
Blocked Drains High Pressure Water Jetting Colour Camera Surveys Septic Tank Emptying
Combination Lorry Jetting Root Cutting Drain Repair Road Gully Emptying

Health & Safety at Work Act 1974

Health & Safety Policy

Of

Bath Drain & Jetting Services Ltd.

Trading as Mega-Rod

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Issued to

Signed

Issued by

Tom Presswood, Director

Date

11 January 2007

INDEX

Page

4	Statement of Policy
5	Organisation
6	General Responsibilities of Employees
7	Principal Activities
8	Company Duties
9	Specific Employees Duties
10	Health Hazards
11	Specific Risks - Confined Spaces
16	Safety in Sewers
17	Weil's Disease
18	Excavations
19	RIDDOR
20	Personal Protection
22	Machinery
23	Transport
24	General Hazards
27	Emergency Procedures

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees and to provide such information, training and supervision as they need for this purpose.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this document.

The policy will be kept up to date particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The Company attaches the greatest importance to the provision of safe and healthy working conditions for its employees and sub-contractors. The Company also intends that its business will not adversely affect the health and safety of contractors, customers and members of the public.

Organisation

Oliver Presswood will have overall responsibility for implementation of the Company's Health and Safety policy.

He will:

1. Supervise the drafting and printing of the Company Health and Safety Policy and subsequent amendments or additions.
2. Ensure that adequate provision is made in every contract for the implementation of the Company Health and Safety Policy and all statutory requirements.
3. Appoint persons to carry out tasks in connection with the Health and Safety Policy.
4. Assess the training needs as necessary for all operatives.
5. Monitor the Health and Safety Policy and standards of sub-contractors.
6. Initiate investigation into accidents and dangerous materials and determine remedial measures.
7. Monitor the Company's safety performance.

General Responsibilities of Employees

Detailed lists of responsibilities for personnel carrying out various functions are set out in the Company's Health and Safety Policy.

The following outline responsibilities are based on the general duties of the Health and Safety etc., Act 1974 and the Management of Health and Safety at Work Regulations 1992, but they are not a legal interpretation.

Managers and Supervisory Staff

Must carry out the Company policy to ensure the health, safety and welfare at work of our employees, in particular by providing the following:

1. Relevant risk assessments.
2. Safe systems of work.
3. Safe plant or equipment.
4. Safe methods of handling, transporting etc., articles and substances.
5. Supervision, training, instruction, information.
6. Safe places of work and safe access.
7. Safe and healthy working environment.
8. Welfare facilities.

Managers and supervisory staff must also ensure that other people, including sub-contractors, visitors, members of the public etc., do not have their health and safety placed at risk as a result of our work. Where we control premises, others who visit the premises to carry out work must be provided with a safe place of work and safe access to their work.

All Employees

Must ensure that their own work is carried out so that accidents and ill health to themselves or others are avoided. They must also co-operate with the Company to ensure that work is carried out in accordance with the regulations and must not misuse or interfere with anything provided for health and safety.

Sub-Contractors and Franchises

Have the same duties as outlined above to their own employees or others who could be affected and will be expected to co-operate fully with our Company to avoid accidents and ill health on our sites.

They will be expected to provide evidence of their risk assessments for activities that they carry out and where necessary, provide suitable written method statements.

The Company's Principal Activities

- Plumbing.
- High pressure water jetting with trailer mounted units.
- High pressure water jetting with lorry mounted units.
- Closed circuit television surveys with trailer and vehicle mounted units.
- Excavation of all types of ground surfaces for the repair or installation of drainage systems.
- Drain clearance using various methods either working at height, i.e. roof tops and work involved at surface and below ground levels.
- Gully cleaning.
- Septic tank cleaning.

Principal Locations of work

Factories, office blocks, building sites, residential properties, hotels and any other location that is likely to have a drainage system.

The Company's Duties

The Company's duties will be specifically

1. To observe the requirements of the Health and Safety at Work Act 1974, The Factories Act 1961 and all other relevant codes of practice, Health and Safety Executive guidance notes and recommendations of Factory inspectors and environmental officers during visits.
2. The provision and maintenance of safe plant and systems of work with hazardous and sensitive site operations.
3. Ensuring the control of risks to health in the handling, storage and the transportation of materials etc.,
- 3a. The provision of risk assessments, COSHH assessments, noise assessments and other assessments as necessary in respect of work activity.
4. The provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and any other persons.
5. The provision of any necessary personal protective equipment (PPE).
6. The encouragement of discussion of safety matters between firms throughout the safety group and other organisations and between site management and operatives.
7. To permit safety representation by the employees in accordance with such regulations as the Secretary of State has prescribed.
8. The provision of adequate welfare facilities as required by the relevant statutory provisions.
9. The provision of first aid facilities and trained first aiders as required by the relevant statutory provisions.
10. To prevent injury or damage to any person and adjacent property affected by their operations.
11. To bring into effect proper procedures for dealing with the reporting of injuries, diseases and dangerous occurrences regulations 1985 and the investigation and reporting for cause and prevention.
12. To ensure that all site contractors comply with relevant statutory operations.
13. To co-operate with local authority and client's fire prevention recommendations and ensure that requirements under the Fire Precautions Act are maintained and serviced regularly.
14. To ensure that as far as possible, that it will not allow employees, sub-contractors and others engaged to carry out work or operations whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies or medication likely to affect employees health and safety.
15. To make arrangements for implementing any special requirement required by the client, the police and local authority whilst operating in hazardous or sensitive areas.

The Company's Employees Duties

The Employees duties will be specifically

1. To read and understand the Company's Health and Safety Policy and carry out work in accordance with its requirements.
2. At all times to use the correct tools, equipment, safety protection and clothing provided by the Company and not to misuse any of the same and to observe that misuse of any of these items is likely to render the item as dangerous.
3. To keep all equipment, clothing and tools provided by the Company in good condition and to report defects.
4. To report any accident, dangerous occurrence or condition to the appropriate supervisor.
5. To have regard for the safety of others as well as him/herself.
6. Not to operate any plant or equipment unless authorised.
7. Not to play dangerous or practical jokes or horseplay at the workshop, depot or any other location.
8. To avoid improvised arrangements for carrying out tasks and to suggest safe ways of eliminating hazards.
9. Have regard for all notices and instructions received relative to the company, client and personal behaviour.
10. To inform the Company if they are likely to suffer from any allergy or are receiving any medication or have a health problem that is likely to affect their ability to work with particular regard to manual handling tasks.
11. To inform the Company of any previous training undertaken and to provide such proof as necessary.
12. To ensure that all guards are in position whilst fixed and portable tools are being operated.

Health Hazards

Noise and Emergency, COSHH, First Aid and Welfare

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, most important is control of substances hazardous to health as detailed in the COSHH regulations 1988.

The responsibility of assessing both the risks and the necessary precautions required to ensure the safety of all employees will rest with the Board of Directors and employees.

Some important notes:

1. A survey should be carried out to establish if there are any health risks existing on a site or building where work is to be carried out.
2. Almost all chemical products are potentially dangerous. Adequate ventilation must be provided, suitable respiratory protection will be provided if appropriate. Chemical products must not be allowed to come into eye contact at any time. Wear the protective equipment and clothing supplied. Always observe good industrial hygiene practice.
3. Facilities for the washing and cleaning of the skin must be made available with the necessary cleansers and barrier creams.
4. Read the data sheet on container labels and detailed health and safety information before using any products. Measures must be taken to keep others, especially children, away from areas where harmful substances are present or being used.

A written assessment will be made of all materials used on site and the information will be taken from the manufacturer's product information sheet which include all first aid and spillage recommendations. A copy of the COSHH regulations and appropriate approved codes of practice will be displayed in the workshop and all employees will, from time to time, be required to read and understand the codes.

First Aid

Persons in charge of the Company vehicles or assigned to specific sites or premises must ensure that first aid equipment is standard as required by the approved code of practice and that safety (first aid) requirements of 1981 are provided and maintained and kept in their personal charge or that of a competent person during their absence. They will take charge in the event of serious illness or injury and appoint a person in their absence. It will be the responsibility of all employees to maintain and keep the first aid kits are required.

Emergency Procedure

The person in charge of site/premises will make arrangements to check and satisfy themselves that all Company rules on health and safety are provided and adhered to.

Vehicles are provided with emergency equipment, including lighting and a list showing telephone numbers for emergency use. Who to contract in the absence of designated persons is available on the noticeboard in the workshop and a copy is kept in each vehicle for the use of employees when on site. A copy of such a list is enclosed.

Specific Risks – Confined Spaces

Safe System of Work for Entry into Confined Spaces

The following information for entry into confined spaces is that recommended by Wessex Water plc.

Introduction

1. The Health and Safety at Work Act 1974 places a duty upon the employer for the provision and maintenance of plant, equipment and systems of work that are reasonably practicable, safe and without risk to health.

There are also requirements that include the provision of information, instruction, training and supervision as necessary to achieve safe working.

2. The Health and Safety at Work Act also places a duty on all employees to take reasonable care over the health and safety of himself and others.
3. Serious accidents have occurred and continue to occur in the water industry whilst work is being carried out in confined spaces. The chief risks are those associated with toxic and/or flammable gases, fumes, vapours and lack of oxygen. Neglect or ignorance of the necessary precautions can easily lead to tragic results. A significant number of such accidents are fatal.

Definition of a Confined Space

The term "confined space" has a wide application throughout the water industry. Some situations are fairly obviously confined spaces, e.g. closed tanks, large ducts, sewers, deep manholes, deep chambers and digesters; others which are less obvious can be equally dangerous, e.g. open top tanks, particularly where heavier than air gases or vapours may be present and closed; unventilated rooms in which dangerous accumulations of gases can build up because of the restricted air circulation.

Identification

Where reasonably practicable, all situations considered to be confined spaces will have the appropriate sign affixed; because of the location of some confined spaces, it will not always be possible to fix a sign, therefore, it should be remembered that the absence of a sign does not necessarily indicate a safe situation.

WARNING

NO SMOKING IS PERMITTED IN A CONFINED SPACE.

NO NAKED LIGHTS ARE PERMITTED IN A CONFINED SPACE.

MATERIALS/SUBSTANCES THAT GIVE OFF VAPOURS SHOULD BE SUBJECT TO SPECIAL ARRANGEMENTS.

NO INTERNAL COMBUSTION ENGINE IS PERMITTED IN A CONFINED SPACE.

Training Requirements

The Health and Safety at Work Act 1974 requires all managers to ensure that all personnel that are under their control are trained to carry out the tasks they are given in this system of work. The following training is required:

Breathing apparatus (where required)
Rescue (where required)
Radio procedures
Winch operation

First Aid
Gas monitoring
Resuscitation
Use of safety harness

Medical Requirements for Breathing Apparatus Users

All persons who enter Class B confined spaces should be trained in the use of escape breathing apparatus. Where for work breathing apparatus is to be used, the wearer must have a valid certificate. These persons should have a normal standard of fitness and should be free from:

- a) known heart disease
- b) known respiratory illness (asthma, severe colds)
- c) epilepsy
- d) any disability that prevents normal duties

Equipment and Protective Clothing

The following is a list of equipment and clothing which must be available and be used where appropriate:

Safety helmet
Protective overalls
Safety footwear
Gloves
Safety lamp (intrinsically safe)
Atmosphere monitor which detects hydrogen sulphide, flammable gasses and lack of oxygen
First Aid equipment
Man riding winch (for vertical entry) and Tripod
Safety harness
Life line
Resuscitator

This list is not exhaustive and may be added to.

Note:

All equipment must be in good condition and used in accordance with the manufacturer's instructions by trained personnel. All equipment should be regularly maintained and tested and certificates should be available for those items which are covered by statutory regulations.

Classification of Confined Spaces

There are three classes of confined space. They are:

- A This class will cover locations where access/egress is not difficult and where the atmosphere is unlikely to deteriorate after initial testing for the duration of the test being performed.
- B This class will cover locations where access/egress is difficult or where the atmosphere can deteriorate rapidly due to the ingress of harmful substances but where the person who makes the entry can be rescued by winch without any other person having to enter the confined space.
- P This class will cover locations where it is essential for work to be carried out in hostile conditions which do not fall within either of the above categories and/or where rescue can only be achieved by man entry.

Note

Make a risk assessment prior to entry into any confined space.

System of Work for Class A Space

Site Check

1. Ensure that there is a telephone/radio on site.
2. Manning level. A minimum of two people, one must act as top man.

Pre-entry Check

1. Check that all necessary safety equipment is on site.
2. Remove necessary covers to allow space to ventilate.
3. Erect barriers around open chambers.
4. Isolate and lock off electrical/mechanical plant as necessary.
5. Test atmosphere and monitor for correct operation.
6. Lower atmosphere monitor into the confined space and leave for five minutes.
7. If the monitor alarms, the atmosphere must be re-tested after further ventilation.
8. If the monitor alarms after re-test, contact must be made with line management.
9. If a clear atmosphere is indicated, entry can be made following the approved procedure.

Entry Procedure

1. No-one will enter a confined space until the pre-entry checks are completed.
2. One operator will carry out the duties of top man and be in attendance during the time entry to a confined space is undertaken. Additional personnel will be committed to the space if the entry is not under the direct observation of the top man at all times.
3. Each man entering the confined space will wear a full body harness and atmosphere monitor.
4. The atmosphere in the confined space must be monitored continuously during entry.

Gas Monitor Alarm

If the atmosphere monitor indicates an alarm condition, the space must be evacuated immediately.

Emergency Procedures

If personnel in a confined space suffer injury or collapse, the top man will immediately contact the fire brigade or ambulance by telephoning 999 or contact control by radio or telephone using the emergency procedure which should be preceded by "action, action, action".

No-one should enter the confined space to carry out a rescue attempt until specialist help is available. All relevant information concerning the emergency should also be relayed to the control centre as appropriate.

Task Completion

After the task has been completed and confined space vacated, all covers should be replaced and power to electrical or mechanical plant restored.

Management should be informed of any unusual difficulties encountered during entry.

System of Work for Class B Space

Site Check

1. Ensure that there is a telephone/radio on site.
2. Manning level. A minimum of three people, two must act as top man.

Pre-entry Check

1. Check that all necessary safety equipment is on site.
2. Remove necessary covers to allow space to ventilate.
3. Erect barriers around open chambers.
4. Isolate and lock off electrical/mechanical plant as necessary.
5. Test atmosphere and monitor for correct operation.
6. Lower atmosphere monitor into the confined space and leave for five minutes.
7. If the monitor alarms, the atmosphere must be re-tested after further ventilation.
8. If the monitor alarms after re-test, contact must be made with line management.
9. If a clear atmosphere is indicated, entry can be made following the approved procedure.

Entry Procedure

1. No-one will enter a confined space until the pre-entry checks are completed.
2. Two operators will carry out the duties of top man and be in attendance during the time entry to a confined space is undertaken.
3. One of the top men should keep the entry man under direct observation. Where this is not possible, extra personnel will be committed to the space.
4. Each man entering the confined space will wear a full body harness, life line, atmosphere monitor, carry escape breathing apparatus and be attached to a man riding winch.
5. The atmosphere in the confined space must be monitored continuously during entry.

Gas Monitor Alarm

If the atmosphere monitor indicates an alarm condition, breathing apparatus must be donned and the space must be evacuated immediately.

Emergency Procedures

1. If personnel in a confined space suffer injury or collapse, the top man will immediately effect a rescue using the winch.
2. Once the casualty has been removed from the confined space, emergency resuscitation/first aid should be rendered.
3. The second top man will immediately contact the fire brigade or ambulance by telephoning 999 or contact control by radio or telephone using the emergency procedure which should be preceded by "action, action, action".
4. All relevant information concerning the emergency should be relaid to the control as appropriate.

Task Completion

After the task has been completed and confined space vacated, all covers should be replaced and power to electrical or mechanical plant restored.

Management should be informed of any unusual difficulties encountered during entry.

Note:

Operators using escape breathing apparatus must have been trained in its use.

Systems of Work for Class P Space

Work in a Class P space can only be carried out under the strict control of a written permit. The permit must include signature and times for each step and authorise specific entry times.

Where the permit system recognises there is a need for rescue to be carried out by man entry, there must be available sufficient personnel. Training in rescue, first aid and holding a current breathing apparatus certificate are essential.

Safety in Sewers

1. In addition to your weekly check, always check your equipment before leaving the depot and ensure that your communications are in working order.
2. Before working on the public highway, put up all traffic warning signs and wear the high visibility clothing.
3. Park your vehicle in the lane of travel with its amber flashing beam operating.
4. Surround the manholes to be opened with barriers to protect yourselves and the general public.
5. Having lifted the manhole cover, allow the chamber to ventilate and if necessary, lift the covers upstream and downstream.
6. When lifting heavy manhole cover, always keep your back straight to avoid back aches and possible injuries.
7. Before entering the manhole, always test the atmosphere with the gas detection equipment. If the test indicates an unsafe or a suspect atmosphere, do not enter the manhole and report to your supervisor.
8. Before entering the manhole, always wear protective clothing provided and your crash helmet, safety harness and lifeline securely attached.
9. Always ensure that there are two men above ground at all times. If for any reason the three man team for entering manholes in class P confined spaces is depleted, then no manhole is to be entered.
10. Sewer men must not enter any sewer or attempt to walk through. If it is found necessary to enter a sewer to clear an obstruction, report to your supervisor who will make special arrangements.
11. Do not smoke or use a naked flame within three metres of a manhole, or use any mains operated hand lamp or equipment unless the voltage is 50 volts or less.
12. If you feel unwell or there is an unusual smell, leave the manhole immediately.
13. Always wash your hands and forearms after working with sewage or contaminated equipment and clean and dress cuts and abrasions immediately.
14. Any defects or unusual conditions or the presence of rats in manholes or sewers must be reported to your supervisor.
15. You have been issued with a medical instruction card and you are advised to show this card when you go to your doctor or hospital on account of illness and make those attending you know your occupation.
16. Details of all accidents, no matter how minor they may be, should be entered in the accident book. Remember, this is for your own good.

Weil's Disease (Leptospirosis)

Persons working in areas where there may be contact with rat's urine or water contaminated by rats, may contract Leptospirosis or Weil's Disease. The infection can enter the body via damaged skin or by accidental ingestion through the nose or the mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

Areas of risk include sewers, drains, water courses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat infestation is likely to occur.

1. Personnel working likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing. After contact with raw waste, the hands and forearms should be thoroughly washed with soap and water, especially before eating, drinking or smoking and personnel should also avoid rubbing their nose, eyes or mouth during work.
2. Wherever possible, protective clothing, including impervious gloves, should be worn. Avoid any contact with infected areas.
3. Leptospirosis cards will be issued to those employees at risk and this should be shown whenever you attend your doctor or hospital.

Excavations

The digging of an excavation on site may be a man's first and last job. If the sides collapse, there may be no escape. There is almost no ground which will not collapse under certain conditions.

1. Identify underground services before any excavation begins.
2. Wear your safety helmet and safety footwear.
3. Protect the public and others by installing barriers around the working area. Ensure that necessary lights, signs and barriers are maintained when the excavation is unattended.
4. Ensure adequate materials, plant, equipment, pumps etc., are available before work begins.
5. All excavations over 1.2 metres in depth will require the sides supporting or battering back to an angle that is suitable for the material being excavated and the type of work in progress.

Trench or Excavation Supports

Underpinning or shoring will be designed by specialists and only installed by trained personnel.

A method statement must be provided by the groundwork contractor before work starts.

Installation of supports will always be carried out from the safety of an already supported or protected section.

Ladders will be used for access unless the excavation is such to allow easy access, e.g. shallow, batter, steps etc.

If the ground is unstable, excavations less than 1.2 metres deep may need support. If in doubt, contact your supervisor.

Support all services where they cross the excavation. They are not to be used as steps for access.

Keep spoil, tools, materials etc. at least 1.5 metres from the edge of excavation.

Ensure safe distance is kept between the excavation and any adjacent building or traffic.

Deep, narrow excavations may require ventilation due to the presence of gases, e.g. gas leaks, exhaust gases, contaminated ground etc. If in doubt, contact your supervisor.

Do not cross the excavation unless a properly guarded gangway is provided.

Do not stand closer than 6 metres to a machine whilst it is excavating or backfilling.

Ensure the excavation is checked every day by a competent person who will be nominated by the supervisor.

Where health hazards may be encountered, e.g. landfill sites, industrial site, sewers, methane gas, carbon dioxide from limestone etc., the safety supervisor will be asked for advice on precautions required, e.g. air sampling monitoring.

Spoil heap will be sited clear of overhead cables with the sites suitably battered to prevent collapse. When removing spoil, it will be ensured that no vertical sides are left unattended. Regular checks will be made for signs of children burrowing into them.

Stability of plant will be considered when working on peat and soft ground conditions to ensure that the plant does not sink or tip over etc. There may be a requirement for the provision of such safeguards as excavator mats or ground stabilising techniques. The presence of marsh gas, i.e. methane, which can cause an explosive mixture with air should also be considered in these conditions.

Reporting Procedure in the Event of Injuries and Dangerous Occurrences

Oliver Presswood or Tom Presswood will take responsibility for the reporting of injuries and dangerous occurrences to the Health and Safety Executive as follows:

1. Immediate notification by telephone in the event of any of the following:
 - a) fatal injuries to employees or other people in an accident and connected with the business
 - b) major injuries to employees or other people in an accident connected with the dangerous occurrences listed in the regulations
2. A written report to the enforcing authority will be sent within 7 days of any notifiable incident as above and also of any other injury to an employee which results in their absence from work or being unable to do their normal work for three days.
3. A record of any injury, occurrence or case of disease requiring report will be kept, including date, time and place and personal details of those involved and a complete description of the event.

A copy of the RIDDOR leaflet listing the types or major injuries, dangerous occurrences and prescribed disease is displayed in the office.

Personal Protection

Jewellery

The company does not permit the wearing of jewellery by its operatives at all times when carrying out work for or on behalf of the company. Earrings, necklaces and bracelets constitute a real hazard, as do watches and rings. The wearing of watches and wedding rings are worn at the operatives own risk.

Alcohol

The company does not permit the consumption of alcohol or drugs by its staff and sub-contractors at any time when carrying out work for or on behalf of the company. When taking medication for minor injuries or colds, it is necessary for the operatives to inform their supervisors.

Protective Clothing and Equipment

The head, eyes, hands and feet are all very vulnerable to injury. Equipment to prevent accidents as far as practicable will be made available by the company. In addition to protective clothing, the company requires all staff and sub-contractors to be cautious when operating plant or machinery that loose clothing is not likely to cause a hazard to themselves or others. Equally, belts, ties, shirt cuffs, hood ties and similar articles that may become entangled in plant or machinery require the same precautions.

All operatives are required to wear suitable footwear whilst at work on either company site or company work places. Suitable footwear should contain all or some of the following features:

Steel toecaps
Steel midsoles
Waterproof (e.g. Wellingtons)
Oil or chemical resistant soles
Electrically insulating, specific protection (for chain saws etc.)

When necessary, operative will wear appropriate hearing defenders issued and will be instructed in their use and maintenance.

Operatives will wear the necessary eye protection issued and appropriate to the work being carried out.

Where necessary, operatives will wear all relevant safety gear to include such as harnesses, respiratory and protective breathing apparatus. All instructions will be followed as to their use and application.

All employees of the company will wear hard hats when entering hard hat areas at customer's premises and at any other time and place when requested so to do.

All persons issued with protective clothing or equipment must report any loss or defect in the equipment to the supervisor.

Manual Handling

- Gloves: Protective gloves are recommended in all manual-handling operations, in particular the lifting of manhole covers and the operation of high pressure water jetting in storm and foul sewer lines.
- Wherever possible, use mechanical means to lift and transport items.
- Where use of mechanical means is impracticable then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of the load.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting, stooping or reaching to lift or deposit a load.

- Ensure that the access areas are clean and clear and that lighting is adequate.
- Protect all sharp edges.
- Avoid long lifts and if necessary, change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- For long distances, arrange for pauses to allow the load to be placed for brief breaks.
- During repetitive work, ensure that sufficient time is allowed for resting.
- If more than one person is involved, then a suitable person must be nominated to control the job.
- If possible, break the load down into smaller items.
- If possible, provide proper handles, hand holds or use carrying devices to avoid the possibility of trapped fingers.
- Secure items which are loose to prevent the load shifting when being carried.
- Avoid carrying up and down steps.

Machinery

Plant and equipment, incorporating jetting units and electromechanical cleaning and other high pressure drain cleaning equipment.

Only authorized and trained personnel are to use machinery.

Ensure that you are familiar with the procedure to unplug, disconnect and stop any machinery with moving parts.

Do not attempt to clean any machinery, service it or carry out any other repair to the equipment when the unit is switched on unless trained to do so.

Ensure that any equipment that is hired is safe and that you have been instructed by the hire company in its operation and that you are entirely sure of all safety features and hazards surrounding the equipment.

All fixed guards that are fitted should be left in place and ensure that any mechanical guards are working.

All materials being used in the process of your job are clear of working parts of the machine.

Ensure that the area around the machine is clean, tidy and free from any obstruction.

Your supervisor is to be told at once if you think the machine is not working correctly.

You are to wear the appropriate protective clothing and equipment such as safety glasses or safety shoes.

Dangling chains, loose clothing and long hair which could get caught up in moving parts is dangerous.

Do not distract people who are using machinery.

Ensure that all machinery is to be used only for the work for which it is intended.

All safety devices fitted must be maintained regularly and be operational at all times when work is in progress.

Ensure adequate lighting is provided and used where machines are being operated.

All equipment should be properly maintained and should be checked before use to ensure it is functioning properly.

Note

Please use your checklist on a weekly basis to report on the condition of hoses, jetting heads, oil levels, water levels and all serviceable parts to include plugs and electrical leads. Also ensure that you are familiar with the Induction Manual in the training of all the company's drain clearing equipment.

Children are fascinated by machinery. Do not put them at risk and keep them and all unauthorised personnel from your equipment.

Transport

Only authorized and licensed drivers will drive company transport and will be over the age of eighteen unless under the direct supervision of an authorized driver.

All company transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyres, brakes and on a weekly basis all operatives will check the condition of trailer units with braking systems and lights.

The Highway Code must be observed at all times when in charge of company vehicles.

The vehicle must not be badly loaded so that there is a danger from a falling load.

All the vehicles used on public road must be maintained in accordance with the manufacturer's instructions.

No person will ride in or on any vehicle unless the correct seating is provided and it is used correctly.

Always ensure that vehicles are left securely braked and the engine switched off when the vehicle is unattended.

Refuelling of the vehicles will take place in designated areas using the equipment provided to ensure no spillages.

Drivers of all company transport will neither consume any intoxicating liquids during the working day or shift nor be affected in any way by alcohol or drugs when responsible for company transport.

General Hazards

Noise

Are there any uncomfortably noisy items of plant or equipment?

Will the noise be a nuisance to the public?

Have noise control measures been considered?

Are insulating panels, silencers etc., in good order and fitted as required?

Has hearing protection been provided?

Are the correct decontamination procedures being carried out and protective equipment being cleaned and stored properly?

Underground Services

Has all available information been requested from all the service authorities and all other sources?

Have underground services been located and marked by electronic location devices?

Have safe practices of digging techniques been used such as using trial holes?

Are safety clearances being observed when using mechanical excavators in an area where underground services are present?

If a permit to dig system is in operation, has the permit been obtained?

Are adequate hygiene facilities provided?

Road works

Where work on a public road is being carried out, measures must be provided so that pedestrians and traffic have adequate warning and can pass safely and the men involved in work are protected.

Are the signs, traffic cones, safety lamps and where necessary traffic light systems provided and set out as required.

Are all operatives on site wearing some form of high visibility garment?

Are the vehicles and equipment suitable for road works?

Access

It is vital that access from one place to another to be made safe. Consider that safe access is provided for all on site to reach their place of work, i.e. good roads, gangways, passageways, passenger hoists, staircases, ladders and scaffolds.

Are all walkways level and free from obstruction?

Is edge protection provided or another preventative measure taken where men are likely to fall from an open side?

Are holes or opening covered with securely fixed cover or alternatively fenced off?

Is there adequate artificial lighting available for when work has to continue after dark?

If the site tidy and are the materials stored in safe positions?

Have there been proper arrangements made for the gathering and disposal of waste material and spoil?

Are nails in timber hammered down or removed?

Ladders

Is every ladder in good condition, unpainted and free from obvious defect?

Are all ladders secured near the top, including those used for short term?

If the ladder cannot be secured near the top, is it secured near the bottom, weighted or footed.?

Does the ladder rise at least 1.05m (3'6") above the place of landing?

Is there an adequate foothold at each rung?

Are the ladders properly positioned for access?

Work Adjacent to Water

Have measures been made to prevent people falling into water, e.g. fencing, barriers etc.,

Is rescue equipment available and in good order for emergency use?

Has training been provided in rescue procedures?

Have you identified the location of the nearest telephone in the event of an emergency?

Electrical Equipment

Are there any signs of damage to the equipment leads, sockets, plugs etc.,?

Are all the connections securely and properly made with correct fittings?

Is the equipment on site of 110 volts or less?

If not, have special precautions been taken?

Are all cables, light fittings, equipment etc., protected from damage and routed safely?

Compressed Air Equipment

Does the equipment carry the necessary certificate?

Is the pressure gauge working?

On a mobile compressor, are the tyres, towing arm, brake, stand or jockey wheel etc. in good order?

Are side flaps or covers fitted, are they in good order and lowered when the compressor is in use?

Are hoses, connections, valves in good order?

Are the tools lubricated?

Are the points, fittings, anti-vibration handles etc., in good order?

Have noise control measures been provided?

Is everyone aware of the dangers of blowing down clothing, fooling around etc., with compressed air?

Abrasive Wheels

As with all other equipment within the company, only authorised users may operate machinery and equipment to include abrasive wheels.

Has the person changing the wheels been trained?

Is the spindle speed of the tool being checked regularly? Especially in the case of compressed air powered grinders.

Are all guards fitted and in the correct position?

Is the correct protective equipment and clothing being worn?

Are all the guards in position?

Are sources of ignition prohibited in the area of operation?

Highly Flammable Liquids

Is there a proper store for highly flammable liquids?

Is the amount of highly flammable materials kept to a minimum in the work place?

Is smoking prohibited and other ignition sources excluded from areas where highly flammable liquids are being used?

Workshops

Is the workshop kept tidy with tools, equipment etc., picked up and put away when not in use?

Are the machines properly guarded?

Are all oil or other spills dealt with properly and quickly?

Is all electrical equipment in good working order and checked regularly?

Is the lighting and ventilation adequate?