



Welcome to Maddison Group **Health and Safety** **Guide to Safer Contracting**

Introduction...

For a self employed individual health and safety is a serious business. Figures released by the Health and Safety Executive (HSE) show that during 2005-2206, 2,477 self employed people suffered an accident at work serious enough to warrant reporting to the HSE.

When broken down these figures show that 1,174 self employed contractors had an accident at work which led to them being absent for over 3 days. 1,251 self employed contractors suffered a major injury at work and even more regrettable is that 52 self employed contractors lost their lives whilst at work.

Who has responsibility for ensuring your Health & Safety?

The simple answer to this is both you and the controller of the site / premises you will be working in.

The Health and Safety at Work Act 1974 imposes duties on an employer to ensure the health and safety of both their employee and those affected by their activities.

Section 3.1 of the Health and Safety at Work Act 1974 states:

“It shall be the duty of every employer to conduct his/her undertaking in such a way as to ensure , so far a reasonably practicable, that persons not in his/her employment who may be affected thereby are not exposed to risks to their health and safety”

This means the controller of the site / premises has a legal duty to ensure not only the health and safety of those in their direct employment but also you as someone who is working on their site and so “affected by their working activities” You, as a self employed person have duties relating to health and safety.

Section 3.2 of the H&S act states:

“It shall be the duty of every self-employed person to conduct his/her undertaking in such a way as to ensure, so far a reasonably practicable, that persons not in his/her employment who may be affected thereby are not exposed to risks to their health and safety”

This means that as a self employed person you have legal responsibility to conduct yourself in such a way as to ensure your own health and safety as well as anyone else's who may be affected by your working activities, i.e. colleagues or the general public. Every person regardless of his or her job may be prosecuted or even imprisoned for failing to carry out these duties. Penalties may include an unlimited fine and up to two years imprisonment.

Management of Health & Safety at Work:

Risk Assessments:

A suitable and sufficient risk assessment should involve identifying the hazards present in any undertaking (whether arising from work activities or from other factors, e.g. the layout of the premises) and then evaluating the risk of being injured or harmed by the hazards present. Following evaluation of significant risks suitable prevention and protective measures should be implemented into the work activity to reduce the risk of injury/harm to an acceptable level.

Hazard:

Something with the potential to cause harm

Risk:

The likelihood of the hazard causing harm x the severity of the injury.

Accidents, Incidents and Near Misses

All accidents, incidents and near misses which involve people, property, equipment or the environment must be reported in line with the host client's policy and procedure as soon as possible (if only to facilitate an investigation and prevent re-occurrence)

Accident: (Personal injury whilst at work)

It is your responsibility to report accidents or injury to your host line manager/supervisor and to ensure that the incident is recorded in the accident book on site, either personally or by someone on your behalf.

Incidents:

Typically involves damage to equipment, property or the environment.

Near Misses:

Typically accidents in waiting

You must inform Maddison Group as soon as possible about any accidents, incidents or near misses involving you, when working on a client's site / premises.

RIDDOR

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 which impose duties to report certain types of injuries and accidents.

Fatalities, major injuries and dangerous occurrences must be reported immediately and followed up in writing within 10 days. Work related diseases and over 3 day injuries must be reported within 10 days.

Reports must be made to the relevant enforcing authority by the responsible person. This can be done by telephone, fax, Internet or post.

If reporting by fax or post, forms F2508 or F2508A should be used. If reporting by phone directly to the Incident Contact Centre (ICC) in Caerphilly the ICC will complete the relevant forms and send copies accordingly. Guidance can be obtained from the Health & Safety Executive (HSE)

Reporting Responsibilities:

As the nature of your work activities require you to operate within other people's premises the responsibility for undertaking any necessary RIDDOR reports falls to the client. It is therefore very important that you inform the host client immediately if you suffer an accident whilst at work.

Drugs and Alcohol

Alcohol, drugs and substance abuse can represent a serious risk to both people and property. Alcohol is known to affect judgement and physical co-ordination, drinking even small amounts of alcohol before or while carrying out work increases the risk of accidents.

No alcohol or drugs other than prescribed medicines should be taken onto any assignment. Substance abuse includes the use of illegal drugs and the misuse (deliberate or unintentional) of any prescribed drugs and substances such as solvents and alcohol.

Any person found in possession of drugs, or appears to be unfit through substance abuse can either be refused entry to a workplace, or be removed from one.

You should ensure you comply with the substance abuse policy in force at the site where the services are to be provided. If you are working in certain defined areas, you will be required to comply with alcohol, drugs and substance abuses testing procedures which may be in place.

What happens when you drink alcohol?

Alcohol is absorbed into your bloodstream within a few minutes of being drunk and carried to all parts of your body including the brain. The concentration of alcohol in the body is known as the 'blood alcohol concentration'. Even at blood alcohol concentrations lower the legal drink drive limit, alcohol reduces physical co-ordination and reaction speeds. It also affects thinking, judgement and mood.

It takes a healthy liver about 1 hour to break down and remove 1 unit of alcohol. A unit is equivalent to 8 gm or 10 ml (1cl) of pure alcohol. The following all contain one unit of alcohol, although this varies depending on the make of the drink.

A half pint of ordinary strength beer, lager and cider. (3.5% ABV) A single 25ml measure of spirits (40% ABV) A small glass of wine (9% ABV)

- If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (i.e. 4 units), they will still have alcohol in their bloodstream 3 hours later.
- Similarly, if someone drinks heavily in the evening they may still be over the legal limit the following morning.
- Black coffee, cold showers and fresh air won't sober someone up. Only time can remove alcohol from the bloodstream.

Drugs and Alcohol in the Rail Industry:

If you work in the rail industry, there is a requirement to be screened for drugs and alcohol abuse prior to the start of an assignment and or when undertaking 'safety critical roles'. Additionally, anyone involved in an accident or incident will be screened for cause and effect of drugs or alcohol.

Such screening will be undertaken by an appropriate authority (commissioned by Network Rail) and any assignee has the right of appeal when he/she considers him/herself to have been unfairly judged by the screening authority.

If you are found to be under the influence of drugs or alcohol in a high risk area such as the rail industry it is likely you will be found guilty of committing a criminal offence under the Health and Safety at Work Act 1974. The Transport and Works Act 1992 makes it a criminal offence for certain workers to be unfit through drink and/or drugs while working on railways, tramways and other transport systems.

The Road Traffic Act 1998 states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

Work Related Violence

The Health and Safety Executive (HSE) defines work related violence as: "Any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work.

This can include verbal abuse or threats as well as physical attacks" Physical attacks are obviously dangerous, but serious or persistent verbal abuse can be a significant problem too, as it can cause damage to employees' health through anxiety and stress.

All work-related violence, both verbal and physical, has serious consequences for the individual and for the business they are working for.

Fire Safety

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious or fatal. Fires can also cause massive destruction to the building structures, services, equipment, goods in storage also information and records can be destroyed or damaged. It is therefore important that you comply with the client's precautionary and preventative fire safety arrangements in relation to drills, evacuations, the use of fire extinguishers, etc.

Fire Prevention Information:

- Do not overload or operate damaged electrical equipment.
- Do not allow rubbish and waste to build and dispose in the appropriate way.
- Do not block vents or equipment.
- Do not smoke other than in designated smoking areas.
- Always store flammable substances away from sources of heat and in a secure way.

Upon Discovering a Fire:

- Raise the alarm at the nearest alarm point. Leave the building by the nearest exit route to your designated assembly points.
- Do not use lifts or stop to collect personal belongings
- Do not re-enter the building until instructed by an authorised person or similar, i.e. fire marshal/fire brigade.

In the event of a fire, follow site policy and safety procedures and strictly observe fire safety signs. Only attempt to tackle a fire with fire fighting equipment provided if you are certain there is no risk of danger to yourself or others and you have been trained in the use of fire fighting equipment.

Types of Fire Extinguisher - Colour Coding:

Red - Water
Black - Carbon Dioxide CO₂
Blue - Dry Powder
Cream - Foam

All new extinguishers will comply with European Standards and will be Red canisters with a coded panel on them.

COSHH

COSHH stands for the Control of Substances Hazardous to Health

Regulations 2002. Hazardous substances can be anything that could potentially cause harm to your health when you work with/use them. Some substances that may appear harmless that are in regular use should still have COSHH guidance available, i.e. bleach. For more hazardous commercial chemicals a warning label will be present on the container itself. If you are in doubt please refer to your manager, supervisor or health and safety representative.

Information you should be aware of when using hazardous substances:

- Product appearance, composition, handling, spillage, waste disposal guidelines, relevant hazard warnings and first aid information.
- Always wear the necessary protective clothing specified on the COSHH assessment.
- Never put substances in unmarked or unsuitable containers.
- Always follow the instructions on a COSHH assessment and ensure you have received appropriate training prior to use.
- In the event of a spillage refer to the client's policy and procedure for spillage handling.

Some substances can poison you by being directly absorbed through the skin. Certain substances can enter your lungs causing scar tissue and cancers, while others cause skin problems such as dermatitis.

Safe systems of work must be used to limit the amount of dust and fumes produced and to limit skin contact with hazardous chemicals.

First Aid

When you start a new assignment you should find out who the first aiders are, where the first aid centre is if applicable and where the first aid box is located. You must NEVER administer first aid unless you are trained to do so. If you are a trained first aider, you must only administer treatment to the level you are trained.

Personal Protective Equipment (PPE)

Always make sure you use protective clothing and equipment if it is required to protect your safety and well being. Make sure protective clothing and equipment you use is of a correct fit, is adjusted correctly and is suitable for the work undertaken. You must inspect your Personal Protective Equipment (PPE) before each use to check for any damage or deterioration.

Take care of any equipment you use - your life may depend on it.

Safety Footwear:

Most sites you will work on will require safety footwear to be worn.

Always ensure you have the correct footwear when working on an assignment. Safest footwear with both toe and sole reinforcement is essential on most sites to prevent crush injuries to your toes and to stop sharp objects puncturing the soles of your feet.

Safety Helmets:

The law requires that head protection should be worn on sites where there is a risk of injury from falling or moving objects, or where you could hit your head on scaffolding, low beams etc.

Safety Helmets have a lifespan, change your helmet:

- At the manufacturer's recommended date
- After significant impact, or, - If it becomes deeply scratched or cracked.

Hearing Protection:

Regular exposure to excessive noise causes damage to the inner ear and permanent loss of hearing.

A single exposure to very loud noise can have the same effect. Severe ear damage rarely causes pain at the time of the damage; many types of ear defenders are available, from disposable earplugs to earmuffs and system helmets incorporating ear defenders.

You should ensure you have suitable protection for every situation. As a guide, follow the 2m rule - if you are having problems holding a conversation with someone 2 metres away, then the noise you are exposed to is damaging your hearing.

Hand Protection:

Gloves must be worn to protect the hands when working with a variety of hazards including; chemicals, metals, any sharp or rough materials, dusts, etc. Gloves give protection against cuts, toxic or irritant chemicals and dermatitis. Use barrier creams and check you have the correct gloves to protect against the particular hazard you face. Should you notice any skin reddening or swelling from using any substances, stop using them immediately.

- Use the correct gloves for the job
- Always wash your hands before drinking, eating or smoking
- Never wear gloves when working on moving machinery - they could get caught up.
- Do not use solvents like paraffin, petrol or white spirit to clean your hands and skin - they may take away dirt but they will take with it your skin's natural protective oils - use cleansing creams.
- Don't rub your hands with dirty rags or even your clothing - sharp bits of metal could cut the skin and cause infection.
- Oily and dirty rags can cause disease - don't keep them.

Eye Protection:

Blindness is a severe and devastating hardship. Always ensure you wear suitable eye protection when there is a possibility of an object getting into your eye. There are several types of eye protectors and it is extremely important to wear the correct type to give the required protection. The following list is an example of instances when you will need eye protection, but is by no means exhaustive.

- Sanding or shot blasting
- High pressure water jetting
- Chipping metal, paint, scale, rust or other hard materials
- Grinding
- Welding and Cutting metals

Respiratory Protection:

Dust, fumes, gases or vapours can cause considerable lung damage. Always try first to eliminate the hazard - dampen down dust, ventilate the area. If this is not possible, some sort of respiratory equipment must be used:-

- Use the right equipment for the job, dust masks for dust; fume masks for fumes etc. Masks perform different functions so wear the right one.
- Masks are not always enough and there are times when full breathing apparatus must be worn, make sure you know how to use it and do not carry out the job without it.

Use respiratory protection in accordance with a written method statement for a safe system of work.

Special Protection:

Careful selection, maintenance, certification and regular training are needed for specialist equipment including:

- Compressed air escape breathing apparatus
- Artificial respirators
- Fall arrester and safety harness

Always ensure written safe systems of work are followed, and that the requirements of the Personal Protective Equipment at Work Regulations are implemented.

Harnesses

These are required if there is a danger that you could fall or be thrown from heights. You are also required to use one if going into deep manholes or sewers since you may need to be rescued. Make sure it fits correctly and is comfortable.

Manual Handling:

Manual Handling is defined as:

“Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand body or bodily force”

You should ensure that no load is heavier than you are capable of properly lifting without risking damage to yourself. When in doubt use mechanical means if available or seek assistance. When required, wear suitable gloves to protect your hands against rough or sharp edges and wear safety footwear to protect your feet in case the load is dropped.

- 1: Plan
- 2: Position
- 3: Grip
- 4: Lift
- 5: Move the object
- 6: Lower & adjust



Recommended Guidance Source: HSE

Basic Handling Technique

Assess the load:

- Estimate the weight
- Is the weight evenly distributed?
- Are there any sharp edges?
- Is the load bulky or unstable? - Consider resting the load in mid-lift.

Before the lift:

- Remove loose packaging
- Check the area to which the load is to be moved
- Is the floor level?
- Check if a system of work is available
- Get help if required

Posture:

- Stand as close to the load as possible with one leg forward of the other
- Bend knees and keep back straight - Grip the load firmly
- Wear gloves if the load is sharp or hot/cold - Be aware of trapping fingers when lowering the load
- Keep the load as close as possible
- Lift smoothly
- Turn using the feet; do not twist the trunk
- Use the leg muscles to lift
- If the load is to be lifted above the head
- Seek assistance.

Excavations

If you are required to undertake excavation work, you must never work alone.

Most sites should permit to work systems to control the work activities. If so, ensure you understand the system in place. You must request this information before commencing the task.

If any excavation where persons are at risk from collapse or falling materials, proper timbering, trench sheeting or pre-formed trench boxes must be used to safeguard those entering the excavation, unless the sides of the trench are battered back to a safe angle of repose. Where necessary, excavation supports, underpinning or shoring must, be designed by specialists.

If you are required to enter excavations make sure you wear a safety helmet and safety boots.

The main hazards associated with excavations are:

- Collapse of the sides
- Persons falling into excavations
- Striking underground services
- Persons in excavations being struck by falling materials
- Building or structure collapsing due to excavations an/or flooding
- Asphyxiation or poisoning due to ground conditions or fumes from plant
- Plant running into excavations

Ladders, securely fixed, must be provided for safe access and egress to excavations. This is the only means of access which should be used. Never climb on the timbering. Excavations will be wet or greasy, beware of slipping.

Where health hazards may be encountered, e.g. Landfill sites, industrial sites, sewers, methane gas, carbon dioxide etc specialist contractors or trained personnel of the end client should you with information on the precautions required. You must NOT get involved with this unless you are trained in the specific areas. You must NOT enter any dangerous excavations without authority or without suitable and sufficient training.

If you are responsible for the excavation, the safety of the public particularly children, must be considered when excavations are left open outside working hours in public areas. Covers, notices, physical barriers, warning lights must be in place - tapes and ropes are not enough. Access must be routed away from the edge.

Use care when working close to excavations never work with your back towards the machine.

Do not put undue pressure on the sides of excavation by placing overspill too close. Ensure that all materials, tools, plant and vehicles are kept away from the edge of the excavation.

Inspections of Excavations:

A competent person must inspect excavations every day that persons are working in any type of excavation that requires support or battering back. Records must be kept of these inspections.

Thorough inspections must be made after adverse weather or explosive charges have been fired, to check for damage to timbering or sheeting etc or following a collapse, and in any case every 7 days. Again records must be kept of these inspections.

Utilities:

All underground services should be located before any form of excavating takes place. Most sites should operate a 'permit to dig' system to control work activities.

Gas:

The dangers of breaking into a gas main are obvious; however you should be aware that gas can often be leaked into the ground and remain there until you expose it by digging into it. Explosion could easily follow. Opening manholes, sewers, water drain, trenches are the same. The second you smell gas, alarm others around you and inform whoever is in charge of the site.

Never smoke or light a naked flame if there is any chance of gas being present.

Electricity:

If you discover any exposed or damaged cables, stop work and inform the person in charge of the site. Do not continue to work if there are any damaged cables.

Overhead Electricity Cables:

The main hazards are contact with the cables by plant or vehicles, or by operatives handling long objects e.g. scaffold tubes, long ladders etc. The fact that electricity can 'arc' across gaps must be taken into consideration.

Where work directly beneath cables has to be carried out, i.e. blasting, or other unusual activity, the cables may need to be locked off and a permit to work system operated.

Water:

If a water main is or becomes damaged, stop work immediately and inform whoever is in charge of the site. If water is rushing into the trench, evacuate it immediately. The risk of drowning or trench collapse is very high.

Asbestos:

Asbestos is a naturally occurring mineral, which has been produced in fibre form for a variety of applications, particularly where fire and heat resistance is important.

Airborne asbestos dust is recognised as a potential health hazard, although danger varies according to type, concentration, fibre size etc. It may only take 1 fibre to trigger off a health problem, and therefore it is of paramount importance that care is taken where it is though asbestos may be present.

Working at Height

Falls from height continue to be the biggest killer on construction sites. Work at height should be carried out from a platform with suitable edge protection. Occasionally this may not be possible and a ladder may have to be used. However, they should only be used as a workplace for light work of short duration.

Instead of using a ladder for all sorts of work, you should consider a working platform. For example, a properly erected mobile scaffold tower or a mobile elevated working platform (MEWP). Jobs such as removing or installing guttering, installing replacement windows, painting or demolition work should usually be carried out from scaffolds or mobile access equipment. Ladders should be in good condition and examined regularly for defects. You must ensure that this is done.

The main hazards associated with work at height and on roofs are:

- Falls from the edge of a roof
- Falls from rafters/trusses of roofs before tiles/slates are fixed
- Materials/tools falling from height
- Contact with overhead electric cables
- Falls through roof lights
- Falls through fragile roofing materials

A risk assessment should be carried out for all roof work. Simple jobs may not require a great deal. More complex ones need to be assessed in much more depth.

But all roofwork is dangerous and it is essential that the risks are identified before the work starts and that the necessary equipment, appropriate precautions and systems of work are provided and implemented.

Providing adequate platforms and edge protection may not always be possible or reasonably practicable. If so either safety nets or harnesses will be required. It will not stop you falling, but will minimise the potential injuries you do.

Do not work on roofs in icy, rainy or windy conditions. Anyone carrying a roof sheet can easily be blown off the roof if they are caught by a gust of wind.

Scaffolds may only be erected, altered or dismantled under the direction of a person who has a formal certificate of competence. Unless you have undergone such training, you are NOT permitted to alter or erect any scaffold; this includes altering toe boards, platform boards and guardrails etc.

If you suspect any part of the scaffolding is unsafe you must inform the site manager immediately. You should never work on a scaffold that is incomplete, or is being or dismantled. You must not climb up or down a scaffold structure - always use a securely tied ladder. All working platforms or edge protection must have a guard rail, a secured panel, or an extended toe board.

Workplace Transport - Plant & Machinery

“Workplace transport” means any vehicle used by employers, self employed people or visitors in any work place (apart from traveling on public roads) and is the second biggest cause of fatal accidents in British workplaces.

The four main types of workplace transport accidents are:

- Moving vehicles hitting or running over people
- People falling off workplace vehicles -
- Workplace vehicles overturning
- Objects falling off workplace vehicles

On arrival at site, ensure you familiarise yourself and comply with the workplace transport system implemented by the client. Failure to do so may result in disciplinary action.

Areas you must ensure your familiarity with include:

- The workplace
- The routes to be used
- Pedestrian areas
- The vehicles and equipment on site
- Specific Hazards

Plant:

You must be over 18 years old to operate any plant/machinery and should only operate machines for which you have been trained and are familiar with, and for which you carry a certificate of competence. If you do not have a certificate to drive/operate a machine, you must not use it. No person is permitted to ride on any part of the vehicle or mechanical plant unless they are in a seat or other secure position provided for that purpose

Plant operators must not be under the influence of drugs or alcohol whilst operating any plant or machinery. If you are required to operate plant, check its condition before you use it.

Fork Lift Trucks:

Only qualified and authorised persons are permitted to drive a fork lift truck. Appropriate action will be taken by the company against any employee who operates a fork lift truck without authorisation.

Hazards identified with this type of equipment are caused by:

- Unskilled operation
- Incorrect use
- Defects in unchecked machines
- Poor maintenance
- Unsupervised reversing
- Carrying of passengers where no proper
- Overloading or insecure loads
- Collision with other vehicles

Safety Signs

You must always be aware of, observe and follow any safety signs

Colour Codes:

Red:

This is used in prohibition signs to signify dangerous behaviour and to identify and locate stop, shutdown, emergency cut out devices and fire fighting equipment.

Yellow:

This is used in warning signs to indicate possible dangers.

Blue:

This is used in mandatory signs to signify behaviour or actions that are required to be taken.

Green:

this is used to show the safety condition i.e. direction of emergency escape routes and exits and the location and identification of first-aid facilities. It can also be used to indicate a return to normal, i.e. a non dangerous state.

Any pictograms used be as simple as possible and contain only essential details. Signboards must be suitable for the intended place of use and be easily seen and understood.

The designated shapes and colours are described below for the main types of signboards.

Prohibition Signs:

Round with white background and red border and diagonal cross bar. (Red must take up at least 35% of the sign area). Pictograms must be black and placed centrally on the background without impacting on the cross bar.

Warning Signs:

Triangular with a yellow background (the yellow to take up at least 50% of the sign area) and a black border. The pictogram, placed centrally, must be black. This sign warns of a particular hazard or danger.

Mandatory signs:

Round with a blue background (the blue to take up at least 50% of the sign area) and white pictogram. These signs state what specific behaviour or action is expected, or what protective equipment must be worn.

Emergency escape or first aid signs:

Square or rectangular with white pictogram on green background (the green to take up at least 50% of the sign area). These signs indicate safe conditions such as first-aid posts or emergency routes.

The designated shapes and colours are described below for the main types of signboards.

Electrical Power Tools

The main hazards associated with the use of electrical power tools are: -

- Electrocution
- Tripping over loose wires and cables
- Injury through misuse
- Lack of maintenance
- Electric shock which may cause other accidents

Only trained and qualified persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must not be used, and immediate steps should be taken to have electrical defects remedied.

All cable connections must be properly made, under no circumstances is insulation tape to be used for any repair of an extension cable.

Power must be regularly inspected, tested and maintained in good condition, with casing intact.

Welding

Use local extraction, take advantage of any natural ventilation, and stand-up wind of the job.

Always use screens or protect persons in the immediate vicinity. Only use goggles or shields with the correct filter when welding. Suitable eye protection must be used for cleaning or de-slugging afterwards.

Keep flammable liquids or materials clear from the area where welding is taking place. Never weld a vessel which has contained flammable liquid or material until all residual liquid materials or vapours have been removed from the inside, cleaned and purged and a certificate issued.

If articles have been cleaned with solvents, they should be thoroughly dried before heat application.

Electric Ark Welding:

Use insulated electrode holders and keep the welding leads in good condition. Always connect the welding return lead and the earth connection to the material or plant being welded, never to structural steel work.

Only properly trained personnel are allowed to use electrical arc welding equipment. Electrical supply and earthing arrangements must be checked prior to starting work.

All necessary personal protective clothing and equipment must be used at all times when engaged in electric arc activities.

Gas Welding:

Cylinders must always be stored vertically and must be used in a vertical position. Treat gas cylinders with care, do not knock them, drop them or roll them on the ground.

Keep all valves and fittings clean and do not allow oil or grease to come into contact with the regulator, flashback arrestor, valves or fitting on oxygen cylinders. When work is finished or suspended, always turn off the gas at the cylinder valve, never at the torch only.

Never use a naked flame to detect a leak, always use the soapy water technique.

Any doubt over the ventilation of work areas must be brought to the immediate attention of whoever is in charge of the site.

Environmental Awareness

Always attempt to minimise pollution, noise, waste and use of natural resources that are created as a result of your working activities. Familiarise yourself and comply with any environmental rules on site.

Nuisance:

Please be aware that your activities may be of nuisance to your neighbours. Examples of such activities include - generation of excessive noise, dust and smells. If your activities on site may cause a nuisance, please inform the site manager.

Waste:

As a contractor on site, you may not be allowed to use the company's waste management facilities without the prior consent of the site manager. You must not pour any substances down drains or in rivers. You must ensure the disposal of wastes used and generated use licensed waste management contractors.

Emergency Situations:

If the end client has an emergency response plan in place, familiarise yourself with it and the process as soon as you arrive on site.