

Health & Safety

Site Administration Journal

Project:

PGR Innovations Limited

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Project Directory	
	Site address: <i>Enter details here</i>
Description of Project:	
Project Start Date:	Project Completion Date:
Name of Project Manager:	Tel No:
Name of Site Manager / Foreman:	Mobile Tel No:
Name of Company H&S Advisor:	Tel No:
MECsafe Limited Unit 5 Delta Court Sky Business park Robin Hood Airport Doncaster. DN9 3GB.	North: 01302 775900 South: 020 8746153

Project Health & Safety Issues Record Diary

Day	Date	Name	Comments	Initial
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				
Sun				

Day	Date	Name	Comments	Initial
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				
Sun				

Day	Date	Name	Comments	Initial
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				
Sun				

Company Health & Safety Induction

- Operatives are to be made aware of the relevant sections of the Company Policy for Health & Safety, additionally refer to the operatives duties on the Health & Safety Law poster on the notice board.
- The Site Manager / Foreman have the authority of Company Health & Safety Officer, always act on his instructions, if in doubt ask.
- Ensure you know what to do and where to go in an emergency or for first aid treatment, a copy of the emergency procedure and names of "First Aiders" are on the notice board.
- Welfare provisions are there for your convenience, treat them with respect.
- Before you start work ensure that you have been made aware of any risks or hazards that may affect you, these are normally highlighted in the work safety method statements & risk assessments, ensure you have read and understood these, when using hazardous substances ensure you follow the safety instructions.
- Safety helmets, safety footwear & [when applicable high visibility clothing] must be worn at all times on site, unless instructed otherwise by your supervisor.
- Other PPE such as ear and eye protection and fall arrest equipment must be worn as detailed by your work safety method statement & risk assessments.
- Only use designated pedestrian routes to your work place, do not take short cuts and observe all health and safety notices, signs and barriers.
- When carrying out your work, ensure your not endangering other workers or passers by.
- Use the correct tools and equipment for the job, do not improvise with make shift tools.
- Ensure plant and equipment that you are using is in good condition and where applicable has the appropriate test certification, if in doubt see your Supervisor.
- Do not use other contractor's plant, tools and equipment unless you have been given permission by your Supervisor, if in doubt ask first.
- Do not lift heavy or awkward objects or materials on your own, ask for assistance or see your Supervisor who may need to carry out a manual handling assessment.
- Use only 110 volt power tools, lighting and cables, do not use 240 volt equipment in a construction site environment. All electrical works to be carried out by electricians only.
- Should you encounter/disturb any suspected Asbestos Containing Materials that have not already been identified in the Site Asbestos Survey, you should stop work immediately and contact the Site Supervisor.
- Do not work in poor lighting conditions, if you work area is dark you may require task lighting, if in doubt see your Supervisor.
- If your work involves "hot work" you may require a permit before starting work, ensure that you take all the required safety precautions when carrying out hot works.
- In some areas of the work site smoking may only be allowed in designated areas, usually during the finishing stages of the project, ensure no smoking zones are adhered too.
- When working at height ensure that you have proper access equipment with appropriate guards fitted, do not alter or modify scaffolding unless you have been properly trained.
- Do not erect or dismantle mobile scaffold towers unless you have been trained, always ensure the manufacturer's assembly instructions are available with the tower.
- A work permit is required from the Site Manager before using stepladders or ladders for work at height, ensure ladders that are used are tied and / or footed during use, do not stand above the top two steps of a stepladder, only use ladders and stepladders for very light work and for no longer than 20 minute periods, always ensure that you have three points of contact on the equipment.
- Keep your work area tidy and clean up debris on a regular basis, a tidy site is a safe site.
- Report all accidents immediately to your Supervisor, if you have an accident you must complete an accident form and the accident book form.
- Drugs & Alcohol, if under the influence of any of these, stay at home, you will not be allowed on site.

Statutory Inspection Reports

Statutory inspection reports are required to be made and recorded as defined within the Construction [Design and Management] Regulations 2007 / Work at Height Regulations 2005 / Lifting Operations & Lifting Equipment Regulations 1998. A guide to the timing and frequency of inspections is listed below.

Timing and frequency of Statutory Inspections			
Place of work or equipment requiring an inspection	Scaffold	Excavation	Lifting appliance or Hoist
1. Before being taken into use for the first time	YES	YES	YES
2. At least every 7 days	YES	YES	YES
3. Before the start of each shift	NO	YES [REFER TO NOTES BELOW]	YES [NOT RECORDED]
4. After modification or alteration, addition or part dismantling	YES	N/A	YES
5. After any fall of earth, sand, rock or other material	N/A	YES	N/A
6. After inclement weather or any event likely to effect its strength or stability	YES	YES	YES

Statutory Inspections Guidance Notes:

Scaffolding

The recording of an inspection is required to take place following its construction, and then at least every 7 days, or following any of the circumstances as mentioned in box No 4 & box No 6 but not more than one report is required for any 24 hour period. No report is required for a mobile tower that remains in the same place for less than 7 days.

Excavations

The inspections and reports apply to all excavations that require support to prevent the collapse of the excavation or a fall of material from its sides. Although excavations require to be inspected at the beginning of each shift, only one written report is required every 7 days, unless there has been a collapse or accidental fall of materials into the excavation.

Lifting Appliances and Hoists

Although lifting appliances and hoists require inspection before use and / or at the start of each shift, only one written report is required every 7 days. All lifting appliances and hoists are required be accompanied with a current test & thorough examination certificate. Following installation, additions or relocation a hoist must be commissioned, thoroughly examined and tested [usually carried out by the hoist hire company]

Statutory Inspection Report

**Construction [Design and Management] Regulations 2007
Work at Height Regulations 2005
Lifting Operations & Lifting Equipment Regulations 1998**

Inspection of Scaffold / Excavation / Lifting Appliance - Hoist Location / Section / Description - Serial No – SWL of structure or item inspected:-	
Details of any unsafe conditions:	Details of remedial action taken:
Details of further action considered necessary:	Name of person making the report:
Signature:	Date:
Inspection of Scaffold / Excavation / Lifting Appliance - Hoist Location / Section / Description - Serial No – SWL of structure or item inspected:-	
Details of any unsafe conditions:	Details of remedial action taken:
Details of further action considered necessary:	Name of person making the report:
Signature:	Date:
Inspection of Scaffold / Excavation / Lifting Appliance - Hoist Location / Section / Description - Serial No – SWL of structure or item inspected:-	
Details of any unsafe conditions:	Details of remedial action taken:
Details of further action considered necessary:	Name of person making the report:
Signature:	Date:

E. WITNESS STATEMENT

NAME
[PRINT].....OCCUPATION.....

NAME OF
EMPLOYER.....Tel:.....
HOME
ADDRESS.....
.....Tel:.....

STATEMENT
DETAILS.....

DATE.....SIGNATURE.....

F. SUPERVISORS STATEMENT

NAME.....

STATEMENT DETAILS
.....
.....
.....
.....
.....
.....

G. CORRECTIVE ACTION TAKEN TO PREVENT A RECURRENCE [MUST BE COMPLETED BY SUPERVISOR]

DETAILS.....
.....
.....
.....
.....
.....
.....
.....

H. TO BE COMPLETED BY THE SAFETY ADMINISTRATOR

TYPE OF INCIDENT - UNDER 3 DAYS OVER 3 DAYS MAJOR

DATE F2508 SENT TO HSE /
LA.....

DATE DETAILS ENTERED IN
BI510.....

NAME.....SIGNATURE.....DATE.....

Health & Safety Specification for Subcontractors

[tear out individual sheet and give to subcontractor Site Supervisor]

Introduction: The following health & safety information has been prepared to assist subcontractors engaged by the company to carry out their work safely. Subcontractors engaged by the Company must ensure that all site rules and procedures are brought to the attention of all their employees, including subcontractors and/or labour only subcontractors. Any omissions in this guidance document shall not relieve the sub-subcontractor, or his employees of their own obligations to comply with the requirements of the Health & Safety at Work Act 1974, the Construction (Design & Management) Regulations 2007 and all other relevant statutory Health & Safety legislation relating to their work. Any breaches or disregard to the Company's Health & Safety guidance information, site rules or any established safety procedures by the subcontractor or their employees may result in suspension, removal from site or termination of the contract.

General Requirements: Subcontractors must ensure that only those employees or sub-subcontractors having received a safety induction be permitted to enter the site. Subcontractors must ensure that all operatives are properly trained, competent and adequately supervised. Carry out their operations in a safe manner without risks to themselves or any other third party. Make adequate arrangements for monitoring the Health & Safety aspects of their activities during the progress of work on site. Comply with any instruction given by the Company or the client's appointed Safety Advisors.

Competence: The subcontractor must ensure that all their employees (including labour only operatives) are competent to carry out their work and where necessary, are adequately trained. The subcontractor will submit the name of the competent person appointed as Site Supervisor who will be in charge of the work and responsible for general supervision of the work force and health & safety matters. Site Supervisors must have received formal supervisory health & safety training.

Sub-letting: No subcontractor must sub-let any part of their work without permission of the Company. All subcontractors engaged by the subcontractor must attend a site induction and be informed of the established site rules, emergency procedures, the Health & Safety Plan and this health & safety specification document.

Safety Method Statements & Risk Assessments: Prior to commencement of work on site the Site Supervisor must ensure that all operatives have been briefed on the content of the work safety method statement and accompanying risk assessments, following any briefings all operatives must sign the safety method statement acknowledgement sheet.

Hazardous Substances: Before any hazardous substances or materials (solvents, paints, fungicides, additives, adhesives etc.) are brought onto site, which are classified under the Control of Substances Hazardous to Health Regulations, the Site Supervisor will ensure a written risk assessment is available specifying safe working procedures.

Health & Safety File: The subcontractor must provide the Company with health and safety information relative to his work as required by the Planning Supervisor appointed for the project.

Welfare: Where shared welfare facilities are provided, the subcontractor must ensure that any such facilities are respected and kept tidy at all times. Where welfare facilities are not provided by the Company, then the subcontractor must provide his own facilities to comply with the Construction (Design & Management) Regulations 2007.

First Aid: The subcontractor shall provide a First Aider and / or "appointed" person.

Fire: The subcontractor must strictly conform and abide with all the fire safety procedures and emergency arrangements on site.

Personnel Protective Equipment: The subcontractor is required to ensure the provision and use of protective clothing and equipment to all his employees on site. Any employees of the subcontractor who fails to co-operate and persistently refuses to wear protective equipment will be dismissed from site.

Environmental: Light -The subcontractor is to ensure suitable and sufficient task lighting is provided to ensure the health and safety of his employees. Noise - The subcontractor must ensure that any plant or equipment brought onto site is chosen to reduce the risk of hearing damage and that noise exposures are reduced to the lowest practicable level. Waste - The subcontractor must provide adequate precautions to avoid pollution into the ground, water courses or discharges into the atmosphere. The subcontractor must ensure that all waste is regularly collected and deposited at the site waste collection area.

Safe Systems of Work: Abrasive Wheels -The subcontractor must ensure only those operatives who have been properly trained should mount abrasive wheels and cutting discs. Appointed person's name must be entered into the site journal. Asbestos - Should asbestos lagging, insulation coating or boarding be discovered during working on site, the site management must be immediately informed. Electricity - The subcontractor must ensure that any isolation, installation, maintenance or repair of electrical equipment be carried out and supervised only by trained and competent, qualified electricians. Power Tools - All powered tools and equipment must be in good working order and adequately maintained. The subcontractor must ensure that only trained and competent persons are authorised to operate cartridge-operated equipment. Portable electrical tools supplied by the subcontractor must be 110V double-insulated or all insulated. Any transformer, generators, extension leads, plugs and sockets brought onto site must be suitable for the intended use, and well maintained. Working at Heights - subcontractors must ensure that only trained and experienced operatives, who know the hazards and how to avoid them, are permitted to work at heights. In circumstances where it is not practicable to provide safe working platforms or edge protection when working at a height, the subcontractor must supply his employees with full safety harnesses with fall arresters securely attached to a suitable anchorage point. Scaffolding - Scaffolding must only be erected and modified by trained persons and statutory inspected to comply with the Construction (Design & Management) Regulations 2007. Records must be made for inspection at all times and logged in the site journal. The subcontractor must immediately notify the Company of any scaffold equipment found to be damaged or faulty. No scaffolding provided by the Company must be altered or interfered with in any way. Subcontractors must observe at all times, displayed safety warning notices of incomplete scaffold systems. Where "Scaff Tag" systems are introduced, they must be strictly adhered to. Tower Scaffold - subcontractors must ensure that all tower scaffolds are erected strictly in accordance with the manufacturer's instructions. House Keeping - subcontractors must carry out their work in a clean and orderly manner and every effort must be made to prevent the accumulation of rubbish. Where it is reasonable to do so, work areas should be cleared of rubbish at the end of the shift. Plant, Machinery and Equipment - The subcontractor must ensure that all plant, machinery and equipment brought onto site conforms with the Provision & Use of Work Equipment Regulation 1992, the Electricity at Work Regulations 1989 and only used and maintained by competent operators. Guards and safety devices must never be interfered with or removed. No subcontractor is permitted to use any of the Company's plant, equipment or tools without obtaining permission from the management. Where consent is granted, the subcontractor must be held totally responsible for any injury, loss or damage arising. Prior to operating any mobile plant, including lift trucks, mobile elevated work platforms, hoists etc., the subcontractor must ensure training certificates are provided for their operatives. Materials Delivery & Storage - All materials deliveries and storage requirements must be arranged in conjunction with the Site Management. The storage of materials on the immediate work site must only be carried out under the directions of the Site Supervisor, out of hours materials deliveries must be pre-arranged with the Site Management.