

B S Glass Ltd

Safety procedures-outsourced Workplaces

Index

Page No

On Site safety

Content

3.	1.00	Health and Safety Mission statement
	2.00	Objective
4.	3.00	Safety Matters for Consideration
	3.01	Pre- Site Arrival
5.	3.02	Arrival on site
6.	3.03	Feedback
7.-17	4.00	Risk Assessments
18.-25.	5.00	Method Statements
26.-29.	6.00	Site Rules
30	7.00	Site Inductions
31.	8.00	Tool Box Talks

Health and Safety Mission Statement

The partnership puts substantial emphasis on health and safety issues and its Risk control Programme address the safety of everyone at its work places at all times. The safety of Users, hosts, operatives, visitors and all others who may be effected by B S Glass operational activities is always of paramount importance to management and personnel.

The partners, managers and supervisors continuously review health and safety procedures and vigorously monitor staff performance and system of work.

Everyone connected with B S Glass is encourage to contribute towards the objective of hazard and risk free workplace operations, components, materials and plant. Regular health and safety training seminars for partners, managers, supervisors, staff and operatives are conducted by the company's health and safety consultants. Site inductions and Tool Box Talks are a regular feature of the employer's workplaces.

Prospective sites are surveyed in detail. Design and installation reflects the appropriate Materials and system to be used, with total safety consideration. Substantial discussion Takes place with client representatives' and the partnership puts considerable effort into Observing on site procedures as well as its own

Site supervisor and operatives are trained and competent in the handling, installation and storage of B S Glass materials and plant. They have much experience in this kind of work on all sites at which the partnership operates

2.00 OBJECTIVE

This document is designed to identify hazards and risks that are likely to be experienced on any site that B S Glass proposes to work on. Before operations commence.

It shows how the employer manages risk by producing risk assessments and appropriate method statements to eliminate or control those risks satisfactorily.

The partners will ensure that everything reasonably practicable will be undertaken to achieve this objective.

The risk control programme is constantly monitored to check compliance and to identify any hazards which may subsequently become apparent but which could not have been

Identified before starting on site

3.00 Safety Matters for Consideration

3.01 Pre Site Arrival

1. Site survey will be detailed to establish the correct working procedures and materials/facilities to be employed in consultation with the customer. These will be schemed out and submitted where necessary.
2. Safety systems of work, components, materials, plant and vehicles, tools and equipment will be discussed, developed and employed at the host venue. Operatives will be competent to perform their tasks professionally and safely.
3. The primary consideration will be planning and ensuring the safety of everyone on site at all B S Glass workplace during loading, despatch and transport, unloading, effecting on site works and returning to the main workplace.
4. This will be achieved by the production of written suitable and sufficient risk assessment and subsequent method statement where appropriate. This will be an ongoing process. Operatives are familiar with the company safety policy.
5. The employer will ensure that everyone on site has received appropriate training. Site supervisor will ensure that the risk control programme is maintained and that both appropriate health and safety legislation and approved codes of practise are followed.
6. Managers will monitor safety programmes and ensure that any modifications and improvements are introduced. This process will be maintained.
7. Suitable and safe access, both vehicular and pedestrian, to the specific site will be established, together with appropriate compounds, before site operations commence site supervisors will be familiar with the location.
8. Compliant welfare facilities will be established before works start. Responsibilities will be established.
9. All personal protective equipment which employees need on site will be indentified and supplied before works start. Such equipment will be suitable to control specific hazards and be on good condition. It will be established that any sub-contractor are in possession of appropriate PPE. All operatives are instructed to wear PPE during the hazard presence, maintenance proper storage and to report any loss, damage or mal-function.

10. Operatives are aware that they must report all accidents, whether injury takes place or not, to their site supervisor who will ensure that any reporting procedure are observed {RIDDOR}. First Aiders will be provided were necessary.

Safety Matters for consideration Cont

3.02 ARRIVE ON SITE

1. The site supervisor will take charge and ensure that all vehicles, personnel, plant equipment and materials have arrived safely at the specific site and are positioned correctly and safely in location areas. All security arrangements will be observed.
2. Both B S Glass Risk control programme and Host policies and procedures will be observed at all times.
3. on satisfactory completion of 1. And 2. , the site supervisor will immediately assemble all operatives and complete a site induction, before work starts.
4. The site induction procedure and rules are appended to this document but will be amended accordingly to accommodate Host Policies and procedures. The site supervisor will invite questions and ensure that all the detail is in place and understood. Any irregularities will be corrected before works start. Records of those who have attended the induction procedure will be kept.
5. Any personnel who arrived for work subsequently, must receive a site induction before they start work.
6. The site supervisor will maintain compliance by managing the whole operation and conducting regular Tool Box talks. Visiting management will ensure that all operatives have undergone the induction procedure by checking the on-site records. Managers will also check that TOOL Box talks are taking place.
7. After 4. Has been completed satisfactorily, site operations will begin.
8. It will be established that access, site and compound are satisfactory and secure site layout will be established. Any drawings developed will be referred to.
9. Good Housekeeping will be maintained at all times.
10. Procedures will maintain safety compliance at all times.

[Risk Assessments and Method Statements attached]

11. At the end of a day's work the site will be left suitably secure with hazard warning signage in place, when appropriate. Site security arrangements will be followed and relevant site personnel informed. They will be advised of any specific site hazards.
12. Where reasonably practicable incomplete works will be suitably identified with appropriate signage and hazard warning tape placed across all ingress and egress points.
13. On completion of works and handover, the site will be left clean and tidy.

Safety Matters for Consideration Cont

3.03 Feedback

1. A review of the operation will be conducted-its success and any shortcomings. Site managers will collect Feedback and ensure that any workplace improvements that may be necessary are installed subsequently.
2. The Accident Book will be examined to establish incident Rates and to identify any accidents trend that may be apparent. This process will be collated from all sites at least annually to establish total trends.
3. Safe systems of work have been designed and produced wherever work may be taking place. The partnership invests substantially in research and development and reviews its working systems regularly, as a matter of routine
4. Views, opinions and professional advice are taken and considered from all parties involved with company operations-host, clients, operatives and safety consultants.
5. Such Feedback is conveyed to retained designers for consideration and potential integration into future contracts. In this manner the company operates and maintains its monitoring system.
6. There is particular reference to health and safety issues and complying with appropriate health and safety legislation and approved codes of practice

B S Glass

ON SITE RISK ASSESSMENT

B S Glass

ON SITE METHOD STATEMENT

Site Rules B S Glass

Security

Suitable site fencing/hoarding and security will be arranged.

Operatives must not interfere with site fencing/hoarding. They must ensure that they observe correct security procedures at all times.

Accidents

All accidents must be reported to B S Glass site management. Operative must know the location of the first Aider/Appointed person and ensure that any injury which they sustain receives proper medical attention. In an emergency, contact the emergency service immediately and ask for help from a First Aider/Responsible person.

All accidents must be reported to the Main/Principal contractor.

The Main/Principal Contractor will adopt the correct procedure in the event of reportable accidents.

Fire

Site managers will develop a site fire management policy. Procedure will include the provisions of fire extinguisher and escape routes. Assembly point will be established.

These instructions must be followed by those on site in the event of a fire. All personnel must understand site emergency procedures including the use of different fire extinguishers and their locations, different escape routes and assembly points.

Care must be taken with flammable liquids, pressurised containers and materials-operatives must know the precautions to take in order to prevent fire developing.

Personnel protective equipment (PPE)

All B S Glass employees are provided with suitable protective equipment. Self employed operatives must provide their own. PPE must be worn at all times during the hazard presence. Hard hats and safety foot wear are mandatory on B S Glass sites as per requirements. On site personnel will face a fine or dismissal from site if they are found on site not wearing these items during hazard presence.

Tasks which have particular hazards will require the use of specific PPE. Operatives should wear suitable clothing to suit site conditions. It is not considered acceptable to remove shirts/tee shirts etc during hot weather.

Electrically Operated Tools

All electrically power tools use 110v supply.

Tools must be used by persons who have been trained to use them properly and safely.

Such equipment must be regularly maintained and tested (annually) to observe regulations. Mains electrically operated power tools should carry a label or tag to confirm their compliance.

Working with plant

Drivers must be suitably trained and certificated to drive mobile plant and heavy machinery. Drivers and operatives must be over the age of 18. Cranes may require Banksman and Slings.

All plant must be regularly maintained, serviced and certificated as required under regulation.

Vehicular Plant and Pedestrians

Separate vehicular plant and pedestrian's site access will be provided as far as reasonably practicable. Suitable warning signage will be provided where this not possible

Drivers must take great care whilst driving on site. Operatives must be observant and alert at all times

Scaffolding, Ladders and Edge Protection

Suitable standing scaffolding will be erected as appropriate. This must be inspected weekly. Ladders must be properly tied or footed at all times. Harnesses will be worn where suitable edge protection is not in place

Operatives must never remove parts of the scaffold such as guard's rails, boards and ladders or block working platforms or throw materials and plant from heights.

Faults must be reported to the appropriate supervisor or site management. When working at height above two metres operatives must ensure that suitable guard rails are in place to prevent falls of both operatives and materials.

Radios and Stereo Equipment

These are not permitted on site.

Hazardous Work

All hazardous work areas must be suitably cordoned off with barriers or hazard warning tape during the presence of the hazard. Permits to work may be necessary.

Suitable hazard warnings signage should be on display

Hazardous Substances

B S Glass will obtain Safety Data Sheets from its suppliers. These will be available for inspection by the site management along with the COSHH Assessment which must be presented. Hazard warning labels on containers should be read and understood.

Operatives must wear the correct PPE, and ensure that any necessary precautions for others on site are in place. Substances must be safely and securely stored whilst not in use.

Lighting

General artificial lighting will be provided where appropriate. Task lighting will also be provided for employees.

It is not acceptable to rig up unsatisfactory temporary lighting. Task lighting must be assembled by a competent person.

Awareness Training

Site inductions Training courses will be arranged and all personnel who are to work on site must have attended such a course before they are allowed to start work, where appropriate

All site operatives should have received site safety Awareness training

Waste Disposal

All on site must ensure that waste is disposed of properly, separating controlled waste from special (hazardous) waste.

Unsafe Working Practices

Besides ensuring good working practice on their own behalf operatives should report any unsafe working practices that come to their notice to the site supervisor or site management.

Welfare

Suitable toilets, drinking water, wash facilities and a mess room will be provided for all site staff and lawful visitors

These facilities must be respected and not abused or damaged in any way.

Alcohol and Drugs

The presence and use of alcohol and drugs will not be permitted on site.

Housekeeping

All operatives on site should adopt a Good Housekeeping Policy at all times

Workplace areas, in particular corridors and escape routes should be kept clear of plant and materials at all times

Waste and packaging must be cleared regularly so that ingress and egress is maintained and emergency evacuation can take place satisfactorily.

NB

B S Glass reserves the right to dismiss anyone from site who disobeys these rules breaches health and safety legislation and codes of practise or commits any act of theft violence or undue harassment.

SITE INDUCTION - B S GLASS

Site Access/Security

Good Housekeeping

Scaffolding and Ladders

Edge Protection and Working on Roofs

Excavation

PPE

FIRE

Hand and Power Tools

LPG s

Hoists and Lifting Machinery and Plant

Vehicular Machinery and Plant

COSHH/Asbestos

Electricity

First Aid, Emergency and Reporting Procedures

Site Safety Awareness Training

Clothing on site

Personal Hygiene and Welfare

General and Tasking Lighting

Waste Disposal

Hot Work

Permits to Work

Confined Spaces

Tool Box Talks - B S Glass

Short, ongoing talks (15 minutes) to all operatives or special groups/trades about particular matters.

They are less formal than site inductions but order must be kept.

Participation is encourage. Main Contractors site management are invited to attend.

Tool Box Talks may relate to particular on site hazards or as the result of an accident or general matters to test operative's awareness.

E.g.

Manual Handling

Lifting Equipment

Overhead Services

Correct of Welfare

Responsibilities

Electricity

Scaffolding and Working at Height

Noise and Vibration

Housekeeping

Dust and Fumes

Power Tools

Accidents Reporting Procedures

Fire Management

Accident Reporting

Fire Managements

Accidents, Diseases, Dangerous Occurrences

Site Access- Vehicular and Pedestrian

Storage and Stacking

Protection of All on site

Note Keep records of talks-site type. Date and note participants