

2009

# RÖDER HTS HÖCKER GMBH

## Health and Safety Policy Statement (UK)

The Directors of Röder HTS Höcker GmbH accept that Health and Safety are management responsibilities but we depend on the co-operation of all employees, who should be aware that they too have responsibilities under this legislation. To comply with the Health and Safety policy at all times is the duty of all employees who should act responsibly, work in a safe manner, and do everything they can so as to prevent accidents to both themselves and others, To ensure the success of our policy we will monitor its effectiveness and review the content annually.



This is the Health and Safety Policy Statement of

# Röder HTS Höcker GMBH

## Our statement of general policy is:

- To provide adequate control of the health and safety risks arising out of our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

The Directors of Röder HTS Höcker GmbH accept that Health and Safety are management responsibilities but we depend on the co-operation of all employees, who should be aware that they too have responsibilities under this legislation. To comply with the Health and Safety policy at all times is the duty of all employees who should act responsibly, work in a safe manner, and do everything they can so as to prevent accidents to both themselves and others, To ensure the success of our policy we will monitor its effectiveness and review the content annually.

Revisions to the policy will be implemented as a result of deficiencies highlighted, by new legislation or by further business development.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Next Review date: \_\_\_\_\_

<u>CONTENTS</u>	<u>Page</u>
Chain of Responsibility	4
Consultation with Employees	4
Health and safety risks arising from work activities	5
Safe Equipment	5
Safe handling and use of substances	6
Information, instruction and supervision	6
Competency for tasks and training	7
Accidents, first aid and work-related ill health	7
Monitoring Health and Safety	8
Emergency procedures - Fire and Evacuation	8
Appendix A: General Workplace Safety, Welfare & Legislation	9
Appendix B: Accidents & Emergencies	10
Appendix C: First Aid	13
Appendix D: Fire Emergency Instructions & Prevention	14
Appendix E: General Safety Rules & Procedures	15
Appendix F: Electrical Procedures	17
Appendix G: Equipment Use & Maintenance	20
Appendix H: Hazardous Substances	22
Appendix I: Smoking, Alcohol & Drug Abuse	24
Appendix J: Transportation & Driving	25
Appendix K: Manual Handling	26
Appendix L: Working at Height	28
Appendix M: Structures & Installations	30
Appendix N: Personal Protective Equipment	31
Appendix O: Office Safety	33
Appendix P: Working with Visual Display Units	35

## Chain of Responsibility

- Overall and final responsibility for health and safety within Röder HTS Höcker GmbH (UK) is that of:  
**Giles Hill, Director**
- Day-to-day responsibility for ensuring the policy is put into practice is delegated to:  
**Tom Russell: UK Operations Manager**
- To ensure health and safety standards are maintained / improved, the following people have responsibilities in the following areas:

**Tom Russell** As Operations Manager, responsible for complying with all aspects of the Health and Safety Policy, ensuring all procedures are adhered to.  
Responsible for the general upkeep of the business premises maintaining standards and procedures of Health and Safety as defined in this document.  
Responsible for the maintenance of Health and Safety supplies and equipment.

**Michael Harding** As site Operations Manager are responsible for complying with all aspects of the Health and Safety Policy, ensuring all procedures are adhered to. Responsible for reporting hazards & accidents and acting accordingly to minimise risks.

**Tina Morgan** As office Administrator, for complying with all aspects of the Health and Safety Policy, ensuring all procedures are adhered to. Responsible for reporting hazards & accidents and acting accordingly to minimise risks. Ensuring a written record of all accidents is kept.

### **All employees have to:**

- Co-operate with managers and co-ordinators on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **Consultation with employees**

The Management will, either directly or through an elected representative under take to consult all employees on any matters affecting their Health and Safety. This will take place at regular intervals during staff meetings or during specially convened meetings should the matter be considered urgent.

The Management will also keep employees up to date with amendments on Health and Safety requirements, and either provide the necessary information or direct the employees to the appropriate department in order to obtain advice.

A record of recommendations, implementations and training requirements will also be kept.

We shall endeavour to monitor the accident and ill health record of the business ensuring that we are complying with our statutory duties and those defined in our Health and Safety policy.

## Health and safety risks arising from work activities.

To comply with statutory duties and in accordance with our Health and Safety policy we will be conducting regular inspections of our working environment to ensure that as far as reasonably practicable we are maintaining conditions of safety and absence of risks to health.

• Risk assessments will be undertaken by:  
**Tom Russell and Michael Harding**

• The findings of the risk assessment will be reported to:  
**Giles Hill**

• Action required to remove/control risks will be approved by:  
**Giles Hill**

**Tom Russell**  
Will be responsible for ensuring the action required is implemented.

**Office Administrator**  
Will check that the implemented actions have removed / reduced the risks.

## Safe equipment

We must all ensure that the equipment we are using is safe and suitable for the tasks in hand, including the environment in which it is to be used.

We need to regularly maintain our equipment to ensure that it is kept in a good safe working condition. We must also consider the risks involved in the maintenance of equipment and tools.

We must store our equipment and tools safely so as not to cause a hazard to our employees or anyone visiting our premises.

We must also ensure that while on location our equipment and tools are stored safely and securely so as not to cause potential hazard or inconvenience to our clients, location staff or members of the public.

**Tom Russell**  
• Will be responsible for identifying all equipment needing maintenance.

**Tom Russell**  
• Will be responsible for ensuring effective maintenance procedures are drawn up.

**Tom Russell**  
• Will be responsible for ensuring that all identified maintenance is implemented.

**Tom Russell**  
• Should be advised of any problems found with equipment.

**Giles Hill and Tom Russell**  
• Will check that new equipment meets Health and Safety standards before it's purchased.

## Safe handling and use of substances

The company has procedures for compliance with the requirements of current rules and regulations on all hazardous substances. You should always comply with these rules and follow the instructions of the **Control Of Substances Hazardous to Health (COSHH)** Assessment.

### Tom Russell

- Will be responsible for identifying all substances, which need COSHH assessment.

### Tom Russell

- Will be responsible for undertaking COSHH assessments.

### Tom Russell

- Will be responsible for ensuring that all actions identified in the COSHH assessments are implemented.

### Tom Russell

- Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

### Tom Russell

- Will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every: 3 Months

## Information, instruction and supervision

- The Health and Safety Law poster is displayed:  
In the Warehouse

- Health and Safety leaflets are issued by:  
HSE.org.uk

- Health and Safety advice is available from:  
HSE.org.uk

- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by:  
Tom Russell / Michael Harding

### Tom Russell / Michael Harding

- Is responsible for ensuring that employees working at locations under the control of other employers, are given relevant Health and Safety information.

## Competency for tasks and training

- Induction training will be provided for all employees by:  
Tom Russell or Michael Harding

- Job specific training will be provided by:  
Tom Russell or Michael Harding

- Specific jobs requiring special training are:  
Scaffolds, Electrics, Loading and Un-loading, Fork Lift Truck,  
Large Frame Structures, All aspects of Marquee Erection.

- Training records are kept /by:  
In the Main Office / Office Administrator

- Training will be identified, arranged and monitored by:  
Tom Russell and Office Administrator

## Accidents, first aid and work-related ill health

Report all accidents and hazards promptly. Report all accidents, however minor. Ensure an entry is made in the accident book. Know who your first aiders are.

- Health surveillance is required for employees doing the following job:  
Not Applicable

- Health surveillance will be arranged by:  
Not Applicable

- Health surveillance records will be kept by/at:  
Not Applicable

- The first aid boxes are kept:  
Warehouse

- The appointed First Aiders are:  
Tom Russell

- All accidents and cases of work-related ill health are to be recorded in the accident book.

### The accident book is kept by:

Office Administrator – Accident Book is available at all times.

### Office Administrator

- Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## Monitoring Health and Safety

- To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out regular inspections of the premises and equipment.
- Investigate any accidents or sickness absences that occur.

### Giles Hill

- Is responsible for investigating accidents.

### Office Administrator

- Is responsible for investigating work-related causes of Sickness absences.

### Tom Russell and Office Administrator

Is responsible for acting on any investigation findings to prevent a recurrence.

## Emergency procedures - Fire and Evacuation

### If you discover a Fire:

Immediately raise the alarm.

Attack the fire if possible with appliances provided.

Do not take personal risks.

### On hearing alarm of Fire:

Whoever finds the fire will call the Fire Brigade or nominate another to do so.

Evacuate the building immediately ensuring nobody is left in the area.

Do not stop to collect personal belongings

Go straight to the designated assembly point, which is: **Car park in front of Unit 8 Lawrence way**

### Office Administrator

- Is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every:

**Office Administrator /Every Month**

- Fire extinguishers are maintained and checked by/every:

**Contracted Company as per manufactures instructions**

- Alarms are tested by/every:

**Not fitted**

- Emergency evacuation will be tested every:

**Every Six Months**

## APPENDIX A

### General Workplace Safety, Welfare & Legislation

In compliance with the legislation of the Workplace (Health, Safety & Welfare) Regulations 1992 It is the duty of Röder HTS Höcker GmbH to ensure, so far as reasonably practicable, the health, safety and welfare at work of all our employees.

#### We will:

- Provide and maintain a safe workplace with the buildings being of good repair, handrails provided where staircases exist and any floor openings being fenced or covered when not in use and the edges of openings marked.
- Provide and maintain safe access to places of work, and maintain all areas in a safe condition ensuring that pedestrian walkways, gangways, steps, kerbs and fixed obstacles are clearly marked.
- Ensure that any power-operated apparatus include adequate safety measures to prevent injury and where necessary have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency.
- Ensure that safe arrangements are made for the use, handling, storage and transport of articles and materials.
- Provide safe lighting in the workplace and will ensure a good level of local lighting at workstations where necessary.
- Provide well designed workstations with work surfaces at a sensible height, high enough to give ample clearance above legs and adjustable chairs with tilting back rests to support the small of the back.
- Ensure sufficient space in work areas is available to enable safe access and allow people to move about with ease.
- Provide information, instruction, training and supervision to ensure the health & safety at work of our employees.
- Provide a written statement of the company's Health & Safety policy and ensure that all employees read and understand it.
- Consult with safety representatives on matters affecting the safety, health and welfare of our employees and to form a safety committee if requested to do so.

Röder HTS Höcker GmbH recognise that prevention of accidents depend on a committed attitude of mind to safety as well as design, operation and maintenance of equipment, therefore employees are encouraged to observe safe working practices. Employees are expected to recognise the importance of self-discipline and to do everything they can to prevent injury to themselves and others and loss to the company.

**The Health & Safety at Work Act 1974 states that it shall be the duty of every employee while at work to take reasonable care for the Health & Safety of themselves and other persons who may be affected by their acts or omissions at work.**

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare

## APPENDIX B

### Accidents & Emergencies

The accident book is located in the main office and is the responsibility of the resident first aider. Any accidents occurring on location must be reported to the supervisor or location first aider whose responsibility it will be to keep a written record of the accident and update the company accident book at the next available convenience.

When on location we must make sure that we know the site Accident & Emergency procedures, this information is important to be established before you need it.

#### In Case of an Accident

Call or send for help. Only attempt a rescue if you can do so without placing yourself in danger.  
Protect the casualty from more harm.  
Report to your supervisor and first aider promptly.

#### In Case of Hazard

Warn others and where possible take steps to prevent harm or reduce the risk.  
Report the hazard to your supervisor.  
Don't make repairs/adjustments unless you have been trained and told to do so.  
It is your legal duty to report any accident or hazard to your supervisor.

### Reporting of Injuries, Diseases and Dangerous Occurrences

#### Regulations

Reporting accidents and ill health at work is a legal requirement but it is common sense to make sure we and our employees are safe by notifying the Health & Safety Executive of hazards that could be of relevance to others.

#### We are required to make a report to our Local Inspector for the following:

##### Death or Major Injuries

An employee or self employed person working on our premises or location under our control is killed or suffers a major injury (including as a result of physical violence).  
A member of the public is killed or taken to hospital.

##### Reportable Major Injuries are:

Fracture other than to fingers, thumbs or toes.  
Amputation.  
Dislocation of the shoulder, hip, knee or spine.  
Loss of sight (temporary or permanent).  
Chemical or hot metal burn to the eye or any penetrating injury to the eye.  
Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.  
Any other injury leading to hypothermia; heat induced illness or unconsciousness; or requiring resuscitation; or admittance to hospital for more than 24 hours.  
Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.  
Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.  
Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### Over 3 Day Injuries

An over 3 day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than 3 days. This includes any days they wouldn't normally be expected to work such as weekends, rest days or holidays, not counting the day of injury itself.

A completed accident report form (F2508) must be sent to the enforcing authority within ten days of any reportable accidents occurring. F2508 report sheets are located in the Office and are available from the resident first aider.

### Disease

If a doctor notifies us that an employee suffers from a reportable work related disease.

#### Reportable diseases include:

Certain poisonings.

Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis /acne.

Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.

Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.

Other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

A completed disease report form (F2508A) must be sent to the enforcing authority within ten days of notification.

### Dangerous Occurrence:

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence that must be reported immediately (e.g. by telephone) to the enforcing authority.

Within ten days this must be followed up with a completed accident report form (F2508).

#### Reportable Dangerous Occurrences are:

Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.

Explosion, collapse or bursting of any closed vessel or associated pipe work.

Failure of any freight container in any of its load bearing parts.

Plant or equipment coming into contact with overhead power lines.

Electrical short-circuit or overload causing explosion or fire.

Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.

Accidental release of a biological agent likely to cause severe human illness.

Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.

Malfunction of breathing apparatus while in use or during testing immediately before use.

Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.

Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.

Unintended collision of a train with any vehicle.

Dangerous occurrence at a well (other than a water well).

Dangerous occurrence at a pipeline.

Failure of any load bearing fairground equipment, or derailment or unintended collision of cars or trains.

A road tanker carrying a dangerous substance overturns, suffers serious damage, and catches fire or the substance is released.

A dangerous substance being conveyed by road is involved in a fire or released.

Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls.

Unintended collapse of a wall or floor in a place of work or any false work.

Explosion or fire causing suspension of normal work for over 24 hours.

Sudden uncontrolled release in a building of:

- 100kg or more of a flammable liquid.

- 10kg or more of a flammable liquid above its boiling point.
- 10kg or more of a flammable gas
- 500kg of these substances if the release is in the open air.

Accidental release of any substance that may damage health.

**Records of any reportable injury, disease or dangerous occurrence must be kept for three years from the date on which the event occurred including:**

- Date & method of reporting
- Date, time & place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease

## APPENDIX C

### First Aid

Under Health & Safety regulations it is the responsibility of the employer to provide First Aid facilities appropriate to the number of people employed and the particular risks of the work being undertaken. Make sure that you are aware of where and how to obtain First Aid, find out now while you don't need it. First Aid should only be administered by qualified personnel, except in severe cases of bleeding or cessation of breathing.

Have all injuries properly treated; even minor wounds can lead to major surgery if not attended to properly.

Only move an injured person if it will prevent him from sustaining further injury

Some injuries such as eye contamination need specialist treatment. Don't let a well meaning amateur worsen the injury, get proper treatment immediately.

Report all injuries and ensure that all details are properly recorded.

A trained First Aider or appointed person relief cover will be provided at all times when employees are at work, both on the business premises and on location assignments.

#### **Their duties include:**

Taking Charge of the situation in the event of a serious injury/illness occurring

Summoning the Emergency services when necessary

Maintaining First Aid Box contents

## APPENDIX D

### Fire Emergency Instructions & Prevention

#### Fire Prevention & Protection

Keep all fire exits clear - doors and access routes.

Keep fire extinguishers free from obstructions and readily available in their designated areas.

Ensure you know the location of fire extinguishers, how to identify the different types of extinguishers and their uses, and how to operate them.

Remember Red water extinguishers must **never** be used on electrical fires

Do not smoke in areas marked NO SMOKING or NO NAKED FLAME.

Familiarise yourself with the location of fire exits.

Ensure chains are not put on fire doors.

Do not prop open fire doors, they must always be closed.

Maintain good housekeeping habits by not allowing combustible materials and debris to accumulate. Empty waste bins regularly.

Do not use unofficial heating, lighting or cooking appliances.

Store Flammable & Explosive materials safely & correctly.

Do not put clothing, tea towels and towels on or near heating appliances.

Ensure all electrical appliances are in good repair; remove any defective appliances from use until they have been correctly repaired.

At the end of work, switch off all non-essential electrical equipment.

Close all doors & windows before leaving premises.

## APPENDIX E

### General Safety Rules & Procedures

The safety of the workplace is the responsibility of everyone, we all have a part to play in helping to provide and maintain an accident free working environment.

In order to achieve this it is very important to follow the proper safety rules and common sense safety practices at all times.

Treatment should be sought for **all** accidents, and incidents reported.

Report unsafe conditions, tools, equipment and practices.

Drinking of alcoholic beverages, carrying of firearms, fighting or the use of illegal drugs is prohibited within working hours. Any person who is unable to perform their duties satisfactorily as a result of consuming alcoholic liquor will be prohibited from working. The misuse of legal drugs is prohibited, as is the possession, distribution or sale of illegal drugs.

Safety equipment for use on the job is not to be tampered with, misused or damaged in any way.

Never run in the working areas or along corridors.

Ensure effective communication between crew to ensure an awareness of each other's activities. You need to be aware of the movement of equipment and people around you.

Fire fighting equipment must not be used for washing down or any other nonemergency purposes.

Use only equipment in good repair, ensure it is the right equipment for the job; never try to make do with damaged or unsuitable equipment.

Ensure any equipment and machinery is switched off when not attended and at the end of the working day.

Ensure that any unfinished jobs are left in a safe state with all tools put away correctly and any structures secured.

Do not walk or stand under loads carried by power operated equipment.

Ensure that all personnel working in your vicinity are aware of any obstructions or openings you create by the use of warning notices.

Ensure that pedestrian walkways, gangways steps, kerbs and fixed obstacles are clearly marked. Usually with white tape / paint on dark surfaces or black on light surfaces and kept clean and clear of any materials.

Ensure that all cable runs are tidy and covered anywhere they could potentially be a tripping hazard, paying particular attention to Fire exits and passageways.

Ensure that equipment is stacked correctly or that any rigging is secure and safe.

All clothing should fit properly and be in good condition.

When on location make sure you are aware of any additional site rules and procedures regarding Health & Safety.

### Training & Supervision

Induction safety training will be given to every person at the commencement of employment and where entering locations for the first time. Job specific safety training in the use of equipment, hazard awareness and risk control measures will be provided to cater for identified needs.

Work activities will be properly supervised to ensure that employees at all levels are provided with appropriate information, materials tools/equipment and personal protective equipment to carry out the work safely.

### Horseplay

Not only is horseplay a dangerous activity, it is also an offence under the Health & Safety at Work Act.

Horseplay, skylarking, practical jokes or whatever else you may call it can result in serious disabling injuries.

So the message is quite clear - **DON'T DO IT.**

### Housekeeping

This is one of the most important items influencing safety. Cleaning up as you go must be the rule so that it doesn't become a burden and a hazard.

Keep fire exit routes, corridors, aisles, passageways, stairways and doors free from materials, supplies and obstructions of every kind.

Keep floors free from debris and clean up any spillage promptly.

Keep all materials & equipment away from the edges of hoist ways, ladder access, stairways and floor openings.

Tools not in use should not be left lying around, put them away when a job is finished so as not to create a hazard.

Toilets, wash up facilities and drinking water are provided for your use and comfort.

Please help to keep these facilities clean and tidy.

The smoking policy of the working location is to be complied with at all times

## APPENDIX F

### Electrical Procedures

Electric shock is a major hazard; it can cause fires, physical injury and can **KILL!**

All electricity installations must comply with the Health & Safety requirements as outlined in the Electricity at Work Regulations 1989.

It is extremely important that our use of electricity is done in a safe, responsible manner, defective plugs, sockets and leads cause more electrical accidents than the appliances themselves.

#### Safe Installation & Operation

All electrical equipment and work on electrical equipment and services must comply with regulations.

Do not allow anyone to work on or near live equipment, unless it is unavoidable and special precautions are taken.

During any work all electrical equipment must be isolated, fuses removed, warning notices displayed and other necessary action must be taken to ensure the safety of personnel.

Energised wiring in junction boxes, circuit breakers, panels and similar places must always be covered.

Fuses, circuit breakers etc. must be correctly rated for the circuits they protect.

Provide enough socket outlets using a multi-plug socket block rather than an overloaded adapter, which can lead to fire hazards.

Do not bypass manufacturers installed safety devices.

Never interfere with any electrical equipment or wiring.

There must be a switch or fixed isolator near each fixed machine to cut off power in an emergency.

The mains switch must be readily accessible and clearly marked.

#### When on location familiarise yourself with the electrical installation; ensure you are aware of the location of relevant breakers and isolation units.

Take care when calculating power consumption so as not to overload circuitry.

Always make sure you know exactly WHAT AND WHERE you are plugging into to avoid personal injury and damage to equipment.

#### Insulation, Protection & Earthing

Power cables to machines must be properly insulated, e.g. sheathed and armoured or installed in conduit. Earth connections must be in good condition.

Any exposed metal parts of electrical tools and appliances must be adequately earthed.

When using flexible cable, always use a proper plug with the flex firmly clamped to stop the wires pulling out of the terminals.

Ensure proper connection of tools with only two wires (Live & Neutral).

Ensure plugs, sockets and fittings are sufficiently robust and adequately protected for the working environment.

Ensure regular checks for easily damaged items and replace frayed and damaged cables completely.

Use special protection when using electrical equipment in a flammable or dusty environment, choosing the correct equipment may require specialist advice.

When using electrostatic equipment (e.g. paint sprayers), ensure adequate earthing by using antistatic footwear to prevent a buildup of electrostatic charge that can cause a spark.

Never operate electrical equipment while standing on damp or wet surfaces unless you are wearing rubber boots. Ensure that your hands are dry.

When carrying or pouring organic powders (e.g. Flour, Tea Dust) or flammable liquids, use closed metal containers and make sure all metal work is bonded and earthed.

Cables passing through work areas and thoroughfares must be covered or elevated to protect it from damage, which could cause injury to personnel.

Splices in trailing cable must be made of mechanically strong components and insulated to retain the mechanical & electrical strength of the original cable.

## Maintenance

All electrical equipment, wiring installations, generators or battery sets and everything connected to them, must be maintained to prevent danger. This means carrying out checks and inspections and repairing and testing as necessary.

Ensure suspect or faulty equipment is taken out of use, labeled "**Do not use**" and kept secure until a competent person can check it.

Ensure that the person responsible for health & safety at your location is kept informed of any equipment that is faulty.

Test the residual current device. This only involves pushing a button and can help to maintain the effectiveness of the device.

Tools and power sockets should be switched off before plugging in or unplugging.

Equipment should always be unplugged before cleaning or making adjustments.

Ensure consideration is given to electrical safety of Sub hired equipment.

Ensure that special maintenance instructions for waterproof and explosion protected equipment have been recorded and that any work carried out adheres to these instructions so as not to damage the protection.

Don't ignore tell tale signs such as faulty switching or intermittent stopping. These may indicate an internal fault such as a loose wire, which could cause external metalwork to become live.

## Portable Electrical Equipment

This section covers equipment that has a lead and a plug and is usually moved around or can easily be moved from place to place.

**Many accidents occur due to hand tools being poorly maintained or misused.**

**All equipment should be inspected before it leaves the premises to ensure that we are not sending out a potential hazard.**

Ensure equipment is turned off; disconnect the plug and then look for the following:

Damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering.

Damage to the plug, e.g. the casing is cracked or the pins are bent.

Non-standard joints including taped joints in the cable.

The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing.

Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace.

Damage to the outer cover of the equipment or obvious loose parts or screws.

Overheating (burn marks & staining).

In addition, formal inspection includes removal of the plug cover and checking that:

A fuse is being used (i.e. it is a proper fuse and not a piece of wire or a nail, etc.).

The cord is holding the **outer** part (sheath) of the cable correctly.

The wires, including the earth where fitted are attached to the correct terminals.

No bare wire is visible other than at the terminals.

The terminal screws are tight.

There is no sign of internal damage, overheating or entry of liquid, dust or dirt.

This does not apply to moulded plugs where only the fuse can be checked. Most of these checks also apply to extension leads and their plugs and sockets.

**We encourage employees to look for external damage to the equipment before they use it and if necessary report damaged or faulty equipment.**

Check that hand-held or hand operated electrically powered tools are in good condition and hold a current portable appliance test (PAT) certificate.

Power operated tools should only be operated by people trained and competent in their use.

Power tools should never be hoisted or lowered by the flex.

Make sure the switch is off before plugging into an electrical outlet.

Keep moving parts of power tools away from the body.

When using power tools in limited movement areas ensure to get a good footing, use both hands, keep cords clear of obstructions and do not over-reach.

Before putting a tool down make sure it is switched off and is no longer in motion.

### **Overhead Electric Lines**

Electricity can flash from overhead power lines even though plant and equipment may not touch them.

Do not work where any equipment could come within 9m of a power line without seeking advice from the electric company.

Take care that mobile towers, ladders and scaffolds do not come anywhere near overhead cables.

Never uses aluminium ladders or steps where any electrical hazard exists.

### **Underground cables**

We have to be aware of the risk from power lines hidden in the ground, if we are probing anything below the visual surface then there are measures to be considered.

Consult the local Electricity Company if you are likely to be digging or staking near buried cables, they should know where these are.

Always assume that cables will be present when digging holes in the street, pavement or near buildings. If you have to work near services, use service plans, locators and safe digging practices to avoid danger.

Take sufficient care when staking poles for outdoor events, organisers may have shallow buried power cables across the areas where you are setting up.

Ensure that you are aware of these safety precautions and keep vigilant on electrical safety because the consequences can lead to tragedy.

## APPENDIX G

### Equipment Use & Maintenance

- We must ensure that the equipment we are using is safe and suitable for the tasks in hand, including the environment in which it is to be used.
- Ensure equipment is used solely for its intended purpose and is of the right specification to do the job correctly. Consider the preparation, and work involved in the setting up & breakdown of the equipment.
- Consider electrical power supplies & equipment consumption.
- Ensure the correct amount of crew to handle and operate the equipment correctly & safely.
- Ensure that equipment is only used by people who have the necessary skills and knowledge.
- Ensure use of equipment that involves a specific risk is restricted to trained persons given the task of using it. (E.g. Mobile Scaffold towers erection.)
- After choosing the right equipment for the job, consider the location of equipment and ensure it is situated in a safe place not obstructing any points of access, thoroughfares or emergency exits.
- Ensure that all equipment is in good working condition and set up correctly and safely in a manner that creates no or extremely minimal risk to employees or members of the public.
- Never use equipment that is not in good mechanical/electrical condition.
- Ensure visual checks are made daily before operation of equipment and that good housekeeping practice is adopted. (E.g. be aware of tripping hazards.)
- Ensure adequate lighting to be able to safely set up, operate and breakdown any equipment.

### Maintenance

- We need to regularly maintain our equipment to ensure that it is kept in a good safe working condition. We must also consider the risks involved in the maintenance of equipment and tools.
- Ensure that equipment is made safe before any maintenance begins.
- Isolate electrical and other power supplies.
- Isolate plant & pipelines containing pressurised fluid, gas, steam or hazardous material.
- Ensure support is given to any equipment or parts of equipment that could fall.
- Use the manufacturer's maintenance instructions where available & provided.
- Ensure control switches are visible and clearly marked to show what they do.
- Have emergency stop controls within easy reach if necessary.
- Ensure to use personal protective equipment appropriate for the job to be done where necessary.
- Always use the correct tool for the job; never 'make do'.
- Replace tools when they become worn or damaged beyond repair.
- Use the right sized spanner for the nut.
- Ensure tools are never used as levers.
- Keep edges of cutting tools, saws, chisels, drills etc. sharp and in good condition.
- Handles should be properly fitted, secure and free from splits.

### Storage

- We must store our equipment & tools safely so as not to cause a hazard to our employees or anyone visiting our premises.
- Equipment should be stored and stacked on a firm, level base so that they are not likely to fall. Use a properly constructed rack when needed and secure it to the floor or wall if possible.
- Ensure that all racking is erected safely & properly.
- Do not exceed the safe load for racks, shelves or floors or allow items to stick out from stacks or bins into gangways.
- Ensure that all employees are adequately trained in safe stacking.
- Ensure stacks are stable, chock pipes & drums to prevent rolling and keep heavy articles near floor level.
- Ensure limits are set for the height of stacks so as to maintain stability.
- Keep fire exit routes, corridors, aisles, passageways, stairways and doors free from materials, supplies and obstructions of every kind.
- Ensure employees do not climb racks to reach upper shelves.
- Tools not in use should not be left lying around, put them away when a job is finished so as not to create a hazard.

Protect sharp edges of tools that are to be stored or covered. Uncovered Stanley knives kept in pockets cause many hand injuries.

We must also ensure that equipment on location is stored safely and securely so as not to cause potential hazard or inconvenience to our clients, location staff (e.g. banquet staff) or members of the public.

## APPENDIX H

### Hazardous Substances

The company has procedures for compliance with the requirements of current rules and regulations on all hazardous substances. You should always comply with these rules and follow the instructions of the **Control Of Substances Hazardous to Health (COSHH)** Assessment.

#### Use Substances Safely

Always read labels & safety data sheets for hazards of substances or their ingredients before you use, transport or store any substances. If in doubt contact the supplier.

Follow the instructions on the label.

Promptly report missing or damaged labels.

If a substance is transferred to smaller containers, ensure a label is used detailing the contents, composition, hazards, first aid and what to do in the event of an accident.

Do not store chemicals in open containers such as jam-jars or bottles.

Report any hazard or defect; don't assume someone else will do it.

Assess storage risks by considering the substances and amounts stored.

Keep dangerous chemicals locked away and in covered containers.

Never mix two substances together unless the instructions say it is safe to do so.

Report any leakage or spillage immediately.

Use personal protective equipment provided where necessary.

Do not smoke, eat or drink while using hazardous substances.

Follow good personal hygiene, remove protective clothing and always wash thoroughly before smoking or consuming food and drink.

Do not siphon or pipette hazardous chemicals by mouth- use a pump or hand operated siphon.

Do not transfer contamination. (e.g. by putting pens/pencils in your mouth)

Ensure to keep your skin clean, wash off any spills immediately and get prompt first aid treatment for minor cuts. Check your skin regularly and seek medical advice at once for any rashes though use of hazardous substances.

#### Asbestos

Because of the long term effects of exposure to asbestos, if during the course of your work you suspect that you may be exposed, do not disturb the asbestos and seek advice immediately.

Remember you have a duty not to do anything that places yourself or others at risk. This is both a moral and legal duty.

#### Flammable Liquids

The conditions under which highly flammable liquids, including gases, are stored and used are controlled by legal standards.

Highly flammable liquids must be stored in strong, screw-capped drums or jerry cans that are clearly marked '**HIGHLY FLAMMABLE**'. They must be kept in proper locations and not on stairways or passages.

Do not smoke, and exclude all means of ignition, i.e. pilot lights, electrical contractors, heaters etc, when using flammable liquids. Remember the vapours may be heavier than air and form low layers at ground/floor level.

They can travel some distance undetected.

Flammable liquids should be stored in a secure area protected from direct sunlight and away from other buildings, stores or boundary fences.

If highly flammable liquids have to be stored inside you must not keep more than 50 litres and they should be stored on their own in a special metal cupboard or bin.

Ensure only the minimum amount is kept in the workplace.

Dispense and use in a safe place with adequate natural or mechanical ventilation.

Do not open more containers of flammable liquids than needed for immediate use.

Caps & stoppers are to be replaced on all containers when not in use. Empty containers or cylinders can catch fire or even explode.

Use the correct method for the disposal of empty containers.

Remove all combustible materials from areas where flammable liquids are used or stored.  
Contain spillage by dispensing over a tray or having absorbent material handy.  
Ensure you have a Fire Extinguisher of the right type readily available when working with flammable liquids.

**Flammable & Combustible Solids**

Plastic foams are a high fire risk and need careful control, both in storage and in the workroom; treat them like other flammable materials. Ensure that combustible solids are stored correctly to minimise potential fire hazard and that debris and waste are disposed of efficiently.

**When on Location ensure you make yourself aware of the site procedures and legislation regarding the use and storage of all hazardous substances.**

## APPENDIX I

### Smoking, Alcohol & Drug Abuse

It is the policy of Röder HTS Höcker GmbH to provide a safe, healthy smoke free workplace. We recognise the needs of non-smokers who do not wish to breathe tobacco smoke risking damage to their health through passive smoking which can worsen asthma and cause lung cancer.

**Smoking must be confined to the designated areas only. Anyone caught smoking in non-smoking areas will be dealt with accordingly. There is to be no smoking with the offices/warehouse/rest areas or anywhere within the building in addition to in any company vehicle either owned/leased/rented.**

When working on location smokers must make themselves aware and adhere to site regulations regarding smoking, making careful judgement about whether or not it is appropriate to smoke at all.

It is the policy of Röder HTS Höcker GmbH That all employees will be free from the effects of the following during working hours:

- 1. Consumption of Alcohol**
- 2. Substance Abuse**
- 3. Drug Abuse: The taking of illicit drugs or misuse of prescribed drugs.**

Company vehicle drivers are reminded that it is illegal to drive any vehicle whilst under the influence of alcohol. Any substance abuse or drug misuse/abuse could seriously affect your driving capability and, as such, is prohibited whenever you may be planning to /or are driving a company vehicle.

The quality of the workplace and the health of our employees, or anyone else who may be affected by our actions are always of paramount importance. Abuse of the above can impair judgement and alter perception creating hazardous risks, which are unnecessary and unacceptable.

**Anyone found participating in, or attending work under the influence of the above, shall be suspended immediately and disciplined accordingly.**

## APPENDIX J

### Transportation & Driving

Nobody is allowed to drive a company vehicle of any type unless they are fully authorised to do so, and have a current driving licence. If you drive a company vehicle, always handle it with due consideration for the safety of yourself and other people.

Although Government legislation allows drivers a small percentage of alcohol the company policy is one of zero tolerance. **Don't Drink & Drive.**

Ensure that vehicles are checked regularly and any faults rectified promptly.

Ensure to check water, oil, windscreen wash and fuel regularly, never start a journey with less than half a tank of fuel.

Ensure that all drivers adhere to speed limits and the Highway Code.

Ensure supervision of vehicle movements particularly when reversing and near blind corners always using recognised signals.

Ensure you are aware of any obstructions behind your vehicle prior to reversing.

Ensure to know the height and width of your vehicle and be aware of restrictions on these elements. (E.g. Multi-storey car parks, narrow lanes, fast food drive-thru etc.)

Where necessary consider the use of mirrors, high visibility clothing, audible alarms and lighting both of the workplace and on vehicles.

Ensure when loading & unloading that you are situated in a position that is safe to do so without risk to yourself, other road users or pedestrians.

Never load any vehicle in such a way that will interfere with the safe driving or operation of the vehicle.

Ensure vehicles are loaded correctly and safely, minimising risk of rolling or movement of carriage.

Ensure that ramps or provision for heavy loading is considered accordingly.

Carefully consider the security of vehicles and their contents; never leave loaded vehicles unattended in a non-secure location.

Be sure to park vehicles in secure areas after loading/unloading.

Ensure that vehicles are locked and any alarm or anti-theft devices provided are in place before leaving a vehicle unattended.

When driving alone never leave valuables in plain view on the passenger seat, and always keep the passenger door locked for safety.

Keep keys secure in the designated area when vehicles are not in use and do not remove any 'spare' vehicle keys without express permission to do so.

Ensure to take sufficient rest breaks on long journeys, fatigue is dangerous.

Ensure to have clear, suitable directions before departure, never try to map read while driving.

Use only hands-free kits for mobile phones, pullover safely to make or receive calls and **never read or write text messages while driving.**

Never pick up strangers or hitchhikers in a company vehicle.

## APPENDIX K

### Manual Handling

Statistics show that a considerable proportion of time lost through sickness is because of strains, many of which are caused by faulty manual handling techniques.

As a company we need to consider the risks from manual handling to the health & safety of our employees and act accordingly to minimise these risks.

Avoid the need for hazardous manual handling as far as is reasonably practicable through reorganisation of work or automating tasks where applicable.

Assess the risk of injury in relation to the load, task, working environment and the capabilities of the handler from any manual handling that cannot be avoided.

Reduce the risk of injury from hazardous manual handling, as far as is reasonably practicable by making appropriate changes such as providing mechanical help such as sack trucks or hoists, or through making loads smaller and lighter.

#### Employees also have duties they must adhere to in the process of manual handling.

Follow appropriate systems of work laid down for the safety of yourself and those around you.

Make proper use of equipment provided for the safety of yourself and those around you.

Co-operate with employers on health & safety matters.

Apply the duties of employers, as appropriate, to your own manual handling activities.

Take care to ensure that your activities do not put others at risk.

How much someone can lift and carry depends on a number of factors- the fitness and robustness of the person and the awkwardness of the load being two of the most important.

Before handling any object, it is sensible to ensure that there is adequate room, a clear path to the destination and adequate room to set down the load.

#### Good Handling Technique

Here are some important points, using a basic lifting operation as an example.

##### 1) Stop and think

Plan the lift.

Where is the load to be placed?

Use appropriate handling aids if possible.

Do you need help with the load?

Remove obstructions such as discarded wrapping materials.

Check for rough or sharp edges.

For a long lift, such as floor to shoulder height, consider resting the load midway on a table or bench in order to change grip.

Always wear the appropriate protective clothing including gloves.

##### 2) Position the feet

Feet apart, giving a balanced and stable base for lifting (Tight skirts and unsuitable footwear make this difficult).

Keep the feet as close to the load as possible.

Leading leg as far forward as is comfortable.

##### 3) Adopt a good posture

When lifting from a low-level bend the knees taking care not to kneel or over flex the knees.

Keep the back straight.

Tuck in the chin

Lean forwards a little over the load if necessary to get a good grip.

Keep the shoulders level and facing in the same direction as the hips.

##### 4) Get a firm grip

Try to keep the arms within the boundary formed by the legs.

The best position and type of grip depends on the circumstances and individual preference but it must be secure.

A hook grip is less tiring than keeping the fingers straight.

If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

**5) Keep close to the load**

Keep the load close to the trunk for as long as possible.

Keep the heaviest side of the load next to the trunk.

If a close approach to the load is not possible, slide it towards you before trying to lift.

**6) Don't jerk**

Lift using the legs.

Lift smoothly without jerking.

Keep control of the load.

**7) Move the feet**

Don't twist the trunk when turning to the side

**8) Put down, and then adjust**

If precise positioning of the load is necessary put it down first.

Slide it into the desired position once down.

**Repetitive Handling**

Repeated or awkward movements which are too forceful, too fast or carried out for too long can lead to disorders of the arms, hands or neck. (E.g. gripping, squeezing, pressing, awkward hand or arm movements, repeated continuous movements which are too fast and unvaried or tied to the speed of a machine)

Reduce repetitive movements by varying tasks and rotating jobs.

Use power driven tools and reduce machine paces.

Ensure adequate rest and recovery time.

Take care when designing jobs and setting work speeds.

Reduce the levels of force required by maintaining equipment and using tools with well-designed handles.

Eliminate awkward positions by changing the workstation or work.

## APPENDIX L

### Working at Height

Every year many workers are killed or seriously injured as a result of falls from height. All employees must take particular care when working at heights and using equipment such as ladders, scaffolding and elevating platforms. When equipment is supplied by the client, Hire Company or another contractor, the individual user has a responsibility to inspect the equipment and to satisfy themselves that it conforms to the appropriate regulations and must be maintained to that standard.

#### Ladders

Is your ladder safe? Make sure it is strong enough for the job and inspect ladders for defects before use. Ladders that are broken or damaged (e.g. rungs cracked or missing) should not be used. Repair or destroy them immediately.

Ladders for repair must be marked 'DO NOT USE'.

Do not use makeshift or homemade ladders or carry out makeshift repairs to a damaged ladder.

Do not paint ladders or use painted ladders as paint hides defects.

Aluminium ladders must not be used where any electrical hazard exists.

Set ladders properly on a firm, level base ensuring they are securely tied or footed and cannot slip outwards or sideways.

Do not set ladders on loose material or use wedges to level ladders on uneven ground.

Ladders must be set 1 foot out at the base for every 4 feet of ladder height (75 degrees).

Erected ladders should extend at least 1metre above the landing place.

Do not lash two shorter ladders together to obtain a desired length.

Do not place ladders on boxes, or other unstable bases to gain extra height.

Do not use a ladder longer than 6metres as a workplace unless it is fixed or tied.

When carrying ladders single-handed be especially careful to ensure that the ladder clears persons and objects in the vicinity.

When a ladder is erected in a place where it may be struck, (i.e. passageways) a suitable barrier or guard must protect it. If placed behind a door, the door should be locked shut or secured in the open position with a man on guard.

Do not carry items up or down a ladder, tools should be carried in a belt or shoulder bag, alternatively they may be lifted and lowered using a suitable line.

Face the ladder and use both hands to climb taking care to obtain a safe footing.

Do not over reach from ladders or straddle between ladders and other footholds.

Ensure footwear is in good condition and clean of mud or grease before climbing.

Clean wet, icy or greasy rungs before use.

Use a safety harness secured to an approved anchor point when hands are needed to be free for working.

Never allow more than one person on a ladder at a time.

#### Trestles & Stepladders

Trestle scaffolds are only intended for light work of short duration, and are simply working platforms supported by 'A' frames or similar folding supports.

Always set trestles on firm ground and not more than 1.37metres apart when using scaffold boards or not more than 3metres when using staging.

Always select the trestle height so that the upper third is unused.

Trestle scaffolds must not be used if a person is liable to fall more than 2 metres from the working platform.

Never use a trestle as a pair of steps; use only in the fully open position with boards or staging.

Before using folding steps, always check for soundness as with ladders. Check that hinges, cords or restraining stays are in good order.

Always place steps on a firm level base when in use.

Never stand on top of a stepladder unless it is fitted with a hand or knee rail.

Never stand on top of swing-back steps.

#### Scaffolds & Mobile Tower Scaffolds

The erection of scaffold is a skilled task that should only be carried out by trained and competent persons. System scaffolds must only be erected or altered by experienced persons under the supervision of a competent person.

Special scaffolds and the higher tube & fitting scaffolds must only be erected or altered by a suitably qualified scaffolder.

Prefabricated towers must only be erected or altered by those who have successfully completed a course of instruction appropriate to the particular tower in use.

Always inspect a scaffold before using it and report any defects.

Do not exceed the maximum height allowed for a given base dimension. Normally the base: height ratio is 1: 3 for an untied tower.

Do not mix components from different types of scaffold.

Take care that scaffolds and mobile towers do not come anywhere near overhead electrical cables.

When using scaffolds be wary of unauthorised alterations by other people which may have left dangerous gaps in decking etc. Do simple visual checks on the scaffold yourself as you carry out your job.

Do not work off incomplete scaffolds.

Ensure platforms more than 2metres from the ground have guardrails and toe boards.

Brick guards or similar will often be needed to provide extra protection to prevent materials falling.

Ensure that platforms are wide enough for the work to be done and are fully boarded, 3 to 5 boards wide depending on use.

Ensure boards are properly supported and do not overhang excessively. At least 3 supports not more than 1.5metres apart.

Do not overload the working platform or apply pressure that could overturn the tower.

E.g. working off a ladder placed on top of the working platform.

Ensure that working platforms are kept clean and clear from tripping hazards.

Never move tower scaffolds with people, equipment, tools or materials on the platform.

Lock castors on tower scaffolds to prevent movement when working.

Ensure when moving the tower that there are no power lines in the way or obstructions or hazards. E.g. holes in the ground.

### **Scissor Lifts & Knuckle Booms (Cherry Pickers)**

Equipment of this nature should be operated **only** by people who are qualified in the safe use and operation of a **Mobile Elevating Work Platform (MEWP)**.

Ensure to inspect the machine and fill in the logbook daily before use, report any faults immediately, **never use a faulty machine.**

Ensure that these machines are used only on smooth even terrain.

Ensure cage door is closed before operation of machine.

Ensure before operation that there are no power lines in the way or obstructions or hazards.

Ensure that a body safety harness is worn and connected to an authorised anchor point at all times during work at height.

Take care not to overload the cage or upset the balance of the machine.

Never overreach from the cage, you could fall or topple the balance.

Never drive a fully extended machine.

When on Location make yourself aware of site procedures regarding the use and restrictions of a MEWP.

### **Roof Work**

Have safe access onto and off the roof.

Have safe means of moving across the roof. On sloping and fragile roofs you will require purpose made roof ladders or crawling boards.

Cover openings & roof lights, or provide barriers.

Do not walk along the line of the roof bolts above the purlins or along the roof edge of a fragile roof. This is as unsafe as walking a tightrope.

Use edge protection at the open edge/eaves level of a roof to stop people and materials falling off it.

## APPENDIX M

### Structures & Installations

In the nature of our business at Röder HTS Höcker GmbH, we are often involved in the erection of temporary structures of various types. This section outlines the main areas and procedures associated with their assembly and installation.

#### Some key areas of risk pertaining to Marquee Erection

- Anchorages are suitable for their purpose and are holding fast.
- Bracing wires on roof and walls are in place and adequately tensioned.
- All ropes, including wire ropes, are sound.
- Fabric is tensioned and not prone to ponding.
- Emergency exits are in place and operating correctly.
- Escape routes are clear of obstructing.
- Exposed ropes and stakes adjacent to exits and entrances are marked or roped off.
- All locking pins and bolts are in place and secure.
- All structural supports are sound (use visual check).
- Eaves connection joints are securely locked home.
- No un-repaired tears in fabric are present.
- Flooring is evenly laid and there are no tripping points.
- Carpet and other floor covering is securely fixed so as to minimize the risk of tripping.
- Roof lining does not drop significantly below the eaves.
- Walls are securely pegged and / or secured.
- Conduct an all-round visual check to satisfy that the tented structure is erected securely.

#### Screens, Truss & Draping

Ensure that an experienced operative supervises all assembly and erections.

Equipment should be inspected before use, damaged or defective equipment must not be used.

Screens should be assembled according to the manufacturer's specifications.

Ensure that bolts and joiners are secure in truss structures.

Use only designated joiners and clamps when joining or extending poles or truss structures, never compromise the safety of these structures.

Poles or truss must be securely fixed to push-ups/winch-ups before extending height.

Ensure that all push-ups/winch-ups are locked off securely and that legs are secured at optimum span.

Where the risk of toppling is increased, (e.g. at extended height or outdoors) ensure to secure any structures securely with sandbags or other weighting materials.

Never overload temporary structures.

When carrying poles or truss single-handed, be especially careful to ensure that they clear persons and objects in the vicinity.

All clamped items at height on structures (e.g. lighting fixtures) must be backed up with rated safety chains.

Ensure that all draping is fire retarded in line with regulations.

Emergency Exits must never be hidden or obstructed with draping or other temporary structures.

## APPENDIX N

### Personal Protective Equipment

In some work activities Personal Protective Equipment (PPE) has to be supplied and used whether it is a legal requirement or a condition of employment. PPE has to be used sometimes because there is no other way to protect you from the possible risks of the work that you do.

Check that your PPE is suitable and in good, clean condition before you start your work and always stored correctly when not in use.

Ensure that your PPE is properly adjusted for comfort and compliance with the manufacturer's instructions.

Never disregard the need for PPE for those jobs that 'just take a few minutes'.

There is a wide range of PPE suitable for almost every work activity.

#### Eyes - Spectacles - Goggles - Face screens - Helmets

There is on average about 1,000 eye injuries every working day. The eyes are very vulnerable and an accident or injury can change a person's way of life.

When carrying out operations that expose you to flying particles, dust, chemicals or harmful rays, proper and suitable eye protection must be worn.

Wear protective lenses when exposed to radiation effects of welding or burning

Report the loss or defectiveness of eye protection immediately.

Ensure that your eye protectors are suitable for you and the work being carried out.

Take care of any eye protection issued to you.

Ensure the protection of other people who may be affected by your work.

#### Head & Neck - Helmets - Bump caps

Some safety helmets incorporate or can be fitted with specially designed breathing or hearing protection.

Always wear safety helmets in any construction area and where frames are in the process of being moved and at risk from falling objects overhead.

Safety Helmets must be free from defects and replaced if damaged. Safety Helmets must be worn when overhead work is being carried out.

#### Ears - Earplugs - Earmuffs

When working in areas where noise levels are excessively high or prolonged above 85db(A) then hearing protection must be worn.

Earplugs may be pre-shaped or individually moulded in rubber, plastic, or disposable and made of compressible plastic foam, glass down etc.

Take advice to ensure earplugs reduce noise to an acceptable level.

Fit only specially designed earmuffs over safety helmets.

#### Hands & Arms - Gloves - Gauntlets

Your hands are an extremely important part of your body. They are also the part of the body that is most susceptible to injury as natural instinct means you shield yourself from hazards with them.

Whenever operations may cause hazards to hands you should wear hand protection i.e. when loading or working with sharp or hot objects.

New gloves etc. should be examined before use.

Gloves should never be worn around moving machinery because of danger of entanglement.

Use skin conditioning cream after working with water or fat solvents. Barrier creams provide limited protection.

Disposable or cotton inner gloves can reduce sweating.

Electricians using insulated gloves should check them for defects daily.

#### Feet & Legs - Steel Toe Caps - Steel Mid-Soles

Footwear can have a variety of sole patterns and materials to prevent slips in different conditions, with oil or chemical resistant soles. They can be anti static, electrically conductive or insulating.

Ensure you wear the correct footwear for the environment in which you are working. E.g.

If working with caustic type materials safety boots must be worn  
Avoid open sandals and high heeled shoes  
Steel Toe Boots must be worn while in the Warehouse or On Site.

**Whole Body**

Wear suitable clothing for the temperature of environment you will be working in.  
Do not forget other protection such as safety harnesses or life jackets.  
Ensure to wear sunglasses and sunscreen with a high SPF on all exposed areas when working in direct sunlight to avoid risk of skin cancers.  
Ensure to have appropriate rainwear on hand for any outdoor work.

## APPENDIX O

### Office Safety

An office is only as safe (or unsafe) as the people who work in it. Office accidents follow a similar pattern to those that happen in the warehouse or on location and generally result from the same basic causes:

- Falls & trips
- Knocking into objects
- Handling & lifting goods
- Fire
- Electricity

The above areas may have been covered earlier in this Health & Safety manual but here are a few additional pointers that are specifically relevant to the office environment.

### Office Tidiness

Untidiness can contribute to accidents and could also be the cause of fires.

Do not obstruct Fire Exits or firefighting equipment.

Ensure that fire extinguishers are in the correct place before you need them.

Check your fire drill notice and know your assembly point.

Keep floors, passages and stairs clear of trip hazards, i.e. goods, cables, litter etc.

Place litterbins where they are not a tripping hazard.

Ensure to put all waste paper in the bins provided.

Spillages should be cleaned up immediately.

Broken glass or other dangerous waste should be carefully disposed of, not put into wastepaper bins.

Do not overload filing cabinets, open one drawer at a time and close any drawer before you walk away.

Cabinets can tip over quite easily.

Keep your desk tidy.

Keep articles of clothing and other combustible materials away from heaters.

### Falls & Collisions

Falls are the most common form of office accidents and often result from untidiness.

If something is spilled have it cleaned up immediately.

Report any turned up or worn carpets, rugs and stair treads.

Always use the handrail when ascending or descending stairs.

If you have to reach high shelves do not use office chairs, desks or boxes. Use a suitable stepladder or step stool.

Always look where you are going, never read whilst you are walking about the offices or using the stairs.

Don't run, walk. It's safer for everybody.

### Equipment & Machines

The majority of office equipment is not particularly dangerous, as the working parts are usually well enclosed. Even so machines should always be treated with respect and used in accordance with the manufacturer's instructions.

Where machines are electrically operated never tinker with the electrics if there is a breakdown. Report the problem immediately and a competent engineer may be called if necessary; this also applies to broken switches, loose connections and damaged cables.

Take particular care with smaller office equipment such as knives, scissors and stapling machines. All are capable of inflicting painful injuries.

Do not use razor blades and pins; they are not suitable for office use.

When using photocopiers try to avoid contact with toners or other chemicals, if you must add toner wash your hands when you are finished.

Always keep the document cover down when photocopying.

Telephones and electrical appliances should be safely sited and cables kept as near as possible to prevent them becoming trip hazards.

Before leaving work switch off all electrical appliances.

### **Lifting & Carrying**

It does not need to be a very heavy weight to strain your back; it's the way you lift or carry it that does the damage. If the load is too heavy for you to carry alone get help.

If you find anything in your office that is likely to be a danger and can't do anything about it yourself, report it so that appropriate action can be taken.

## APPENDIX P

### Working with Visual Display Units

Working with Visual Display Units (VDU's) and their use is not generally high risk, but it can lead to muscular and other physical problems, eye fatigue and mental stress.

Problems of this kind can be overcome by good ergonomic design of equipment, furniture, the working environment and the tasks performed.

People who use VDU's sometimes complain of stress, but often this arises from increased pace of work or pressure to meet deadlines, not the VDU itself. Some workers find stress reduced because the VDU makes their job easier or more interesting, but for others stress becomes worse. This can happen when a system does not work well or when the user does not feel in control or competent to operate it.

**Extensive research has found no evidence that VDU's cause disease or permanent damage to eyes.** Long spells of work however can lead to tired eyes and discomfort.

**Contact lens wearers** may find the air drier from the heat generated by VDU's and this combined with staring at the screen can cause discomfort. If you have this problem and don't wish to wear spectacles try blinking more often or use tear substitute drops to keep your eyes moist.

**Bifocal spectacle wearers** may find them less than ideal for VDU work, as it is important to see the screen easily without having to raise or lower the head. If you can't work comfortably with bifocals you may need a different type of spectacles.

You may not have a 'state of the art' VDU workstation but simple adjustments and common sense can make a big difference to your comfort when using a VDU.

### Getting Comfortable

Adjust your chair & VDU to find the most comfortable position for your work.

Ensure you have enough workspace to take whatever documents or other equipment you need.

Try different arrangements of keyboard, screen, mouse and documents to find the best arrangements for you.

A document holder may help you avoid awkward neck & eye movements.

Arrange your desk and VDU to avoid bright reflections or glare directly on the screen.

Adjust curtains or blinds to prevent unwanted light.

Make sure there is sufficient space underneath your desk to move your legs freely, move any obstacles such as boxes or equipment.

Avoid excess pressure from the edge of your seat on the backs of your legs and knees; a footrest may be helpful particularly for smaller users.

### Keying In

Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.

Try to keep your wrists straight when keying, keeping a soft touch on the keys and not over-stretching the fingers. Good keyboard technique is important.

### Using A Mouse

Position the mouse within easy reach, so that it can be used with the wrist straight.

Sit upright and close to the desk so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.

Support your forearm on the desk and don't grip the mouse too tightly.

Rest your fingers lightly on the buttons and do not press them hard.

### Reading the Screen

Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.

Ensure the screen surface is clean.

In setting up software choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal working position. Select colours that are easy on the eye. (Avoid red text on a blue background or vice versa.)

Individual characters on the screen should be sharply focused and should not flicker or move. If they do the

VDU may need servicing or adjusting.

### **Posture & Breaks**

Proper posture is the key to comfortable use of VDU's.

Elbows close to sides.

Upper & lower arms at approximately right angles.

Head up with eye level just above the top of the screen.

Knees level with hips.

Lower back supported.

Feet flat on floor or foot rest.

Do not sit in the same position for long periods.

Make sure you change your posture as often as is practicable. Some movement is desirable but avoid repeated stretching to reach things you need. (If this happens a lot, rearrange your workstation.)

Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job you should plan to have rest breaks.

Frequent short breaks are better than fewer long ones.

### **Laptops**

Laptops and other portable computers have to be small and compact enough to be easy to carry. This often results in design compromises, like smaller keyboards and screens that make portables less comfortable in prolonged use than a normal VDU.

Avoid using a portable for long periods when full sized equipment is available.

Ensure to sit comfortably when using a laptop and wherever possible place it on a firm surface at the right height for keying.

Angle the screen so that it can be seen clearly with minimal reflections.

Take frequent breaks if work is prolonged.

## **Acceptance Signature Page**

**NAME:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**I certify that I have received the Röder HTS Höcker GmbH. Health and Safety Policy.**

**I accept that I am required to read, understand and act on the contents of this safety handbook.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE SIGN THIS COPY AND RETAIN IT FOR YOUR RECORDS  
PLEASE SIGN THE COPY ON THE FOLLOWING PAGE  
AND RETURN IT TO Röder HTS Höcker GmbH**