

HEALTH AND SAFETY POLICY

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The Organisation

Whilst the overall responsibility for health and safety rest at the highest management level, all individuals at every level have to accept degrees of responsibility for carrying out this policy and as an organisation we make a commitment to achieve and to maintain a healthy and safe work space

Whenever an employee, supervisor or manager notices a health and safety problem, which they are not able to correct themselves, they must immediately report to it to the person responsible for overall health and safety. They must also notify a customer safety representative if the problem is on the customer's premises

The following person has the overall responsibility of ensuring that the requirements of this policy are carried out in all areas of the company's business

Company's appointed safety manager: -

He has a wide ranging of responsibilities for health and safety, which include: -

- Legal requirements are met by the organisation, e.g. Notification of serious accidents etc to the HSE, The control of hazardous substances or that health and safety records are maintained.
- First aid facilities are adequate, e.g. investigating and the recording of accidents, or that enough first aiders or nominated persons are available within the organisation

Health and Safety Training within the Company

That general safety requirements are met by the organisations (including any requirements in vehicles and temporary work sites) e.g. Inspectors, fire drills evacuation procedures and escape routes, signs, fire alarm test, emergency lighting, fire extinguisher checks, permits to work, safe condition and inspection of plant and equipment and availability of health and safety information.

It is the duty of all managers and supervisors to ensure that arrangements for putting this policy into practice are fully understood by all employees under their supervision.

The purpose of this policy is to achieve and maintain a healthy work place and for this full co-operation is required by all concerned. In order that appropriate preventive and protective measures can be taken to minimise hazards and risks developing, continuous monitoring of our activities is necessary.

Any assessment or report of a risk of an incident should be made by somebody with adequate experience or qualifications and the procedures used to assess the risks, should be those laid down by, or agreed to by the person appointed responsible for that particular area of health and safety. Any policy amendment issues should be addressed by the person appointed for that area of health and safety so that the policy can be reviewed correctly and effectively.

The health and safety committee, according to the constitution of the committee, will consider all Health and Safety matters.

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Arrangements

The safety and standards publications, data and procedures are kept, for employee's reference, in the works office.

Working on, or visiting, other sites

When working on other people sites this health and safety policy will be considered the minimum standard. Any site rules imposed by the client or the principle contractor will also apply if not already covered in this policy.

First Aid and Accidents

Employees will be kept informed of first aid arrangements by first aid notices. The name and the location of the appointed person in charge of the first aid arrangements, the first aiders and the location of the equipment can be found on the first aid notices.

Heads of departments or sections need to make sure that all employees are aware of and understand the arrangements and that at least one notice is displayed in a prominent position in each area.

New employees must be made aware of our first aid arrangements during induction training.

We make periodic assessments of our first aid needs to take into account any changes in our circumstances which may occur, in compliance with the health and safety (first aid) regulations 1981

All reportable injuries and diseases or dangerous occurrences are dealt with in compliance with the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR-1995)

Fire

Whether on our own or other people's premises, all fire doors, access routes to them and egress routes away from them or from the building must be kept clear at all times. If you cannot move an obstruction yourself, report it. If you see anything, which could hinder the effectiveness of the emergency procedures, report it.

Fire extinguishers are to be inspected regularly to make sure that they are in the correct positions and that they have not been discharged.

The maintenance of fire extinguishers and other fire fighting equipment, such as fire alarms and fire blankets etc. (including any requirements for vehicles and on site.) should all be arranged by the appointed person within the company or if on site, the site manager.

Service maintenance and fire risk assessment records and the procedures of fire; can be found in the works office.

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Permits to Work

Permits to work are to be used in work situations where simple instructions or lock-off procedures are not enough. This applies to our employees and to any body carrying out work on our premises. Permits are required for such tasks as: working in confined spaced, hot work which may cause explosion or fire, Construction work or work on plant or boilers which must be isolated from steam, gas or fumes. A risk assessment of all work must be done to identify the hazards, and any significant hazards will be recorded.

Visitors and Contractors

It is important for all employees to be aware of their responsibilities for the health and safety of any visitor or contractor whichever site they are on, but particularly whilst on company site.

Documents are available to employees in the following areas:

Hazard sheet & COSHH	Works Office
Manufactures' Guide	Works Office
Accident Records	Works Office
Register of First-Aiders	Works Office
Other Guidance	Works Office

Training and Monitoring the Policy

New employees will be made aware of our policy for Health and Safety as part of their induction training. They will be required to understand our organisation and the arrangements for carrying out this policy and all emergency procedures. Training, when required and information about new hazards and safety measures will be made available.

Consultation between nominated responsible persons and other employees will take place as required to keep the policy as effective as possible.

The effectiveness of the policy will be monitored by inspectors, analysis of accident records and incidents and by consultation

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Health and Safety Enquiries

HSE info line – Telephone 0541 545500

Or Write to:

HSE Information Centre
Broad Lane
Sheffield
S2 7HQ

HSE Priced and Free publications are Available by mail order from:

HSE Book
PO Box 1999
Sudbury
Suffolk
CO10 6FS

Telephone 01787 881165

British Standards are available from:

BSI Sales and Customers Services
389 Chiswick High Road
London
W4 4AL

Telephone 0208 996700

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General Risk Assessment and Employee Guidance

Risk Assessments

It is the duty of employers and the self-employed to assess and identify the risk to health of employees and others who could be affected by work activities. However, any person or persons carrying out an assessment must be competent to do so. Competent persons will have adequate knowledge, experience and other relevant qualities to perform a required task, with an awareness of their own limitations – so never be afraid to seek further advice or assistance.

Where the risk is considered to be significant then this must be recorded in writing and where relevant identify those groups of employees being especially at risk and to ensure resulting controls are put into place.

We have identified some of the hazards that we encounter during our work and have outlined measures to reduce the risk to personnel. Please remember though – hazards change with circumstances, so continue to assess the risks at all times. These hazards and measures are listed to help increase your awareness of health and safety and to encourage you to question the procedures used. In order to maintain and improve standards your co-operation is vital.

In the Office

Avoid trailing leads. Carry out visual inspections of leads, plugs and sockets as these cause more electrical accidents than the appliances themselves. Look for failed cord grips at the plugs, physical damage to the cables and signs of overheating. Switch off equipment before unplugging and before cleaning. Report equipment that is not working properly.

Most accidents in offices are caused by slips, trips and falls. Many occur when carrying loads. Clear up spillages quickly, look out for torn floor coverings, do not block passageways or corridors and keep the work area clean and tidy.

Control of Substances Hazardous to Health Regulations (COSHH)

Under COSHH, assessments are only needed for hazardous substances. These products are distributed with a specific health warning. It is the responsibility of manufacturers, importers, distributors and other suppliers to provide adequate information and instructions and all relevant safety data sheets.

Use substances as instructed; keep the workplace clean; avoid skin contact; keep skin clean – do not use abrasives or solvents for washing; don't let glues or resins harden on the skin; keep cuts covered; and check your skin regularly.

Ask yourself – “Do you need to use hazardous substances to carry out this particular task? Is there an alternative?”

A list of products for which COSHH assessments have been recorded can be found at the end of this document.

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Young People at Work

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. All adult employees must take this into account. Some activities will be prohibited if the person is under the minimum school leaving age. If he or she is between the minimum school leaving age and eighteen years old, they may be able to carry out these activities, but only if they are necessary as a part of their training. In these cases a full risk assessment of the activity will be necessary and a competent person must provide proper supervision.

Further reading: "The Health and Safety (Young Persons) Regulations 1997."

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Working on Construction Sites

Site Rules

This policy will be considered the minimum standard for health and safety on the site. All other site rules laid down by the principle contractor, for example, hard-hat areas or high visibility jackets, will be adhered to in addition to this policy, if not already covered.

Additional risk assessments have to be made to assess hazards relevant to the site, and any significant hazards will be recorded. Although similar in nature, all sites have their own specific hazards peculiar to that site and will be assessed and brought to the notice of employees.

Many sites are now covered by the Construction (Design and Management) Regulations 1994, (referred to as CDM). Where this is the case the client will have appointed a **Principle Contractor** to plan, manage and control health and safety during the construction phase of the project.

The content and nature of the health and safety plan laid down by the principle contractor will be made available to all contractors on site. Contractors must ensure that the plan is understood by their employees.

Any employee who is not sure about the site must make the necessary enquiries to avoid endangering themselves or others.

General requirements

Good common sense and safety awareness must be exercised at all times.

Due to the nature of building sites, it is important to be aware of the hazards associated with all trades, not only your own.

Always:

Avoid obstructing gangways, walkways, access routes or emergency routes (particularly if the site is still in operation);

Avoid disturbing boundary fences or guard rails. If you have to, make sure they are replaced after the work stops;

Keep your area and stores tidy and safe;

When using vehicles on site, avoid driving near to excavations. If you have to, first consult with the people working on the excavation. Avoid driving close to temporary structures such as scaffolds. Use a signaller if you need to;

Avoid working beneath platforms or scaffolding whilst they are in use. If you have to, organise some protection from falling objects;

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Avoid going into other parts of the site without reason. You may not be aware of the risks, or you may create unnecessary risks to others;

Make sure the other trades working near you are aware of any hazards you may be creating. (You have a legal responsibility to do this);

Ensure that you do not interfere with, or cause damage to, overhead power lines. You can be at risk at such times as handling long scaffold poles or ladders, or operating lifting plant and tipper lorries;

Plant and machinery must not be operated by persons without adequate competence or training regarding the safe use of the equipment; and

Read and abide by safety notices. The principle contractor will expect this to be done.

Further reading: "Health and Safety in Construction HS(G)150"

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Personal Protective Equipment

Hard hats, gloves, protective shoes/boots, goggles, particle masks and high visibility clothing are all designed to protect you from various hazards. All available protective equipment must be used whenever necessary.

Hard hats must be worn when:

- Working in an excavation
- Working on or near scaffolding (even if it's being erected or dismantled)
- There is risk of items falling from plant
- There is a high risk of hitting your head
- And if you are working in a designated hard hat area (check the site rules)

Further reading 'Construction (Head Protection) Regulations 1989'

Foot injury can be avoided by wearing boots with toe protection, and possibly sole plates if injury is likely from sharp objects. Preferably, wellington boots to be worn when working in wet concrete water

Be sensible about clothing especially in cold wet weather, Being cold could effect your concentration, therefore potentially causing more hazards than necessary.

High visibility clothing should be worn when:

- Working on roadwork's
- Working as a signaller or as Banksman
- Working amongst manoeuvring site vehicles
- The site rules require it (Check the site rules if in any doubt)

Gloves offer protection against the cold, cuts, splinters, wet concrete, and solvents. Always use them when needed.

Goggles and safety glasses must always be worn if there is a likelihood of chemicals being splashed into the face, the appropriate protection should always be worn. (Check manufactures safety guidelines if in any doubt)

Protection against fumes, vapours and dust:

Before using Substances hazardous to health, check the manufacturer safety information abide by the manufacturer's safety recommendations.

Dust should be prevented from being excessively breathed in by the use of particle (dust) masks

Avoid taking harmful dust into your body by washing your hands before eating

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If you have to work amongst fumes, ensure good ventilation, and to get regular fresh air. Some fumes require the use of breathing apparatus – check the manufacture’s safety guide lines.

Further reading: ‘Personal Protective Equipment at Work Regulations 1992’

Work affecting the public

Consideration must always be given to the safety of the public including children

Passers-by must be protected from falling materials by taking necessary preventative actions whilst using scaffolds, ladders, or other work platforms.
Reroute walkways if possible otherwise protect with netting, brick guards or cover walkways. If using debris chutes, ensure that the necessary covers are in place to avoid flying debris and dust. Ensure loose materials are not left on the platform.

When working on a footpath or roadway, ensure that the public are protected (and the workers are protected from the traffic) by Employing when necessary: -

Signs, traffic controls and pedestrian diversions are adequate and in compliance with the New roads and street works act 1991:

Barriers are properly used to protect the public from work and excavations

Walking surfaces are sufficient to ensure public safety

Materials are stored safely, e.g. paving slabs are not stored on end, and dangerous materials are secure

Avoid tripping hazards by using proper fencing, repairing damaged goods and equipment, and also by supplying sufficient lighting if streetlights are effected.

Dusty or hot work should be fenced off from the public. Boilers should be fenced off from the public and passing traffic.

If the public are visiting the site they must be escorted by a supervisor or site manager at all times. They will also be asked to wear protective clothing and headgear.

Further reading: ‘safety at street works and roadworks, code of practice’ (HMSO)

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Trespassers or Intruders

These must be protected (particularly children) by making sure the following points are considered at the end of the day

- In the public areas people must be protected from the work as required
- Gates must be secure and perimeter fences should be in place
- Ladders must be removed or their rungs boarded
- Excavations or openings must be covered and fenced off from the public
- Plant should be immobilised and materials safely stacked
- Dangerous substances must be in a secure place.

If the above points are not your responsibility you should still report them to the person in charge.

Steel Erection

See also 'High Level Work'

A competent person should always supervise steel erection. If a safety method statement had been agreed, ensure that it followed. Follow designer's instructions, particularly sequences which are needed to ensure stability whilst erecting. You must ensure that you all know each other's part within the team. Remember that being struck by materials, as well as the materials actually falling down causes many injuries, both to the workers and the general public.

Before starting work, make sure the necessary equipment is available, such as braces and fixings. Level ground for positioning of work platforms and all necessary access equipment (including harnesses and lanyard if erectors have to work on steel) Ensure that other traders are not working underneath.

To help avoid injury, consider the following when carrying out steel erection work:

- Whenever possible work from a work platform such as a tower scaffold or a mobile elevated work platform.

- If you have to work on steel, wear a harness and lanyard securely fixed, or have a safety net erected by a competent person.

- Follow designer's instructions, and always include the temporary bracing included in the design.

- Do not walk on the top flange of steel beams

When decking out, the following will help to avoid injury:

- Position guard rails at all fixed edges and openings

- Where possible store and split packs of decking sheets at ground level or on a previously decked area with guard rails

Develop a safe system of working from the leading edge, such as the use of mobile platforms, tower scaffolds or securely fixed harnesses.

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Demolition and Structural Alteration

The construction (Design and Management) Regulations 1994 (referred to as CDM) apply to all demolition and dismantling work unless the local authority is the enforcing authority for the work.

Where CDM applies, the principle contractor's health and safety plan must be prepared for the demolition work; this must also be adhered to. If in doubt ask the site supervisor.

Always consider the following points when involved in demolition work.

Anyone not involved in the work should be kept away, or protected from falling materials by the use of covered walkways and fans.

The demolition work should make use of any machinery made available which would keep people at a safe distance away from long reach machinery such as a crane and ball.

Keep an eye out for structures becoming unstable. Temporary propping maybe needed to avoid premature collapse;

Wear the appropriate protection from noise, dust, flying sparks and head injury

As demolition progresses, avoid overloading of floors and temporary work platforms

Further Reading: Health and Safety in Demolition Work. GS29 part 1,3 and 4

High Level Work

For the purpose of this document the term "High Level Work" is considered to include working at ground level above an excavation, it also includes work being carried out above the finished floor level of any excavation chamber or pit.

If it is possible to fall more than two meters from the edge of any working platform, access route or stairway, then guard rails or other suitable barring will be needed.

Holes in floors, between joists, lift and service shafts and stairwells will need to be covered over and warning signs will need to be erected.

In order to prevent falls, the following rules must be applied when arranging the above:

Before work can be started, decide what equipment will be suitable for the job and establish the conditions on site.

Choose a safe method of getting to and from the work area.

Make sure that platforms have guard rails and toe boards

Any equipment needed for the job should be delivered to the site in good time and the site must be prepared for it.

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If another company has provided the equipment, check it before usage.

Find out whom to report to if defects are required to be remedied and if modifications are to be made.

Ladders

Ladders are best used as an access to workplaces and should only be used as a workplace for short-term work. Make certain there is no other means of access.

The ladder needs to be strong enough for the job and in good condition. Do not carry out makeshift repairs to a damaged ladder.

Do not use painted ladders as the ladders may hide faults

Angle the ladder to the minimise the risk of slipping outwards. The top of the ladder should rest against a solid surface and the feet on a firm footing.

If the ladder is more than 3 metres long, or used as a way to and from a workplace, it must be fixed at the top. If the ladder cannot be fixed at the top then a second person foots the ladder while it's being used. (This also applies while the ladder is being fixed to the top.)

Make sure that the work can be reached without stretching and a good handhold is available. Carry light tools in a shoulder bag or holster attached to belt so that both hands are free for climbing and use of lifting gear for lowering or raising bulky items.

Harnesses

Treat the use of harnesses and lines to prevent falls as a last resort – they only provide protection for the person using the harness in the event of a fall.

However a harness does provide a method of third party evacuation of an injured person from any excavation, chamber or pit.

See confined spaces

Step-Ladder

Avoid any side load on stepladders as they are easily over turned and avoid over-reaching. Do not use the top step to work from unless it has been especially designed for this purpose.

Further Reading: 'Health and Safety for small construction sites HS (G) 130'

Manual Handling

Do not manually handle loads if it is not safe to use available lifting equipment, e.g. sack barrow or hoist

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If there is any need to manually handle a load, consider the following:

Can the load be made smaller or easier to handle?

Can the workplace or method be changed to reduce the effort required, or to avoid double handling?

Can the workplace or drop-off point be moved to reduce the distance carried and to improve efficiency?

Is protective clothing needed?

When you are required to lift or move loads:

Think – do you need help? Everybody has different lifting abilities

Is the route free of obstructions?

Have your feet apart with one leg forward, and lift with the arms inside the boundary made by the legs. Do not jerk

Keep the loads close to your body, drive with the legs, and avoid twisting and awkward positions. Try to keep the back straight at all times

Further Reading: Manual Handling Operations Regulations 1992
 Manual Handling Solutions you can handle

Metal Working Machines

Many injuries occur every year to operators while turning metal and to others who operate near by. Pay attention to the surrounding area as well as any hazards on the machinery. Stack materials properly and dispose of waste materials to avoid trips, injuries from falling objects or collision. Take special care when loading and unloading your machine with large work pieces.

Take precautions to avoid entanglement of loose clothing, ties, bandages and jewellery. Long hair should be covered or tied back.

Isolate the machine before cleaning and maintenance.

Use the correct methods to remove swarf, not your hands

Use guards in accordance with the manufacture guidance

Make good use of barrier creams

Set up machines in accordance with manufactures instructions

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Always remove chuck keys and drifts after adjustment or mounting

Never use emery cloth at CNC Lathers

Do not 'hand brake' revolving chucks or work

Whenever possible, only use callipers and gauges when the work is stationary

Make sure clutch and feed controls are in neutral before starting the machine up.

When required, wear ear protection and eye protection to BS2902 Grade 1. (This may also be required if you are not the machine operator.)

Metal Working Fluids

To reduce the risk of ill health whilst using the metal working fluids, ensure that the correct flow rates, pressures and volume are maintained.

Do not allow fluids to over heat, or to stagnate and airlines should not be used to blow clean components (use a vacuum cleaner)

As with all hazardous substances, the use of metal working fluids requires high standards of personal hygiene. Wash with soap and water regularly, use after work cream after washing, cover cuts and grazes, and do not contaminate yourself by eating and drinking before washing, do not wear jewellery which can make keeping clean more difficult.

Keep fluids in good condition and the following are some of the points to remember:

Follow manufactures guidelines

Keep machines clean, and check for fluid and oil leaks regularly

Clean the sumps, machines and pipework before refilling with new fluid and top up in Accordance with manufacture's instructions.

Fluids should be mixed outside in clean containers and should be mixed from drinking quality water.

When available make use of a refract meter to check strengths

Use fluids, which will not strip paint from the machine or dissolve metals that are being worked on.

Do not allow other oils to contaminate the fluids and only use them with their normal working life.

Do not store fluids in strong sun-light and do not allow water based fluids to freeze, moisture should not be allowed to contaminate raw oils

Further Reading: "Health and Safety in Engineering Workshops" HS (G) 129

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Abrasive Wheels

Persons without sufficient training in their safe use should not use abrasive cutter and grinding equipment. Only an authorised and competent person should carry out mounting of wheels.

When using abrasive wheels always consider the following:

Wear eye protection for all dry-grinding operations

The speed of machine must not exceed the maximum permitted speed marked on the wheel and on the wheel and the wheel should only be used for the type of work of which it was intended.

The guards must be properly adjusted and before use, and the tool rest set as close as possible to the wheel.

Do not use the sides of the wheel unless it is designed for it.
Keep wheels properly dressed

When a new grinding wheel is first used, test run it for one minute, ensuring that that everybody is clear of in case of breakage.

When using portable disk cutters or grinderettes, only use reinforced wheels, and use only the correct type for the job.

Further Reading: "Safety in the use of Abrasive Wheels" HS (G) 17

Bending Machines

3 roll bending machines

Hands are frequently drawn in to counter rotating rollers, particularly during the initial feeding of the work piece, or trapped between a work piece and a roller. Wearing gloves increases the risk of trapping, many injuries are serious – amputations are not uncommon.

Avoid:

Wearing gloves during the initial feeding of work piece

Gripping work piece close to rolls – feed tables and rollers can help

Slips and trips around the machines, by keeping the area clean and free of any obstructions

Always switch off machinery and isolate before cleaning the rolls or carrying out maintenance

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Metal Cutting Guillotines and Shears

The correct use of guillotine shears will make an important contribution to safety, and only competent persons should operate these machines. While the dangerous character of the guillotine blade is immediately obvious, the closing action of the clamps presents a hazard. Understand the guarding arrangement, interlocks and control.

Cutting material thicker than the maximum rating specified by the manufacture may lead to over loading and possible danger, as could cutting with worn blades. In all cases machines should be switched off and isolated before cleaning.

Do not leave sheared sheets on the bed. When shearing a narrow work piece it is good practice to ensure that the sheet protects beneath the foot of the hold down jack by at least one third of the diameter of the jack to avoid the sheet tilting and jamming the machine.

Noise can be generated at guillotines by several sources – wear ear protection if required. Work in tidy manor.

Lubrication should never be carried out with the machine still in motion.

Drilling Machines

Serious injuries have resulted from:

- Seizure of hair by revolving shafts, spindles, chucks and drills

- Entanglement of gloves, loose sleeves, bandages and rings. Usually at the tip of the drill.

- Violent spinning of the work piece in the absence of proper clamping arrangements.

It is a legal requirement that operatives are trained to the level necessary to work a drilling machine efficiently and safely and should understand

- The dangers of the machine

- Precautions to reduce the risk of entanglement

- The correct adjustment of guards or trip devices, if used

- Any test, for example a daily test of trip devices and the system for reporting defects

- Instructions for the removal of swarf, gauging, adjustment and maintenance

- The use of clamping arrangements.

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Metal Cutting Circular Saws

Only competent users should work circular saws

The equipment should be used for the purpose of which it was intended and the safety guidelines laid down by the manufactures must be applied at all times.

Always use the correct blade for the material being processed to avoid clogging, burning or nipping up. Incorrect tooling can result in shatter

Safe working practices must be employed at all times and precautions include:

Use of correct tooling

- Correct use of guards, clamps, and feeding devices, with fixed guards being adjusted to allow the minimum opening required for safe feeding and removal of work.

- Personal protective clothing, such as eye protection and ear defenders

- Use of roller stands or other material support when required

- Isolating equipment before attending to the tool or cleaning swarf and dust

- Correct positioning and stability of portable equipment.

Noise from saws is a common health hazard, and in addition to the protection of ear defenders, ensuring secure clamping of the work piece can reduce the problem, not using damaged blades, and using noise and vibration damping material on the feed table.

Adopt the strategy outlined in the COSHH Regulations for the assessment and control of the hazards involved in body filling and preparation.

Most Fillers are reinforced with glass fibres or metal and consists of a thermosetting unsaturated polyester in a solvent which is hardened by catalyst. Mixing, applying and finishing such fillers generates toxic fume and dust.

Keep filling work separate from other work, wear protective clothing and appropriate respiratory protection, do not smoke, eat or drink while in the preparation area and have separate changing areas for clean and contaminated clothing.

Further Reading: "Health and Safety in motor vehicle repair. HS (G) 67"

Cleaning and degreasing

Frequent and prolonged contact with cleaning and degreasing agents may cause dermatitis and other skin disorders. Avoid working in confined spaces (inside metal fabrications for example) unless absolutely necessary – in which case make a special assessment of the hazards posed by the cleaning liquid and the system of work proposed.

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Some cleaners give off vapour which is easily ignited, so make sure that ventilation is effective avoid chlorinated solvents such as trichloroethylene (Trike), perchloroethylene (perk), and methylene chloride unless they are enclosed and extraction ventilation is used.

Wear protective clothing, which should be cleaned or replaced regularly. High standards of personal hygiene and cleanliness should be maintained. Use and dispose of substances only as instructed.

Possibilities of smoke and vapour effects

Make sure you know, understand and follow safe working procedures and the plan for emergencies for each working area with any possibility of smoke and vapour effects. Dangerous substances should be used in compliance with the "Control of Substances Hazardous to Health Regulations 1994"

The regulations cover measurements of vapour, sampling arrangements, monitoring of exposure, health surveillance and personal protective clothing. Make sure that the arrangements for ventilation are adequate.

Storing Flammable Liquid

If highly flammable liquids have to be stored inside workrooms, 50 litres or less may be kept on their own in a metal cupboard or bin. Larger stocks should be held in fire resisting store with spillage retention and good ventilation.

Minimise the amount of flammable liquid in the workplace

Dispense and use in a safe place with adequate natural or mechanical ventilation.

Keep containers closed; e.g. use safety containers with self-closing lids and caps

Contain spillage's, e.g. by dispensing over a tray and having absorbent materials ready to hand.

Control irrigation sources; e.g. naked flames and sparks, and make sure that 'No Smoking' rules are obeyed

Keep contaminated materials in a lidded metal bin, which is emptied regularly

Get rid of waste safely

Always pay close attention to safety notices and signs.

Working in Potentially Explosive Atmospheres

Some gases liquids and solids can cause explosions or fire. For a fire to start, fuel, air and a source of ignition are needed. Common materials may burn violently at high temperatures in oxygen – rich conditions, e.g. when gas cylinders are leaking. Some dust form a cloud, which will

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Explode when ignited. Small explosions can disturb dust and create a second explosion severe enough to destroy a building.

An assessment that concludes the likelihood of flammable or explosive atmosphere being present during any work operation will result in the need for controls to prevent sources of ignition reaching such an atmospheres. A responsible person needs to assess the work and check the safety at each stage.

A 'permit to work' stating exactly what work is to be done and which parts are safe will need to be produced and the person(s) doing the work will have to sign the permit to show that they understand the risk and precautions necessary. Make sure that all involved know the emergency procedures in case things go wrong.

People are a danger to themselves or others if they cannot do their jobs correctly. Any persons working in hazardous conditions need to be competent to do that job in those conditions.