



PipeWeld International

# **Safety, Health and Environment Policy Statement & Safety and Environment Procedures**

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## Safety Director's Statement

PipeWeld International Ltd aims to achieve first class Performance in health, safety and environment by eliminating injuries, work related ill-health and minimising the effect of our activities on the Environment.

The health and safety of the public, our workforce And the protection of the environment, are integral To PipeWeld International Ltd business and prime responsibilities of management at every level.

Wherever PipeWeld International Ltd operates we are committed to achieving the highest level of Performance. We maintain that an excellent health, safety and environment record makes good business sense.

PipeWeld International Ltd aims to continually improve its performance in order To meet changing business and regulatory needs and will ensure that our policies and management systems will be reviewed regularly to ensure that they reflect any necessary changes.

**Signed** ..... **Date**.....

**Mr M Powell Safety Director**

## Statement of Purpose

PipeWeld International Ltd will develop, maintain and continually improve a Positive health, safety and environment culture by integrating it into the business ethic and line management style.

### **This means:**

- Continual assessment of work activities and practices to Eliminate work related injuries and ill-health to our employees and Sub- contractors.
- Continual assessment of hazards and associated risks to the Public who may be affected by PipeWeld International Ltd activities.
- Assessment of the health, safety and environmental effects of our policies, programmes, plans and activities.
- Complying with all relevant legislation, appropriate codes of practice And PipeWeld International Ltd Policy on Health, Safety and Environment by effective operation of the HS&E Management System.
- Fostering an understanding of the health, safety and environmental Issues relating to our business among employees, suppliers, Customers and local communities.

- Ensuring effective lines of communication are maintained to Cascade information to all employees, relevant external Companies, agencies and consultative bodies.
- Assessing the risks to people, property and the environment Arising from our activities and ensuring that effective risk Control measures are in place and operable.
- Ensuring all employees, including sub-contractors and partners are Competent, adequately trained and work to PipeWeld International Ltd standards.
- Ensuring systems are in place for the internal reporting and Investigation of 'near misses' injuries and incidents.
- Delivering and maintaining an environmental management System throughout PipeWeld International Ltd that complies with Recognised international standards.
- Ensuring systems are in place to assess the performance of Sub-contractors who conduct work or provide services for or on behalf of PipeWeld International Ltd.

## **Strategy for Safety**

Through line managers, PipeWeld International Ltd will implement, maintain and review systems to:

- Identify all risks associated with PipeWeld International Ltd activities and continually strive to reduce them.
- Ensure targets are set and communicated to enable PipeWeld International Ltd to continually improve performance.
- Select and approve service providers and procure goods and services In line with good health, safety and environment practice.
- Ensure that exposure to hazards is eliminated, reduced or controlled so far as reasonably practicable.
- Ensure that all employees, sub-contractors or service providers are Competent for the work to be undertaken and are aware of the Hazards associated with their work together with the precautions necessary to minimise them.
- Assess and review the effectiveness of PipeWeld International Ltd HS&E policy and address any areas for improvement.

- Improve awareness through education and training to further reduce the level of injuries and incidents through the business.

## Strategy for Environment

Through line managers PipeWeld International Ltd will implement, maintain and review systems to:

- Identify the environmental aspects and impacts of that PipeWeld International Ltd operations and eliminate or minimise those risks, to prevent pollution or damage to the environment.
- Manage PipeWeld International Ltd environmental responsibilities and Implement a continual improvement process by maintaining and Reviewing an environmental management system that fulfils the requirements of recognised standards.
- Ensure all employees, sub-contractors and service providers are aware of the importance of good environmental practices and their role in minimising the impact of PipeWeld International Ltd activities on the environment.
- Produce environmental measures that support strategies to Minimise the amount of energy and raw materials used and Waste produced.
- Set and review realistic and achievable targets to ensure continuous Improvement in environmental performance.

## Organisation

PipeWeld International Ltd Directors

PipeWeld International Ltd Directors has overall responsibility for maintaining the effectiveness of PipeWeld International Ltd Health, Safety and Environment Management system. All managers, including operational, site or department, have Responsibility for the day-to-day control of PipeWeld International Ltd Core activities.

### Managers

All Line Managers are responsible for ensuring that their staff, Sub-contractors and service providers comply with company policies and procedures. Line Managers are required to set targets, monitor and report on Performance, allocate resources, facilitate communication and Ensure the competency of employees, sub-contractors and service Providers. Managers seek advice and guidance from PipeWeld International Ltd HS&E specialist.

## **Health, Safety and Environment Specialist**

The HS&E specialist is the competent person employed to provide advice, guidance and assistance on issues associated with health, safety and environment.

## **Responsibilities of all Employees**

All employees are responsible for safeguarding themselves, other people and the environment. Whatever role is undertaken, employees shall:

- Maintain at all times a healthy, safe and environmentally positive workplace.
- Cooperate with PipeWeld International Ltd by following company procedures, using the appropriate work equipment and personal protective equipment.
- Not compromise the safety of themselves, others or the environment.
- Not knowingly act in breach of legislation or so as to damage Company reputation.
- Identify and undertake appropriate action in relation to all workplace hazards and potential risks by eliminating, reducing, isolating or controlling their potential.
- Inform line management of any injuries, ill-health, potentially unsafe or environmentally threatening situations, or 'near misses'.

## **Responsibilities of the Managing Director**

The Managing Director is responsible through his senior managers for ensuring that:

- Adequate organisation and arrangements exist for the effective implementation of PipeWeld International Ltd policy on health, safety and environment and for compliance with relevant legislation.
- Resources are provided as necessary to ensure that company policy is implemented effectively and performance is monitored and reviewed.
- With appropriate regularity, formal reports are generated, indicating performance and the results of the audit process.

- Details of any health, safety and environmental incident involving a fatality, major injury, disease or significant impact to the environment or **property damage, are reported to the appropriate authority at the earliest opportunity.**
- **Such incidents are fully investigated and any lessons learnt are passed on quickly.**
- **He sets a personal example and demonstrates commitment by his involvement in audits, inspections and investigations each year.**
- **The policy is effectively administered and monitored throughout PipeWeld International Ltd.**

## **Responsibilities of Managers**

The responsibility for health, safety and the protection of the environment is delegated to and is a prime objective for all line managers, who are expected to be fully committed, through suitable awareness training, to achieving continuous improvement and lead by example.

They must:

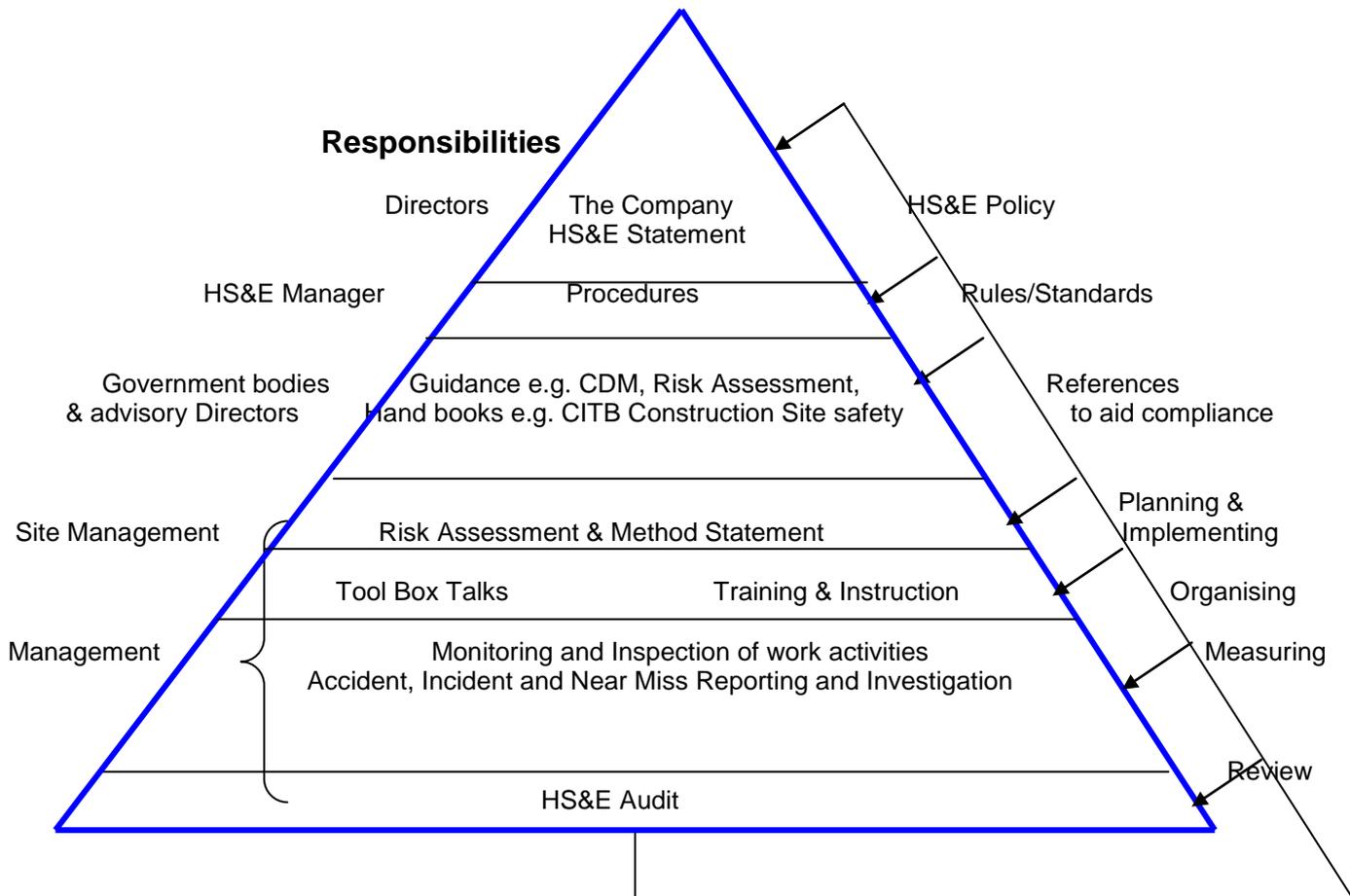
- Ensure that management of health, safety and the environment is given high priority and is an integral part of all business processes and individuals' personal performance targets.
- Ensure that company policy within their area of responsibility is implemented, based on guidance provided and assistance that is available from specialist advisers.
- Co-operate with and support PipeWeld International Ltd in the fulfilment of their duties.
- Ensure they are familiar with the issues and legal requirements relevant to their area of responsibility within the business and understand the health, safety and environmental risks of the operations and activities for which they are responsible.
- Assess the work activities they manage to minimise health, safety and environmental risks and implement appropriate measures to reduce those risks to a level as low as reasonably practicable.
- Satisfy themselves that work is properly planned and resourced, that appropriate controls are implemented and the personnel involved are adequately instructed, trained, competent and supervised.

- Report all injuries, incidents and near misses as required by legislation and company policy, so that lessons can be learnt and shared with **others**.
- Be alert to the possibility of occupationally-related illness among those who undertake work activities on behalf of PipeWeld International Ltd, reporting any suspect or proven cases.
- Report and investigate the circumstances of incidents that result in a member of the workforce under their supervision being absent from their normal duties. Similar reporting arrangements apply should there be injuries to persons other than direct employees of PipeWeld International Ltd or damage to the environment or property, resulting from activities within their control. Circumstances or incidents where a serious risk to health, safety or environment is identified must also be reported, whether or not damage or injury has actually occurred.

## Consultation and Communication

- Formal consultation takes place at the health, safety and environment forum, which is attended by local representatives of the workforce from site and support functions, the safety adviser, the operational Manager/s and the Managing Director. This forum provides the means to communicate performance, consult on new developments and also to solve problems.
- Issues of greater impact that is not resolved locally are tabled at the directors meetings where resolutions are Initiated for action and referred back to the HS&E forum.

## PIPEWELD INTERNATIONAL LTD HS&E Management System



- At the top of the triangle is PIPEWELD INTERNATIONAL LTD HS&E Statement which sets out the HS&E policy for PIPEWELD INTERNATIONAL LTD.
- Supporting the policy is the set of Procedures or Standards that govern the way we work.
- Supporting the procedures are Guidance and Handbooks to aid compliance.
- Risk Assessments and Method Statements are specific to the activities undertaken and ensure a safe system of work has been planned.
- Tool Box talks, Training and Instruction are essential for communicating key aspects of the work and ensuring the workforce are competent to carry out their duties.
- Monitoring is a means of measuring performance to see if the work is being done correctly.
- Audits are undertaken to review compliance or to assess if any areas could be done better.



# COMPANY PROCEDURES

## **PIPEWELD INTERNATIONAL LTD PROCEDURES**

**PIPEWELD INTERNATIONAL LTD is fully committed to achieving high standards of performance in safeguarding the health and safety of employees, and minimising both the risk to the public and the impact on the environment of our activities.**

**To manage HS&E effectively, we need a sound management system – a set of arrangements to ensure that we control all our HS&E risks in an effective and efficient manner.**

**PIPEWELD INTERNATIONAL LTD Procedures set out the minimum requirements for specific HS&E topic areas throughout PipeWeld International Ltd, and are mandatory. These procedures are constantly evolving due to changes in legislation, working practices or technology and will inevitably be revised or added to over time, and the user should consult the Index of Procedures to find out the current list.**

**Each procedure contains the requirements for the operations that need to be done and who is responsible. They can be used as a reference when conducting risk assessments.**

**Anyone can request a change to one of the documents, or propose a new one. These requests should be made to the HS&E Manager, who will administer their control.**

**Remember, any management system is just so much paper unless it really changes the way we do our everyday business. It's up to us to use these procedures to help find out what we need to do to implement a working environment that is safe for all concerned and has minimum damage to the environment.**

**Managing Director**

## **Section 1 Safety & Environment Management**

- 01 Accidents, Incidents, Dangerous Occurrences and Near-Miss Reporting and Investigation.**
- 02 Risk Assessment**
- 03 Method Statements**
- 04 Health Hazards (including COSHH)**
- 05 Health Hazards associated with insects, animals, birds, fungal growth & discarded needles.**
- 06 Emergency Procedures**
- 07 Emergency Spillage**
- 08 Manual Handling**
- 09 Noise at work and environmental noise**
- 10 Lone Working**
- 11 Work Equipment**
- 12 Waste Management**
- 13 Young Persons (at work or on work experience)**

## **ACCIDENTS INCIDENTS, DANGEROUS OCCURRENCES & NEAR-MISSES**

### **PURPOSE**

To define how the Company takes action to deal with any accidents, incidents, dangerous occurrences or near-misses which may arise on site. This procedure includes reporting arrangements.

### **2.0 APPLICATION**

This procedure is applicable to all employees or others working for PipeWeld International Ltd and describes the procedures to be followed and responsibilities for implementation.

### **3.0 RESPONSIBILITIES**

Site Managers

Employees

Director Responsible for Health, Safety & Environment

Contracts Manager

Managing Director

### **4.0 MONITORING AND CONTROL**

#### **4.1 Accident & Incident Reporting and Investigating.**

Notwithstanding these reporting procedures all accidents resulting in a fatality or major injury<sup>1</sup> are to be reported immediately by telephone by the Site Manager/Department Manager to the HSE and Managing Director or Contracts Manager or the Health, Safety & Environment Manager, regardless of the time of occurrence.

**4.1.1** The Company is required by law to report and record injuries and incidents suffered at work by its employees, together with occupational related diseases and dangerous occurrences.

**4.1.2** These arrangements will apply to all employees including those persons employed on a subcontracted basis.

All accidents and dangerous occurrences at work are to be reported through these procedures regardless of who is responsible or is affected. Significant incidents involving the accidental release of pollutants are also to be reported.

**4.1.3 Site Managers/Department Manager is responsible for reporting all injuries and incidents of the following types:**

- Fatality/Major Injury
- Dangerous Occurrences
- Road Traffic Accidents
- Release of Pollutants or Hazardous Substances

These are to be reported, in the first instance, by phone to the HSE and Managing Director or Contracts Manager or Health, Safety & Environment Manager. This is to be followed up, once all details are available, by a comprehensive report to the H,S&E Manager, using Form F489. Normally within 48 hours of the incident.

All near-miss reporting will be recorded on the same form and returned to the H,S&E Manager.

**The H,S&E Manager** is responsible for the external reporting of injuries under RIDDOR and external reporting of environmental incidents.

- 4.1.4 The Site Manager/Department Manager** is responsible for investigating the above types of accident/incidents and may call upon assistance from the **H,S&E Manager**. In addition the H,S&E Manager will investigate any other accident or incident regarded by the HS&E Manager as significant to the general health and safety management of the company. Recommendations to management, and changes to procedures will be made as necessary.
- 4.1.5.1** All other accidents including accidents involving lost time from work for a period of 1 day or more, but excluding those of a minor nature only involving a little lost time (several hours) or no lost time, are to be reported directly by the **Site Manager/Department Manager**, using Form F489.
- 4.1.6** An Accident Book is to be maintained at all site offices. Every injury, however minor, is to be entered in the book as soon as possible after the occurrence, and the form returned immediately by the, **Site Manager/Department Manager** to the **Health, Safety & Environment Manager**.
- 4.1.7** All accidents or incidents, however slight, which involve any member of the general public or private vehicles, are to be reported to the Health, Safety & Environment Manager within 24 hours of the event occurring. After an accident of this nature has been reported, the **Site Manager/Department Manager** should be aware that an insurance claim situation may arise. The **Site Manager/Department Manager** is responsible for ensuring that sufficient information is collected relating to the circumstances, probable cause and responsibility for the accident (refer to form F209). Copies of any documentation relating to the accident **must not** be made available to the injured party or to the injured party's legal representative except through the Company Secretary.
- 4.1.8 Site Managers** are to include in the Construction Phase Safety Plan and Safe Systems of Work what actions are to be taken in the event of an accident, incident, or dangerous occurrence (see emergency procedure).

The details will include the provision of the following:

- Adequate first aid resources, i.e., trained staff, suitable equipment and locations.
- Access for emergency vehicles.
- Communications.
- Immediate "make safe" measures.
- Measures for contacting Emergency Services.
- Evacuation.

## 5.0 RECORDS

The Health, Safety & Environment Manager will hold records of accidents, incidents and dangerous occurrences. Such records will be retained for a minimum period of seven years.

**Definitions:** (refer to RIDDOR 1995 for the full list)

### **Major Injuries and dangerous occurrences**

For the purpose of this procedure, the term "Major Injury" includes:

- Fatality or major Injury (e.g. fracture, amputation, electric shock, unconsciousness, eye injury, dislocations etc.)
- For the purpose of this procedure, the term "Dangerous Occurrence" includes:
- Road Traffic Accidents involving injury – (not currently required by RIDDOR, but required by the company's insurance assessors.)
- Fire or flood
- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Unintended collapse of any structure
- Significant release of any Gas or Hazardous Substance or Environmental Pollution.
- Any other major event involving significant loss.

## **RISK ASSESSMENT PROCEDURE**

### **1.0 PURPOSE**

To document how PipeWeld International Ltd employees identify hazards and assess risks.

### **2.0 APPLICATION**

This procedure applies to all areas of the Company's works, including design, construction and temporary works.

### **3.0 RESPONSIBILITIES**

Site Managers, Project Managers and all persons undertaking Risk Assessments must ensure that:

- All potentially hazardous work where there is an element of risk to the health and safety of any person must be assessed. This will vary dependent on the circumstances from a comprehensive written evaluation to a simple visual examination.
- Persons undertaking risk assessments must take into account:
  - (1) Their own competence, training and knowledge and seek advice where necessary.
  - (2) The work place site and have an appreciation of the task.
  - (3) The views of other persons who have health and safety responsibilities, knowledge of the area or hazard in question (i.e., other contractors, sub contractors, client personnel, the site owner or tenants, local undertakings, suppliers, specialists, adjacent property owners, etc,) to ensure that they are made aware of all real or potential risks.
  - (4) All site data and in particular the Site Safety File where this exists.
- When carrying out a risk assessment the Manager must consider:
  - (1) The nature of the operations to be carried out.
  - (2) The competence of the person/s carrying it out.
  - (3) The substances used or generated as site products.
  - (4) The plant and equipment that is used.
  - (5) The site and/or environment in which the work is carried out.
  - (5) Those who may be affected by, or who may be in the vicinity of, the work, e.g. children, animals, etc.
  - (6) Prioritise the identified risks based on severity and number of persons exposed.
  - (7) Assess the degree of risk of injury or loss associated with each hazard.

- When carrying out a risk assessment the Manager must consider: (cont.)
  - (8) Establish working procedures and allocate sufficient resources to eliminate or minimise the risks, so far as is reasonably practicable, and ensure they are complied with as long as the risk is present.
  - (9) Implement the control measures.
  - (10) Consider any measures that may eliminate or minimise the risks still further.
  - (11) Monitor that the measures continue to be appropriate and effective.

#### **4.0 RECORDS**

Risk assessments are to be recorded. These are to be retained on the Safety File as a record for the defined period.

**NOTE: The assessment of risk is a `live' process that continues throughout the period of the project and is not to be regarded as a `once-only' exercise.**

## **METHOD STATEMENTS**

### **1.0 PURPOSE**

To show how PipeWeld International Ltd management control the production and use of method statements for their works.

### **2.0 APPLICATION**

This procedure applies to all method statements, whether produced in-house or by sub contractors.

### **3.0 MONITORING AND CONTROL**

**The Site Manager is responsible for ensuring that:**

- the need for method statements for elements of work will be established following a risk assessment i.e. the risk assessment is the underlying part of the Method Statement. Any revision to the risk assessment will require revision to the method statement in which it resides. The method statements required will be clearly identified (generally in the Construction Phase Safety Plan).
- method statements are authorised prior to the commencement of the works to which they relate.
- method statements will be reviewed for adequacy by the Site Manager or nominated competent person prior to use on the works. The signature on the method statement is confirmation of this review. The standard relevant Method Statement proform as may be used to document method of working.
- no works will be undertaken by employees or sub contractors until the requirements and safe working practices included in the method statements have been explained and are understood. The Site Manager or Supervisor will ensure the information is disseminated to those involved using toolbox talks or other appropriate method. Should it prove necessary, copies of method statements will be provided to those undertaking the works.
- the works are executed in accordance with the Method Statements.

### **5.0 RECORDS**

Authorised Method Statements will be retained on the Safety File for the defined period.

## **HEALTH HAZARDS (including COSHH)**

### **1.0 PURPOSE**

To define the safe working procedure for works involving substances.

### **2.0 APPLICATION**

Applies to all works undertaken by the Company or those under its control where hazardous substances are used.

### **3.0 HAZARDS**

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc.
- Inhalation - gases, fumes, dusts, vapours, vehicle exhaust fumes etc.
- Ingestion - swallowing.
- Hazards may be classified as toxic, harmful, irritant, corrosive, biological, or a combination of these.

### **4.0 MONITORING AND CONTROL**

**The Site Manager is responsible for ensuring that:**

- before any operation commences, information is obtained on any material, substance, or process to be used or likely to be encountered which could be a hazard to the health of operatives. This information should then be assessed in association with the work activity and the environment in which it is being used. A written site/job specific assessment will then be made of any risks involved in handling, using etc. the substance and appropriate control measures planned and this information provided to the relevant staff with instructions on implementation as necessary.
- if possible, arrangements are made for an alternative, less hazardous material to be specified.
- any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, protective clothing etc. to be planned before work commences.
- the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

- all measures necessary to protect other workers and the general public from any substance hazardous to health are provided and maintained.

**The Site Manager is responsible for ensuring that:**

- all products are stored in ventilated areas away from extremes of temperatures, environment, drains and watercourses.
- all spillages are contained, cleaned up and disposed of, as per the Emergency Spill procedure and the disposal of waste and used containers is managed properly.(i.e. treat as special waste if the containers are partly full)
- where necessary, the Health, Safety and Environment Manager will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required. The details of assessments will be kept in a suitable register.

**General Precautions:**

- Almost all chemical materials are potentially dangerous. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Except for transport in closed packages, hazardous materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

**Read the data sheet, container labels and detailed health and safety information before using any products.**

The attached table gives brief details of the more common construction health hazards but is not the company assessment as required by COSHH Regulation.

PIPEWELD INTERNATIONAL LTD HS&E Management System Issue/Revision 1.0/04

**HAZARDOUS SUBSTANCES IN CONSTRUCTION:**

**RISKS: SK - SKIN. I - INHALATION: ENT - IRRITANT EYES, NOSE, THROAT. SW – INGESTION**

SUBSTANCES	HEALTH RISK	JOB	CONTROLS
<b>DUSTS:</b> Cement (also when wet) Gypsum  Man-made Mineral fibre  Silica  Wood Dust (Dust from treated timber, e.g. with pesticide may present extra hazards)  Mixed Dusts (Mineral and biological)	SK. I. ENT SK. I ENT  SK. I ENT  I  I. SK. ENT  I. SK. ENT	Masonry, rendering Plastering } }  Insulation  Sand blasting, Grit blasting; Scrabbling granite, Polishing } }  Power tool use in carpentry, especially sanding  Demolition and refurbishment	Prevent spread. Protective clothing, respirator when handling dry, washing facilities, barrier cream.  Minimise handling/cutting, respirator, one piece overall, gloves, eye protection.  Substitution - e.g. with grit, silica free sand; wet methods; process enclosure/extraction; respirator.  Off site preparation: on site - enclosures with exhaust ventilation: portable tools - dust extraction: washing facilities: respirator.  Minimise dust generation; use wet methods where possible; segregate or reduce number of workers exposed; protective clothing, respirator, good washing facilities/showers. Tetanus immunisation.
<b>FUMES/GASES:</b> Various welding fumes from metals or rods  Hydrogen Sulphide  Carbon Monoxide/Nitrous Oxide	I  I. ENT  I	Welding/cutting activities  Sewers, drains, excavations, manholes  Plant exhausts	Mechanical ventilation in enclosed spaces: air supplied helmet: elsewhere good general ventilation.  All work in confined spaces - exhaust and blower ventilation: self contained breathing equipment confined space procedures.  Position away from confined spaces where possible maintain exhaust filters; forced ventilation and extraction of fumes.
<b>SOLVENTS:</b> In many construction products - paints, adhesives, strippers, thinners, etc.	I. SK. SW	Many trades, particularly painting, tile fixing. Spray application is high risk. Most brush/roller work less risk. Regular exposure increases risks.	Breathing apparatus for spraying, particularly in enclosed spaces: use of mistless/airless methods. Otherwise ensure good general ventilation. Washing facilities, barrier cream.

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**HAZARDOUS SUBSTANCES IN CONSTRUCTION:**

**RISKS: SK - SKIN. I - INHALATION: ENT - IRRITANT EYES, NOSE, THROAT. SW - INGESTION**

<p><b>RESIN SYSTEMS:</b> Isocyanates (MDI:TDI) Polyurethane Paints Epoxy Polyester</p>	<p>I. ENT. SK. SW also Sensitisation I. ENT. SK. SW  I. SK. SW  I. SK. ENT. SW</p>	<p>Thermal insulation Decorative Surface Coatings Strong adhesive applications Glass fibre claddings and coatings</p>	<p>Mechanical ventilation where necessary; respirators: protective clothing, washing facilities. Skin checks, respiratory checks. Spraying - airline/self contained breathing apparatus: elsewhere good general ventilation. One piece overall, gloves, washing facilities. Good ventilation, personal protective equipment (respirator: clothing) washing facilities, barrier cream.  As above.</p>
<p><b>PESTICIDES:</b> (e.g. timber preservatives, fungicides, weed killers)</p>	<p>I. SK. ENT. SW</p>	<p>Particularly in-situ timber treatment Handling treated timber</p>	<p>Use least toxic material: Mechanical ventilation, respirator, impervious gloves, and one piece overall and head cover. In confined spaces - breathing apparatus. Washing facilities, skin checks. If necessary biological checks. Handle only dry material.</p>
<p><b>ACIDS/ALKALIS</b></p>	<p>SK. ENT</p>	<p>Masonry cleaning</p>	<p>Use weakest solutions. Protective clothing, eye protection. Washing facilities (first aid including eye bath and copious water for splash removal).</p>
<p><b>MINERAL OIL</b></p>	<p>SK. I</p>	<p>Work near machines, compressors, etc. mould release agents</p>	<p>Filters to reduce mist. Good ventilation. Protective clothing. Washing facilities: barrier creams. Skin checks.</p>
<p><b>SITE CONTAMINANTS:</b> e.g. Arsenic. Phenols: heavy metals: Micro organisms etc. e.g. Weils disease, tetanus, hepatitis B</p>	<p>I. SK. SW</p>	<p>Site re-development of industrial premises or hospitals - particularly demolition groundwork and drain/sewers.</p>	<p>Thorough site examination and clearance procedures. Respirators, protective clothing. Washing facilities/showers; Immunisation for tetanus.</p>

## EMERGENCY PROCEDURES

### Scope

The emergency plan outlines procedures to be adopted by PipeWeld International Ltd in the event of any of the following incidents occurring:

- Fire
- Explosion or risk of explosion
- Chemical spillage
- Fuel/oil spillage
- Serious accident
- External situations (e.g. adjacent property)

### Monitoring and Control

The Site Manager is responsible for ensuring that:-

- adequate information and necessary training has taken place to enable all on site personnel to discharge their responsibilities under this plan. Tool Box talks, Site Induction/site rules should form part of this training. This training should extend to any sub-contractors who are working on the site. The training should be recorded.

### Site security

- the site compound and plant are secured when unmanned and vulnerable areas are kept locked.
- the boundary fencing is maintained in good condition.
- access routes and roads are kept clear of obstructions and parked vehicles.
- only authorised personnel are allowed on site and any visitors are accompanied at all times.

### Emergency evacuation procedure

- the Site Manager or a competent nominated deputy will undertake the duties of the Incident Controller specified in this plan.
- he, or his deputy, sounds the evacuation alarm.

### **Emergency evacuation procedure (continued)**

- all relevant emergency services and enforcing authorities have been summoned.
- the Contracts Manager and HS&E Manager are informed.
- undertake a roll-call of personnel at the Assembly Point.
- liaise with the relevant authorities and emergency services to manage the incident.
- emergency services are provided with any necessary information to deal with the incident e.g. plan of site, hazardous substances that may be present, COSHH data sheets.
- no personnel re-enter the site until advised by the emergency services that it is safe to do so.
- an incident report form is completed.
- the HS&E Manager will investigate any accident or incident regarded as significant to the general health and safety management of the company. Recommendations to management, and changes to procedures will be made as necessary.

### **General Notes:**

1. Occasionally a mock emergency should be organised by the Site Manager at a convenient time and date to test the effectiveness of the plan.
2. The evacuation alarm should be tested weekly at a specific time and day and records of the testing should be kept.
3. Appropriate PPE should be issued and worn by all operatives dealing with emergencies within their control.
4. Fire extinguishers should be appropriate for the activities and inspected to ensure the service date is still valid.
5. After an accident/incident<sup>1</sup> has been reported, the Site Manager should be aware that an insurance claim situation may arise. The Site Manager is responsible for ensuring that sufficient information is collected relating to the circumstances, probable cause and responsibility for the accident/incident. Photographs of the location and any relevant aspect are to be taken and sent to the HS&E Manager, along with a copy of the report.

**Incident Reporting - will be a specific responsibility of the Site Manager.**

**A)** The Company is required by law to report and record injuries and incidents suffered at work by its employees, together with occupationally related diseases and dangerous occurrences.

**B)** These arrangements will apply to all employees including those persons employed on a subcontracted basis.

**All accidents and dangerous occurrences at work are to be reported through these procedures regardless of who is responsible or is affected. Significant incidents involving the accidental release of pollutants are also to be reported.**

**C)** All injuries and incidents of the following types:

Fatality/Major Injury

Dangerous Occurrences

Road Traffic Accidents

Release of Pollutants or Hazardous Substance are to be reported, in the

first instance, to the Contracts Manager and HS&E Manager.

## Emergency Contact List

EMERGENCY CONTACTS			
<b>Contract Name</b>		<b>Contract N°</b>	
<b>Site Address</b>		<b>Tel N°</b>	
IN THE EVENT OF A SERIOUS ACCIDENT, DANGEROUS OCCURRENCE, FIRE OR ENVIRONMENTAL INCIDENT			
<b>Emergency Services</b>		1.1.1.1.1.1.1.1.1	
<b>Nearest Hospital</b>	<b>Tel N°</b>		
<b>Person in Charge</b>	<b>Name</b>		
	<b>Mobile</b>		<b>Tel N°</b>
	<b>Out of hours</b>		<b>Tel N°</b>
	<b>Other –</b>		<b>Tel N°</b>
<b>First Aider</b>	<b>Name</b> 1)		<b>Tel N°</b>
	2)		<b>Tel N°</b>
<b>Health and Safety Exec' Phone No</b>			
<b>Police Phone No</b>			
<b>Coastguard Phone No</b>			
IF THE PERSON IN CHARGE IS NOT AVAILABLE CONTACT ONE OF THE FOLLOWING			
<b>NAME</b>	<b>TITLE</b>		<b>TELEPHONE N°</b>
IN THE EVENT OF DAMAGE TO UTILITIES CONTACT			
<b>Gas</b>	<b>Tel N°</b>	<b>Water</b>	<b>Tel N°</b>
<b>Electric</b>	<b>Tel N°</b>	<b>Telecoms</b>	<b>Tel N°</b>
In the event of an environmental incident CONTACT			
<b>Env. Agency</b>	<b>Tel N°</b>	<b>Incident response contractor Tel N°</b>	

## MANUAL HANDLING

### 1.0 PURPOSE

To define the Company's procedure for ensuring manual handling operations are undertaken so as to minimise risk to employees' health.

### 2.0 APPLICATION

Applies to all manual handling activities.

### 3.0 HAZARDS

The main injuries associated with manual handling are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### 4.0 MONITORING AND CONTROL

**The Site Manager is responsible for ensuring that:**

- wherever possible, mechanical means to lift and transport items will be used.
- where use of mechanical means is impracticable, sufficient persons are available to lift the relevant load taking into account the size, shape and weight of that load.
- manual handling assessments are carried out for the type of site work activity involved in lifting loads.
- instruction and training has been given to any operative in the correct handling and lifting of loads. This training should be recorded.
- a supply of suitable protective equipment is available for issue as required for the handling of materials which could cause injuries to

operatives. e.g. hard hat, gloves, safety footwear. When lifting anything that may have a jagged edge, protective gloves must be worn.

- the wearing of safety equipment, as identified in risk assessments, for employees or sub-contractor is enforced.

#### **4.0 MONITORING AND CONTROL** (continued)

**The Site Manager is responsible for ensuring that:**

- no operative, particularly a young person, is required to lift without assistance a load which is likely to cause injury.
- the path the load must follow and the immediate environment is free from obstructions and adequately lit.
- storage is arranged such that the heaviest loads are in the most convenient position.
- proper handles, handholds or carrying devices are used to avoid the possibility of trapping fingers/ hands.

## **NOISE AT WORK AND ENVIRONMENTAL NOISE**

### **1.0 PURPOSE**

Define the safe working procedure for working in an environment where noise is emitted.

### **2.0 APPLICATION**

Applies to all activities carried out by the Company or those under its control, where noise is created by the operations undertaken.

### **3.0 HAZARDS**

- Hearing loss or impairment.
- Impaired communication (i.e. unheard or misinterpreted instructions)
- Noise nuisance

### **4.0 MONITORING AND CONTROL**

**The Site Manager is responsible for ensuring that:**

- alternative methods of work are considered to eliminate or reduce possible noise levels.
- information on the noise and frequency levels of any plant is obtained before hire or purchase.
- plant is well maintained and noise suppression equipment such as muffs and silencers are used.
- wherever possible, hoods/doors on plant and equipment are kept shut and when not in operational use, are turned off.
- sensitive areas (e.g. hospitals) should be identified and protected at the planning stage
- where undertaking noisy work which may constitute a nuisance, then consultation with the Local Authority and local residents may be required.
- any complaints received on noise must be recorded, investigated and responded to.

- if voice communication proves to be difficult due to the noisy environment, then other forms of communication are considered such as hand signals.

#### 4.0 MONITORING AND CONTROL (continued)

##### The Site Manager is responsible for ensuring that:

- the noise levels of any static plant in any workplace are taken into consideration before installation.
- when personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments will have to be undertaken and appropriate protective measure taken.
- all the control measures identified in the noise assessment are implemented.
- the provision of suitable hearing protection is available if required e.g. if you require to shout to be heard at a one metre distance, it is an indication that hearing protection is needed.(First action level )
- where the second or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and ensures that it is worn. Ear protection zones must be demarcated and appropriate signs displayed.
- all personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection.
- where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment.
- Action should be taken where noise cannot be reduced below the following action levels:-
  - First Action level 85 dB(A) daily personal exposure.  
A noise assessment by a competent person in writing.  
Ensure that suitable measures to reduce the risk are available to employees, on request.
  - Second Action level 90dB(A) or Peak Action level 200 Pascal peak sound pressure.  
  
A noise assessment as above.  
Identify measures to reduce the risk.  
Suitable ear defenders must be provided and worn.

Ear protection zones must be demarcated and BS5378 signs displayed.  
Equipment must be maintained.

## **LONE WORKING**

### **1.0 PURPOSE**

To define the procedures employed by PipeWeld International Ltd for lone working.

### **2.0 APPLICATION**

Applies to all activities where lone working is possible.

In certain circumstances, lone working is not permissible and the worker must be physically supervised e.g. young persons, persons undergoing training, confined space activities, diving operations, handling hazardous substances (refer to COSHH) and certain construction activities.

### **3.0 HAZARDS**

- Violence (Physical or verbal).
- Accidents.
- Illness.
- Manual handling.
- Conditions of the workplace, including Illumination.
- Handling of plant, substances and goods.
- Remoteness and isolation

### **4.0 MONITORING AND CONTROL**

**The Line Manager is responsible for ensuring that:-**

- lone workers understand the potential of additional risks with this activity and are briefed on the contents of this procedure.
- lone workers are trained in the tasks they are asked to carry out.
- all lone workers are equipped with:

1. a mobile phone to ensure that adequate communication is available at all times.
  2. a First Aid kit.
  3. adequate illumination to ensure the physical terrain can be assessed.
  4. appropriate PPE (e.g. Florescent jacket, safety footwear, hardhat, gloves, overalls)
- lone workers, particularly those working in remote sites and locations, should be instructed to keep in regular contact with their manager. Also, where there is a situation of uncertainty for any aspect of work or whether the required activity can be undertaken in a safe manner.
  - when working in remote locations, consideration is given to ease of access/egress by the lone worker or, if necessary, the emergency services.
  - all plant, substances and goods involved in the work can be safely handled by one person. Consideration must be given on whether the work will involve lifting objects too large or heavy for one person, or whether more than one person is needed.
  - lone workers are instructed to:
    1. avoid an area where they feel unsafe and to withdraw immediately if they sense danger, whether that is from site conditions or violence (physical or verbal). That is, lone workers should be mindful of their own safety and avoid unsafe and confrontational situations. If they arise, employees should not become involved but withdraw and consult with their line manager.
    2. park in well lit locations and to hide all valuables out of sight (tools, equipment, laptops, personal belongings etc.).
    3. lock all doors to their vehicle and set alarm (if fitted) when unattended.
    4. consider keeping vehicle doors locked when travelling between jobs in high risk areas.
    5. not attempt to challenge or stop a theft in progress by tackling the thieves. In such circumstances contact the police at the earliest opportunity. Then inform the line manager.
  - all incidents, including instances of violence are reported (and to the police, where appropriate).

## **Work Equipment**

### **1.0 PURPOSE**

To define the procedures employed by PipeWeld International Ltd when using work equipment.

## 2.0 APPLICATION

Applies to all areas where work equipment is used.

This procedure is applicable to all PipeWeld International Ltd work equipment that an employee or sub-contractor would be expected to either use, supervise the use or maintenance of, or manage the procurement of.

- 2.1** Work equipment means both fixed and portable work equipment including mechanical plant, and office equipment, machinery and machine guarding.
- 2.2** The scope of 'work equipment' is extremely wide and covers almost any equipment used at work. Whilst not exhaustive, the following may be captured by this procedure taking into account physical conditions at the time of use:

“Tool box tools” such as hammers, chisels, and any machines such as drilling machines, excavators, dumper trucks and lifting equipment e.g. cranes, and other types of equipment such as chain saws, abrasive wheels, ladders etc. All office based work equipment such as photocopiers and computers.

## 3.0 MONITORING AND CONTROL

**The Site Manager is responsible for ensuring that:**

- risk assessments must be completed and identify any risks from work equipment for all operational activities. They should take into account the working conditions and the risks to the health & safety of all persons, which exist in the premises or activity in which the work equipment is being used. Any additional risk posed by the use of the work equipment must also be identified.
- where work equipment is exposed to conditions causing deterioration, which is liable to result in a dangerous situation, e.g. chain saws, abrasive wheels, it must be inspected at suitable intervals. Also, where the safety of work equipment depends on the installation conditions, it must be inspected after assembly and before being put into service to ensure it has been installed correctly and is safe to operate.

## 3.0 MONITORING AND CONTROL (continued)

**The Site Manager is responsible for ensuring that:**

- all inspections of work equipment should be recorded and kept until the next inspection. A competent person must only carry out these inspections and any identified subsequent repairs.

Records of inspections do not have to be kept in a particular format. There are no legal requirements stating what they need to contain, however they should normally include information on:

- a) Type and model of equipment
- b) Identification marks or numbers
- c) Normal location
- d) Date inspection completed
- e) Who completed inspection
- f) Faults identified and actions taken
- g) Who faults were reported to
- h) Date when repairs or other identified actions completed.

- a maintenance programme for work equipment must be established and carried out as per the work equipments manufacturers or supplier's maintenance instructions and recommendations.

Maintenance procedures depend on the type of work equipment, the frequency and conditions of use. Additional information may be available if required from the equipment manufacturer or supplier.

Maintenance programmes must include:

- Cleaning
- Examination
- Replacement
- Repair
- Testing

The extent of maintenance will depend upon the type of work equipment e.g. simple checks of hand tools to an integrated programme for complex plant. Persons undertaking maintenance work must be competent to do so having received adequate information, instruction and training.

- mobile mechanical work equipment e.g. crane, excavator, dumper truck etc. must only be used by a competent person.

### **3.0 MONITORING AND CONTROL (continued)**

**The Site Manager is responsible for ensuring that:**

- Operators of any type of work equipment must be provided with information applicable to the following:
  - Risks associated with any work equipment
  - The requirement of identifying and reporting hazards associated to work equipment

- Health & safety information.

The Information must be in a written or verbally recorded format. Manufacturers and suppliers' instruction sheets or manuals, warning labels and training manuals should also be used where possible.

- the operator has received appropriate training and is competent in the use of the work equipment.
- the operator is provided with the appropriate protective clothing and ensures that it is being used. Sub-contractors to provide their own PPE.
- any operator does not exceed the maximum period for usage of any vibratory equipment. (ref. Hand Arm Vibration guide).
- access to dangerous parts of machinery is prevented by using the following ascending hierarchy of measures:
  - a) Fixed enclosing guards
  - b) Other guards or protection devices
  - c) Protection appliances (jigs, holders, push sticks etc.)
  - d) Provision of information, instruction, training & supervision.

## **WASTE MANAGEMENT**

### **1.0 PURPOSE**

To define the procedures employed by PipeWeld International Ltd when managing waste on sites.

### **2.0 APPLICATION**

Applies to all PipeWeld International Ltd sites where waste is produced.

### **3.0 MONITORING AND CONTROL**

Waste disposal can be split into the following categories: waste handling and storage, waste disposal and documentation.

The Site Manager is responsible for ensuring that:-

#### **Waste handling and storage**

- Any waste that is produced should be considered for reuse or recycling first.
- Any waste is stored securely to prevent its escape i.e. from theft, leakage, vandalism, scavenging by animals or strong winds.
- When waste is produced, wherever possible, it is segregated at the place of production e.g. scrap metal from excavated material.
- Each type of waste is identified and decide whether it is general or hazardous waste.
- Whilst storing bulk materials on site, store away from drains and watercourses. Stockpiles may be required to be sheeted to prevent dust pollution.

#### **Waste Disposal**

- Only authorised waste carriers are used for the disposal of waste. The Waste Carriers Licence details are available from the procurement team.

#### **Documentation**

- Disposal of all waste is accompanied by properly completed documentation e.g. transfer or consignment notes.
- The correct description and waste classification code number are used for all types of waste.

#### **4.0 RECORDS**

PipeWeld International Ltd must retain Special Waste Consignment Notes for 3 years and Controlled Waste Transfer Notes for 2 years.

#### **Notes:**

#### **Guide to Waste Management and Recycling**

**The company has a legal responsibility (“Duty of Care”) to handle, collect, store and dispose of waste correctly.**

**Waste is any substance or object, which the producer or the person in possession of it, discards, intends to discard or is required to discard. For example, excavation material, scrap metal, cardboard and batteries.**

**We are all producers of waste in the jobs that we carry out. We need to try and reduce the amount of waste we produce by using resources efficiently and re-using items wherever possible. All remaining waste must be recycled or disposed of properly via an authorised waste carrier or holder of a waste management license.**