



## Company Health, Safety and Environmental Policy

Version 11  
5<sup>th</sup> July 2010

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Version 11  
5<sup>th</sup> July 2010  
C. Claypole  
HSEQ Director  
The Stocks Group

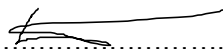
# **BJW CRANE HIRE LIMITED COMPANY SAFETY POLICY**

## **POLICY STATEMENT**

1. The Management of this company recognises the importance of it's employees and regards health and safety as a mutual objective for management and employees at all levels. The Company is fully committed to meeting it's responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and other associated legislation, both as an Employer and as a Company. These include designated emergency procedures, health surveillance where applicable and employment of competent persons. The Company is committed to continually improving both the service it provides and it's health and safety performance.
2. It is the Company's policy to do all that is reasonably practicable to prevent injury and damage to property. It will protect, as far as is reasonably practicable, all employees, visitors, trainees and members of the public from foreseeable hazards and risks as produced by the Company or its products, by it's acts or omissions.
3. The ultimate responsibility for Health and Safety lies with the Managing Director as stated below. The Health and Safety Consultants answers directly to the Managing Director and will advise him on all issues relating to health and safety. The Managing Director will review the Company's Health and Safety Policy annually and is committed to reviewing the health and safety performance of the Company on a regular basis.
4. The Company is committed to the regulations laid down by current legislation and it abides by other requirements, where applicable and lawful, for example co-operation with clients to ensure safe working conditions for all employees and those affected by their acts or omissions.
5. The **Company** has a responsibility to:
  - a) assess the risks to health and safety, record any significant findings and make arrangements for the provision of these results to the workforce and others.
  - b) provide and maintain safe and healthy working conditions, complying with all statutory requirements.
  - c) provide training, supervision and instruction to ensure employees perform their work safely and efficiently.
  - d) take necessary precautions when dealing with flammable / explosive materials, electricity, noise and sources of radiation and to control exposure to any substances hazardous to health.
  - e) make available all necessary mechanical and personal safety devices and to supervise their use.
  - f) ensure that all plant, machinery and craneage is well maintained and fit for use.
  - g) maintain a focus on health and safety matters applicable to the Company's activities and consult and involve employees or their representatives. In addition, a competent person must be appointed to oversee the provision of health and safety matters.
  - h) provide health surveillance for employees.
  - i) organise emergency procedures and inform all employees and visitors. Ensure adequate first aid provision.
  - j) report all instances of reportable injury / incident to the regulatory authorities.
6. **Employees** have a responsibility to co-operate in the operation of this policy by:
  - a) working safely and efficiently to minimise risk of injury to themselves and others.
  - b) not misusing any equipment provided for health and safety.
  - c) reporting incidents that have led or may lead to injury or damage.
  - d) adhering to Company procedures for securing a safe workplace.
  - e) assisting in the investigation of accidents and co-operating in introducing measures to prevent recurrences.
  - f) conforming to statutory obligations.

The Company's aim is to be both the **employer** and **contractor of choice** in the Scunthorpe and Humberside region.

SIGNED: .....



DAVID STOCKS  
MANAGING DIRECTOR  
5<sup>th</sup> July 2010



**BJW CRANE  
HIRE**

## **Environmental Policy**

BJW Crane Hire Ltd is committed to minimising the environmental impact of our operations through continuous improvement in our environmental performance.

We will communicate the Company's Policy to ensure all BJW Crane Hire employees understand and implement the policy in their daily work.

### **Main Principles**

**Compliance** – Meet the requirements of relevant legislation in the region in which we operate.

**Continuous Improvement** – Ensure a continual environmental performance improvement in our products and services, using new technologies, reducing harmful emissions, minimising waste and controlling noise.

**Energy Efficiency** – Design energy efficiency into new products and manage energy wisely in all our operations.

**Suppliers** – Work with our suppliers to minimise the impact of their operations on the environment through a quality, preferred purchasing policy.

**Monitor and Review** – Monitor and review our environmental performance on a regular basis to refine our policy objectives.

SIGNED: .....

DAVID STOCKS  
MANAGING DIRECTOR  
5<sup>th</sup> July 2010



## Quality Statement

**BJW Crane Hire Limited** have implemented a Quality Management System that complies with the requirements of the International Standard ISO 9001 : 2008.

The primary objective of **BJW Crane Hire Limited** is the provision of a range lifting tackle, accessories and associated services supported by exceptional levels of service.

At all times, where appropriate, the Company seeks to comply with customer and regulatory requirements.

The Company had implemented a Policy of Continuous Business Improvement to ensure that they always fulfill their customers' exacting requirements.

Signed:   
.....  
David Stocks  
Managing Director

Date: 5<sup>th</sup> July 2010

A copy of the Company's Quality Policy is available upon request and a copy is in the Procedures Manual and also on the Company notice board.



**BJW CRANE  
HIRE**

### EQUAL OPPORTUNITIES POLICY

**BJW Crane Hire Limited is committed to providing equal opportunities in its employment and development of staff as well as in the provision of services to its clients.**

**This policy stipulates that no current or future employee, client or other person coming into contact with the company shall receive less favourable treatment on the grounds of age, sex, race, religion, sexuality, political belief, disability or irrelevant offending background.**

**To ensure the continued relevance and effectiveness of this policy, both the content and the implementation of this policy will be reviewed regularly and no less than annually.**



## **WORKPLACE DRUGS AND ALCOHOL POLICY**

BJW Crane Hire Ltd aims as a business to act as a good employer and to conduct its business activities in a way which will achieve the highest possible standards of health and safety for its employees, clients, visitors and members of the public.

The Workplace Drugs and Alcohol Policy aims to contribute to a safe, healthy and productive environment by:

- ? Preventing drugs and alcohol problems through awareness raising;
- ? Identifying problems at the earliest stage;
- ? Offering support to those who have a problem

The definition of drug or alcohol problems in the context of this policy is those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and / or the organisation for which the individual works or where the individual works. Individuals taking prescription drugs or over the counter preparations which may affect performance and create a safety risk are advised to inform management at their earliest convenience.

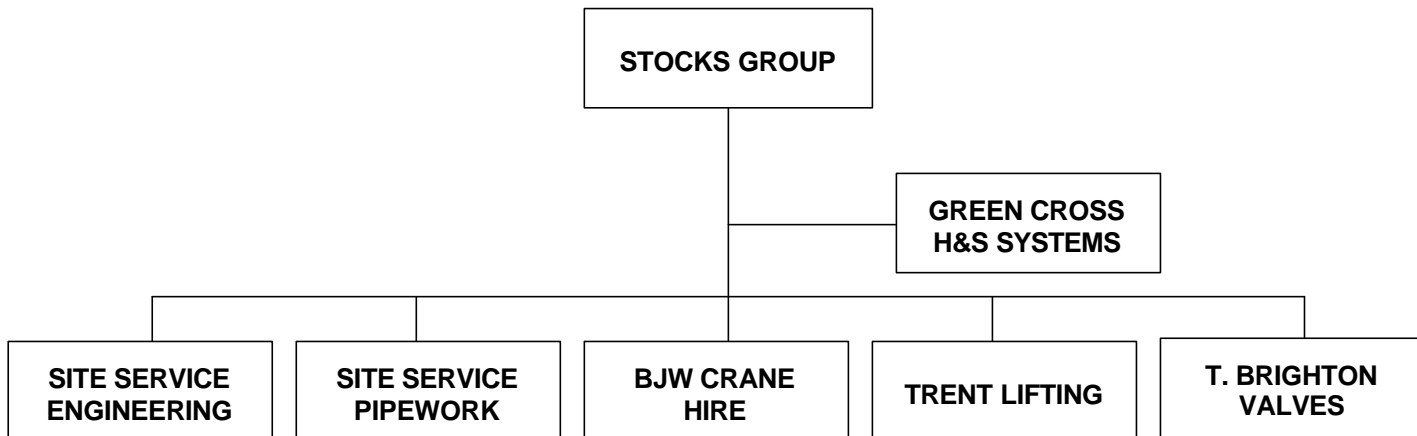
The organisation has set the following objectives:

1. To eliminate instances of drug or alcohol use amongst our employees
2. To enforce a zero tolerance attitude on clients sites in accordance with site rules
3. To support our employees through rehabilitation processes

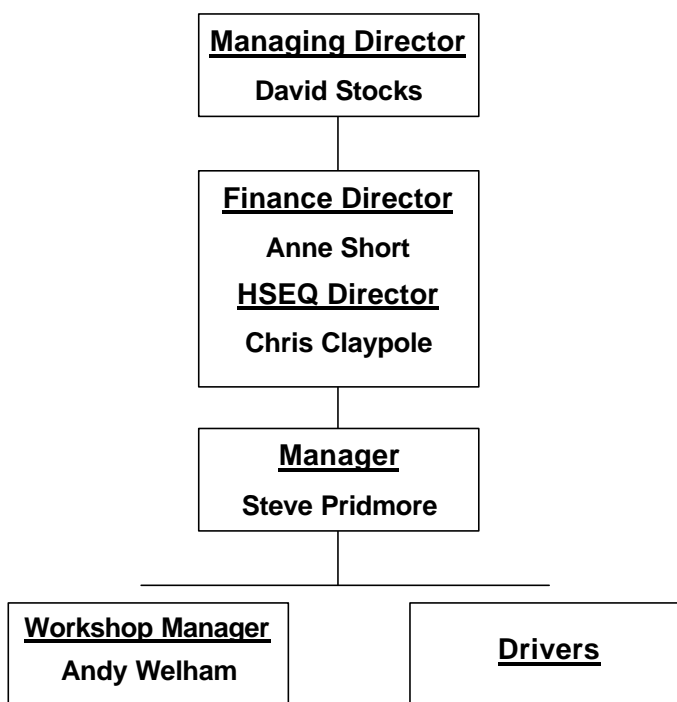
### **Procedures**

- ? This policy applies across the organisation at all levels;
- ? Procedure will ensure that all employees are aware of the drugs and alcohol policy, its aims and safeguards;
- ? Employees can request help voluntarily, through peers and management;
- ? When an issue is brought forward the matter will be discussed with the Health and Safety Manager;
- ? The employee can bring an appropriate representative to any discussions;
- ? At any such discussions employees will be told about the scope of the policy;
- ? If a problem is identified, help will be offered and employees advised on their rights;
- ? The employees will be advised of the consequences if help is refused or relapse occurs.

All discussions with an employee in connection with drugs or alcohol will be strictly confidential. This will also be the case with counselling or other treatment which the employee undertakes. While appropriate personnel records will be kept, it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee.



**Stocks Group Limited Organogram**



**Company organogram**

The reporting procedure for Health, Safety and Environmental issue follows the same structure as that for the Company, with immediate responses made to the HSEQ Director who will then cascade information as appropriate.

Employees are aware that all incidents of an HSE nature must be reported to the HSEQ Director by the fastest means possible.

## **ORGANISATION FOR HEALTH, SAFETY AND ENVIRONMENTAL ISSUES**

### **The Directors are responsible for:**

- i) Providing support and encouragement to Departmental Supervisors and the Management Team, to enable them to fulfil the duties imposed upon them, including the responsibilities for health and safety.
- ii) Allocating adequate resources for health, safety and environmental management.
- iii) Keeping a record of accident statistics across all sites and ensuring that all accidents are reported and investigated as early as is reasonably practicable.
- iv) Reviewing the Company Policy on a regular basis.

### **The Manager is responsible for:**

- i) Implementing the Company Health, Safety and Environmental Policy in his area of responsibility and ensuring that any employees working under him are familiar with the Policy.
- ii) Establish and maintain safe and healthy working conditions, procedures and systems of work and that sufficient information is available for all employees and sub-contractors under his control.
- iii) Determine at planning stage the most suitable plant and craneage, methods of working, lighting, safe systems to avoid known hazards, fire precautions, allocation of responsibilities, welfare of employees and Personal Protective Equipment necessary to complete the job.
- iv) Ensure that induction and training programs are established for all employees regarding health, safety and the environment and that specific job training in safe systems of work is provided. This will include competence assessment for all concerned.
- v) Ensure that sub-contractors are familiar with the Company Health and Safety Policy and implement the procedures and arrangements necessary to ensure the health and safety of their employees and other people.
- vi) Make regular inspections of sites and work areas and take corrective action when required.
- vii) Keep all employees up to date with statutory requirements as appropriate.
- viii) Assist in the investigation of all accidents, incidents or near misses with regards health, safety or the environment on any operations under their control.

### **All employees are responsible for:**

- i) Working safely and efficiently to minimise risk of injury to themselves and others.
- ii) Not misusing any equipment provided for health and safety.
- iii) Reporting incidents that have led or may lead to injury, damage or environmental concerns.
- iv) Adhering to company procedures for securing a safe workplace.
- v) Assisting in the investigation of accidents and co-operating in introducing measures to prevent recurrences.
- vi) Conforming to statutory obligations.
- vii) Using resources in the most environmentally economical way and disposing of waste appropriately.

### **First Aiders**

First Aiders will be appointed for the Company Premises in accordance with the Health and Safety (First Aid) Regulations 1981. They will be responsible for taking prompt and appropriate action following any accident. First Aiders will be responsible for the maintenance of the contents of all first aid kits and ensure that only specified items will be retained in the kits.

## **Maintenance of Plant and Equipment**

To ensure compliance with the Lifting Operations and Lifting Equipment Regulations 1998, BJW Crane Hire Ltd operate testing and certification of all cranes, lifting tackle and associated equipment is tested on a regular basis. Maintenance schedules, conformation reports, tackle certificates and proof load tests are prepared for all equipment used by the Company.

To ensure compliance with the Health and Safety at Work Act 1974 the Company operates regular testing and maintenance checks on all other items of plant, machinery and cabling. All plant and machinery has been chosen for it's suitability for the job it is required to do.

It is the employee's responsibility to ensure that all Company property is used in accordance with it's design and should not be wilfully abused by any means. Any defects should be reported immediately.

## **Competent Persons**

The Company will appoint a number of competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions. A person is deemed competent when he has sufficient training and experience or knowledge to enable him to undertake such measures. These persons are as follows:

✘ Company Health, Safety and Environmental	Mr C Claypole
✘ Evacuation and Emergency Procedures	Mr C Claypole
✘ Auditing of HSE on site	Mr C Claypole, Appointed persons
✘ Risk Assessments / Method Statements	Appointed persons
✘ Electrical Testing	Qualified Portable Appliance Tester
✘ First Aid	Mr A Welham
✘ Personal Protective Equipment	Mr C Claypole
✘ Accident Investigation	Mr C Claypole
✘ Equipment Maintenance	Mr A Welham
✘ Employment of Competent People	Mr S Pridmore

## **Roles and Responsibilities**

### **Appointed Person**

The 'AP' duties include;

- ? Assessing the lifting operation to provide such planning to prepare an appropriate lifting plan, safe system of work and risk assessment of the task in hand
- ? Ensure adequate inspections and examinations have been carried out on all machinery and equipment to be used
- ? Taking responsibility for the organisation and control of the lifting operation, ensuring the Crane Supervisor is fully briefed on the contents of all relevant documentation
- ? Halting the lift if they consider that danger is likely to arise if the operation were to continue

### Crane / Lift Supervisor

The Crane Supervisor should direct and supervise the lifting operation, ensuring that it is carried out safely and in accordance with the Appointed Person's safe system of work.

### Slinger

The Slinger will be responsible for attaching and detaching the load to and from the lifting equipment employed by the Crane Hire Company and must use recognised means of access whilst working. They must be aware of the requirements of the Manual Handling Regulations 1992, the Working at Height Regulations 2005 and the Lifting Operations and Lifting Equipment Regulations 1998.

### Signaller

The Signaller is technically responsible for relaying messages from the Slinger to the Driver but in practice it is unusual to have this third person in the communication loop during a lift. The role is usually combined with that of the Slinger.

Communication will be relayed through recognised hand signals or through the use of two way radios and protocol must be agreed before any lifting commences.

### Crane Operator / Driver

The Driver is responsible for the safe operation of the crane in accordance with the manufacturer's instructions and within the agreed safe system of work. They are required to be fully conversant with all operations of their crane, including setting up, reeving arrangements and fly jib configurations.

Drivers will only respond to a signal from a designated person, with the exception of an 'emergency stop' which can be given by any person involved with the lift.

The Driver will be trained on the machine he will be working on, with specific regards to the duty charts, computer and application of the fly jib where fitted. **AT NO POINT WILL A DRIVER OVER-RIDE A WARNING BELL DURING OPERATIONS.**

There are occasions where external pressure may be applied to drivers to 'get the job done'. It is the Driver's responsibility to ensure that the crane is ONLY operated safely and in accordance with manufacturers instructions. You are empowered to take action to avoid unsafe situations and **MUST** stop operations you consider dangerous.

### Workshop Manager

The Workshop Manager is responsible for arranging the work that is carried out in the company workshop. He is responsible for the safe working procedures in the workshop and must ensure that any safety issues are brought to the attention of the H&S Manager.

The Workshop Manager will be responsible for ensuring that the fleet is maintained in accordance with statutory and Company requirements and that any issues are raised concerning the condition of the cranes that could lead to unsafe operations.

### Workshop Fitter

The Workshop Fitter is responsible for carrying out the work allocated by the Workshop Manager and to assist with the operations of the Workshop.

## **ARRANGEMENTS FOR HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT**

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities and to ensure the continuing adherence to environmental targets.

### **✗ Risk Assessments**

The premises and activities subject to risk assessment shall be assessed in accordance with the relevant legislation using the Company documentation and procedures provided. The Company shall make any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventative or protective measure identified as a result of risk assessment, so far as is reasonably practicable.

Such assessments will be reviewed after change in legislation, change in control measures or working procedures, improvements in technology, before a new process is undertaken, after an incident has occurred or when the original assessment is no longer valid.

Assessments will be carried out, recorded and maintained by a competent person, with results being communicated to all employees.

### **✗ Specific Operational Procedures and Safe Systems of Work**

All Company procedures and safe systems issued in the interest of Health, Safety and the Environment will be regarded as supplementary to this Policy. These include but are not limited to the following:

- ✗ Lifting Operations
- ✗ COSHH Assessments
- ✗ DSE Assessments
- ✗ Emergency and evacuation procedures
- ✗ Written safe systems of work
- ✗ Safety committee procedures
- ✗ Provision of PPE

Specific procedures will be introduced to ensure the following requirements are met:

- ✗ That all buildings, crane, plant and equipment meet statutory requirements, that any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised until repairs can take place.
- ✗ That all new equipment introduced conforms with statutory requirements.
- ✗ That all fire fighting and detection equipment is regularly inspected, tested and logged.
- ✗ That the fire procedure is displayed and reviewed at frequent intervals.
- ✗ That any contractor who works on or near the Company premises is made aware of all safety procedures and any hazards applicable to the area in which they are to work.
- ✗ That no substance is brought onto the premises until their hazards have been assessed.
- ✗ That electrical inspections are made to remove or reduce, as far as is reasonably practicable, any risk to those who may be affected by it's use.

### **✗ Personal Protective Equipment (PPE) Policy**

The Company recognises the importance of PPE but only as a means for protecting the individual and will only be used as a final means to control risk, not withstanding the engineering and management controls also employed.

Standard Company requirements for individuals engaged in manual work, either in a workshop or on site will be, as a minimum, flame retardant overalls (typically 'Proban' treated), safety footwear, safety glasses where applicable and hearing protection where applicable.

Additional PPE could include safety helmets, fall arrest equipment (safety harnesses), molten metal overalls, molten metal boots, grinding screens, goggles, gloves of various varieties, wet weather clothing or high visibility clothing. These requirements will depend on the place of work that individuals are stationed. Note that it is mandatory to wear safety glasses in a Group workshop and hearing protection must be worn when operating any noisy machinery.

#### ✂ **Identified Hazards**

Being engaged in various activities across safety critical sites will present many inherent risks, identified through risk assessment. Appendix 3 highlights typical hazards but does not replace the job specific risk assessment.

#### ✂ **Permit to Work Systems**

The Midland Road premises do not operate any form of permit to work system. It is expected that any work, be it hot work or any other work that would need a work permit on another site will be undertaken by competent people, working safely and taking the relevant precautions and being supervised at all times. It must be noted that no work is done in confined spaces in the workshops and any such work would be subject to assessment before work is carried out.

Any work carried out on a client's site requiring permits to be completed will be carried out in accordance with the procedures set up by the client.

#### ✂ **Emergency Procedures**

Employees must be aware of the emergency procedures employed on all client sites, identified in inductions. It will be the individual's responsibility to retire to appropriate muster points or refuge areas. When safe to do so they will inform the Manager of the situation who will inform the HSEQ Director to determine Company response if required.

At all times, the site must be made safe wherever possible before evacuation begins. No person is to return to work until they have been informed that it is safe to do so by a competent person.

When Company employees are visiting the Group offices they will follow the procedures set down and follow site emergency procedures as appropriate.

#### ✂ **Procedures for Contractors and Visitors**

All contractors / visitors will be subject to the conditions set by the Company for their own safety.

All visitors to the offices will sign in at reception and await their contact in the foyer area. Under no circumstances are they to proceed without supervision. They must sign out on leaving the premises.

Delivery drivers will follow the vehicular routes and speed limit set down by the Company. Once the driver has entered the workshop yard he will turn off his engine and seek assistance from a Site Service employee. Under no circumstances is the driver to use the company fork lift truck.

#### ✂ **Handling, Use, Transportation and Storage of Hazardous Substances**

All substances used by the Company will be subject to COSHH risk assessment as detailed in the Control of Substances Hazardous to Health (COSHH) Regulations 2002. As a responsible employer the Company has a duty to assess the risks associated with the handling, use, storage and transportation of the substances employed by the Company.

This will take into account the hazardous properties of the substance with specific reference made to carcinogens, mutagens and biological agents, the information supplied on health effects, the level, type and duration of exposure, the circumstances of the work activity including amounts of the substance in use, activities falling outside of normal working practices, ie maintenance where exposure levels may be increased, specified workplace exposure limits, the effects of preventative / control measures, the requirement and results of health surveillance, the risks associated to exposure to more than one substance in combination, the approved classification of any biological agent and any other information deemed relevant.

The Company will ensure that exposure to hazardous substances is prevented or, where this is not possible, controlled and ensure that the implementation of control measures is sufficiently planned, organised, controlled, monitored and reviewed to ensure continuing relevance and suitability. This will include safe systems of work, PPE and other engineering and management control measures.

Health surveillance will be made available if there is an identified health risk to employees and they will be made aware of the risks.

### Reporting and Investigating of Accidents and Dangerous Occurrences

All accidents, incidents and near misses will be reported to the site Supervisor / Manager and forwarded to the HSEQ Director, who will investigate them. An action plan will be produced following the investigation where applicable. This information will be included in performance reports. If working on site then the client's accident reporting policy will take precedence but this does not negate the requirement for reporting the incident to the site Supervisor / Manager.

Any incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be reported by the HSEQ Director by the fastest means possible, with hard copy following as soon as is reasonably practicable.

Any incident or near miss which does not result in injury will still be investigated, with resource being allocated proportionate to the potential for damage or injury.

### Provision of Information

The Company is required to provide appropriate information to employees as required by the Health and Safety at Work, etc Act 1974 and other current legislation. Specifically, employees will be made aware of results of risk assessment and associated safe systems of work and they will be kept up to date with current legislation that impact on their working lives. This information will be communicated by the most appropriate means and records of such provision will be maintained.

It is the responsibility of the HSEQ Director to update the Company with respect to legal compliance with HSE legislation. He has many sources of information to ensure legal compliance and to disseminate that information throughout the Group. As legislation is now changed twice a year he will be expected to pass on relevant information after the bi-annual amendments. He will record any such changes within the revisions of this document and provide wage slip fliers for Company employees.

### Training and Competency

To comply with the general duty to provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- ? At company inductions
- ? Repeat training at regular intervals
- ? On promotion to new duties or new responsibilities

- ? On introduction of new technology
- ? On changes in systems of work
- ? When training needs are identified during risk assessment
- ? After an incident or near miss

Managers at all levels will be included in the health and safety training programme. These training requirements will be met through tool box talks, wage slip flyers and group safety training sessions. Records of all health and safety training will be maintained.

The competency of Company employees will be assessed at interview and verified at regular intervals. A Training Needs Analysis will be undertaken for each project and specific training delivered to address the needs.

All employees are to be registered on industry recognised schemes to prove competence. These will include but not be limited to, the CCNSG Safety Passport, the CSCS touch screen test and operative card scheme and recognised licenses for plant and equipment specific to Company operations.

### ☞ **Safety Surveys / Inspections**

Safety surveys / inspections will be carried out at regular intervals to ensure arrangements set out in the Health and Safety Policy are being complied with, and to highlight areas where improvements can be made.

Such surveys will be conducted on a regular basis and will take the form of spot checks, occupational behaviour studies and safety audits. It must be highlighted that these surveys are not meant to analyse and punish the people involved but to ensure the systems that have been set up are being followed and understood.

It should also be noted that good and bad practices shall be reported.

### ☞ **Consultation**

Facilities are made available for employer/employee consultation, either collectively or individually, as may be necessary for the discussion of health, safety and welfare matters affecting the workplace.

Any employee with a health or safety concern should inform his/her supervisor initially. If remedial action is not instigated or the individual feels the action inappropriate, they should inform the Managing Director.

The advice of the HSEQ Director can be sought at any time.

The Company shall also employ any consulting body it deems necessary where additional support has been identified as desirable, determining the health and safety risks arising through it's operations.

### ☞ **Monitoring**

Safety surveys / inspections will be carried out at regular intervals to ensure arrangements set out in the Health and Safety Policy, Safety Manual and prepared method statements are being complied with, and to highlight areas where improvements could be made. The frequency of the visits will be decided by the length, complexity and size of the contract and will range in depth from a spot check through to a full occupational safety and health audit. The seniority of the auditor will again be determined by the parameters mentioned above. This is not to replace standard plant and equipment checks that all employees should make before starting work and it will not replace the requirement for all employees to complete their daily inspection sheets.

## ✘ **Review**

Notwithstanding the above, this Policy will be reviewed on an annual basis unless circumstances require otherwise. Typical examples of extenuating circumstances include:

- ✘ New legislation
- ✘ Changes in the company focus or a significant restructuring
- ✘ After an incident or near miss
- ✘ Changes in working procedures or systems of work
- ✘ The introduction of new technology

## ✘ **Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations came into force on 1st January 1993 (some minor changes were made in 2002). They seek to protect the health of workers by reducing risks from VDU work. Briefly, the Regulations require employers to:

- ✘ Analyse workstations to assess and reduce risks
- ✘ Ensure workstations meet specified minimum requirements
- ✘ Plan work activities so that they include breaks or changes of activity
- ✘ Provide eye and eyesight tests on request, and special spectacles if needed.
- ✘ Provide information and training.

BJW Crane Hire will assess the risk of working with display screens for each individual. They will be asked to complete a DSE questionnaire and return it to the HSEQ Director who will action any changes should they be required.

## ✘ **Disciplinary Procedure**

Matters of minor misconduct or unsatisfactory performance will be dealt with informally where appropriate.

More serious cases will adhere to the following procedure:

- ✘ The employee will be informed in writing of the alleged misconduct or unsatisfactory performance. It will detail why the behaviour was unacceptable.
- ✘ The employee will be invited to attend a meeting where the allegation will be discussed. The meeting will be held within one week of the alleged incident or at the closest possible convenience. The employee has the right to be accompanied by a responsible person to act as a witness.
- ✘ If the employee is unable to attend the meeting and informs BJW of this then another meeting shall be scheduled within 7 days of the original date. If the employee does not pass on the information of his absence then a decision can be made in his absence.
- ✘ The employee shall be informed as to whether or not disciplinary procedures are justified and what they will entail. The sequence for disciplinary actions will be as follows:
  1. Verbal Warning
  2. First Written Warning
  3. Final Written Warning
  4. Dismissal
- ✘ Employees will not be dismissed for a first offence with the exception of cases of Gross Misconduct.
- ✘ In extreme cases an employee can be dismissed without previous warnings. This will happen in the case of Gross Misconduct as detailed below.

## ✘ **Gross Misconduct**

### Rules governing Gross Misconduct

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- ✘ A serious or wilful breach of the Safety Rules
- ✘ Unauthorised removal or interference with any guard or protective device.
- ✘ Unauthorised operation of any item of machinery, plant or equipment.
- ✘ Unauthorised removal of any item of first aid or fire fighting equipment
- ✘ Wilful damage or misuse of or interference with any item provided in the interests of Health, Safety and Welfare at work.
- ✘ Unauthorised removal or defacing of any label, sign or warning device.
- ✘ Misuse of chemicals, flammable or hazardous substances or toxic materials.
- ✘ Horseplay or practical jokes which could cause accidents.
- ✘ Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- ✘ Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
- ✘ Dangerously overloading any item of lifting equipment or vehicle.
- ✘ Misuse of vehicles.
- ✘ Being incapable of work whilst under the influence of drugs or alcohol.
- ✘ Wilful damage to any company or client's property.
- ✘ Refusal to obey any reasonable instruction.

# **APPENDIX 1**

## **Crane Operators Safety Notes**

### **Introduction**

The following notes are to serve as a guide to all employees engaged in the operation and use of mobile cranes. These are by no means exhaustive and do not take precedence over any health and safety guidelines supplied by the Company or clients.

The notes underline basic procedures and checks to be carried out when using a crane. This will maximise the efficiency of the operation, maintaining a level of safety within manufacturers design parameters. They do not supersede any instructions or procedures the crane manufacturer may issue.

The understanding and knowledge required to manage a lifting operation cannot be gained in a short period of time. The management and supervisors have built up the working knowledge over many years and are always available for assistance and guidance.

### **REMEMBER:**

### **CRANE SAFETY IS EVERYBODIES BUSINESS**

**But the person who sets up the crane and subsequently climbs into the operator's cab is the ultimate key to the potential for accident free performance.**

### **Road Travel**

#### **Before Moving Off**

- ✗ Check routine maintenance was carried out at end of previous shift
- ✗ Check all lights, indicators and visibility
- ✗ Check tyres and test air brakes
- ✗ Check controls for secondary (emergency) brakes
- ✗ Ensure slew lock position, 'A' frame, outriggers and boom properly stowed
- ✗ Secure hook block and all loose equipment and tools
- ✗ Check you have correct capacity slings for the job
- ✗ Axle locks should be out and third differential lock should be disengaged
- ✗ Prevent foot slippage by keeping shoes clean and cab clean and dry
- ✗ Fit marker boards where required
- ✗ Check height for bridges, etc

#### **On the Road**

- ✗ The operator is responsible for complying with traffic regulations
- ✗ Allow plenty of room for turning and stopping
- ✗ Beware of the effect of road camber and side obstructions
- ✗ Beware of low bridges
- ✗ Check load capacity of bridges before crossing
- ✗ Check access to site and ensure no damage will be done by the crane. If there is a risk of damage and there is no alternative route, ensure the property owner signs a damage liability form before proceeding.

## **Parking**

- ✘ Park on firm, level ground
- ✘ Chock wheels where necessary
- ✘ Do not park near excavations, trenches, fire hydrants or emergency exits
- ✘ Drain air reservoirs regularly
- ✘ Secure door locks, etc

## **Siting, Assembly and Set Up**

- ✘ Check route over site to lifting position (underground ducts, etc)
- ✘ Check ground conditions and avoid building site hazards
- ✘ Check for overhead obstructions and power cables. Arrange for “goal posts” to be erected when necessary to mark safe travel area. Position crane at least maximum boom length plus 20 feet (6 metres) from any overhead cables.
- ✘ Select lifting position with shortest boom length and optimum radius
- ✘ Ensure the ground is firm with no hidden hazards. Use good blocking to spread load of the crane and to ensure ground area is level. Keep clear of embankments and trenches
- ✘ On blocked duties extend all outrigger beams FULLY and lower jacks to lift all wheels clear of the ground and to level the crane. Distribute ground-bearing pressure by packing outrigger floats with solid timber. REMEMBER – ground pressures change when slewing
- ✘ On free duties make sure all tyre pressures are correct
- ✘ Check condition of pendants, pins and jib struts during assembly
- ✘ Assemble boom/jib according to manufacturer’s instructions. NEVER work under the boom/jib. Keep hands off moving ropes and watch out for pinch points and hand traps. Take particular care with “underselling” or “swing-away” fly jibs on telescopic cranes. Never allow uncontrolled swing out.
- ✘ Know the capacity of your machine before setting up
- ✘ Find out the weight of the load to be lifted. Don’t forget to add the weight of the hook, slings and other tackle
- ✘ Measure radius and calculate safe working load from load chart
  
- ✘ Reeve the hoist correctly
- ✘ Set Safe Load Indicator correctly. Check for defects
- ✘ Check set up with a test lift before operating
- ✘ Restrict access to crane working area, avoid lifting over personnel and organise banksman/signaller if required, agreeing signals before lifting
- ✘ Check operation of all overhoist switches and “deadman” controls before commencing work
- ✘ Crane decks and cat walks must be kept clean and free from oil and obstruction

## **Operating Procedures**

- ✘ Operate controls smoothly and avoid snatching
- ✘ Work within safe working load and don’t ignore the ASLI warning lights and bell
- ✘ Don’t drag the load. Keep the hoist line Vertical at all times
- ✘ Watch the load at all times. If ‘blind’ lifting, use a trained banksman / signaller

### Watch out for:

- ✘ Effect of gusting winds – check permissible wind speed operation
- ✘ Effect of swinging load – provide tag line if necessary
- ✘ Personnel entering the work area
- ✘ Sinking outriggers into soft ground
- ✘ Boom ‘kick-back’ when operating near a minimum radius
- ✘ Change in capacity from over the rear to over the side. Derrick in to compensate
- ✘ ‘Double blocking’ – the hook block colliding with boom / jib head – compensate by adjusting the length of the hoist line

### Side Loading of Booms and Jibs can Occur when:

- ✘ Lifting with the crane out of level
- ✘ Slewing when not level
- ✘ Dragging a load
- ✘ Sudden acceleration when slewing
- ✘ Pushing a load
- ✘ Wind forces on load

### Telescopic Booms

- ✘ Powered telescopic sections must be extended equally at all times
- ✘ Do not work outside the manufacturers capacity chart, as some ratings are based on 'machinery strength' and not crane stability
- ✘ On boom extensions (ie 'manual extensions', 'power pinned' or 'power pinned fly'), never leave in the out position unless it is being used for maximum boom length
  
- ✘ NEVER allow personnel to ride on the hook block, slings or load
- ✘ NEVER leave the load suspended and NEVER leave the crane without securing the load
- ✘ NEVER operate the controls unless seated in the cab, with both hands free and feet in position
- ✘ NEVER hoist with more than one load – on cranes with hoist drums
- ✘ NEVER allow the load to strike the crane or boom
- ✘ NEVER travel with the crane around the site with chain brothers hung from the block. Swinging chains are dangerous – secure the hook block

### Stop Work Safely

- ✘ Block the wheels
- ✘ Lower the boom and secure the hook
- ✘ Place controls in neutral
- ✘ Lock ignition
- ✘ Carry out routine maintenance
- ✘ Lock up crane and take precautions against vandalism

NEVER operate a crane under the influence of alcohol or non-prescription drugs. This is extremely dangerous and will be treated as gross misconduct.

### **Safe Load Indicators**

- ✘ DO NOT interfere with any automatic load indicators beyond the normal task of duty programming or cam changes
- ✘ DO NOT disconnect or switch off warning lamps, bells or other audible alarms.
- ✘ Automatic Safe Load indicators are calibrated on firm, level ground. Unless otherwise stated, all calibrations are based on duties on firm, level ground.

### Check

- ✘ Cam or duty programme corresponds with
  - Boom / Jib length
  - Reeving
  - Slew Capacity
  - Blocked or free on wheels
  - Tracks retracted or extended

## **REMEMBER**

Automatic Safe Load Indicators cannot replace the skill and judgement of a good operator. For instance, such devices cannot tell when a machine is isolated on a supporting surface that will give way, or correct for the effects of wind, or correct for side pulls on the boom.

## **Lifting Tackle**

Only lifting tackle which is in good condition and with valid test certificates must be used. It should never be modified, unless by a competent person and subsequently examined and certificated. Chain slings should never be shortened by tying a knot in the chain and must only be used for lifted vertical loads.

Dynamo eye bolts must only be used for plumb vertical lifts and collar eye bolts must only be used for inclined loading with shackles through the eyes. Eyebolts must always be inspected before use to:-

- ? Determine type
- ? Check for flaws
- ? Check screw slack
- ? Determine SWL

The SWL of multi-leg chain slings are now marked with the SWL at a leg angle of 90 degrees. This angle must not be exceeded without reference to manufacturer's tables. Care must also be shown when choking hooks – refer to the mode factor table. For multi-leg chains, an estimation of the distances can be made:

A = Angle in degrees, L = Leg length, S = Distance between legs and / or hooks

'A'	'S'	
30	L x 0.5	i.e. with a leg length (L) of 18ft and a distance (S) of 23ft the angle will be inside the 90 degree rating.
60	L	
90	L x 1.33	
120	L x 1.66	

On four leg slings calculate the angle of diagonally opposite legs.

## **Appendix 2**

### **Application of Regulations**

#### **Lifting Operations and Lifting Equipment Regulations (LOLER) 1998**

Under LOLER the employer has duties to:

- ? Provide lifting equipment of adequate strength and stability for each load
- ? Every part of the load and anything attached to it for lifting purposes must be of sufficient strength and stability
- ? When the equipment is used for lifting people the equipment must prevent crushing, trapping, being struck or falling from the carrier, whilst being lifted / lowered or working from it. The equipment should also be fitted with appropriate devices to stop the carrier falling and that any person trapped in a carrier is not exposed to further risk. Any equipment used for lifting persons will be subject to thorough examination every six months or after exceptional circumstances liable to affect its integrity
- ? Ensure that lifting equipment is positioned or installed in such a way as to reduce the risk of the load / equipment striking a person / property or drifting / falling
- ? Ensure that all equipment is clearly marked to indicate the safe working load and the usage for which it should be used
- ? Ensure that each lift is properly planned by a competent person, appropriately supervised and carried out in a safe manner
- ? Carry out a thorough inspection of lifting equipment at least annually (other than that used for lifting people) and after being subjected to exceptional circumstances, as detailed in the examination scheme. Records of the testing must be kept until the next inspection or a period of two years, whichever is the sooner

#### **The Work at Height Regulations 2005**

The amended regs detail employers responsibilities when work is conducted 'at height', being "A place ... (where) a person could be injured falling from it, even if it is at or below ground level."

The regulations cover fall prevention, working platforms, fall arrest, ladders and step ladders, inspection reports and revocations and set out a hierarchy for duty holders, being; avoid work at height where possible, use equipment to prevent falls where working at height cannot be avoided and use equipment to minimise the distance and consequence of a fall.

#### **Manual Handling Operations Regulations 1992**

These regulations determine the employers' responsibility for manual handling operations in their workplace, defined as 'transporting or supporting of a load, (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

It identifies a hierarchy of measures – (i) avoid hazardous manual handling as far as is reasonably practicable (ii) assess the risks that cannot be avoided (iii) reduce the risk of injury so far as is reasonably practicable.

The key provision is to prevent manual handling which involves a risk of human injury. If this cannot be avoided then it must be suitably and sufficiently assessed with information communicated to employees about manual handling. In order to reduce the risk of injury the employer should consider the task, the load, the environment, the individual's capacity and the relationship between them. This will inevitably require training and monitoring.

Employees are required to use any mechanical device provided to negate the need for manual handling if supplied, follow prescribed safe systems of work where appropriate and assess their operations with a view to minimising personal injury.

## **APPENDIX 3 – Identified Significant Hazards**

1. Noise
2. Fire
3. Manual Handling
4. COSHH
5. Confined Spaces
6. Working at Height
7. Electricity
8. Asbestos

### **1. Noise**

Noise is defined as 'unwanted sound' and can be generated from numerous sources. The Control of Noise at Work Regulations 2005 reduced the levels at which hearing protection had to be provided and became mandatory to wear. They are now set at 80 dB(A) for the provision of PPE and at 85 dB(A) hearing protection is mandatory. As an example, the operation of a 9inch grinder generates approximately 98 dB(A).

As a general rule, if a conversation cannot be conducted with individuals being 2 metres apart then the noise level is likely high enough to require hearing protection.

It must be noted that the workshop is a prime example of an area that requires hearing protection as ALL of the static plant operates above 85 dB(A).

### **2. Fire**

Fire is a cross industry hazard that has recently been addressed with the Regulatory Reform (Fire Safety) Order 2005, placing the emphasis on monitoring of procedures and premises by the Company rather than an external body.

The Company recognises its responsibility with regards fire precautions and employs external bodies to ensure that fire fighting and automatic alarm systems are tested and inspected regularly.

The Company has designated fire / emergency procedures which all individuals must understand before starting work at the premises. Regular inspections for fire exits and access routes, housekeeping and means of starting / fuelling fires are conducted and recorded.

### **3. Manual Handling**

Manual handling is a regular occurrence for our employees and the Company recognises its responsibilities under the Manual Handling Operations Regulations 1992. The tasks that the Company carry out are not repetitive in nature in that no one single operation will be repeated again and again as per a production line set up. However, it has been identified that some heavy lifting will be required but that this should only be carried out with the use of a mechanical lifting aid or through team lifting.

Mechanical aids are provided where appropriate, including overhead cranes, fork lift trucks, chain blocks and other lifting apparatus, although these do have to be operated by competent individuals.

The Company will undertake assessments of the tasks at regular intervals and feed back any significant findings to the workforce.

### **4. COSHH**

The Control of Substances Hazardous to Health Regulations 2002 sets out the legal requirements for the safe use, handling, transportation and storage of hazardous substances. The Company recognises its duties under the regulations, specifically with reference to;

- ? Risk assessment
- ? Prevention / control of exposure

- ? The use, maintenance, examination and testing of control measures
- ? Monitoring exposure and Health surveillance
- ? Provision of adequate information, instruction, training and supervision

It is therefore our legal responsibility to assess the risk associated with each substance that we use. A Company database is to be set up detailing all substances that in regular use and associated assessments and data sheets will be available. Individuals will be trained to understand the detail included on the assessments to ensure they understand the requirements of use, the exposure limits (if any) and the emergency response requirements.

Regular health surveillance is not considered mandatory, with the level of access to carcinogens and mutagens limited. Workplace exposure limits are observed and monitoring takes place where required.

## 5. **Confined Spaces**

Although the Company does not carry out confined space working with any regularity it will still be assessed here as a potential hazard.

Any work carried out in a confined space shall be subject to thorough risk assessment and detailed method statement. This will include the provision of emergency procedures.

No work shall be carried out in a confined space until an assessment of the atmosphere has been carried out. Should there prove to be or is likely to be a hazardous atmosphere, then appropriate monitoring equipment will be issued and appropriate PPE will be worn. Only individuals trained to work in confined spaces will be permitted to enter the space, within appropriate knowledge of what to do in the event of an emergency.

## 6. **Working at Height**

The Company undertakes considerable work that is conducted either above or below the floor level, the current description of working at height as detailed in the Work at Height Regulations 2005.

The Company makes specific reference to:

- ? Organisation, planning and competence
- ? Avoidance of risk
- ? Selection / inspection of work equipment
- ? Fragile surfaces / falling objects

As such, all contracts that require individuals to work at height are subject to risk assessment prior to the completion of a method statement. Each contract will be assessed on an individual basis.

All work will be carried out from a recognised safe working platform, eg scaffolding or Mobile Elevated Working Platforms (MEWPs). All individuals will be fully briefed of the requirements of the activity before it commences and all individuals will wear fall restraint equipment (harnesses). All equipment used for the support of people is subject to regular inspections, as specified in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

## 7. **Electricity**

All work carried out on electrical equipment or utilising electricity in any way is subject to the requirements of the Electricity at Work Regulations 1989. The term competent electrical person refers to an individual with appropriate training and experience to allow them to work on electrical equipment and shall apply to all maintenance and repair work carried out by the Company.

Work will not be carried out on 'live' equipment unless a safe working procedure has been prepared minimising the risk. Equipment will generally be isolated and locked off, usually carried out by client representatives. Any work carried out on high voltage lines / tracks will only take place after permits have been accepted on behalf of the Company and the area has been satisfactorily checked as isolated

## 8. **Asbestos**

The Company is not licensed for the safe disposal of asbestos and as such does not undertake work involving the material. Only contractors licensed in accordance with the Control of Asbestos at Work Regulations 2002 may conduct such activities. Any suspect material found during normal operations must be reported to the client who will be expected to resolve the issue.

Supervisors have sufficient knowledge of asbestos to make a reasonable assessment of a suspect sample but formal training does not take place. In the interest of Company safety, the Safety Advisor is to issue a tool box talk for all supervisors to present to their work parties.

