

A Guide to

Health, Safety & Environment





A Message From HML

Safety is an integral part of any activity, but not everyone takes the responsibility of accident prevention seriously.

This unfortunate attitude is one of the major contributory causes of accidents within the construction industry. We at HML take safety seriously and are committed to safe working and sustaining a clean environment for all concerned. This booklet has been prepared with the objective of helping you as an reader to play your part in keeping your workplace safe. This guide is only intended as guidance and does not replace any requirements of company specific policies or procedures.

Health, safety, and the
environment are concerns for all.
If in doubt, ask. Do not tolerate
unsafe situations or practices.
Together, we ensure a secure
workplace.



Leo O'Neill

Founder & Chairman of the board



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Site Notice Board

The Site Notice Board plays a crucial role in promoting Health, Safety, and Environment (HSE) awareness by providing relevant information and updates related to site-specific HSE matters.





Employees General Responsibilities:

In matters concerning Health, Safety and the Environment (HSE), it is incumbent upon you to fulfill the following responsibilities:

- Familiarize yourself with and adhere to company policies and procedures.
- Conduct your work in strict accordance with risk assessment, method statements, and permits.
- Take utmost care to prevent any harm to yourself or others due to your actions.
- Actively participate in maintaining a safe working environment and preserving natural resources.
- Never engage in hazardous operations or operate any equipment without proper training and authorization.
- Develop a concern for health, safety and environmental issues both for yourself and others, particularly new employees or young persons.
- Keep your workplace safe and leave it in a safe and secure state when unattended.
- Report all incidents however minor, which has or could result in personal injury or environmental damage - this includes any industrial diseases.
- If an injury is reported, ensure details are entered on the accident form.
- Do not tolerate or walk past unsafe situations.
- Set a good personal example.
- Suggest ways of eliminating hazards.
- Report all near miss incidents.
- Report any defects in equipment.
- Avoid unsafe improvisation.
- Use the correct tool for the job.
- Keep tools in good condition.





General Hazards in Construction

Health Hazards

CAUSE

High Noise Levels
Substances and Dust
Vibration Tools
Sewage
Manual Handling
Weather Conditions
Asbestos
Working at heights
Electrical hazards
Machinery and equipment operation
Confined spaces
Chemical exposure
Hazardous materials handling
Falling objects
Poor ergonomics and repetitive tasks
Radon exposure

EFFECT

Noise Induced Hearing Loss, Tinnitus, Stress-related health issues.
Skin problems, Respiratory disorders (e.g., Silicosis), Allergic reactions.
Hand-Arm Vibration Syndrome (HAVS), Circulatory Disorders.
Risks of contracting waterborne diseases (e.g., Weil's Disease, Hepatitis, E. Coli).
Musculoskeletal problems, Back injuries, Strains and sprains.
Dehydration, Heatstroke, Cold-related illnesses.
Lung damage, Mesothelioma, Asbestosis, Increased risk of lung cancer.
Fall-related injuries, Fractures, Traumatic injuries.
Electric shock, Burns, Cardiac disturbances.
Crush injuries, Amputations, Severed limbs.
Lack of oxygen, Toxic gas exposure, Suffocation risks.
Chemical burns, Dermatitis, Respiratory problems.
Poisoning, Burns, Contamination risks.
Head injuries, Fractures, Traumatic brain injuries.
Musculoskeletal disorders (e.g., Repetitive Strain Injury), Fatigue.
Increased risk of lung cancer.

Safety Hazards

CAUSE

Moving Plant
Fire
Electricity
Confined Spaces
Water Ingress
Manual Handling
Mechanical Plant
Particles, Splashes
Excavations
Falls from Height
Chemical Exposure
Poor Housekeeping
Lack of Safety Training
Inadequate Signage and Warning Systems
Unsafe Work Practices

EFFECT

Impact, Crushing, Entrapment
Smoke, Heat, Toxic Gas, Poor Visibility, Asphyxiation
Burns, Electrocutation, Fire related injuries
Oxygen Deficiency, Toxic Gases, Explosion, Fire, Hostile Environment
Drowning, Ingestion of Water
Muscle Strains, Sprains, Back Injuries due to Manual Handling
Trapping, Crushing, Lacerations, Amputation, Impact Injuries
Eye Injuries, Loss of Sight
Collapse, Crushing Asphyxiation, Electrocutation in Confined Spaces
Impact Injuries from Falls or Falling Objects
Respiratory problems, Burns, Skin Irritation from Chemical Exposure
Slips, Trips, Falls due to Poor Housekeeping
Injuries due to Lack of Safety Training and Awareness
Accidents, Injuries, and Fatalities caused by Inadequate Signage and Warning Systems
Increased risk of accidents and injuries due to Unsafe Work Practices

Environmental Hazards

CAUSE

Spillages
Noise and Dust
Site Lighting
Vibration
Waste
Excavation

EFFECT

Contamination of the Ground or Water Course
Aquatic Life Damaged or Killed
Annoyance to Local Residents
Intrusion of Privacy
Annoyance or Structural Damage
Pollution of the Ground, Air, Water Course, Spread Contamination, Vermin
Damaged Tree Roots, Damage to Archaeology or Ecology



General Arrangements

On most projects the following arrangements are common. Specific information will be provided during your initial induction and subsequent information will be relayed through method statements and tool box talks.

Documentation

- S, H & E policy
- S, H & E procedures training details
- The S, H & E contract management plan
- Risk assessment
- Method statements
- Site rules and systems of work
- Authorizations, maintenance schemes
- Maintenance schemes
- Incident and accident reporting procedures
- Inspection and audit records

Organization

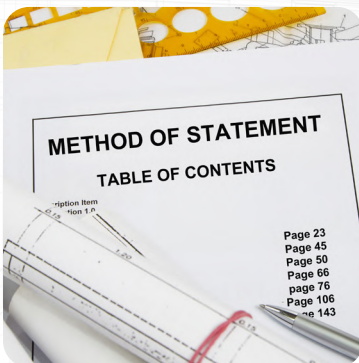
- Detailed line supervision
- Details of line manager
- Client information
- Engineer information
- Contractor information
- Arrangements for defect reporting
- Communication channels and reporting structure

Emergency Planning

- Emergency procedures
- Evacuation procedures
- Fire and assembly points
- Details of first aiders
- Contact information for emergency services
- Emergency contact numbers for management personnel

Site Arrangements

- Parking arrangements
- Traffic/pedestrian routes
- Changing facilities
- Toilets/washrooms
- Eating areas
- First aid points and facilities
- Site layout plan
- Information on no go areas and restricted zones
- Smoking policy and designated smoking areas
- Substance abuse policy and reporting procedures
- Reporting procedures for near misses and unsafe conditions
- Notice boards for important
- Announcements and safety information
- Personal protective equipment (ppe) issue and requirements
- Housekeeping guidelines and expectations
- Emergency contact numbers and procedures





Welfare Arrangements: Promoting Health and Hygiene Standards

Welfare facilities serve as the fundamental basis for maintaining good hygiene standards. When combined, they have a significant impact in reducing potential health hazards such as skin conditions, ingestion of toxic substances, and exposure to biological agents.

Welfare facilities provided will generally include:

- Changing areas
- Toilets
- Drinking water
- Mess facilities
- Defined smoking areas
- Shower facilities
- Rest areas
- Access to hot and cold running water

We expect you to:

- Utilize the provided welfare facilities.
- Respect the facilities and treat them with care.
- Promptly report any issues or problems with the facilities.
- Take pride in maintaining cleanliness within the facilities.
- Contribute to keeping the welfare facilities clean.

By adhering to these expectations, we can achieve:

- Improved hygiene standards.
- Reduced risk of infections.
- Enhanced overall health standards.
- Increased well-being and satisfaction.
- Minimized potential for transmitting adverse health effects.



It is important to recognize that even the smallest cut, splinter, or abrasion can easily become infected. Please do not overlook them; instead, seek immediate assistance from a first aider to ensure proper care and prevent complications.



Work Equipment

Personal Protective Equipment is provided to ensure your continued safety and health. The PPE issue points will be established on-site. If there is no CE mark, the item is not protective equipment. The CE mark is a certification mark that indicates conformity with health, safety, and environmental protection standards for products sold within the European Economic Area (EEA). It is a declaration by the manufacturer that the product meets all the appropriate provisions of the relevant legislation implementing certain European Directives.

The equipment is of no use if not worn correctly. Take care of the equipment and report defects immediately.

General Requirements

- Protective footwear and helmets are mandatory.
 - Helmets should be checked for the date inside to ensure they are within the recommended usage period.
 - Contractors affiliated with HML are expected to wear equipment that meets equivalent safety standards.
 - High-visibility clothing must be worn in designated areas
- The specific requirements for PPE will be identified through risk assessments.

PPE Site Arrangements

Depending on the task, the following PPE may be issued:

- High Visibility Clothing
- Hearing Protection
- Eye Protection
- Hand Protection
- Escape Equipment

Please note that the above list is not exhaustive.

Certain specialized tasks may require additional PPE, such as:

- Breathing apparatus
- Safety harnesses
- Fire retardant clothing.



It is crucial to adhere to the specific PPE requirements outlined for each task to ensure optimal safety. Your cooperation in wearing and maintaining PPE is vital for the protection of yourself and those around you.



Work Equipment

Work Equipment covers everything from a spanner to a large installation such as a batching plant. Most equipment will require formal inspection to ensure it is fit for use, e.g. color coding, scafftag, maintenance checklist etc. There are certain restrictions with some work equipment as regards Young Persons (under the age of 18).

Work Equipment

- Must be fit for use.
- Must be properly guarded.
- Must be operated correctly.
- Must have authorized operators.
- Must be adequately maintained.
- Defects must be reported promptly.
- Should not be used beyond its specified limits.
- Should be visually checked before each shift.



Environmental Considerations

- Avoid spillages that can cause pollution.
- Prevent damage to pipes and hoses.
- Consider vehicle emissions and their impact.
- Be mindful of dust levels and implement control measures.
- Consider noise levels and take measures to minimize them.
- Consider vibration levels and implement measures to reduce exposure.
- Be aware of traffic movements and ensure safe coordination.
- Ensure adequate lighting for visibility and safety.

Operators must:

- Be competent in operating the equipment.
- Be formally authorized where applicable.
- Be aware of the hazards associated with the equipment.
- Observe speed limits and safe operating practices.
- Report any defects immediately.
- Maintain a responsible attitude at all times.
- Follow the prescribed maintenance schemes.
- Consider the immediate environment, including ground conditions, excavations, overhead lines, etc.

Mobile Equipment

- Must be suitable for carrying persons safely.
- Must be roadworthy and compliant with applicable regulations.
- Should be equipped with warning devices as necessary.
- Adequate lighting should be provided for safe operation.
- Equipment should be isolated when not in use to prevent unauthorized access.



Hand Tools

The operation of hand tools requires competence and authorization. Please find below the key requirements and hazard information:

Hazards in Use

- Power Source
- Noise/Vibration
- Flying Particles
- Dust
- Incorrect Use
- Exposure to Hazardous Substances
- Fire Hazards
- Potential Misuse or Abuse.

Documentation

- Risk Assessment
- Safe System of Work
- Authorization for Tool Use
- Relevant Training Records (if applicable)
- Permits for Specific Tasks
- Operating Instructions and Manuals.

Safety Equipment

- Respirators (if required)
- Ear Defenders
- Goggles or Safety Glasses
- Protective Gloves
- Whip Checks for Compressed Air Tools
- Clear Safety Markings
- Hazard Signs and Labels.

Controls Maintenance

- Proper Training
- Authorization for Tool Use
- Competence Assessment
- Clear Tool Issuance Details
- Ongoing Monitoring
- Permits for Specific Tasks
- Personal Protective Equipment (PPE)
- Adequate Ventilation
- Prompt Reporting of Defects.



Note: Cartridge tools and cartridges must be promptly returned to the designated storage area immediately after use. By demonstrating competence, obtaining authorization, adhering to safety controls and maintenance procedures, utilizing appropriate safety equipment, and following documentation guidelines, we can ensure the safe operation of hand tools.



Scaffold and Ladders

Ladders are intended to be used as a means of getting to a workplace. They should only be used at a workplace for short term work after risk assessment, and they are only suitable for light work.

Scaffold / Towers

- Must be properly boarded.
- At least 600mm wide.
- Double guard rails and toe boards / brick guards.
- Do not throw materials down a scaffold/ tower.
- Never jump from or climb a scaffold tower.
- Use the access provided.
- Do not overload or stack materials in such a way that they could fall over and injure people below.
- Look out for warning notices or scaffold information.
- Must only be erected, dismantled altered and used in accordance with the manufacturer's instruction by trained and competent persons.
- The ground should be firm and level.
- Never move a tower with people on it.
- Always lock off wheels.

Trestles / Bandstands and Hop Ups

- Must not be used above 1.2 meters and where protection against falls cannot be provided.
- Hop Ups must be purposely made and not improvised.

Ladders

- Make sure work can be reached without stretching.
- Fix the ladder to prevent slipping.
- Always maintain three points of contact with the ladder.
- Any ladder must be securely lashed or footed.
- The ladder must rise at least 4 rungs above the landing place.
- The angle should be approximately 75°, e.g. 1 meter out for every 4 meters up.
- If using stepladders, do not use the top step as a working platform.



Report any defective or incomplete access equipment and ensure it is not used.





Excavations

Risk Assessments should be carried out for proposed excavations and appropriate precautions taken.

Hazards

- Unstable ground
- Water ingress
- Hostile environment
- Poor access
- Adjacent structures
- Mobile plant movements
- Adverse weather conditions
- Overloading
- Buried Services
- Overhead Services

Buried Services

- Locate and mark the buried services
- Follow the correct procedures
- Check whether a permit is required

Excavations

- If people are at work in excavations, the sides must be battered back to a safe angle or 'suitably' supported. Persons should not enter unsupported excavations during the installation of shoring. Adequate edge protection must be provided for all excavations and this should be a rigid barrier.
- Do not overload the side of an excavation (soil heaps and materials should be kept at least one meter from the edge).
- Make sure the excavation can withstand loading from vehicles or plant working nearby.
- Install vehicle stop blocks where required.
- Make sure there is good access and egress.
- Make sure that the excavation does not undermine nearby buildings or walls.

Shoring Materials

- There should be an adequate supply of shoring material on site.
- Shoring materials should be used as early as possible in the course of the work.
- All timbering or other support should be sound and in good repair.
- Where possible, install from the top.

Competent Person

- Should direct the fitting and removal of excavation support
- Work should be carried out by competent persons
- All inspections should be carried out by a competent person

Records

- Shall be kept and maintained
- Inspection shall be carried out every seven days or after adverse weather conditions or unplanned incident, partial collapse
- Permit to excavate needed



Electricity

Electricity can be extremely dangerous and all appliances, tools, switches, plugs, sockets, and cables need to be treated with respect.

Electricity

- All electrical installations must be designed, installed, commissioned and maintained by a competent person.
- Unauthorized changes to any installations must never take place.
- All sites will appoint an electrical duty holder, who is responsible for ensuring the safety, compliance, and maintenance of electrical systems within a specific setting, in accordance with relevant regulations and standards.
- Only a competent person is allowed to restore the supply after emergency isolation.
- All installations must be examined and tested by a competent person in accordance with the relevant standard and suitable records kept.
- Temporary lighting, electrical tools and equipment should ideally be operated at 110 volts unless authorized by HML.

Best Practice

- Always follow the procedure for buried services and overhead lines.
- Always leave repair etc. to the electrician.
- Report all defects.
- Visually inspect all appliances.
- Do not allow leads to become a trip risk.
- Position supplies out of harms way.
- Use cordless tools where possible.
- Never lift tools by the lead.
- Never make unauthorized alterations to the tools.

Overhead Power Lines

Some of the most common causes for contact are:

- Handling scaffold tubes.
- Handling long metal roof sheets.
- Handling ladders.
- Operating mobile plant.
- Raising tipper trucks.
- Mobile elevated work platforms.

Never work below power lines unless briefed and authorized.



Fire Safety

A fire requires three elements - oxygen, heat, and fuel - to start and sustain combustion, known as the FIRE TRIANGLE. The following information outlines hazards, prevention measures, firefighting considerations, fire action steps, and best practices.

Hazards

- Heat
- Toxic gases
- Reduced visibility
- Flammable gases
- Lack of orientation
- Structural collapse

Ignition Sources

- Electricity
- Smoking
- Naked Flames
- Combustion
- Hot work
- Static electricity
- Friction

Fire Action

- Promptly raise the alarm
- Inform others about the fire
- Familiarize yourself with the fire procedure
- Avoid delaying evacuation
- Do not attempt to return to the affected area
- Avoid unnecessary heroics and prioritize personal safety

Best Practice

- Familiarize yourself with the site's fire plan and rules
- Keep flammable gases or liquids away from heat sources
- Maintain tidy charging areas and cabins
- Avoid placing clothing over heaters
- Know the site evacuation procedures
- Actively participate in fire drills and exercises
- Report any defects or safety concerns promptly
- Strictly adhere to fire safety signs and instructions

Prevention

- Regular electrical maintenance
- Good housekeeping practices
- Proper storage of flammable containers
- Adequate security measures
- Designated no-smoking/naked flame areas
- Selection of appropriate plant and equipment
- Permits for hot work activities
- Use of fire-retardant coverings

Fire Fighting Considerations

- Adequate placement of fire points
- Availability of appropriate fire extinguishers
- Fire blankets
- Appointment and training of fire wardens
- Regular maintenance of fire-fighting equipment



Liquefied Petroleum Gas (LPG)

LPG is traditionally used for heating, cooking, fabrication etc. In general, it is clean, transportable, and safe but accidents still happen so stringent precautions are needed.

Storage

- Must be stored and used in the upright position.
- Cylinders should be fixed OUTSIDE huts, offices etc., and piped through the wall.
- LPG should be stored in well-ventilated areas and out of direct sunlight.
- Appropriate firefighting equipment should be available.
- Storage areas should be secure.

Usage

- Where applicable permits may be required.
- Always ensure that the correct fixtures and fittings are fitted to cylinders, hoses and ancillary equipment.
- It is essential that the correct regulator is fitted.
- Good ventilation is vitally important.
- Be aware of any relevant standards for fitting.
- Only competent persons shall use and operate LPG or associated equipment.





Lifting Equipment and Operations

Lifting Equipment encompasses the lifting appliance, as well as associated accessories such as chains, slings, shackles, plates, clamps, hooks, and the load being lifted or lowered.

A Lifting Operation refers to a mechanical operation involving the lifting or lowering of loads, requiring careful planning and supervision.

Lifting Equipment and Operations

- Must possess adequate strength and stability for each load.
- Special consideration should be given when lifting equipment is used for lifting persons.
- All equipment must be appropriately marked, indicating Safe Working Loads, Specified Angles, etc.
- Competent persons must properly plan all lifting operations.
- Competent persons should be responsible for signaling and slinging during lifting operations.
- Lifting operations must be appropriately supervised.
- All equipment must be stored correctly and used in accordance with guidelines.

Inspection, Examination and Maintenance

- Statutory requirements dictate inspections, examinations, and maintenance procedures.
- These procedures may include visual inspections, strip-down tests, or functional tests.
- Competent persons must determine the specific requirements for inspections and maintenance.

Signallers / Slingers Must:

- Be responsible and possess the necessary competence.
- Be in good health with good eyesight and the ability to judge distances accurately.
- Receive proper training and certification.
- Be clearly identifiable to the crane driver, for example, by wearing a high-visibility jacket marked "Signaller" or "Banksmen."
- Understand and use approved hand signals or clear communications.
- Introduce themselves to the crane driver or other signallers/slingers.
- Utilize only certified lifting equipment that is fit for use.
- Conduct visual inspections of all equipment before each use.
- Report any defects or issues promptly.

By adhering to these guidelines, we can ensure the safe and efficient operation of lifting equipment. Competent planning, supervision, and adherence to inspection and maintenance procedures are crucial to maintaining a secure lifting environment. Additionally, properly trained and responsible signallers/slingers play a vital role in ensuring safe lifting operations.



Banksmen Reversing Vehicles

A "banksman" is an individual responsible for directing the movement of vehicles, especially in areas where the driver may not have a clear or full view, such as when reversing or maneuvering in tight spaces. They ensure the safe coordination and communication between the driver and surrounding environment.

Banksmen must:

- Be responsible and competent.
- Be in good health with good eyesight and able to judge distances.
- Be properly trained and authorized.
- Be familiar with site and traffic arrangements.

Operational Requirements:

- Keep the reversing area free of pedestrians and ensure a safe vehicle manoeuvre.
- Be visible to the driver of the reversing vehicle at all times and stand in a safe position.
- Wear high visibility clothing and give clear signals.
- Agree the maneuver with the driver before reversing.
- Inform the driver that if he/she loses sight of the banksman, he must stop immediately.
- Tell the driver to only take signals and instructions from the person backing the vehicle.





Working Over or Next to Water

When working over or next to water a fall from any distance could result in drowning and place others at risk such as rescuers. Water safety involves a few basic steps.

Lifting Equipment and Operations

- Carry out risk assessments to identify an controls required.
- Where issued, buoyancy aids or life jackets must be worn.
- The primary objective should be to provide safe workplaces by the means of physical barriers.
- Make sure safe transport by water is under the control of a competent person.
- All means of transport must be clearly marked and maintained in a safe manner.
- Standby life belts and lines must not be removed other than for maintenance or rescue purposes.
- Ensure all Personal Protective Equipment and rescue equipment is immediately available for use and maintained.
- Where people can fall into other materials which flow such as fine sands or grain and into which they can sink and suffocate, similar means of prevention and rescue may be required.



Always make sure you know where safety equipment is located.





Workplace Inspection and Reports

Inspections should be carried out by competent persons. If the competent person is not satisfied that work can be carried out safely, they should advise the person for whom the inspection was carried out as soon as possible. The workplace should not be used until the defects have been put right.

Generally, the competent person...

Generally, the competent person needs to make a complete report of any inspection before the end of the working period and provide a report (or a copy) to the person for whom the inspection was carried out within 24 hours.

A report should contain:

- Name and address of the person on whose behalf the inspection was carried out.
- Location of the workplace inspected.
- Description of the workplace inspected.
- Date and time of inspection.
- Details of any matters that could to a risk to Health and Safety.
- Details of any action taken to rectify any unstable situation.
- Name and position of person making the report.

Work Platforms... etc inspections should take place:

- Inspection before first use.
- After substantial alteration.
- After any event that likely to have affected stability.
- At regular intervals not exceeding seven days.

Excavations... etc inspections should take place:

- Before the shift prior to work starting.
- After any event likely to have affected stability.
- After any incidents, fall of rock, earth or other material.



The HML register will provide full details of inspection and record requirements.



Pollution Prevention

Pollution prevention is everyone's responsibility on a construction site. Each year the construction industry is responsible for thousands of pollution incidents that result in fish kills, contamination of river and groundwater and land contamination. To achieve high standards of environmental performance, everyone's help working on the site is needed.

Do

- Store polluting material properly.
- Use drip trays for static plant and maintenance operations.
- Dispose of all material properly in accordance with the Waste Management Plan for the project.
- Secure materials properly to prevent vandalism.
- Report any pollution incident immediately.
- Make sure you know what to do if a spillage occurs.
- Store polluting materials such as gas oil and diesel in properly constructed bunds.
- Detail pollution prevention methods in method statements and risk assessments.

Do Not

- Discharge water down grids, drains or into water courses without permission.
- Leave spillages for someone else to clean up.
- Store material where it is able to be damaged.
- Store bulk oil or fuel without 110% bunding.
- Leave hoses or delivery pipes outside of bunds.
- Leave any polluting material unsecured when unattended.
- Store material in inappropriate containers.
- Continue using plant or equipment that is damaged or leaking.
- Burn rubbish on site.
- Store waste in a manner likely to cause pollution to land or water.

Spill Response

In the event of a spillage, you must be aware of your spill response procedure:

STOP:

Find where the pollution is coming from and stop it if you can, such as plugging a hole, turning off a tap or isolating pipework.

CONTAIN:

If you can, contain the spillage using drip trays, bunds of earth or sand, or your spillage response kit.

NOTIFY:

Tell your supervisor or manager as soon as possible. In the case of serious spillage, the manager may need to contact the Ministry of Environment and Client Affairs.

Always seek advice if you are not sure.



Waste

The control of waste and housekeeping is everyone's responsibility and there are very strict environmental laws in force to make sure that companies take care with their waste.

Reduce, Recycle or Reuse your waste, contact your Environmental Adviser for help and advice.

Aways Check:

- Where waste must be disposed of (special segregated waste skip or general waste skip).
- If waste can be recycled or reused.
- Waste is kept under control at all times.
- Waste is not contaminating the ground or water courses.
- Waste is removed from site in a controlled manner.
- Waste is not brought on to site without the proper authorization.
- Segregate waste which can be cost efficiently recycled.
- Reduce your waste at source by - designing it out, protecting your resources and not over ordering.
- Disposal should be your last option.














REACH/Asbestos

Most materials whether liquid, solid or gaseous can be hazardous. But some more than others. All materials should have been assessed under the Control of Substance Hazardous to Health Regulations (COSHH) - UK system.

They include materials which may be harmful, burn, irritate, or are poisonous. When your job requires you to use your work near such materials you will be provided with suitable instructions and details of control measures as required by COSHH. COSHH also applies to people who may be effected by the substance you use. In the event of you discovering any other materials on site that you suspect may be hazardous to health or may contain asbestos, stop work immediately and notify your own supervisor and the HML site manager.

The main ways that any substance can find its way into the body are:

- Ingestion.
- Inhalation.
- Direct contact (broken skin, etc.).
- Indirect contact.
- Even after training has been given, always read the instructions on labels or packaging of materials carefully.

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity



Biological Hazards

Biological agents may be harmless, beneficial or harmful. Some agents are hazardous because they have evolved special characteristics that enable them to cause disease or people exposed to them are susceptible to ill effects. Some basic guidance is set out below.

Relevant activities where biohazards are usually present:

- Working with sewage.
- Some contaminated sites.
- Contaminated water.
- Working with litter preparation.

Biological Hazards

- May be triggered by insects, mites, fungi, bacteria, body fluids, etc.

Biological organisms may be transmitted by:

- Bites or Stings.
- Infected blood, tissue e.g. TB, HIV, Hepatitis.
- Direct Contact, e.g. Weils Disease.
- Contaminated food or drink e.g. E. Coli, Salmonella.
- Inhalation of airborne particles, e.g. Influenza, Legionella.
- Contact with contaminated objects, e.g. Tetanus, Hepatitis B.

General conditions

- Good Hygiene standards.
- Wear the specified PPE.
- Follow the site procedures.
- Report any health problems.
- Get all cuts and scratches, etc. treated immediately.





Manual Handling

A third of all accidents throughout industry result from manual handling operations and four out of five people will suffer back pains during their lifetime.

Considerations

- The task to be carried out
- The individual's capabilities
- The working environment
- The load to be moved

Follow These Simple Rules

- Plan the Job
- Examine the load
- Check the weight
- Use appropriate PPE
- Lift correctly
- Seek help if necessary



Further information can be found in the HML Manual Handling Employee Guide.





Display Screen Equipment

If you work with display screen equipment for a significant proportion of your working day, your equipment and work station must be suitable.

If while using display screen equipment, you suffer from eye or body fatigue, headache, painful hands, wrists, arms or shoulders, inform your immediate supervisor.

Consider

- The individual
- The task
- The components
- The work environment

Keys to Keeping Good Health

- Good posture
- Take regular breaks
- Simple exercises to reduce tension
- Use lighting provided
- Report defects in equipment
- Regular eye checks
- Report any adverse health effects





Hand Arm Vibration

Did you know?

Hand-Arm Vibration Syndrome (HAVS) is a widespread industrial disease affecting lots of workers. It's best-known effect is vibration-induced white finger (VWF) also known as "dead hand" or "dead finger". VWF could affect you if you regularly use high-vibration equipment. Excessive and prolonged vibration can damage nerves, blood vessels, bone and muscles leading to permanent loss of feeling, flexibility and strength of grip.

What are the signs?

Symptoms of VWF are usually set off by the cold. Early on they are mild. The first sign is often an occasional attack when the fingertips become white. During the attack, there may also be numbness or pins and needles and an attack may end with the whiteness changing to a deep red flush accompanied by uncomfortable throbbing which is often very painful.

How can you prevent VWF?

- Keep warm at work, especially your hands. Wear warm gloves and extra clothing if you work in the cold and weatherproof clothing in the wet.
- Don't smoke, or at least cut down just before and while you are at work. Smoking affects blood flow.
- Exercise your hands and fingers during work breaks to improve blood flow.
- Use the right tool for the job. Making do with the wrong tool can mean more vibration, or that you have to grip the tool more tightly.
- Avoid pneumatic exhausts which discharge directly towards your hands.
- Get a flexible hose fitted if there isn't one already.
- Don't use any more force than necessary - grip equipment safely, not over tightly.
- Try to avoid long periods of using equipment without a break - short bursts are better.
- Keep tools in good working order - ask your supervisor to get them repaired where necessary.
- Report any concerns to your supervisor and/or first aider.
- Don't ignore symptoms. If you think vibration could be affecting your fingers or hands, see the site nurse/doctor.





Substance Abuse

Alcohol or drugs, other than prescribed medication, shall not be brought to our offices nor on to the site. Any person found to be in possession of drugs, or who appears to be unfit through substance abuse, will be either refused entry or removed from the location.

Substance abuse includes the use of illegal drugs as well as the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents and alcohol.





Office Safety

Hazards in the office are often overlooked and not assessed as to their risk level. It is important to understand what hazards do exist and the main ones are:

Health Hazards

- Manual handling injuries due to heavy or awkward loads.
- Health hazards related to display screen equipment work.
- Eye strain and headaches due to poor lighting levels.

Safety Hazards

- Fire hazards due to faulty electrical equipment, etc.
- "Slips, trips, and falls due to cable, leads, worn carpets, etc.
- Overloaded cabinets etc. that could tip over.
- Using equipment that you are not competent to use.
- Cuts due to sharp edges, including paper cuts etc.

Fire Safety in Offices

- Do not obstruct fire exits or block escape routes.
- Know the fire action procedures.
- Obey the smoking policy.
- Make sure extinguishers are fit for use and are available.
- Put wastepaper in the bins provided.

Environment

- Switch off your equipment after use, particularly computers.
- Double side your photocopies where possible.
- Recycle your paper both at work and at home.
- Conserve cooling and light energy. Use it only when you need it.



Know your first aider and report all accidents.



And finally...

RED

If you have no details of training for the work you are being asked to do, **DO NOT START.**

AMBER

If you are unsure of what is expected although you have had training etc, ask the relevant person for the information you need to do the job safely.

GREEN

If you are happy with the training, information, and instruction you have received to do your job, then go ahead with care!

Don't ever be afraid to ask, your contribution to health, safety and environmental issues will always be welcome.



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