



EMPLOYEE SAFETY INDUCTION PACK

TITAN CIVIL ENGINEERING
Beacon Hill Industrial Estate
Botany Way
Purfleet
Essex
RM19 1SR

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INTRODUCTION TO TITAN, HEALTH AND SAFETY POLICY & ARRANGEMENTS

This Employee Safety Induction Pack is designed to:

Give an understanding of what is expected of you whilst employed by TITAN

The information contained within this pack has been designed as a guide to the Health, Safety and Welfare for all TITAN employees

It contains information on various items of plant and a basic understanding of safety as it affects your work; most important of all, how you can take steps to avoid having or causing an accident

Always remember that whilst at work you are part of a team and your safety and that of your fellow workers is in your hands

We hope that our time together is a safe and profitable one for all concerned.

We also trust that your time with us will be in a safe working environment, and that you all go home safely at the end of each day.

YOUR help and co-operation is essential to achieve a safe working environment and to ensure safe systems of work are maintained.

HEALTH & SAFETY

BACKGROUND

On average 3 people die each week in the Construction Industry. Statistics indicate fatality & serious injury often occurs within the first 6 weeks of employment.

Although plant operator fatalities are rare they do happen, as do accidents involving

- Broken Limbs
- Cuts & Bruises
- Strains – Especially Back Injuries
- Burns Etc!

Accidents cause

- Pain
- Suffering
- Financial Loss
- And affects not only to the victim but also their family, friends and work mates (colleagues)

TITAN SAFETY CULTURE

TITAN place the highest level of importance on safety and are committed to achieving a high class safety culture by promoting the belief that:

- All accidents are preventable

TITAN are fully committed to achieving high standards of performance in safeguarding the health and safety of its employees and shall strive to eliminate or minimise all risks to the health and welfare of the general public and others who may be affected by its activities.

HEALTH & SAFETY LAW

The Health & Safety at Work etc. Act 1974 (HASAWA) states that

- It is everyone's duty to take reasonable care for the health and safety of themselves and others affected by their actions (inc. the general public)
- You must not misuse anything provided to you in the interest of health & safety

SITE RULES

It is essential for your own safety and that of others that you comply with the General Health & Safety Site Rules, their provisions, arrangements and procedures.

IF IN DOUBT ASK

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PERSONAL RESPONSIBILITIES

It is everyone's responsibility to take reasonable care for the health and safety of themselves and others affected by their actions (inc. the general public)

- You must not misuse anything provided to you in the interest of health & safety
- Persons suspected of being under the influence of alcohol or drugs will not be permitted to remain at work.

PERSONAL POSSESSIONS

Unless otherwise authorised the following articles are not permitted to be brought onto or used on site:

- Alcohol
- Drugs (except where prescribed by a physician – proof may be required that they will not impair your ability to work safely)
- Firearms and explosives
- In some work areas the following may not be permitted
- Personal electrical equipment
- Mobile phones

SMOKING

- Smoking is no longer permitted in substantially closed spaces such as offices or work vehicles (This includes the cab of your machine). Unauthorised smoking **will** result in expulsion from site and disciplinary actions

VEHICLES

- Traffic routes into, on, and from sites & depots must be complied with.
- Prohibition of vehicles may apply in certain areas. Comply with signs and or instructions
- Park only in designated / authorised areas
- All speed limits / restrictions must be complied with
- Where no speed limit is apparent drive only at such a speed, which would enable you and others to stop safely. Remember some areas may have shared public access.

PLANT, TOOLS & EQUIPMENT

- All plant, tools & equipment must be visually inspected for obvious faults before each use.
- All plant, tools & equipment must be suitable for the environment in which they are to be used. If in doubt seek advice before use. Do not improvise
- Sub contractors must provide documented valid proof of necessary maintenance, inspection and testing which is required for the Site Register
- Damaged / faulty plant, tools equipment is not to be used and must be removed from use & site
- Electrically powered hand tools must be 110V maximum voltage

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MOBILE – RIDE ON PLANT

- Mobile plant may not be used to carry passengers unless it has been specifically designed for that purpose, then only the designed number may be carried
- Where seat belts are fitted they must be used when plant in use
- Beacons and movement indicators / sounders must be serviceable and used when plant is in operation
- It may be necessary to wear eye protection when operating plant without windshields

HOUSEKEEPING

Good housekeeping reduces the risk of accidents by eliminating physical hazards

- Keep the work area clean & tidy. Clearing away debris, packaging and spoil is an obligatory part of the job
- Deal with spillage's as they occur
- Dispose of contaminated spill kits, debris, packaging and spoil only in appropriate designated areas / containers
- Keep work area tidy and ensure walk ways, escape routes etc are kept unobstructed by both tools & work equipment
- Damaged pallets & containers should not be used / reused
- If you see unsafe acts or conditions report them to your immediate supervisor before starting / continuing work

ENVIRONMENT

Respect the environment in which you work

- Do not discard food wrappers and drinks cans etc. on site
- If you see evidence of contamination report it to your immediate supervisor before starting / continuing work
- Do not enter land where Restrictions / Prohibitions may apply such as Foot & Mouth Disease (FMD) Inform your supervisor to get further advice
- Rubbish is not to be burnt on site / at depots

GUIDELINES FOR EXCAVATING CLOSE TO TREES

DAMAGE TO TREES

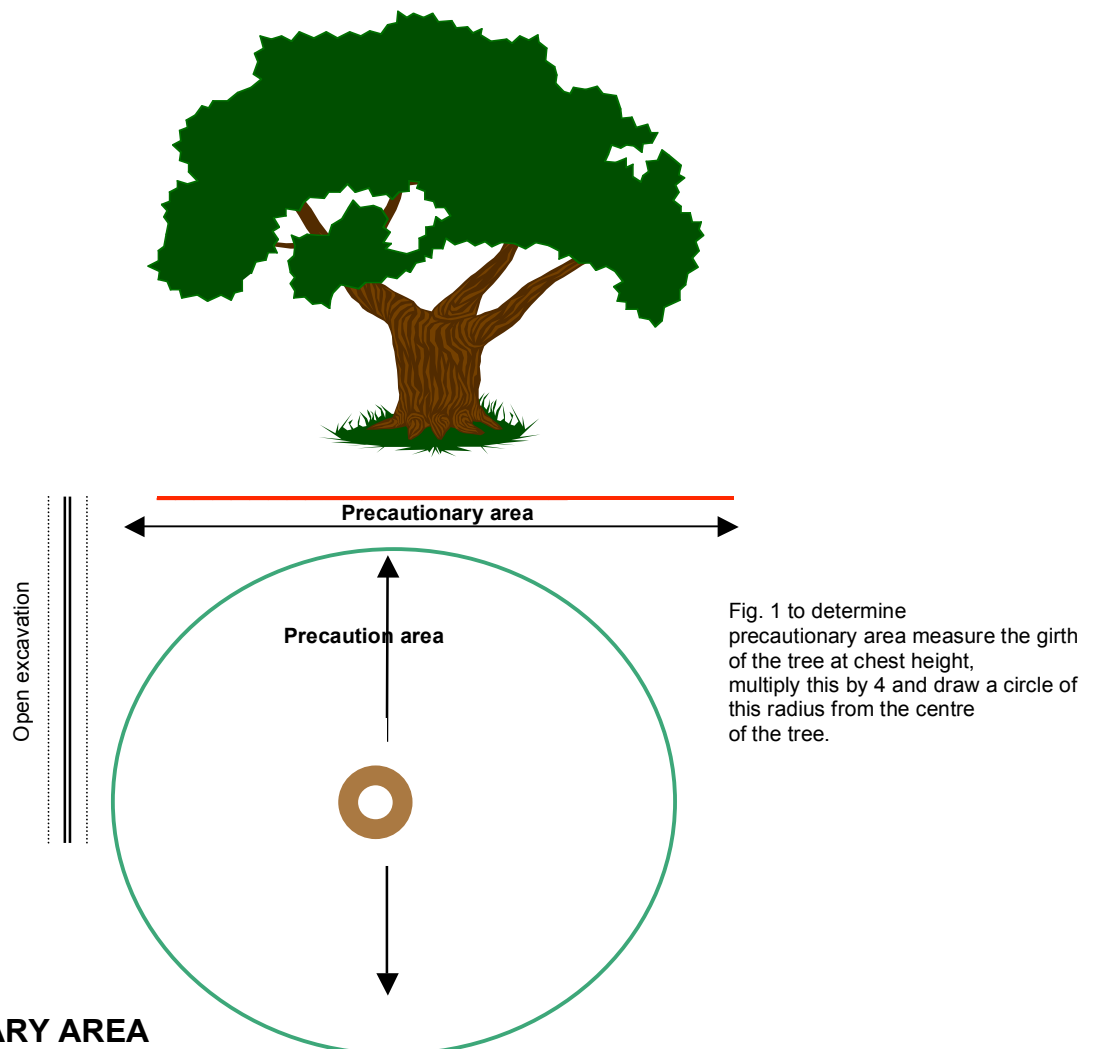
1. Tree roots keep a tree healthy and upright. Most roots are found in the top 600mm of soil. They often grow out further than the tree's height. The majority of these roots are very fine; even close to a tree few will be thicker than a pencil. Most street tree roots grow under the pavement and into front gardens, but they can also grow under the carriageway.

If roots are damaged, for example by trenching, the tree may fall or lose its vigour and decline.

2. Tree trunks can easily be damaged, so be careful when working near them, for example, don't lean paving slabs against trees, don't chain machinery to them or nail site notices to their trunk.

PROTECTING TREE ROOTS

1. Establish a protection zone around each tree: The precautions are: See Figure 1.



IN PRECAUTIONARY AREA

2. **Don't** excavate with machinery.

Where hand digging carefully work around the roots, retaining as many as possible.

IF IN DOUBT ASK

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Don't cut roots over 25mm in diameter, unless the council's tree officer agrees beforehand

Prune roots, which have to be removed using a sharp tool. Make a clean cut and leave as small as wound as possible.

Don't store spoil or building material, including chemicals and fuel

3. Frost can damage exposed roots. If trenches are to be left open overnight, cover the roots with dry sacking. Remember to remove the sacking before backfilling

TRAINING & QUALIFICATIONS

- Do not operate any plant or equipment for which you have not been trained and do not hold a current Certificate of Training Achievement.

WELFARE & HYGIENE

Safeguard the welfare of yourself and others by

- Responsible behaviour
- Do not indulge in practical jokes or horseplay or interfere or misuse items of equipment provided for your safety
- Keep common welfare facility areas clean & tidy
- Wash your hands before and after using the toilets and before consuming food & drink, also before smoking in permitted areas especially if you have been working near watercourses etc. where rodents and farm stock may have been.
- If you encounter Hypodermic Syringes at work do not touch. Warn others in area and inform your supervisor for disposal advice.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

You are required to wear PPE of an appropriate standard, relevant to the residual risks of the task.

Unless otherwise specified in the Risk Assessment the minimum work site requirements are:

- Hard Hat
- High Visibility Jackets / Vests as appropriate
- Protective Footwear
- Overalls

For specific risks and in risk areas additional safety requirements apply as specified in method statement, activity risk assessments, COSHH Assessments etc., such as:

- Overalls inc. Chemical resistant & disposable overalls
- Hearing Protection – Ear Defenders & or Ear Plugs
- Eye Protection – Goggles visors etc.
- Gloves
- Respiratory Protection – dust masks

ACCIDENTS / INCIDENTS / DANGEROUS OCCURRENCES

All accidents / incidents / dangerous occurrences (whether or not they involve injury – such as “near misses”)

- Must be reported to your immediate supervisor in charge of works who must report it to your supervisor or his representative as quickly as possible
- If there is any injury you must ensure the details are entered in the Accident Book held at the office

OVERHEAD AND ABOVE GROUND PLANT

- On construction sites observe and comply with protected route markers, “goal posts” and exclusion zones etc.
- On both public highways and private land do not operate excavators, grab vehicles and mobile cranes within 6m + boom length, of overhead cables. Should this conflict with site requirements consult your supervisor before proceeding.

UNDERGROUND SERVICES

- Ensure that underground plant plans cover the work area.
- Assume that **all** underground services are present and live!
- Make sure the area of excavation has been surveyed with a CAT and Genny prior to any use of mechanical plant / machinery
- Ensure all services have been clearly marked / indicated on the surface and 0.5m beyond the line of excavation
- Arrange for Hand dug trial hole to locate and expose any underground services / plant
- Avoid third party damage by not using mechanical excavation within 0.5 mtr of plant
- Any third party damage must be reported to your supervisor / client

EXCAVATIONS

- Excavations of any depth may require support depending on ground conditions. If in doubt ask your supervisor
- Support exposed services to prevent damage
- Do not use underground plant as “steps” to enter or leave excavations
- Ladders used for access / egress must be tied off / secured and project at least 1m above excavation edge
- Barriers & edge protection must be utilised to prevent people falling in. Where a fall may exceed 2m additional measures must be used, including prevention of items falling on persons below
- Stop boards should be used to indicate how close plant may safely approach excavation
- Are subject to inspection every shift and written report every 7 days
- Fencing to protect the public

ROAD & STREET WORKS

- All public highway works must be signed and guarded to Chapter 8 standard
- Suitable traffic control measures must be applied
- Pedestrians must be protected from both the works and road traffic when works impinge on footpaths
- At least one operative at each public highway work location must hold a current New Roads and Street Works

PERSONAL HYGIENE

- Avoid unnecessary contact with bitumen based products by exchanging contaminated PPE
- Do not eat or smoke while wearing contaminated gloves
- Ensure hands are free of contaminants before smoking, consuming food & drink and using toilets

WORKING AT HEIGHTS

- Ladders should only be used as a means of access and egress or for light inspection/short duration duties.
- Ladders should be the correct lengths for the job.
- Securely lashed at the appropriate angle
- Metal Ladders may not be suitable for use in certain locations. Such as near live overhead conductors or where they may create sparks
- Where scaffolding is required it must be erected by a competent person and inspected prior to use
- All work platforms require fall protection for employees and provision to prevent items falling onto others below

MANUAL HANDLING

All practical means of reducing the need for manual handling loads should be taken, whenever possible. However, where it is necessary

- Assess the weight of all objects (tools equipment etc.) before handling.
- Do not handle anything you think maybe beyond you own capabilities.
- If you think its too heavy get help and or mechanical assistance

LPGs + OTHER GAS CYLINDERS

- Cylinders must always be handled carefully and must not dropped or struck which could cause damage and failure
- Cylinders must be stored and transported vertically and should be disconnected before being transported or stored
- They should only be connected with the correct regulator and method of connection to equipment designed for that particular Gas and pressure.
- In the event of fire (unless you are specifically trained) if you cannot immediately & safely turn the cylinder/s off, evacuate the area and raise the alarm.
- Return cylinders to appropriate compound or supplier after use or when empty

IF IN DOUBT ASK

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NOISE

Exposure to excessive noise can result in Noise Induce Hearing Loss

- Hearing protection must be worn whenever signs indicate you are in a noise risk area or when powered hand tools & plant display signs indicating that hearing protection must be worn
- In general if you cannot hear a normal conversation 1m from a noise source you should wear hearing protection

VIBRATION (HAVs)

Use of power operated hand tools can give rise to occupational health problems that include Hand Arm Vibration Syndrome (HAVS)

- Do not operate for more than the recommended daily use time
- Only use tools in good order
- Practice sharing the use of the power tools
- Keep hands warm & dry
- More information is available, please ask
- Should you think you have developed any possible signs or symptoms of HAVs contact your supervisor or safety advisor

HOTWORKS INC. WELDING & GRINDING

- Appropriate fire precautions will be undertaken and maintained
- All welding equipment and rods must be suitable, appropriately connected and maintained
- Adequate ventilation must be maintained
- Appropriate PPE must be available and worn by both welders and others who may be affected by their activities

LIFTING APPLIANCES & ACCESSORIES (INC EXCAVATORS)

The requirements of both Lifting Operations & Lifting Equipment Regs (LOLER) & Provision & Use of Work Equipment Regs (PUWER) must be complied with:

- Certificates and Test Records must be on site and in date for all Lifting Equipment and Accessories
- Lifts must be both planned & supervised
- The method of lifting and both “pickup & set down” points must be agreed as suitable prior to any lift taking place
- Inspection forms must be completed by the operator / user when taking over lifting appliances & accessories (inc. excavators) and weekly thereafter

COSHH

Wherever practicable TITAN avoids the use of substances hazardous to health.

- Do not bring onto site or use any substance for which there is no data sheet and or safe handling / use information provided.
- Do not use any substance or carry out any activity where substances hazardous to health may be encountered until an assessment based procedure is available to you.
- Follow safe handling and use procedure advice
- Remember that risks increase with the length of time that you are exposed

CUSTOMER / CLIENT FOCUS

Customers (the client or members of the public) must be treated with respect.

Remember, often on some replacement or metering projects the public haven't asked for us to be there, and in some cases don't want us there!

When arriving on a job it is important that you consider where you park your vehicle so as to avoid causing problems to others.

Contact the customer / client where necessary and explain the job that you are about to carry out, and explain any possible implications of the job in respect of the customer's / clients property.

Always leave the job clean and tidy.

Treat the customer's / clients property, as you would wish your own to be treated.

Don't delay in getting the reinstatement done.

Please keep you sites safe and tidy.

Please keep your vehicle / machine clean and tidy