



**EMPLOYEES SAFETY INDUCTION
&
PLANT SAFETY HANDBOOK**

EMPLOYEES NAME: _____

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●INTRODUCTION TO TITAN HEALTH AND SAFETY POLICY

It is the Policy of TITAN to develop a health and safety culture throughout the organisation that is committed to the prevention of injuries and ill health of our employees, and others who may be affected by our work activities and to prevent any damage or loss to property, plant and equipment.

TITAN recognises its legal responsibility for health and safety standards. Accordingly, the Managing Director has overall responsibility for policy formulation, development and implementation.

The Company considers the health and safety legislation provides only the minimum standards and will seek continually to improve upon the legal requirements.

POLICY STATEMENT ON HEALTH, SAFETY AND WELFARE

It is TITAN Policy:

- 1..1 To provide the resources necessary to safeguard the health, safety and welfare of its own employees and others who may be affected by our work activities.
- 1..1 To provide and maintain safe plant, equipment and systems at work.
- 1..1 To make arrangements for the safe use, handling, storage and transport of articles and substances.
- 1..1 To provide information, instruction, training and supervision to all employees to ensure that they properly discharge their responsibilities and duties.
- 1..1 To provide and maintain places of work and means of safe access and egress.
- 1..1 To provide and maintain a healthy and safe working environment for all employees.
- 1..1 To ensure that other people who may be affected by its operations are not exposed to risks to their health and safety.
- 1..1 To carry out its activities in compliance with the requirements of health, safety, welfare and environmental legislation.

It is the duty of every employee to be aware of and conform to the health and safety policy and codes of practice and to accept and carry out defined responsibilities.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory

provisions.□p□□□ □These duties are statutory requirements and if not complied with could

Employees shall not carry out their duties using unsafe methods of working or by taking any unnecessary risks. E 3. Employees who see any unsafe plant, machinery, building or

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Employees who see any unsafe plant, machinery, building or processes being carried out shall report these immediately to their supervisor. E 4. Employees shall keep their own

Employees shall keep their own place of work and means of access and egress safe and

tidy.□□□5.□Employees shall familiarise themselves with all emergency arrangements and

Use any equipment provided in accordance with the training given and supervisor's

instructions. 7. Employees shall ensure that any personal protective equipment

provided in the interest of health and safety is properly used and any defect or loss reported to their supervisor as soon as is practicable. □p□□□8. □Look after their own health and safety

and the safety of others who may be affected by their acts or omissions at

Will co-operate with directors and management to ensure that the laws concerning health

Will not intentionally damage or misuse anything provided in the interest of health and

safety.□s□□□11.□Will, when applicable, carry out their work in the manner set down in

Comply with all health and safety regulations, instructions and procedures issued for safe

working procedures. □w□□□13. □Report to supervisor any incidents, which have led to or

might have led to, injury or damage and by co-operating with any investigations, which may be undertaken with the object of preventing accidents or their recurrence. m 14. No

manager or employee of the company is authorised to initiate or continue any process, operation or activity, which places employees or others in danger, or is in breach of statutory

obligations. □ □ □ □ 15. □ Report immediately to supervisor any defects or damage to tools,

Must not use plant or equipment for work which it was not intended or if he has not been

trained or has no experience in its use. 17. Co-operate with management in all health

Make themselves familiar with company safety policies and procedures and any written instructions relevant to their work.

Employees who are not prepared to work safely are a danger to themselves, their colleagues and the public and are a liability to the company. Failure to comply with any of the above may lead to disciplinary action being taken.

Employees have the right to raise health and safety concerns with management and advise management on any health, safety and welfare matters they find in the working environment. This can be done through the site agent or through the appointed site safety representative.

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● **SAFETY INSTRUCTIONS**
● **For**
PLANT AND MACHINERY OPERATORS

1. Introduction

The following Health & Safety Instructions must be followed in order to ensure the safe operation of TITAN Plant and Machinery.

1. Safe System of Operation

1.1 Pre-use checks

Inspect all plant and machinery to ensure that they are fit for purpose and the date on the test certificate confirms where necessary that any lifting accessories have been inspected within the last six months.

Carry out visual checks of the machine to ensure that it is fit for purpose.

Position / park the machine safely for the task and ensure that no part, of the Machine, or the load is likely to extend beyond the site safety barriers.

Check safe clearance with any overhead power lines and adjacent structures.

Check the load to be lifted does not exceed Safe Working Load (SWL), which will be marked on the boom / jib where necessary.

1. Operators Routine Check List

Daily

Make visual check that the machine is in good order.

Make sure that the controls are free and that they return to the neutral position.

Carry out checks or maintenance recommended by the manufacturer.

Put the unloaded machine through its movements, checking for smooth operation and condition of hoses, cylinders etc.

Check for leaks periodically during the shift and use spill kits if any leak is detected.

Report any defects to your supervisor.

Check any warning or overload devices.

Weekly

Check hydraulic oil level.

Make sure that a clean container and funnel is used for topping up with the correct grade of oil.

Make sure that the hook complies with LOLER and that the safety catch etc, is working and is not strained or worn.

Check all anchorage points on swivel axles, keep plates etc.

Fill out Register for Examination & Inspection for Lifting Appliances & Lifting Equipment (formerly F91) and enter any defects and notify your supervisor to initiate corrective action.

6 Monthly

Make sure that any hydraulic filters are in good condition and they are replaced.

IMPORTANT

ALWAYS WEAR A SAFETY HELMET WHEN CARRYING OUT OR WORKING NEAR ANY LIFTING OPERATIONS (This Includes You the Operator).

When in doubt:

- a). Consult the manufacturers handbook.
- b)Ask your supervisor.
- c)Report any Hazards or Near Misses