



technographic
displays

Technographic Displays Ltd.
35 – 36 Boss Hall Road
Ipswich IP1 5BN

Tel: 01473 743500

Fax: 01473 743993

e-mail enquiries@technographic.co.uk

www.technographic.co.uk

On-Site Safety Procedure

P3-1-2

1 Introduction

All site work shall be carried out in accordance with this procedure, and in conjunction with the customer requirements or procedures.

2 Scope

This procedure outlines the actions to be taken for installations and on-site customer support. This procedure ensures that product quality is maintained in circumstances where normal organisational structure cannot be utilised. This procedure will be used for on-site activities unless the contract specifies alternative procedures which have been agreed by Technographic Displays.

3 Responsibilities

It is the responsibility of the Project Manager to act as Safety Officer to ensure that employees working on-site comply with this procedure.

Every employee working on-site has the responsibility for the day to day safety decisions.

When items of work are sub-contracted the Project Manager has responsibility to ensure that subcontractors follow the appropriate procedures.

4 Documents

All employees involved with installation or on-site customer support must have the relevant documentation to permit completion of work in accordance with the appropriate customer requirements.

5 Authorisation

Before commencing work the nominated employee shall ensure that proper authorisation covering the work involved has been given.

6 On-site Working Procedure

All work and inspection shall be carried out in accordance with this procedure and any relevant specifications required for a particular contract or project.

On-site Safety Procedure

The employee should ensure that awareness of appropriate local/site safety procedures are obtained, and adhered to by himself and others working at the site for Technographic Displays.

Disciplines shall be maintained to ensure tools, spare parts, etc. are not left on site. If any equipment is made available by the customer the employee shall ensure that it is to a suitable standard, safe to use and suitable for the task to be performed.

7 Site Installation Health and Safety

7.1 General

We look to our customer to provide safe access and space area/environment for our employees on site. This does not relieve us of responsibility to meet our obligations in accordance with the Health and Safety at Work Act.

We must at all times comply with the Customers Rules and Regulations as agreed in contract.

Whenever site regulations/conditions call for provision of protective equipment which has not been provided, operatives must immediately contact the Project Manager and steps will be taken to provide such equipment.

As our type of work usually involves only a small number of personnel, and sometimes only one person working independently on site, it is the responsibility of each employee to ensure that the Safety procedure is strictly observed in the areas of work being carried out.

If any hazard exists which can not be rectified by the employee on site, immediately advise the site customer contact.

Under no circumstances must we work or allow others to work in an unsafe situation. please follow these basic rules :-

- (a) First and foremost, act immediately to rectify any situation which could result in accident.
- (b) If the circumstances are out of Technographic Displays' control, report to site customer contact.
- (c) Where the faults are attributable to our own workmanship, materials, plant or machinery, the matter should be notified to the Directors of Technographic Displays immediately.

IF IN DOUBT, STOP WORK AND FIND OUT

On-site Safety Procedure

7.2 On-Site Requirements

Before work commences on any new project, enquires must be made for the understanding of site safety requirements and for dealing with accidents should they arise.

All personnel must be aware of the following :-

- (a) Name and location of customer site contact.
- (b) Procedure for summoning assistance in a emergency (ambulance, doctor, fire brigade, police, etc.
- (c) Location of First Aid equipment.
- (d) Names of persons on site who are qualified in, or have had instruction in, the use of First Aid and the method to be used for calling for their service and directing them to the place required.

7.3 Accident Reporting

All accidents must be reported to the Directors. Be sure details are entered into the Accident Book quoting site location. This must be done at the time of accident or as soon as possible afterwards. The Project Manager acting as Safety Officer must be advised of any accidents in order that the investigation into prevention of Injuries, Diseases and Dangers Occurrences may be implemented.

7.4 Dangerous Occurrences

It is your duty, to yourself and others, to report any dangerous occurrence to the Projects Manager in order that prevention of accidents on site can be implemented.

This applies even if there is no injury involved. Advise of such reports must be to the Projects Manager at Technographic Displays as soon after the incident as possible.

7.5 Safety Inspections

Safety Inspections will be carried out by Technographic Displays employees in the normal course of their duties. Machinery and tools found to be defective must be corrected immediately or withdrawn from service until such correction is carried out.

7.6 Protective Equipment

Safety helmets, safety footwear, high-visibility vests or coats, safety harnesses, protective glasses, face masks and general purpose gloves will be made available to employees involved in site work if required.

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It is the responsibility of each employee to ensure wearing of suitable protective equipment when required, and to ensure the safe keeping of these items and replacement of any items that are damaged or worn beyond practical use.

Safety harnesses must be returned to the supplier for testing at the required intervals or immediately after strain due to a fall.

It is the responsibility of sub-contracted personnel to provide themselves with the same numbers of items listed above and maintain as above.

7.6.1 Head Protection

Hard hats must be worn on site in accordance with the Construction (Head Protection) regulations 1989.

7.6.2 Eye Protection

Protective glasses should be used when cutting materials that throw out chippings which could injure eyes.

7.6.3 Breathing Protection

It is widely known that exposure to dust or substances in the air can lead to respiratory problems. If such conditions arise in the working environment ensure face masks are worn.

If site regulations are in operation concerning exposure limits to certain dusts etc., ensure steps are taken to meet these regulations.

7.6.4 Foot Protection

Protective footwear provided should be worn on site.

7.6.5 Clothing

High-visibility vests or coats to be worn when working on sites with a traffic hazard. Your clothing should be suitable for the nature of work to be undertaken, and should not be manufactured of a highly flammable material. Ragged, torn or loose - fitting clothing should not be worn. Also loose cuffs, belts, bracelets and projecting fastenings should be avoided.

7.7 Tools

7.7.1 Electrical Tools

The following safety instructions covering the use of electrical equipment must be at all times strictly observed. Operation of equipment not complying with these requirements is an offence, and if contravened the person or persons concerned will be held responsible.

- (a) Electrical equipment refers to all electric powered machinery employed in site installations

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- (b) If electrical equipment is not in good working order do not use until it is made safe.
- (c) Electrical equipment must be kept dry and used only in dry conditions
- (d) All electrical equipment requiring mains cable will have total installation and fit firmly into equipment and supplying (socket) power point.
- (e) Power points provided on site must be securely fitted and properly earthed. If ensure, contact the site customer contact.

7.7.2 Hand Tools

Defective hand tools are the causes of many accidents. It is important that all tools should be kept in good condition.

Tools should not be misused or improperly treated.

7.8 Working at height

- Any work to be carried out from a working platform at or above 2m from floor level will require permission to work at height from the Site Manager.
- The permission to work will only be issued when the Site Manager is satisfied that a safe system of work will be implemented.
- Working at height should only be carried out by people who are physically able and have the knowledge, experiences and resources necessary for the work to be completed safely.
- The weather conditions should be considered prior to commencing all working at height.

7.8.1 Guidance for working on ladders

- Ladders are to be used for access only and are not to be used as workstations
- Check the ladder for possible damage before use. If defects are found it must be taken out of service.
- Ensure that the ladder is long enough, i.e. at least 1.05m above the landing platform.
- Ensure that the top of the ladder is adequately secure (by tying or other safe means).
- Ensure that the foot of the ladder is level and secure (footed by an assistant if necessary).
- Place the ladder at an angle of about 75° (about 1:4).
- Only one person will be on the ladder at any one time.
- Over-reaching must be avoided.
- The ladder must always be used the correct way up (Ties below the rungs).

7.8.2 Guidance for working on stepladders

- Check the stepladder for possible damage before use. If defects are found it must be taken out of service.
- Ensure stepladders are erected on a solid level base.
- A device to prevent the legs spreading is required (e.g. chain, rope or stay).
- Work should not be carried out from the top step unless the ladder is specifically designed for this.
- Over-reaching must be avoided. (Stepladders are not designed to accept side loading and can easily overturn).
- No more than one person should use a stepladder at one time.

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7.8.3 Guidance for working on trestles

- Trestles must be free from defects and inspected regularly.
- Working platforms based on trestles should be fully boarded, adequately supported and provided with adequate edge protection if there is a possibility of persons or materials falling 2m.
- Ensure trestles are erected on a solid level base.

7.8.4 Guidance for working from elevating platforms

- Only trained, certificated and authorised operators shall be permitted to operate the elevating platform (EP).
- A malfunctioning EP shall be shut down, clearly labelled and not used until repaired.
- The controls shall be clearly labelled as to their function.
- All personnel in the EP shall wear suitable harnesses with the lanyard attached to the platform attachment point.
- Appropriate personal protective equipment must be worn.
- Load limits specified by the manufacturer shall not be exceeded.
- EPs must not be modified or used for any purpose other than that intended by the manufacturer.
- Ground controls shall not be operated unless permission has been obtained from the personnel in the platform, except in cases of emergency.
- Personnel shall always stand in the floor of the platform, not on planks, boxes, railing or other devices for a work position.

7.8.5 Guidance for working on tower scaffolds

- Erection must be in accordance with the manufacturer's recommendations.
- Erection must be carried out by adequately trained, experienced and competent persons.
- Towers must be stood on a level base (with wheels locked).
- The scaffold equipment must be in good condition and properly maintained.
- The structure must be braced in all planes to prevent twisting and collapse.
- The ratio of minimum base dimension to platform height must not exceed 1:3 if used outside or 1:3.5 if used internally. Base ratios can be increased by using outriggers.
- Free-standing towers must not exceed 9.75m unless tied, or 12m when tied.
- A safe means of access must be provided internally, on the narrowest side of the tower. (Internal ladder or stairway).
- Trapdoors should be provided in working platforms where internal access is provided.
- Platforms must be fully boarded and guard-rails and toe-boards must be provided to prevent falls of persons or materials.
- Mobile platforms must not be moved while persons or materials are still on the platform.
- Ladders or steps must not be placed on the tower to gain extra height.

7.8.6 Guidance for working general access scaffolds

- A competent person must design a suitable scaffold for the particular use.
- Scaffold must be erected by a competent person who has received adequate information and training and possesses a CITB or CTA qualification in scaffolding.
- The scaffold must be based on a firm level foundation with vertical supports not normally more than 2.5m apart.
- The scaffold equipment must be in good condition and properly maintained. Any defects must be reported to the Site Manager.

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- Platforms must be fully boarded and if more than 2m from the ground must be fitted with guard rails, toe boards, etc. to prevent falls of persons or materials.
- Safe ladder access must be provided to each platform level.
- The scaffold must be inspected before use and after modifications or bad weather, by a competent person.
- Anyone going to work on a scaffold (even if erected by another employer's workers) should ensure that the above has taken place.

7.8.7 Guidance for working on roofs.

- About one in five construction deaths occur in roofwork.
- On sloping roofs, people are liable to fall from the edge or slip down the slope and fall off the edge. The weather must be taken into account. Measures must be taken to ensure that operatives cannot fall. There are several ways this can be achieved:
- Provide suitable barriers or platforms at the lower edge to prevent falls. These must be strong enough to stop a person who is sliding down the slope.
- Provide suitable roof ladders or crawling boards purpose made for the job along with edge protection.

8 Fire

- (a) Make yourself aware of the fire procedure on the site on which you are working.
- (b) On discovering a fire make all persons in your vicinity aware, leave the area and report to the site customer contact.
- (c) Do not re-enter affected areas until authorised to do so by site customer contact.
- (d) Make sure that recognised fire escape routes are not blocked.

9 House keeping and Accessibility

Technographic personnel must ensure that the areas in which they are working are kept at a reasonable level of cleanliness. Safe access to and from the places of work must be maintained.

10 New Employees

Directors/Managers must ensure that all new employees are acquainted with the Safety procedures.

Appointed employees will instruct new employees as to the correct and safe use of the equipment, machinery, tools and materials which she/he will be working with. The new employee will be kept under close supervision by the appointed person until it is considered that the employee is fully competent at his/her work requirements and aware of any hazards related to the work environment.

11 Document History

Date	Version	Change	Author
16-11-2003	P3-1-2	Change of address	
14-04-2000	P3-1-1	Original document	