

1. Introduction

This procedure is provided to ensure that all employees are given basic health and safety information upon starting employment with GML Management Limited (GML) and working at the site of a Contract Company (Contract Company refers to the business who requires the services of the employee) in order to ensure their health and safety whilst at work and to comply with Health and Safety at Work Act 1974 and the associated regulations.

This procedure is only an overview of the essential information. The relevant Contract Company should provide industry specific information relating to hazards, e.g. in the construction, engineering and warehouse environments, or indeed any place of work/location.

GML requires agencies to ensure that all employees are given safety information, and that training takes place at each placement location and that this is carried out as soon as possible after an employee commences work at that site. The objective is to ensure that employees are familiar with all aspects of health and safety that relate to their employment.

The most common industries for GML workers include construction, engineering and warehousing. Such industry specific induction training will fundamentally cover:

- Fire and emergency procedures, warning systems, actions to be taken on receiving warning, locations of exits or escape routes, evacuation and assembly procedures.
- First Aid and injury reporting procedures, and the names of first aiders/appointed person.
- Instruction regarding any prohibited areas (i.e. no smoking).
- Instruction applicable to their particular duties at work, etc.
- The results of risk assessments which affect each person's work.
- The defect reporting procedure to be used by employees.
- Information and understanding of the method statement and safe systems of work.
- The correct use of PPE.
- Records of all health and safety training undertaken will be maintained by the Contract Company

2. Responsibilities

All employees must:

- Comply with the Contract Company's Health and Safety Policy.
- Fully observe the Contract Company's Safety Rules which apply from time to time.
- Report any safety hazard within their work area or the malfunction of any item or plant and equipment to their line manager.
- Fully confirm to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.
- Use all safety equipment and/or protective clothing as may be provided.
- Avoid any improvisations of any form, which could create an unnecessary risk.
- Maintain all implements and equipment in good condition and report any defects to their line manager when they occur.
- Use only those items of equipment or machinery for which they have been trained and authorised to use, and do so in accordance with the manufacturer's instructions.
- Report all accidents to their site manager, whether injury is sustained or not.
- Attend as requested any training course designed to further the needs of health and safety.
- Observe all procedures laid down concerning processes, procedures and substances used within their work area.

- Observe the fire evacuation procedure and the position of all fire equipment and exit routes.
- Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kits.
- Inform their site manager of any possible breaches in health and safety legislation noted or any possible improvements in safety which can reasonably be achieved.

In addition to these responsibilities, the Health and Safety at Work act 1974 places specific legal duties on all employees. These are:

Section 7 - Health and Safety at Work Act 1974

- To take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions at work; and
- To co-operate with their employer to enable it to comply with any duties or requirements imposed on it.

Section 8 - Health and Safety at Work Act 1974

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999

Places further duties on employees to:

- Use any machinery, equipment, dangerous substances or safety devices provided to them by their employer in accordance with any training or instructions provided by the employer in compliance with any statutory provisions; and
- Inform their employer of any work situation which may represent a serious and imminent danger to health and safety; and
- Inform their employer of any matter which may represent a shortcoming in the employer's arrangements for health and safety.

3. Emergencies

This is to assist personnel and enable them to act correctly in an emergency pending the arrival of trained staff.

Fire and Bomb Emergencies

For what to do in the event of a fire or bomb emergency the employee should refer to their Contract Company representative and induction training.

Emergencies Requiring First Aid Treatment

It is suggested that employees familiarise themselves with the procedures for dealing with these at the Contract Company - in particular employees should find out who the first aiders are and refer any issues to them.

In the event of a serious injury, employees should always seek professional medical attention as soon as possible.

Employees should take care not to become a casualty.- they should use protective clothing and equipment where necessary.

If an ambulance is needed dial 999 - speaking clearly, ask for an ambulance, remember to give the address and don't put the telephone down until they have confirmed that they have taken the address (provided that this does not endanger the employee).

First Aid materials will be found in the first aid box maintained either by the first aider or appointed person. A routine check of the first aid box will be carried out by the Contract Company to ensure it is fully stocked.

Procedure In Case of Fire

Employees must be familiar with the means of escape from their place of work.

They are advised to familiarise themselves with the layout of the building/site and they should inspect the routes themselves.

The escape routes should be indicated with the appropriate "Fire Exit" notices and emergency lighting should be provided by the Contract Company which should come on automatically in the event of an electrical power failure.

All employees should be made aware of the procedure to follow in the event of a fire.

The Contract Company is responsible for ensuring that all staff are trained in that procedure, and that records of the training carried out are maintained for all staff.

Employees should at all stages take care not to become endangered themselves. If in doubt exit the building immediately in accordance with the Contract Company's instructions.

The correct procedure is as follows:

- 3.1 Upon hearing the fire alarm, the responsible person will telephone the emergency services by dialling 999;
- 3.2 When the exchange operator answers, the person will ask for the **FIRE SERVICE** and give the telephone number of the building;
- 3.3 When connected to the Fire service the following must be stated slowly and distinctly:
This is *name of building/site* WE HAVE A FIRE
- 3.4 Subject to the employee's safety, the receiver must not be replaced until this information has been correctly acknowledged;
- 3.5 If a visitors book is provided, it must be removed by the Contract Company, the building must then be evacuated by the nearest available exit and all persons must proceed to the assembly point.
- 3.6 No one must re-enter the building until told to do so by the appropriate fire marshal.

In the event of a fire the Contract Company will:

- 3.7 Ascertain the location of the fire and its extent;
- 3.8 Initiate roll call for employees and visitors;
- 3.9 Liaise with the building management and Senior Fire Officer, giving information concerning:
 - Location of the Fire;
 - Missing employees or visitors
 - Dangerous chemicals/substances
 - Services isolating points
- 3.10 Liaise with the building management and Senior Fire Officer before entering the building;
- 3.11 Ensure that all discharged fire extinguishers are replaced.

IMPORTANT NOTE: The fire safety/first aid arrangements can change from site to site; this is a generic guide to what to do in the event of a fire/accident. Always follow the site specific instructions given to you by the Contract Company in the induction process.

4. Manual Handling

Manual Handling techniques.

Manual handling activities should not be carried out on site without first referring to the procedure entitled Manual Handling Assessment.

How to Recognise Harmful Manual Handling

There is no threshold below which manual handling is considered to be "safe". There is a wide range of individual physical capability among the working population and individuals must learn to recognise their own limitations. The HSE Guidance on the Manual Handling Operation Regulations 1992 contains guideline figures of weights of loads, for lifting and lowering, carrying, pushing and pulling and handling while seated.

As a general guide, if you think that an item is too heavy or awkward to handle do not attempt to do so - **SEEK HELP!**

Where mechanical handling equipment is provided and it must always be used where appropriate. Employees must not use any mechanical aids until fully trained in their use. It is the responsibility of the Contract Company to ensure that adequate training is provided.

The lift must always be used whenever goods are required to be moved from one floor to another.

Good Manual Handling Technique

During any manual handling operation the following handling technique must be adopted:

Stop and Think

- Plan the lift;
- Where is the load to be placed?
- Use appropriate handling aids where possible;
- Do you need help with the load?
- Remove obstructions such as discarded wrapping materials
- For long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip

Position the Feet

- Feet apart, giving a balanced and stable base for lifting
- Leading leg should be as far forward as is comfortable

Adopt a good posture

- When lifting from low level, bend the knees but do not kneel
- Keep the back straight (tucking in the chin helps)
- Lean forward over the load if necessary to get a good grip
- Keep the shoulders level and facing the same direction as the hips

Get a firm grip

- Try to keep the arms within the boundary formed by the legs
- The best type of grip depends upon 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

Keep close to the load

- Keep the load as close to the trunk as possible
- Keep the heaviest side of the load next to the trunk
- If a close approach to the lift is not possible, slide it towards you before lifting

Lift smoothly

- Lift smoothly, keeping control of the load

Move the feet

- Don't twist the trunk when turning to the side
- If precise positioning of the load is required, put it down first, then slide it into the desired position.

Avoidance of Manual Handling

If the manual handling assessment reveals that there is a possibility of injury from manual handling operations, the Contract Company will give consideration to avoiding the need for the operation in the first instance.

This will involve a judgment as to the likelihood of injury.

If it is possible to avoid the manual handling operation altogether, this should be the first option. It may be possible to achieve the same effect by using a different system of work.

If the operation cannot be avoided, it may be possible to mechanise or automate the process.

The **Designated Person** is responsible for the following:

- Ensuring that all manual handling operations are assessed
- Should any activities arise that may give risk to injury, remedial work must be implemented in order to reduce that risk
- All assessments and any remedial work carried out must be fully documented

5. Electricity

The Electricity at Work Regulations 1989 require employers to ensure that all electrical systems and equipment are of such a construction, and maintained and used so as to prevent as far as reasonable practicable, any danger. Employees will receive the necessary information and training at induction.

The main dangers presented by the use of electricity in a building arise from shock, fire and burning. Additional hazards arise from the malfunction of equipment through electrical faults. If an employee notices that electrical equipment is faulty or damaged DO NOT USE IT, and he/she should report it to their Manager or supervisor immediately. All faulty and damaged equipment is reported to the appropriate manager of the Contract Company and not used again until it has been repaired.

It should be the Contract Company's policy to ensure that all electrical equipment, together with the electrical installation are serviced/maintained and inspected on a regular basis.

Portable Electrical Apparatus

Portable electrical equipment generally refers to any electrical equipment that can be moved. It may include items that employees would not naturally consider portable, such as photocopying machines or computer terminals.

All portable equipment will be serviced/maintained and inspected regularly, depending on the piece of equipment concerned and how it is used. A visual inspection will be carried out regularly by a member of staff after receiving suitable training.

REMEMBER!

- If in doubt employees must seek the advice from an expert and should not endanger themselves or others.
- Employees must not use equipment if faults are visible;
- Employees should report any problems to their manager and/or inform the appropriate department of the Contract Company;
- Employees should not touch or attempt to repair it themselves;
- Employees must not overload multi-socket outlets. Check with the site management first before using one.
- Employees must watch out for trailing cables. Employees should inform their line manager if there is an issue.

The Contract Company will not be responsible for personal electrical applications brought onto its premises by staff and under no circumstances must this be done.

6. Drugs and Alcohol Policy

There are certain medical conditions with symptoms very similar to those linked with drug or alcohol abuse so that the person affected looks drunk or under the influence of drugs.

These are: Heat exhaustion, hypothermia, diabetes (the line manager should have been informed beforehand by any diabetic staff member of their condition), or someone affected by prescribed medication.

If there is the slightest doubt about the individual's condition, medical advice should be sought immediately.

Drugs

The use or possession of restricted drugs, except those prescribed under a doctor's prescription, is expressly forbidden and any employee in breach of this rule will be subject to severe disciplinary action which may include dismissal.

The Contract Company is entitled to ask GML to require an employee to take a drugs test by a Contract Company Appointed Doctor.

Employees should please inform their line manager or colleagues if they have been prescribed any drugs, which cause drowsiness so that they do not endanger themselves and others in performing potentially hazardous tasks.

Alcohol

Employees who consume excessive levels of alcohol during their working day or prior to arriving for work, put themselves and others at risk as alcohol undoubtedly affects a person's conduct and performance. This will lead to disciplinary measures which may include dismissal.

Smoking Policy

In the interests of employees' health, the Contract Company should operate a "no smoking" policy.

7. Reporting of Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require certain types of injuries to be reported to the local enforcing authority. GML recognises the importance of reviewing the occurrence of accidents on site, and where necessary, reporting to the Local Authority.

Induction training by the Contract Company should ensure that all persons are familiar with the procedure to follow in the event of an accident.

7.1 All accidents must be reported immediately both to the Contract Company and the GML Human Resources Department. All accidents will be investigated by the Contract Company and the information analysed to determine the initiating event and relevant contributory factors.

The results of such accident investigations will be followed up with regard to:

- Any hazardous equipment in the workplace will be removed as a matter of urgency;
- Systems of work changed if necessary;
- Employees informed of any lessons learned

Such steps will be taken in order to prevent a recurrence or similar incident occurring in future.

7.2 The Accident Book must be, and where appropriate the First Aid Treatment Book, completed for injuries sustained and a copy sent to the GML Human Resources Department.

7.3 Where an accident, injury or occurrence is a Notifiable Injury or Dangerous Occurrence, as defined within the regulations, the enforcing authority will be notified by the GML Human Resource Department.

8. Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) came fully into force in April 2002 and state that no work which may expose anyone to substances which are hazardous to their health, shall be carried out unless an assessment has been carried out, and the necessary controls implemented.

Hazardous substances are to be used only by staff and contractors who have been correctly trained in how to use such substances.

Hazardous substances should be identified by the Contract Company in a risk assessment. Before using any hazardous substances check the risk assessment and ensure that any necessary work has been carried out by the date specified in the assessment.

If employees have any doubts about using any hazardous substances, they should call the Contract Company or GML Human Resources Department so that appropriate action can be taken.

9. Risk Management

The Management of Health and Safety at work Regulations 1999 requires all employers to make a suitable and sufficient assessment of the risks to health and safety of all employees whilst at work and any other persons not in their employment, but who may be affected by their work.

The Contract Company should undertake a risk assessment of the workplace and areas of the premises for which they are responsible and will update the assessment as often as is necessary. This may be, for example, if there is a change in relevant legislation, or a change in working practices.

The considerations to be made are that all hazards are identified and all control measures are implemented to reduce the risks. The control measures and risks are defined and suitable records kept to specify and enable control to be maintained of the risk assessment process.

10. Safe Methods of Work

It is strongly advised that all employees follow procedures accordingly to ensure that they are trained in the correct methods of work and that equipment is selected, sorted and inspected correctly.

The safe method of work can refer to a variety of hazards depending on the complexity of the business requiring the service and nature of the work.