE

If more than one item of PPE is being worn at the same time, the different items must be compatible with each other. For example, certain types of ear-muffs cannot be worn together with a safety helmet. In all cases, specification will be made by V-LECTRIC in consultation with the PPE suppliers and their appointed H&S Consultant to ensure that all items, when worn together with others, will adequately control the risks against which they are provided to protect.

4.16.3 Assessment and selection of PPE

Risk assessment will ensure that PPE is chosen that is correct for the particular risks involved and for the circumstances of its use. Such assessment will be made by the V-LECTRIC appointed H&S Consultant.

4.16.4 Maintenance and replacement of PPE

An effective system of maintenance is essential to ensure that items of PPE continue to perform as designed. Each PPE user will be responsible for the examination, cleaning, maintenance and replacement of items in their care. PPE items can be replaced at the same source from which they were provided (free of charge). All issues and replacements will be recorded.

4.16.5 Accommodation for PPE

Where PPE is provided, accommodation should be available (where appropriate) to ensure it can be safely stored or kept when not in use. Where persons are provided with a locker or cupboard, this will suffice to keep PPE items. Where a person does not have a locker, a peg, hook or other place to keep items should be provided. Where the person works mostly on site or from a vehicle, appropriate arrangements are to be made. Accommodation should be adequate to protect items of PPE from damage, loss or contamination.

4.16.6 Information, Instruction and Training

Persons issued with and require to wear PPE will be given suitable information, instruction and training to enable them to make effective use of the PPE to protect them against workplace hazards.

Users must be trained in the proper use of PPE, how to correctly fit and wear it (specific face fit tests are required for RPE), and what limitations are. They must also be trained to recognise any defects in PPE and what to do to have them rectified or replaced.

The Director must also be aware of WHY PPE is being used and how it is to be used properly, and is to ensure its correct use at all times where required.

Training should be carried out in accordance with the recommendations and instructions of the PPE Manufacturer or supplier (who can also help to carry out RPE face-fit tests).

4.16.7 Use of PPE

All PPE issued must be worn in accordance with instructions given or site rules that are applied. Adequate supervision is to be provided to ensure that the training and instruction are being followed.

Failure to wear PPE in an area where it is required will be a disciplinary offence.

4.16.8 Reporting loss or defects

All items of PPE that are lost must be reported at once to V-ELECTRIC supervision or management who will arrange for the item(s) to be replaced. Any defects or faults with items of PPE are also to be reported in this manner, so that repair or replacement can be arranged.

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V-ELECTRIC. Health and Safety Manual. July 2010