



Health and Safety Policy

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Health & Safety Policy

O'Briens Electrical Limited



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POLICY STATEMENT

It is the policy of O'Briens Electrical Limited, that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and other person who may be affected by the work undertaken by the Company.

Mr Darren O'Brien has been nominated as the director responsible for implementing this policy and his duties, and that of other directors, senior manager and all employees are detailed in the Company's safety manual.

If incidents are to be avoided, good working practices will be required. Therefore all managers shall familiarise themselves with their duties as detailed in the Safety Manual, and all employees have a part to play if high standards are to be achieved and maintained.

The Company requests that all employees take a pro-active role in improving health and safety performance through regular site meetings on the larger contracts, or through the contracts managers on the smaller projects and encourage suggestions on how methods of work can be improved.

Mr Darren O'Brien will monitor the operation of this policy and he will be able to advise all employees on matters relating to health and safety.

Signed: _____

Dated: _____

1. DUTIES

1.1 *Duties of the Safety Director*

In addition to his general director duties the safety director shall have additional responsibilities for:

- a) Providing a Company statement on any issue of health and safety that requires a formal statement.
- b) Ensuring he is informed of and agrees with any correspondence to/from the Health & Safety Executive.
- c) Ensuring there is adequate health and safety advice and awareness at all levels of the company ensuring all employees are made aware of the Company's Health & Safety Policy and they receive adequate training and consultation to enable them to satisfy their roles and this policy.

1.2 *Duties of Directors and Other Senior Managers*

You should implement the Policy by:

- a) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- b) Ensuring the CDM Regulations are followed and the necessary health and safety plans risk assessments and method statements are produced and brought to the attention of the relevant people.
- c) Ensuring staff at all levels receive appropriate training.
- d) Monitoring health and safety performance through site meetings, actioning of safety director reports, and responding to actual site conditions observed when on routine site inspections.
- e) Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which health and safety performance can be improved.

1.3 *Duties of Site Managers (and other persons in control of the site)*

The duties are to:

- a) Understand the Company Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- b) Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting "best working practice" approach is used.
- c) Ensure that adequate arrangements are made with regard to fire precautions, first aid equipment, trained first aiders or appointed persons, and that procedures, to be followed in an emergency are all in place.

1.4 *Duties of All Site Staff and Operatives*

The Health & Safety at Work Act 1974, requires all employees and self employed persons to take reasonable care of himself and others who may be affected by his acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties.

In particular you can assist by:

- a) Taking a pro-active role in assessing the Company's health and safety performance and suggesting ways (via your manager) in which improvement can be made.
- b) Using of the appropriate protective equipment i.e. head protection, eye protection, hearing protection, safety footwear etc.) if required for the job.
- c) Keeping personal tools and equipment in good condition.
- d) Reporting all defects in plant, equipment, together with any unsafe acts to your immediate supervisor.
- e) Not operating any plant or carrying out any task for which you have not been trained or are unfamiliar with.
- f) It is important that you feel capable of doing the task in which you are involved. If you have any doubt you should inform you immediate supervisor. **DO NOT TAKE ANY CHANCES.**

2. THE ROLE AND POWERS OF THE HEALTH AND SAFETY EXECUTIVE

2.1 *The Health and Safety Executive (H.S.E.) has two distinct roles:*

To enforce the Health and Safety at Work Act 1974 and associated legislation.

To provide guidance on both legal and technical requirements to enable us to comply with Health and Safety at Work etc. Act.

It is difficult to be both advisor and policeman. As a result, the guidance tends to be of a general nature, giving information of the hazards of a particular operation and the range of measure that could be adapted to minimise the risks. The H.S.E. will not, in general, give specific detailed guidance on a particular operation. This is the duty of the employer and they will expect an employer to have sufficient resources to do this detailed planning themselves, albeit, using H.S.E. guidance material to assist.

2.1.1 *Powers of H.S.E. Inspectors*

As one of HM Inspectors of Health and Safety (often still referred to as Factory Inspectors) the Inspector has significant legal powers. His appointment is very formal, and he carries a warrant card to confirm this appointment. Briefly, his powers are:

- a) To enter a premise at any reasonable time to enable him to carry out his duties, i.e. he can come on to site whenever he wishes and cannot stop him.
- b) He can take with him any person he needs to assist him or a police constable if he feels he will be obstructed.
- c) To carry out examinations or investigations.
- d) To instruct that the site or an area is to be left undisturbed, for as long as is necessary for him to conclude his examination or investigations.
- e) To require any person to give a statement.
NB: The person giving the statement can request someone else to be present at that time, but granting the request is at the discretion of the Inspector.
- f) To require the production of, and take copies of any statutory register and any other relevant documents (i.e. training records or maintenance records).
- g) To require the person in control of the premises to assist him as needed.

2.1.2 *Enforcement Action by H.S.E.*

The Inspector has a number of options available, These are:

- a) Verbal advises at the time of visit.
- b) A letter confirming what was said at the visit and requesting some remedial action. (The safety director should reply confirming what action has been taken).
- c) An Improvement Notice – the Inspector is prepared to allow work/the item of plant to continue to be used but the stated improvements must be complete in the stated timescale.
- d) A Prohibition Notice – if the Inspector is of the opinion that serious personal injury may occur, he will issue a prohibition notice, stopping the work or item of equipment until remedial action is taken.
- e) Prosecution of the Company, and individual or both. The prosecution can be in:
 - 1) Magistrates Court – For charges under the Health and Safety at Work Act Section 2.6 – fines up to + £20,000.00 per charge. For all other charges – up to + £5,000.00 per charge ; or

- 2) Crown Court – Unlimited fines or up to 2 years imprisonment for individuals.

In all cases when the H.S.E. are threatening to take action, the site manager should contact the safety advisor and/or safety director for full guidance and assistance.

3. TRAINING

3.1 Employees

The safety director will carry out regular reviews of health and safety training needs and will produce training programmes for all levels of staff. In carrying out the review the safety director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation changes such as introduction of the Construction (Design and Management) Regulations. Employees taking onboard additional responsibility may need additional training.

3.2 Site Induction Training

The site manager (or his delegated representative) will carry out induction training for all new arrivals to site, informing them of the significant risks identified in the health and safety plan together with the site emergency and first aid procedures. He will also cover:

- a) the significant risks and precautions to be taken
- b) the PPE requirements
- c) where / how to obtain additional PPE as required
- d) details of site emergency procedures
- e) details of site welfare arrangements
- f) details of any method statements relevant to the actual work the person is involved in.
- g) the site rules in general.

3.3 Additional Training

This will be carried out as required for items such as:

- a) Abrasive wheels
- b) Cartridge tools
- c) Plant operations

3.4 Plant Operatives

All plant operatives will be trained and certified in accordance with the training schemes run by the CITB, or to a similar standard.

4 SAFETY INSPECTION AND REPORT PROCEDURES

4.1 Procedure During and Following the Safety Director's Site Inspection

The Safety Director will make routine inspections of the site to monitor working practices and report on his findings. He will also advise the site manager and operatives of any health and safety issues as they arise. As well as monitoring work in progress he will be concerned with work to be completed in the immediate future, discussing with the site manager the items that should be included in the risk assessment, and what job planning has to be carried out.

On completion of the visit, he will produce a written report of his findings. These will be discussed with the site manager who will sign, acknowledging receipt of the report (see example in Appendix "A").

The action column on the report, will at this stage be blank. As the site manager actions the items raised, he should indicate this in the action column with his initials and the date action was taken. Once all items have been cleared, the site manager should send one copy to the safety director as confirmation that the items have been actioned.

If on a subsequent visit the Safety Director is of the opinion that adequate action has not been, and will not be taken; he must resolve the issue as quickly as possible.

5 CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS

5.1. Consultation with Employees

On site, all employees (and sub-contractors) will receive a site induction talk. The induction will cover:

- Site rules and P.P.E.
- Welfare facilities.
- First aid arrangements and emergency procedures.
- The significant risks identified in the safety plan.
- The method statement

Throughout the project, all employees and contractors will be encouraged to continually liaise with the site manager, to assist in the identification of any health and safety hazard that has not previously been identified.

5.2 Consultation with Sub-Contractors

Under the Construction (Design & Management) Regulations, sub-contractors have to be competent. In addition the company has to provide details of the significant risks that will be encountered on site. This will be achieved via the project health and safety plan. When contractors are submitting their proposals to the company they will be asked to inform us about any significant risks their work will produce. These will be subject to an agreed method statement and, if required an amendment or addition to project safety plan.

6. REPORTING OF ACCIDENTS AND DANGEROUS OCCURANCES

These are a number of reasons why it is essential that all accidents/incidents be recorded and where applicable reported. These include:

- a) Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive (RIDDOR 1995).
- b) Insurance company requirements to notify them and keep details for potential future claims.
- c) Department of Social Security requirements to keep details of all accidents in the work-place accident book.
- d) Company requirements to assist in monitoring health and safety performance.

Therefore accidents and incidents no matter how trivial should always be recorded in the company's accident forms completed for accidents which involve lost time or damage to plant or equipment.

The following sub section give detailed guidance on what action should be taken depending on both the natures of the incident and the person who has been injured. Additional guidance can also be found in Health & Safety Executive leaflet – HSE 31 – Reporting an injury or dangerous occurrence (held in the safety director's office or by the site manager).

6.1 *Working on the Highway*

If a person is killed or injured whilst undertaking construction work on the highway then the incident is reportable to HSE as detailed below:

- a) If a vehicle enters the work area and as a result a person is killed or injured the incident reportable to both the Police and the HSE.
- b) If an employee is killed or injured in a road traffic accident, not related to construction work i.e. the person is travelling to or from work, there is no need to report such an incident to the HSE.

6.2 *All Accidents and Incidents*

All accidents/incidents that occur on any premises under your control should be entered in the accident book; no matter how trivial and irrespective of whether the injured person is an employee, self-employed or authorised visitor.

6.3 *Incidents Involving Members of the Public Visitors and Unauthorised Visitors*

If any member of the public or uninvited visitor is involved in an accident or is injured, details **must** be entered in the accident book and the Company notification form completed. Site managers should also notify the Company safety director as soon as possible.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the health and safety executive by the quickest means (i.e. telephone) and confirmed in writing within 10 days.

6.4 *Major Accidents and Fatal Accidents to Employees, Self-employed, Sub-Contractors & Authorised Visitors.*

A major injury is defined as:

- Fracture other than to fingers, thumbs or toes.

- Amputations
- Dislocation of 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.
- Electric shock or electric 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 harmful substance or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

The site manager should:

- a) Inform the safety director immediately; NB: Under RIDDOR a major injury must be reported to the HSE by the quickest possible means (i.e. telephone). The safety director will do this on your behalf, which is why it is important to contact him urgently.
- b) If the injured person is a sub-contractor, inform their employers of the accident.
- c) Complete the company's accident report form and enter details in the accident book.
- d) The safety director will complete the report form and forward this to the appropriate office of the health and safety executive.

6.5 *Industrial Diseases*

There are a number of specified industrial diseases, which must be reported to the Health & Safety Executive. If such a situation is suspected, the safety director should be contacted and you will be advised accordingly.

6.6 *Dangerous Occurrences*

There are a number of specified incidents, which must be reported to the Health and Safety Executive "by the quickest practicable means". If an incident occurs which the site manager feels may be reportable, contact the Safety Director and he will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the premises or site, i.e. The Principal Contractor.

6.7 *Accidents Resulting in Absence from Work for more than 3 days of Employees (Including days which would not normally be working days)*

Any accident resulting in necessary absence from work for more than 3 days, but not included in the major injury category listed above, the site manager should:

- a) Enter the details in the accident book.
- b) Complete the Company's accident form, sending one copy to the safety director. The site manager should indicate on this form if he feels a full investigation is required. Retaining one copy on site.
- c) The Safety Advisor will complete the report form and forward this to the appropriate office of the Health and Safety Executive.
- d) Inform the Principal Contractor if applicable.

6.8 *Accidents to Sub-Contractors resulting in absence from work for more than 3 days (including days which would not normally be working days).*

If the sub-contractor's employee is injured and off site treatment is required, then the site manager may not be aware that the sub-contractor has been absent for more than 3 days. The duty under RIDDOR is for the **employer** of the injured employee to report the accident, not the main or principal contractor. In such a situation the site manager should:

- a) Enter details in the accident book.
- b) Complete the company's accident form sending one copy to the safety director. The site manager should indicate on this form if he feels a full investigation is required. Retaining one copy on site.
- c) Request the safety director's office to send the standard letter about accidents to the sub-contractor's employee (see appendix "B") to the sub-contractor Company.
- d) Inform the principle contractor if applicable.

6.9 *What Constitutes a Dangerous Occurrence?*

The following incidents are reportable dangerous occurrences:

- a) The collapse of, or overturning or failure of any load bearing part of lifts and lifting equipment.
- b) Explosion, collapse or bursting of any closed vessel.
- c) Plant or equipment coming into contact with overhead power lines.
- d) Electrical short circuit or overload caused by fire or explosion.
- e) Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- f) Accidental release of a biological agent likely to cause severe human illness.
- g) Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the exposure period.
- h) Malfunction of breathing apparatus while in use or during testing immediately before use.
- i) Failure or endangering of diving equipment, the trapping of a diver, and explosion near a diver, or an uncontrolled ascent.
- j) 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.
- k) Unintended collision of a train with any vehicle.
- l) Dangerous occurrence at a well (other than water well).
- m) Dangerous occurrence at a pipeline.
- n) A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- o) A dangerous substance being conveyed by road is involved in a fire or released.
- p) Unintended collapse of: A building or structure under construction, alteration or demolition where over five tonnes of material falls: a wall or floor in a place of work; any false work.
- q) Explosion or fire causing suspension of normal works over 24 hours.
- r) Sudden uncontrolled release in a building of 100kg or more of flammable liquid: 10kg of flammable liquid above its boiling point: 10kg or more of flammable gas: or 500kg of these substances if the release is in the open air.
- s) Accidental release of any substances which may damage health.

Note: Additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc.) and off shore workplaces.

7. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

7.1 *Outline of the Regulations*

The Regulation places duties on all parties involved in construction work, from clients, through the design team and into construction. The client (or his agent) must appoint a Planning Supervisor to ensure health and safety is taken into account at the design and planning stage of the project together with a competent principal contractor to manage and co-ordinate the contractors on site.

The planning supervisor must produce a pre-tender health and safety plan of the project, identifying the major hazards, which the contractors will encounter.

The client must ensure the planning supervisor, principle contractor and contractors are competent. Providing the company has sufficient competence and is adequately resourced, the company could be appointed as both planning supervisor and principal contractor.

Contractors who sub-contract work must similarly ensure the sub-contractors are competent.

7.2 *Application for the Regulations*

With regards to the construction work, the regulations will apply to work, which is expected to involve:

- More than 30 days of construction activities, or more than 500 person days of construction work, and
- There will be 5 or more workers on site.

If these size/timescale criteria are exceeded the Regulation will apply in full.

If these size/timescale criteria are not exceeded, the requirements of the Regulations that will apply are those relating to the designer of the works.

7.3 *Company Acting as Principal Contractor*

If the company is acting as principal contractor the duties and responsibilities are:

- a) To take the outline health and safety plan from the planning supervisor and develop it into a management document to control health and safety throughout the project (**including the fire safety plan**).
- b) To take reasonable steps to ensure co-operation between all contractors sharing the site.
- c) Ensure, so far as reasonably practicable, that all contractors (and persons) follow the rules contained in the health and safety plan.
- d) Take reasonable steps to ensure only authorised persons are allowed on site.
- e) Ensure the project notification details are displayed.
- f) Liase and co-operate with the planning supervisor.
- g) To give reasonable direction to any contractor, with regards to health and safety.
- h) That written rules may be included in the health and safety plan.
- i) Disseminate information to contractors on the risks associated with the work.
- j) So far as is reasonably practicable, ensure contractors employees are aware of any site rules contained in the health and safety plan, and have been trained in the site's emergency procedures.
- k) Make arrangements, taking into account the nature and size of the project, for employees and contractors to advise, discuss and comment on issues that will affect their health and safety.
- l) Maintain a project health and safety file and present this to the planning supervisor at the end of the project.

7.4 *Company Acting as a Contractor*

When the company is acting as a contractor, its duties are:

- a) To inform its employees and sub-contractors of the site's emergency procedures and any relevant aspects of the project health and safety plan.
- b) To co-operate with the principal contractor on health and safety issues, advising him of any new hazards or shortcomings in existing procedures.
- c) To provide the principal contractor with details of risk assessments or method statements for demolition operations.
- d) Advise him of any injury or dangerous occurrence that occurs on the site.

7.5 *Health and Safety Plan*

The planning supervisor is responsible for producing an outline health and safety plan for the project. The plan can be revised as required by either the planning supervisor principal contractor.

The plan should set out the arrangements for the management of health and safety issues of the project and the monitoring of contractors compliance with statutory provisions. It should also identify significant risks which contractors should take into consideration when planning and tendering for the work. In addition it would state what welfare arrangements have been made for the project.

When the principal contractor is appointed, they should develop the plan into a full management control document for the health and safety aspects of the project. This detailed plan must be agreed with the client before on site work commences. On demolition sites where there is an increased risk of fire, a fire safety plan should be produced and this will form part of the overall project health and safety plan..

7.6 *Health and Safety File*

The planning supervisor should prepare the initial health and safety file and pass it to the principal contractor who must maintain and update it throughout the construction phase. At the completion of the project, the planning supervisor must review the file and, before handing it to the client, ensure the file contains the following information:

- a) Drawings, plans and the design criteria (i.e. "as built to" drawings).
- b) General details of the construction methods and materials used.
- c) Details of any equipment and maintenance facilities.
- d) Maintenance requirements and procedures for the structure.
- e) Any procedural or suppliers or maintenance manuals or similar documents relevant to the maintenance of the structure or installed equipment.
- f) Details of utilities.

8. MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS – RISK ASSESSMENTS

8.1 Risk Assessment

Under the Management of Health and Safety at Work Regulation 1992, companies are required to carry out risk assessments of the work being undertaken to identify the principal risks to their employees, other work people and visitors or members of the public.

As a result of this assessment the risks can be categorised and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed method statements will be required.

The company's approach to risk assessments is as follows:

Generic Assessments – the company holds details of the significant risk, which will be encountered on a typical construction project undertaken by the company, together with details of the measures for controlling these risks. These measures must be followed and are enforced by the site manager.

Site specific risk assessments – with each development. The planning supervisor or principal contractor will indicate in the health and safety plan details of any site specific risk assessments. The site manager and contracts manager, at the start of site operations should:

- Consult with the planning supervisor and refer to the health and safety plan and produce site specific risk assessments for any areas identified to be a specific risk.
- Check the generic risk assessments and confirm which of these are valid for this project.
- Bring the significant risks and precautions to be taken, to the attention of the relevant employees, and contractors.

The companies risk assessment pro-forma for site-specific assessments is shown in Appendix "C".

On going review of the risk assessments – as the work progresses, additional unforeseen hazards may be encountered, therefore the site manager, with assistance from the safety advisor, if required, should be vigilant of the need to re-assess the work because of a change in circumstances.

8.2 Personal Protective Equipment

It is company policy that all site operatives under the company's control will wear safety helmet and safety footwear at all times whilst on site.

In addition, items such as respirators, eye protection, safety harness, high visibility clothing etc. will be used as indicated by the risk assessment or as instructed by the site manager.

Facilities will be provided for the storage and cleaning of such equipment.

8.3 Manual Handling Operations

In carrying out the risk assessment, consideration will be given to the requirements of the Manual Handling Operation Regulations 1992 and whenever practicable, loads will be moved by mechanical means.

In addition to the initial risk assessment, site managers must continuously be looking for, and assessing site operations that involve manual handling operations.

Employees are to be encouraged to highlight activities which involve manual handling operations which are likely to cause injury. Ongoing training will be provided to employees to enable them to carry out their own assessments before undertaking manual handling tasks.

APPENDIX "A"

O'BRIENS ELETCRICAL LIMITED

HEALTH AND SAFETY SITE REPORT

Client:	Safety Adviser:
Site Address	Site No:
Person Seen:	Date of Visit:

ITEMS RAISED:	ACTION TAKEN:
<p>Sheet of</p>	

Are the following available and acceptable?		
First Aid:	Welfare Facility:	Fire Extinguishers:
Accident Book:	Statutory Registers:	Safety Policy:
COSHH Assessment:	Noise Assessments:	Risk Assessments:

Signed: _____

For O'Briens Electrical Limited

Signed _____

For Client

APPENDIX "B"

LETTER TO CONTRACTORS RE: ACCIDENT TO EMPLOYEE

Dear Sirs,

Re: Accident to your employee

It has been noted that one of your employees was injured whilst working on a O'Briens Electrical Limited site at.....

If as a result of these injuries the employee is absent from work for 3 or more days, then the local Health and Safety Executive office should be informed on Form 2508 – "Notifications of an Accident".

Would you please confirm with the writer the period of absence, and if more than 3 days, forward a copy of the form 2508.

Thanking you in anticipation

Yours faithfully,

APPENDIX "C"

SAMPLE OF RISK ASSESSMENT PROFORMA

COMPANY	
SITE	
PROJECT	
PERSONAL PROTECTIVE EQUIPMENT	
<p>THE FOLLOWING P.P.E. IS REQUIRED AT ALL TIMES FOR THE OCCUPATION:</p> <p>Helmets, Protective Footwear</p> <p>WHEN THE FOLLOWING TASKS ARE BEING UNDERTAKEN, THEN THE FOLLOWING ADDITIONAL P.P.E. MUST BE WORN:</p>	
TASK	ADDITIONAL P.P.E.
Abrasive Wheels	Goggles/Visor, hearing protection
Hazardous Substances identified by COSHH Risk Assessments	As identified by the assessor
Concrete / Excavation	Wellington Safety Boots / Gloves
Breakers	Goggles, Hearing Protection
MANUAL HANDLING	
<p>THIS TRADE OCCUPATION MAY BE INVOLVED IN THE FOLLOWING TASKS WHICH MAY REQUIRE INDIVIDUAL MANUAL HANDLING TASK ASSESSMENT.</p>	
TASK	PRECAUTIONS TO BE TAKEN
<p>Movement of Materials</p> <p>All other activities are normal to this type of work.</p>	<p>Training of all operatives in manual handling techniques.</p>

APPENDIX "D"

RISK ASSESMENT			
COMPANY:		SITE:	
HAZARD		RISK H/M/L	PRECAUTIONS TO BE TAKEN