



Procedures Manual



**MCDONALD SCAFFOLDING (SERVICES) LTD.**

Business Management System

**Procedures Manual**

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# Procedures Manual

## 1.0 Introduction

### 1.1 Company Profile and Scope

Established in 1975, McDonald Scaffolding (Services) Ltd. is a family run business with the experience, training and equipment to successfully scope, design, deliver and manage a vast range of complex projects for our clients.

McDonald Scaffolding (Services) Ltd. works with a diverse range of clients across core divisions:

- Oil, Gas and Marine
- Civils
- Transport
- Boats and Barges

### 1.2 Staying Safe

We take health, safety, environment and quality extremely seriously and we make sure every member of staff does the same. We strive to maintain our excellent safety record and we endeavour to ensure the right skills, equipment and training to offer the highest possible standards and a quality finish. Our scaffolding will meet every health, safety and environment requirement, and all our staff will be trained in the appropriate disciplines.

This Operating Policies and Procedures Manual emphasises the importance that we place on assuring Health, Safety the Environment and Quality in everything we do. In establishing this document we have considered best practice from both International and Industry Standards and Regulations and we communicate the applicable requirements to staff and core contractors.

McDonalds Scaffolding Services Ltd have an “Open Door” policy and any member of staff who has any issue regarding their employment or the conduct of any employee can raise the issue with any director in complete confidentiality. The Director will then determine the best way to deal with the issue.

### 1.3 Scope

The scope of our Business Management System extends to all products, services and activities across all McDonald Scaffolding locations and projects.

#### Oil, Gas and Marine



McDonald Scaffolding provides all types of scaffolding and access solutions for offshore and shipyard operations throughout Europe and Africa.

Location: Invergordon.

Manager: Ray Anderson, Operations Manager.

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### Civils

Scaffolding for use in projects at power stations and dams, bridge renovations, lighthouses, colleges and universities, housing projects, commercial and industrial units, and festival staging and security towers.

Acting as selling agents for all scaffolding materials; advising contractors and construction companies on procurement of scaffolding fitment and equipment, and long and short-term scaffolding hire service.



Manager: Steve Strang, Contracts Manager.

### Transport



Fleet of vehicles ranging from 3.5 to 44 tonnes operated by fully trained drivers for our own use, and for haulage services throughout Scotland. Vehicles all have specific capabilities, and includes some with HIAB and Moffat lifting equipment to allow safer loading/unloading of the vehicles and placing of loads.

Manager: Robert Sutherland, Transport Manager.

### Boats and Barges



Comprehensive scaffolding services for maintenance work in the shipping and boating industry throughout Scotland. We offer a 24/7 callout service and have a workforce based throughout the country. We are able to respond quickly and efficiently.

We provide scaffolding services for small, one-off projects right through to large marine clients.

Contact: Mike McDonald, Managing Director.

Accreditations include:

- Achilles UVDB
- Avetta
- Builder Profile
- CHAS
- Constructionline
- FPAL Verified
- National Access & Scaffolding Confederation (NASC)

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### 2.0 Planning

#### 2.1 Hazard and Risk

Before the commencement of any job a risk assessment must be carried out either by the contracts manager or contracts supervisor. These assessments should -

- take into account specific risks
- identify measures that are necessary to control the risks
- if necessary, be agreed with clients
- be communicated to employees

#### Hazard Reporting

To ensure McDonald Scaffolding (Services) Ltd. involve all employees in the Health & Safety culture there is a Hazard Reporting system. This assists in maintaining effective Health & Safety standards within their working environment and work activities. It is designed to provide a method of communication on hazards, unsafe conditions and practices which are seen or observed.

When working offshore, employees are encouraged to participate in any of the client's arrangements that may be in place.

A Hazard Detection Report is for use by employees at whatever level in McDonald Scaffolding (Services) Ltd. The Hazard Reporting Forms will be widely available.

Employees aware of any unsafe conditions which may affect the Health & Safety of themselves or other persons or who require information regarding any Health & Safety topic are to use the following channels of communication -

- Report to the immediate senior both verbally and in written form who will investigate the circumstances
- If appropriate and reasonable action is not taken a written report should be made to the Managing Director in accordance with the grievance procedure
- McDonald Scaffolding (Services) Ltd. are obliged to inform employees of any change of information that could affect their working conditions or activities
- Ensure that representatives and employees are informed of any proposed changes that may affect their Health & Safety
- Make available to employees and bring to their attention the appropriate sections of this manual
- Ensure that all unsafe acts or conditions are attended to immediately

McDonald Scaffolding (Services) Ltd. has introduced this procedure to ensure the involvement and interest of all employees and to assist in maintaining Health & Safety standards within their workplace activities and the environment. This procedure provides a method of communication of all hazards unsafe conditions and practices. Such hazards are reported on a Hazard Detection Report Form.

The form is available for use by any level of employee and should also be completed where hazards and unsafe conditions may affect the Health & Safety of other persons who are not employees. This may also apply to contractors working on the premises where their work activities are likely to affect employees. The Hazard Detection Report is self-carbonising and when completed the white copy is retained by the employee the yellow copy by the immediate senior and the pink copy by the Managing Director.

It is in the interest of McDonald Scaffolding (Services) Ltd. safety policy that employees participate fully in ensuring this procedure is implemented.

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### 2.2 Accident and Investigation

The detailed circumstances of any accident or incident should be reported to management by recording the details on an accident incident report form.

A preliminary investigation will be carried out by a senior member of staff. If required thorough investigation will be undertaken by the company's Health & Safety advisor and all necessary evidence including photographs and statements will be obtained.

Reporting - The person sustaining the injury if he is able should enter details of injuries in the accident book. His or her immediate supervisor is responsible for ensuring this is completed fully.

The managing director or a nominated senior employee is responsible for reporting any notifiable accidents diseases or dangerous occurrences to the enforcing authority using the appropriate procedures.

All accidents diseases and dangerous occurrences may be reported to the Incident Contact Centre, a single point of contact for receiving all incidents in the UK.

See: <http://www.hse.gov.uk/riddor/report.htm#online>

For injuries that lead to a worker being incapacitated for more than seven consecutive days a report must be made within 15 days of the accident. An over-seven-day injury is one which is not 'major' but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days. (Not counting the day of the accident but including weekends and rest days). Any days the injured person would not normally have been expected to work, such as weekends, rest days or holidays, must be included.

### 2.3 Legal and Other Requirements

#### 2.4.1 HSEQ Plan

The Managing Director will seek to ensure that the Health & Safety, environmental and Quality objectives of the company are reviewed annually and, where appropriate will prepare a HSEQ Plan for the forthcoming year to ensure that those objectives are met.

The Plan will be monitored during the year and reviewed at the year end and any identified actions will be implemented.

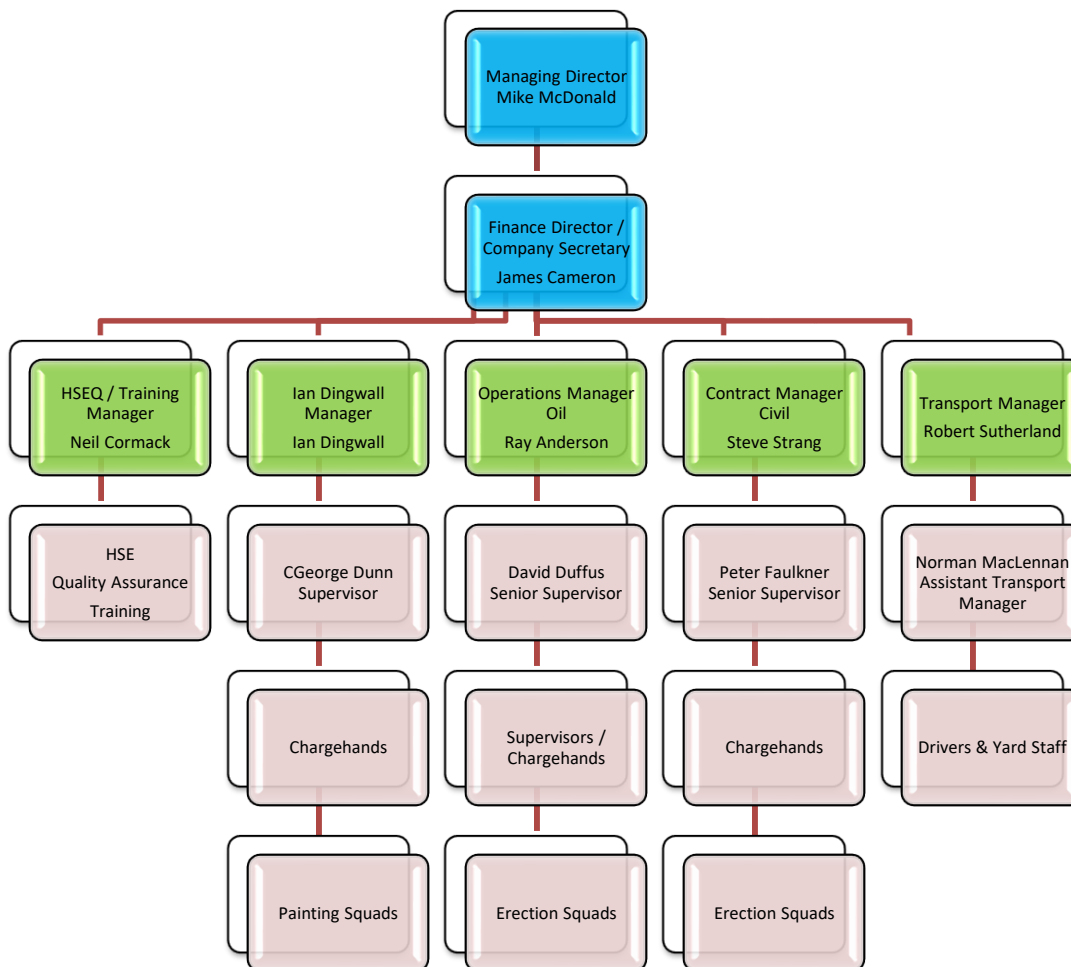
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### 3. Implementation and Operation

#### 3.1 Organisation, Roles and Responsibilities

The organisation Chart (below) outlines the chain of command in respect of Business Management (including HSEQ) within the company.

It also shows who has responsibility for the implementation of the Business Management Policy and Statement of Intent and those who are accountable for their areas of responsibility.



The principal areas of responsibility and accountability have been identified in order to ensure the objectives, as outlined in the statement of intent, are fulfilled.



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### 3.1.1 Managing Director

- Overall responsibility for Business Management (including HSEQ) rests with the Managing Director.
- To ensure that a Business Management Policy (including HSEQ) is developed and brought to the attention of all employees.
- To ensure that regular monitoring is carried out to establish that the requirements are being met.
- To ensure that effective communication is achieved throughout the company.
- To develop an effective HSEQ culture within the Company which is planned and programmed by management.
- To ensure that adequate resources are available to deal with all HSEQ matters.

### 3.1.2 Managers

- To implement the Business Management (including HSEQ) policy ensuring adequate training information and supervision.
- To be actively involved in communicating information to all employees.
- To ensure all aspects of general arrangements including assessments, personal equipment repair and maintenance, fire and first aid procedures, and completion of monitoring documents are carried out.
- To be responsible for accident incident investigation ensuring that appropriate records and notifications are completed.
- To ensure that all personal protective equipment is suitable and appropriate and issued to all employees as required.
- To ensure, in association with others, that all Business Management (including HSEQ) procedures and systems are developed and all the required assessments and inspections are carried out.

### 3.1.3 Finance Director

- To implement the Business Management (including HSEQ) system and procedures.
- To be actively involved in communicating information to all employees.
- To ensure all aspects of the general arrangements including assessments, personal equipment repair and maintenance, fire and first aid procedures, and completion of monitoring documents are properly carried out.
- To ensure, in association with others, that all Business Management (including HSEQ) procedures and systems are maintained and developed and all the required assessments and inspections are carried out.

### 3.1.4 Operations Manager

- To assist in implementing the Business Management (including HSEQ) policy system ensuring adequate training information and supervision.
- To be actively involved in communicating information to all employees.
- To assist in running all aspects of general arrangements including assessments, personal equipment repair and maintenance, fire and first aid procedures, and to ensure that completion of monitoring documents are carried out.
- To assist in accident and incident investigations ensuring that appropriate records and notifications are completed.
- To assist in ensuring that all personal protective equipment is adequate and suitable and issued to all employees as required.
- To ensure in association with others that all Business Management (including HSEQ) procedures and systems are developed and all the required assessments and inspections are carried out.
- To implement the Business Management (including HSEQ) policy and be actively involved in training instruction and information for employees.

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### 3.1.5 Contracts Manager

- To assist in implementing the Business Management (including HSEQ) system ensuring adequate training information and supervision.
- To be actively involved in communicating information to all employees.
- To assist in running all aspects of general arrangements including assessments, personal equipment repair and maintenance, fire and first aid procedures, and to ensure that completion of monitoring documents are carried out.
- To appropriate records and notifications are completed.
- To assist in ensuring that all personal protective equipment is adequate and suitable and issued to all employees as required.
- To ensure in association assist in accident and incident investigations ensuring that.
- With others, ensure all Business Management (including HSEQ) procedures and systems are developed and all the required assessments and inspections are carried out.
- To implement the Business Management (including HSEQ) policy and be actively involved in training instruction and information for employees.

### 3.1.6 HSEQ Manager

- To organise and attend HSEQ forums, client meetings and site meetings with the site workforce.
- To be actively involved in communicating information to all employees.
- Attend regular client and industry forums to keep up to date with the required industry standards.
- To assist in accident and incident investigations ensuring that appropriate records and notifications are completed.
- Liaise with enforcing authorities and with clients or customers safety departments.
- To ensure in association with others that all Business Management (including HSEQ) procedures and systems are developed and all the required assessments and inspections are carried out.
- Carry out regular reviews and assist with the preparation of policy documentation in advance of projects commencement.
- Carry out regular HSEQ site inspections and follow up any corrective action required.
- Required to communicate regular HSEQ awareness across the business.
- Prepare a HSEQ / Training report for the monthly management meetings.
- Responsible for drawing up the annual training plan in conjunction with the directors.

### 3.1.7 Transport Manager

- Ensure that all drivers are aware and are adhering to the legal requirements of using tachographs.
- Co-ordinate, monitor and plan the movement of all the company HGV's.
- Ensure that all the company vehicles used on the public highway are fit for the purpose they are being used for.
- Ensure all loading / unloading is carried out in a safe manner.
- Communicate regular HSE Safety alerts and awareness campaigns to the drivers.
- Attend HSE forums and site meetings.
- Ensure all accidents, incidents and near misses are reported in accordance with the company Business Management (including HSEQ) Procedures.

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### 3.1.8 Yard Foreman

- To implement the Business Management (including HSEQ) policy system within the yard ensuring adequate training, information, and supervision.
- To be actively involved in communicating information to all employees under his supervision.
- To assist in running all aspects of general arrangements including assessments, personal equipment repair and maintenance, fire and first aid procedures, ensuring that completion of monitoring documents is carried out.
- To assist in accident and incident investigation ensuring that appropriate records and notifications are completed.
- To assist in ensuring that all personal protective equipment is appropriate and suitable and issued to all employees as required.
- To ensure, in association with others, that all Business Management (including HSEQ) procedures and systems are developed and all the required assessments and inspections carried out
- To implement the Business Management (including HSEQ) policy and be actively involved in training instruction and information for employees.

### 3.1.9 Employees

Each and every employee has a responsibility -

- To comply with the safety instructions and directions laid down by the management in the Policy and Procedures Manual.
- To cooperate with the management to enable the employer to carry out their legal duties.
- To take reasonable care for their own Health & Safety and that of others who may be affected by what they do or omit to do.

## 4. Competence, Training and Awareness

McDonald Scaffolding (Services) Ltd. has a duty to train, instruct and inform employees as necessary to ensure their Health & Safety whilst at work and protect the environment while meeting customer requirements.

### 4.1 Training plans

Training Plans will be put in place for all permanent staff. These will detail current training and further training suggested to ensure continued safety at work. These training plans will be regularly monitored to ensure they are of the utmost benefit to both the company and employee.

In recognition of this duty it is our policy to ensure comprehensive safe working procedures and induction programmes.

### 4.2 Regular refresher training

No employee who is transferred or promoted from one job to another be permitted to start work in the new job until they have received training and instruction sufficient to enable them to perform the job without risk to their Health & Safety.

### 4.3 Adequate training

Adequate training for all levels, including management, will be provided. This includes training needs of existing employees and the particular needs of Young Persons.

The schedule of our training requirements and instruction given will be maintained and this will be supplemented by the identification of all training needs. A Health & Safety Training Record is kept

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which allows for all forms of training to be recorded and is retained for every employee in McDonald Scaffolding (Services) Ltd.

The above Health & Safety Training records are maintained by the Administration Controller for each department.

### 4.4 Induction Training

McDonald Scaffolding (Services) Ltd. has a duty to ensure all new employees will receive a McDonalds company induction, also all our employees that start on a new site will receive a site induction by our client or principal contractor to ensure that they are familiar with the HSE and site rules for each new site.

### 5.0 Communication

Effective communication between management and employees is essential and the following procedures should assist in this process:

- Regular management meetings are to be held to discuss HSEQ matters. Any relevant points raised will be passed on by line managers and in writing via information bulletins in pay slips;
- Regular meetings will be held between management representatives and employee representatives. This is to allow a mechanism to get feedback from the employees on HSEQ matters and concerns;
- Notice Boards will be kept up to date with any relevant HSEQ information which it is felt would be of benefit to employees;
- Any relevant new legislation will be notified to the immediate supervisor, for dissemination, from the managing director downwards and any retraining required will be identified and carried out;
- As part of the induction for new employees training will be given on HSEQ procedures;
- Policy statement and Statement of Intent are displayed on the notice board in the office.

Health & Safety legal requirements lay down specific responsibilities on McDonald Scaffolding (Services) Ltd. to secure the Health & Safety of all employees whilst at work. The legislation also requires that McDonald Scaffolding (Services) Ltd. protect others who are not their employees who may be affected by their activities that may create risks to their Health & Safety.

The Health & Safety legislation not only places general duties on McDonald Scaffolding (Services) Ltd. but also on employees to look after their own Health & Safety and of others who may be affected by their acts or omissions.

To ensure employees are aware of the legal provisions and their responsibilities McDonald Scaffolding (Services) Ltd. has provided them with all the relevant information as to the company rules and procedures for their protection at work.

McDonald Scaffolding (Services) Ltd. is fulfilling its general duties and responsibilities for the provision of information to employees and to employee representatives on all aspects of Health & Safety by displaying various documentation, as follows:

- The Health & Safety Law poster.
- The distribution of literature and information leaflets.
- The displaying of information relating to safe working procedures.
- Making available information on the results of various assessments carried out and the control measures to be put in place.

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### 6.0 Safe working procedures

The following procedures should be considered the basis of safe working practices for all activities within the McDonald Group. All staff are requested to discuss any impracticalities that are discovered in implementing these procedures or any suggested modifications or improvements.

#### 6.1 Access, Egress, and Safe Place of Work

Slips, trips and falls account for a large proportion of accidents at work. To minimise the risk of such events occurring the following precautions should be observed:

- All walkways and doors should be kept free of obstruction and materials likely to cause people to slip or trip.
- Work areas under construction should so far as is reasonably practicable be kept free of loose material and equipment.
- Getting onto and off trailers and HGV's should be done with care using a step or similar safe aid, if appropriate, or using a proper loading platform. Jumping off should be avoided
- Paths, work areas and traffic routes should so far as practicable are kept clear of ice and snow in winter.

All steps will be taken to ensure so far as is practicable a safe place of work, particularly when working at height. Ladders may be appropriate for short duration light work, otherwise scaffolds MEWP's (work platforms) or towers may be employed. Additional safety precautions such as safety nets or harnesses may from time to time be necessary. All persons required to work with such equipment will be given the appropriate instruction and training before they commence work.

When working particularly at height adequate precautions should be taken e.g. by restriction of access to minimise the risks to other persons who might be working below or passing by.

#### 6.2 Asbestos

Asbestos is widely recognised to be a highly dangerous material which may present significant risks to health. Work will not be undertaken where exposure to asbestos is anticipated without the most stringent precautions being in place and with all the legal safeguards being observed. For such work the employer is required by law to be licensed. No such licence is currently held. Where it is necessary for future contracts that a licence is obtained, its implementation will be accompanied by strict training of all employees who may be involved and the implementation of all necessary risk assessments and systems of work including the appropriate use of personal protective equipment. Close liaison with the client and any other contractors will also be necessary in such cases.

*There remains the possibility that asbestos may be encountered inadvertently. All reasonably practicable steps will be taken to ensure that such inadvertent contact is prevented through close liaison with clients and on-site risk assessments to identify the likely presence of such materials.*

All employees that may be exposed to Asbestos containing material will be suitable trained to ensure that they will be alert to the possible presence of asbestos in buildings and building materials including insulation material, ceiling tiles and asbestos cement materials such as roof sheeting.

In most such cases there will be no need to interfere with these materials and their presence in the vicinity of the work will present insignificant risks. Where it is necessary to come into direct

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contact to move, cut, and break or otherwise disturb the material risks may be greater and additional legal requirements may have to be met. No such work should be undertaken without obtaining further instructions. Wherever there are any concerns of the nature of materials in such circumstances work should cease until further advice and guidance is received.

### 6.3 Confined Spaces

Confined spaces are highly hazardous situations in which to work and it is not uncommon for such activities to lead to several fatalities in a single incident. Such work is controlled by Regulations.

It can sometimes be quite difficult to decide whether a work area is a confined space or not. It is normally a place which is substantially, though not always entirely, enclosed and where there will be a risk of serious injury from hazardous substances or the conditions within the space or nearby.

There may be the possible presence of toxic or flammable substances, low oxygen levels, or excessively high levels of oxygen. There may be a risk of flooding or the work environment may be excessively hot or uncomfortable.

Normally the client will identify such areas and instigate the necessary safety procedures. Should any situation arise where there are concerns about whether or not it is safe to enter or work in an area where these hazards may be present work should not proceed until further guidance is obtained.

In most cases where work has to be undertaken in these circumstances the work will only be allowed to proceed after developing a detailed method statement and undertaking a risk assessment. The work will normally be under the control of a written permit to work procedure. Detailed arrangements will vary from job to job and will involve close cooperation with the Client.

Any procedures put in place must be rigorously observed. It may be necessary to wear particular PPE (Personal Protective Equipment) in addition to that required when normally working at height.

Monitoring of the atmosphere may also be required either continuously or at regular intervals.

In addition to the normal working procedures, procedures must be in place that will enable a safe rescue of any person who may get into difficulties in the confined space and which would not put other people at risk. These precautions must be in place at all times that work is taking place inside the confined space.

### 6.4 Construction (Design and Management) Regs 2015

These regulations apply specifically to construction work and the way in which construction projects are managed.

McDonald Scaffolding (Services) Ltd will be acting as a contractor on a project and will need to comply with the contractors duties contained in the regulations.

**Contractors** on all projects must:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them

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- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on **projects involving more than one contractor** must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as 'client' under CDM 2015.

All our **Workers** who work under the control of contractors on a construction site must:

- Be consulted about matters which affect their health, safety and welfare.
- Take care of their own health and safety and others who may be affected by their actions.
- Report anything they see which is likely to endanger either their own or others health and safety.
- Co-operate with their employer, fellow workers, contractors and other dutyholders.

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### 6.5 Electricity

Misused or faulty electrical equipment can result in electric shock, which can be fatal, electric burns and dangerous arcing. It can also lead to fire and explosion. Proper precautions need to be exercised to ensure that these risks are minimised. These will include:

- Any item of electrical equipment which shows obvious signs of damage should not be used until it has been safely repaired.
- Before using any item of electrical equipment, the user should check for such damage e.g. cut, cracked or abraded cables, cracked or scorched plugs or switches, loose screws and wires.
- So far as practicable, mains operated electrical equipment should not be used outside or in wet or aggressive environments that might lead to damage e.g. where cables might become contaminated with oil.
- Where appropriate reduced voltage systems will be used e.g. 110 V centre tapped earth.
- The use of extension cables should be avoided so far as possible.
- Where unavoidable, additional safeguards may be required e.g. RCD circuit breakers. All cables should be routed safely to minimise the risks of damage and of tripping.
- Only equipment properly suited to the job in hand should be used. Domestic equipment may not be suitable in an industrial environment. Properly rated fuses should be used and no modifications, repairs or substitute fuses that will compromise safety will be tolerated.

Employees should be alert to the proper procedures to take if someone suffers an electric shock. In particular the area should be made electrically safe **before** attempting to go to the aid of the injured person.

To ensure that this can be accomplished readily, all switches and isolators will be kept accessible at all times.

Where a fire is discovered that may involve live electrical equipment, only fire extinguishers that are safe to use in such circumstances should be used. In particular, water based extinguishers must not be used.

To facilitate the maintenance of electrical safety, all electrical equipment available for use will be recorded and checked on a regular basis by a competent person. Hazardous electrical environments on site will be identified as part of site risk assessments, particularly where working in elevated positions might bring people into close proximity of overhead cables normally considered safe by position.



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### 6.6 Fire and Explosion

#### 6.6.1 Fire

Fire can easily be started and can destroy buildings and vehicles and endanger life. Client's sites may have their own dangers and procedures for dealing with them.

Great care should be taken to prevent fire starting and any precautions on client's premises must be strictly followed. Where a fire is discovered, all employees must recognise that their primary responsibility is not to put themselves in danger in responding to it.

The following measures should be implemented to minimise the risks from fire:

- Good housekeeping can assist in maintaining control over sources of ignition and materials that will burn.
- Particular care should be exercised when working with materials that are known to be flammable especially flammable liquids, paints, thinners or gases e.g. LPG.
- Suitable and sufficient firefighting equipment will be provided and maintained.
- All employees should familiarize themselves with its location, how it operates and the limitations on its use. The equipment should only be used if it is safe to do so.
- Water extinguishers must never be used on fires involving live electrical equipment.
- Extinguishers should be positioned close to the work in situations of heightened fire risk. Clear access to extinguishers should always be maintained.
- All employees should be familiar with the action to take in the event of fire:
  - Raise the alarm, call the emergency services and see that all people leave to a place of safety.
  - Try to extinguish it if this can be performed with no undue risk. If the fire is not immediately extinguishable leave the area by the quickest safe available means.

All employees working on a client's site must be familiar with any emergency or fire procedures in place and have attended any required site induction training.

Any concerns about appropriate action should be clarified before work proceeds.

#### 6.6.2 Explosion

Paints, solvents, and other materials may also present risks of fire and explosion. These risks are controlled by Regulations. Wherever practicable such materials will be avoided and non-flammable or low flammability materials will be used instead.



Explosive



Oxidising



Flammable

Such dangerous materials will be indicated by one of the warning symbols and labelled.

These hazards and risks and appropriate precautions will also be identified where appropriate through risk assessments. To meet the company's statutory obligations and to protect all persons who may be affected by these materials reference will be made to the following safeguards when using these materials.

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### 6.6.3 Dangerous Substances and Explosive Atmospheres Regulations 2002

The following measures are those specified for the purposes the Dangerous Substances and Explosive Atmospheres Regulations 2002:

### 6.6.4 Workplace and Work Processes

- i. Ensuring that the workplace is designed constructed and maintained so as to reduce risk.
- ii. Designing, constructing, assembling, installing, providing, and using suitable work processes so as to reduce risk.
- iii. Maintaining work processes in an efficient state in efficient working order and in good repair.

### 6.6.4 Organizational measures

McDonalds will apply appropriate systems of work including the issuing of written instructions and permits to allow this work to be performed.

Written instructions and permits will only be issued be a person with responsibility for this work.

Where the work is carried out in hazardous places or involves hazardous activities, such work will not commence until the appropriate instruction and permits have been issued by said responsible person.

## 6.7 First Aid

First aid is the provision of the minimum treatment that is required to individuals as a consequence of illness or injury until medical or nursing help is available or during transport to hospital.

The provision of first aid facilities in workplaces comes within the scope of legislation and approved code of practice. The Health & Safety First Aid Regulations outline what is necessary for the employer to provide.

The level of provision of first aid is determined by the following:

- Number of employees.
- Nature of the undertakings.
- Size of the establishment and distribution of employees.
- Where employees work.
- Premises.
- Outside sites.

First aid equipment is provided as required and contains the appropriate minimum materials. Each first aid box is located as indicated on the first aid cards displayed.

All persons who receive treatment for injuries or ill health at work are required to enter the details in the Accident Book and must follow the procedure outlined.

All first aid training undertaken by employees of McDonald Scaffolding (Services) Ltd. will be provided by a competent organisation.

## Procedures Manual

### 6.7.1 First Aid Guidance

Competent first aid administered immediately after an accident or other incident can have great benefit in minimising the harm that might be suffered.

Regulations are in place that require employers to make adequate provision for first aid.

The following actions will be taken:

- Guidance on suitable first aid policy and provision will be obtained from the Company's Occupation Health Advisor. This is Ace Occupation Health Ltd.
- The company will nominate an Appointed Person to oversee first aid provision throughout the company. This is Eryn Jedan.
- Liaison will be made when working on client's premises to make the most efficient use of site first aid provision.
- A sufficient number of employees will be trained as first aiders to ensure that where there are no other effective site arrangements a suitable level of first aid cover is provided.
- All scaffolding chargehands will be encouraged to undertake training in emergency first aid as part of their duties.
- Each vehicle will carry a first aid box and where no other arrangements are in place each site will have a first aid box that is appropriately stocked and that is under the control of a trained first aider.
- A first aid box will be maintained at the Invergordon base under the control of the Appointed Person together with adequate stocks to replenish other first aid boxes when required.

As part of each site contract emergency arrangements will be developed and phone numbers identified for the nearest hospital and/or doctor or other emergency medical support.

### 6.8 Hazardous Substances

Substances may be hazardous because of their flammable or explosive properties or because they may affect the health of persons using them.

#### 6.8.2 Health

Control of Substances Hazardous to Health (COSHH) Regulations; control the use of substances in the workplace that might cause harm to health.

COSHH risk assessments will be undertaken for all materials that will be used that might be harmful. These will take into account the information provided by the manufacturer/supplier in hazard data sheets and on labels. They will also take account of the method of use and the environment in which they will be used.

All persons required to use hazardous materials will be provided with information on the hazards and risks and on safe methods of using the materials. These methods must always be followed.

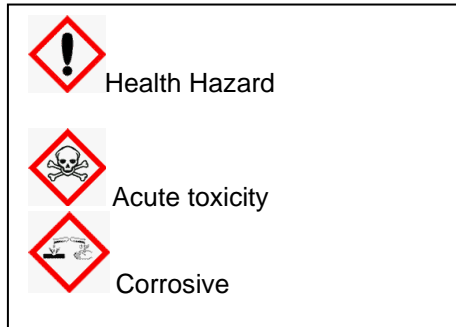
Wherever possible harmless or less harmful substances will be substituted for those that are harmful or other ways of doing the job that do not require the use of such materials will be used.

Employees should be aware of any specific precautions that may be required to protect their health for substances they may be using.

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The following precautions should be observed -

- Read the labels of all materials that are used. Health hazards will be indicated by one of the warning symbols and labelled.



- Follow the precautions that will be printed on the label and consult the Hazard Data Sheets and risk assessments.
- Treat all hazardous materials with respect and avoid getting them on the skin or clothing, inhaling them or getting them in the eyes. If such exposure occurs, wash the skin thoroughly or irrigate the eye and seek medical advice if you feel unwell.
- Ensure that there is good ventilation when using hazardous materials especially those that may contain solvents.
- Confined space working will require additional precautions as will work that may involve contact with asbestos; see separate sections (7.2 Asbestos, 7.3 Confined spaces)
- Where there may still be a risk of exposure, use the appropriate personal protective equipment (PPE) e.g. eye protection, gloves, face, masks, respirators, water proofs. Ensure that all such equipment is suitable for the materials that are being used; some chemicals will pass through ordinary rubber gloves for example.
- Some materials may be harmful but do not carry warning signs and labels e.g. wood dust, dust in old buildings that may be contaminated by rats or birds. So far as practicable such materials will be identified as part of a site risk assessment.
- All hazardous materials should be stored safely in suitable closed containers and be properly labelled; recycled containers, particularly those that have contained food or drink, should not be used.
- Careful attention should be paid to skin care to minimise the risks of dermatitis. In particular, solvents including white spirit and thinners should not be applied to the skin for cleaning. As well as removing any paints or other substances these solvents will also remove the protective fats and oils from the skin and allow the skin to be damaged. Dermatitis can be a long term, distressing and debilitating condition that may be difficult or impossible for doctors to control. Suitable hand cleansers and after-care creams will be made available.

### 6.8.3 Environmental Risks

Where substances carry the symbol below particular care must be exercised to avoid spillage and contamination:



Hazardous to the aquatic environment.

## Procedures Manual

### 6.9 Hilti Guns

Hilti guns are designed to propel fixings of various kinds at high power into steel, concrete and similar materials. They have the power to do serious damage to the operator and others working or passing nearby.

- Only trained and authorised personnel are permitted to use this equipment. They are responsible for the security of the equipment under their control together with any cartridges and other materials which could be harmful if they fell in to the hands of children or others who are unaware of their safe use.
- Eye protection that offers a high impact protection should be worn at all times this equipment is being used.
- At all times the equipment must be used in accordance with the manufacturer's instructions and all training received and maintenance procedures must be observed.
- Should there be any concerns as to the integrity of the equipment or its suitability for a particular use it must not be used until further guidance is obtained from a competent person.

### 6.10 Housekeeping

Poor control over housekeeping may not in itself, cause accidents, but it sets the scene for situations where other accidents can occur such as slips, trips and falls. It can make other activities more hazardous e.g. manual handling or use of hazardous substances and it can increase the likelihood of a serious fire.

Good housekeeping indicates a positive attitude to Health & Safety and can set the tone for other activities in the organization.

Particular attention should be paid to the following -

- Tools, equipment and materials should be stored safely and tidily out of the way of normal vehicle and personnel movements.
- Loose material and equipment at height should be adequately secured or otherwise be protected against displacement.
- Walkways and doorways should always be kept clear and clear access should be maintained to electrical switches and to fire extinguishers.
- Waste materials should be regularly cleared away and deposited in a safe area for disposal.
- Regular cleaning and sweeping should be employed to prevent the accumulation of dirt or refuse.
- Spillages of oils and similar substances that may make the floor unsafe should be cleaned up directly using absorbent granules or similar materials.
- Care should be exercised when using water for cleaning in frosty weather.
- Welfare areas such as washing and toilet facilities, and tea making areas should be kept in a clean condition using the cleaning materials provided.

## Procedures Manual

### 6.11 Lead

Lead is a poisonous metal that was once widely used as a pigment in paints. Its use in modern materials is likely to be rare but large quantities of lead will remain in the paint used on old buildings and structures.

If the old lead paint is disturbed particularly through dry sanding or burning, lead dust or fumes can be given off. This may be taken up into the body by breathing in the dust or fumes or by ingesting through the mouth if the hands become contaminated and then smoking or eating takes place without adequate washing and cleaning.

Lead poisoning has been a problem among painters and decorators who do not take adequate precautions sometimes leading to acute or chronic poisoning. If the level of lead in your body gets too high it can cause:

- Headaches
- Tiredness
- Irritability
- Constipation
- Nausea
- Stomach Pains
- Anaemia
- Loss of Weight

Continued uncontrolled exposure can cause far more serious symptoms such as kidney damage, brain damage and nerve damage.

Lead taken into the body may be present and cause problems for many years after exposure.

Work involving significant exposure to lead is controlled by regulations. The following precautions will be taken if there is work that is likely to expose workers to lead:

- All jobs will be reviewed for the potential for old lead paint to be present.
- A risk assessment of the work will be undertaken.
- A method statement will be prepared that details the precautions that must be taken. In particular, dry sanding and paint burning must be avoided. Where paint removal is required chemical paint stripping will be undertaken.
- Employees must not eat, drink or smoke in any place which is likely to be contaminated by lead.
- All necessary personal protection will be provided and must be worn.

## Procedures Manual

### 6.12 Lifting Operations

All mechanical lifting operations are subject to regulations, including the use of MEWPS (See also mobile elevating work platforms).

The following precautions must be observed:

- All lifting operations will be under the control of a competent person.
- Where necessary appropriate training will be given.
- Where necessary competent contractors will be used to provide the appropriate equipment and trained operators.
- All lifting operations using cranes or similar lifting equipment will be properly planned before the lifting commences to ensure that the equipment is suitable and that the lifting operation can be carried out safely.
- Consideration must be given to the load to be lifted, its weight, shape, centre of gravity, availability of lifting points, where the load is and where it will be positioned after the lifting operation, and the environment in which the equipment will be used, the personnel available and their knowledge training and experience.
- For routine lifting operations the planning of each individual lifting operation will be the responsibility of the people using the lifting equipment. For complex lifting operations, lifting will only proceed after a written plan has been prepared.
- No work will take place under suspended loads. Suitable head protection will be worn by persons engaged in a lifting operation and any others working in the vicinity.
- Regard must be had to the weather and ground conditions when planning any lifting operation or use of a MEWP and any proximity hazards e.g. overhead power lines, other work equipment or structures, other lifting operations in the vicinity, low bridges, speed retarders. No lifting equipment will be brought closer than 15 m to overhead power lines suspended from steel towers or 9m to overhead lines supported on wooden poles. In any cases of doubt advice will be sought from the electricity supplier.
- 

### 6.13 Manual Handling

The Manual Handling Regulations introduced assessments with the intention of reducing the incidence of back injuries at work. They require the employer to assess all forms of lifting operations in the workplace where an employee is at risk from lifting a load combined with repetitive twisting and turning and consecutive repeat actions including pushing and pulling.

The policy of McDonald Scaffolding (Services) Ltd is to:

- avoid hazardous handling operations so far as is reasonably practicable.
- make suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
- reduce the risk of injury so far as is reasonably practicable.

The following four elements are considered during the assessment:

**The task      The load      The working environment      The individual**

## Procedures Manual

All employees who are required as part of their employment to use manual handling techniques will undergo manual handling training. All training received is entered into the Health & Safety Training Record and kept in the Safety Register and Records.

### Guidance

Manual handling can result in significant injury through muscle strain and other injuries to the back and upper limbs. Damage can also be caused by handling sharp materials or very hot or very cold items and through dropping heavy items onto the feet or hands and fingers.

Manual handling is subject to Regulations. The following steps should be taken to help control the risk of these injuries occurring:

- An assessment of all manual handling operations which are likely to cause injury. Where such activities are identified the controls outlined in this Procedure will apply and steps will be taken to consider whether these measures adequately control the risks.
- All employees must be aware of the potential problems associated with manual handling and draw any concerns to the attention of management. Any health problems that may affect an employee's ability to undertake manual handling should be brought to the attention of management.
- Wherever possible manual handling should be avoided and the work should be planned to minimise the need for the handling to take place. Where this is not possible, alternative methods of moving the load should be used such as trucks or trolleys that will reduce or remove the effort that will have to be employed.
- Lifting, lowering, pushing or pulling of loads should not be attempted if there is a likelihood that injury may arise.
- Where manual handling remains the only practical solution then, wherever possible, help should be obtained. Sound and proper technique should be employed when lifting using the strong muscles in the legs to do the work and keeping the back straight. Twisting and bending should be avoided. Where it is considered necessary further training and instruction in manual handling techniques will be provided.
- The appropriate protective clothing must be worn to protect the hands and feet i.e. gloves and safety footwear.
- Care should be taken to ensure that the area in which the handling is taking place is clear of both obstruction and materials likely to make the floor slippery and is sufficiently well lit. Particular care should be taken if bad weather or strong winds are likely to make the handling more difficult or if loads have to be handled up or down slopes or steps.



## Procedures Manual

### 6.14 Machinery / Equipment

#### 6.14.1 Machinery / Equipment

Various machines and mechanical tools may be employed that could contain moving parts, sharp blades or other dangerous parts. Equipment as obtained from manufacturers, suppliers or hirers should be safeguarded to acceptable standards.

Dangers are only likely to arise through deliberate removal of manufacturer's guards or through damage, poor maintenance or improper use. The following precautions should be observed:

- All equipment or tools brought on to the premises must be of sound construction and will meet the statutory requirements applicable to the tools or equipment.
- Machines should always be fully guarded when they are in use. Where guards are removed for maintenance they must be secured back in position before the machine is used. Guards on cutting wheel equipment to be correctly adjusted to suit work positioning.
- The equipment should be checked for obvious damage each time it is used and after it has been subject to any mistreatment or accidental damage.
- Manufacturer's instructions on the safe use of machinery must always be followed.
- Where necessary, training in the use of particular machines will be given but all equipment users must be competent to use the equipment i.e. petrol disc cutters, electric angle grinders, Hilti battery reciprocating saws.
- Where appropriate, the necessary Personal Protective Equipment will be provided and must be worn. When using cutting wheel equipment the minimum additional PPE will be face shield / goggles, hearing protection, gloves and dust mask, depending on what is being cut.
- Regard must be had to other persons working or moving close to the work area.
- No changes, modifications or repairs should be effected that may compromise the safe use of the machine without reference to the manufacturers or other competent person.
- Where appropriate, manufacturer's maintenance schedules should be observed.
- Where attachments or consumable items are used in conjunction with a machine or tool these must be suitable for the use to which they are put.

#### 6.13.2 Hand Tools

Always choose the right tool for the job.

All operatives to be competent in the safe use of the tool to be used.

Tools should have inherent safety features where possible, i.e. retractable blades for knives.

Tools to be regularly inspected for damage before use and any damaged tools should be quarantined.

## Procedures Manual

### 6.15 Mechanical Handling

Mechanical handling can prevent many of the injuries that can arise from having to manually manoeuvre loads but it can in itself present significant risks if these operations are not undertaken safely. Particular care needs to be exercised in the use of fork lift trucks.

The following measures should be employed to minimise the risks:

- Only persons who have undergone formal training through an external training provider and is deemed competent in the use of fork lift trucks and similar equipment relevant to the work that they are doing, may use these machines.
- Before using any equipment operators should satisfy themselves that the basic functions such as steering and brakes and the lift controls operate properly and that there are no obvious faults. This includes daily forklift inspections by the user and a weekly recorded inspection checklist must be completed for each forklift, with the completed checklist being given to the yard foreman and if any repairs or servicing is required, also given to the transport manager.
- The manufacturer's precautions should be observed when refuelling or recharging powered equipment and adequate ventilation should be ensured at all times.
- Operators should be aware of the environment in which they are working and take account of the prevailing conditions e.g. bad weather, ice, ground conditions, other vehicles and pedestrians in the vicinity. Other persons working or present in the work area must not be put at risk. Warning devices should be used where appropriate and assistance sought if there are problems with manoeuvring or visibility.
- Faulty pallets can result in shedding or collapse of loads. Only sound pallets suitable for the purpose in hand should be used. If there is any doubt about the safety of a pallet the load should be re-stacked onto one that is safe and undamaged. Similar considerations apply to other containers that may be employed for materials and product handling.
- No persons other than the driver must be allowed to ride on any fork lift truck.
- Other handling devices such as pallet trucks, barrows, hoists, tail lifts and similar equipment must only be used if it is suitable for the purpose and is properly maintained. No lifting equipment should be used to raise excessive loads that are beyond its capability. Advice and guidance should always be sought if there is any doubt about the suitability of a piece of equipment.

## Procedures Manual

### 6.16 Noise and Vibration

Legislation places controls on the amount of vibration it is permitted for employees to be exposed to whilst at work.

Noise exposure at work is subject to statutory control. It is unlikely that current work practices will expose employees to hazardous levels of noise.

Hand arm vibration is vibration transmitted from work processes into workers hands and arms. It can be caused by operating hand held power tools such as saws or by holding materials being processed by machines such as pedestal grinders.

Regular and frequent exposure to hand arm vibration can lead to permanent health effects known as hand arm vibration syndrome HAVS as well as specific diseases such as carpal tunnel syndrome.

This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

The symptoms include any combination of:

- tingling and numbness in the fingers,
- not being able to feel things properly,
- loss of strength in the hands,
- the fingers going white, blanching and becoming red and painful on recovery, particularly in the cold and wet and probably only in the tips at first.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level the greater the risk.

For hand arm vibration the EAV is a daily exposure of 2.5m s<sup>2</sup> A. The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day.

For hand arm vibration the ELV is a daily exposure of 5m s<sup>2</sup> A It represents a high risk above which employees should not be exposed.

The use of vibrating equipment by McDonald Scaffolding is small and it is unlikely that the action level will be exceeded during normal work.

All employees using this type of equipment should be aware of the symptoms that might suggest that health is being affected and inform management of their concerns. This position will be reviewed if changes in work practice significantly increase the potential exposure to vibration.

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### 6.17 Hand Arm Vibration (HAV)

These points noted below have been written using advice from current regulations (4).

#### Policy Points

- Tools and equipment are only used by employees who have been trained in their safe use.
- We will provide employees with training on HAVS, which includes sources, health effects, correct grip, risk levels, recognising symptoms and how to minimising the risk.
- Purchasing consideration when buying to reduce risks from vibration to the lowest possible level and to make sure we receive data on vibration levels from suppliers.
- Carry out maintenance on tools and equipment at regular intervals.
- Compiling a list of equipment known to cause vibration and relating this information back to the end users regarding vibration levels and how long they are able to safely use equipment.
- If possible we use alternative methods to reduce or eliminate exposure to vibration.
- Limit the time that employees are exposed to vibration by regular rotation of the workers.
- We provide relevant PPE to keep the workers warm and dry.
- We offer employees health surveillance if they are showing any symptoms of HAVS.

### 6.18 Occupational Health

Many work activities may adversely affect the health of workers e.g. using chemicals, exposure to radiation including excessive sunlight which can have harmful effects on the skin, excessive or repetitive physical activity such as manual handling and certain diseases that may be caught through work.

Any employee who has concerns about any health aspects of his work is invited to discuss them in confidence with management or with their GP.

Tetanus - It is strongly recommended that all employees are immunised and that inoculations are kept up to date. A GP will be able to advise. Good personal hygiene should be exercised at all times. Cuts and scratches should be covered with a clean dressing.

Outdoor workers may be at an enhanced risk of developing cancer of the skin. Measures should be taken to protect exposed skin when working outdoors in strong sunlight. Sun block will be made available on site when appropriate.



When working on sites where there may be risks from radioactive materials or hazardous radiations. The client's requirements must be strictly followed at all times.

It is strongly recommended that all employees pay particular attention to the care of their skin to minimise the risks of dermatitis. Skin care preparations will be made available.

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### 6.19 Office Activities

Maintaining a safe and healthy work environment is important for all employees including those who work in offices.

The most commonly occurring office Health & Safety issues include:

- Computer workstation ergonomics.
- Preventing back injuries.
- Preventing slips, trips and falls.

To help maintain a safe and healthy office environment the following particular areas should be considered:

- Lighting should be sufficient for the tasks undertaken and be glare and flicker free.
- Electrical equipment should be properly installed and maintained with no visual signs of damaged or overload. Sufficient socket outlets should be provided and the use of extension leads should be kept to a minimum. Plug-in multi-way adapters should not be used. Keep liquids away from electrical equipment. Make sure that plugs are secure, do not put wires or flexes across walkways, if not in use switch off and at the end of the day switch off at mains and unplug.
- Display Screen Equipment should meet the requirements of the Regulations. Assessments should be completed for all users of the equipment and any adaptations to meet the users requirements should be undertaken. Ensure furniture is functioning properly and do not perform one activity for long time periods e.g. typing reading etc. Report any symptoms or discomfort to a senior member of staff.
- Manual Handling should be kept to a minimum. Help and or mechanical aids such as trolleys should be obtained whenever there is any doubt as to anyone's ability to undertake a particular task unaided.
- Office machinery should have all covers fitted securely and any necessary training in its use should be provided and recorded.
- Slips Trips, Falls
  - Trip hazards such as cables and loose flooring should be eliminated.
  - Safe means of access should be provided and used for access to any high cupboards or shelves.
  - Care should be exercised over items stored on top of cupboards etc. that could fall.
- A comfortable working temperature should be maintained with adequate ventilation.
- Position desks in an orderly fashion with plenty of gangway space, keep the surfaces as clear as possible and clear down at the end of day.
- Keep drawers closed and remove food daily from drawers and surfaces.
- Filing cabinets :-
  - Allow plenty space to open drawers.
  - Fill drawers from the bottom first.
  - Do not open more than one drawer at a time.
  - Do not use the top of the filing cabinet as a shelf.
  - Empty before moving and be aware of sharp edges.

## Procedures Manual

### 6.20 Offshore Scaffold Work

#### 6.20.1 Scope

This procedure applies to the erection of independent, cantilever, tower, birdcage or suspended scaffolds erected using conventional scaffolding tube and couplers.

Reference should be made to relevant standards and methods of work for detailed information on construction designs, methods and sequences.

#### 6.20.2 Competences

Only scaffolders with recognised current competences in working offshore will be permitted to undertake the work.

#### 6.20.3 Project Management

For the purposes of McDonald Scaffolding (Services) Ltd a project of 4 or less men will be under the direct supervision of the designated chargehand. They will liaise directly with onshore management and with other relevant offshore installation personnel. Any larger projects will require being under the direct supervision of a designated foreman.

#### 6.20.4 Scaffolding Design

The project chargehand/foreman will determine, in consultation with onshore management, whether any particular structure falls outwith the competence of the offshore scaffold team to design and construct. Should construction issues arise, further guidance from onshore management will be obtained before construction commences. Should it be determined that the type or scope of the structure falls outside the competence of the project team to design and construct on site, a formal design and calculations will be obtained from a competent scaffold design engineer. Work will not commence until such a design is in place and any issues arising have been satisfactorily resolved with the installation management.

#### 6.20.5 Project Commencement

Before erection of a scaffold begins, procedures must be fully discussed and agreed with all other relevant parties on the installation. Any necessary permits-to-work must be put in place and rigorously adhered to before and during the progress of any work.

All safety equipment must be in place and checked to ensure its integrity before work proceeds.

#### 6.20.6 Team Briefing

Before work commences, all members of the scaffold team must be fully briefed in the details of the project to be undertaken, the design of the structure, and all safety procedures that will be in place (including in particular the use of safety equipment and documentary controls).

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### 6.20.7 Erection Phase

The work area must be properly defined and any necessary barriers and other controls on access (including relevant signage) should be put in place.

Sufficient materials must be available to allow the structure to be constructed to the design and calculations. All materials used in the construction should be undamaged and of a standard suitable for the work in hand.

Erection methods should conform to recognised safe working practices, in particular the use of appropriately secured safety harnesses and the sequence of working that will allow the maximum safe boarded working area for further construction work to take place.

### 6.19.8 Over-the-Side Working

When working over the side, at least three competent scaffolders will be required in the team. At least one team member must remain on the platform and in communication with the other team members at all times.

Effective sea rescue procedures must be in place whenever over-the-side work is being undertaken. Procedures for the recovery of any person who may be retained in a suspended position must be agreed with the installation before work commences. All parties must be alerted to the dangers of suspension trauma and its significance for rescue.

Over-the-side working should not be undertaken whilst a rig is under tow or during the hours of darkness or during other periods of low light and visibility or where adverse weather and sea conditions may compromise safety.

### 6.20.9 Completion

When left incomplete, structures must be clearly and unambiguously marked to show that they are incomplete, and that unauthorised access must not be made.

After the structure is completed and before any work is permitted from it, it must be thoroughly assessed and inspected by the team chargehand, using relevant checklists where appropriate. Where the inspection of the structure proves satisfactory, appropriate scafftag certification (including an indication of how long that certificate will remain valid) should be attached to the structure and scaffold register completed. Should the inspection discover defects in the structure, it should be clearly and unambiguously marked to show that access is not permitted. All necessary remedial actions should be made and the structure should be re-inspected as appropriate before the scafftag is signed and attached to the scaffold.

### 6.20.10 Use of the Structure

Where a structure is to remain in place or in use for any length of time, re-inspection and re-certification should be undertaken at a time not exceeding that shown on the original certificate (or any reissue) and to meet any statutory requirements.

Re-inspection should also be undertaken after the structure has been subject to any unusually harsh event or weather or to any other situation that may have affected its integrity and before it is reused. Permission to work on the structure should be withdrawn pending such re-inspection and re-certification.

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### 6.20.11 Decommissioning

Once the use of the structure is complete and it is handed over to the scaffolding team for decommissioning, all permissions allowing access to the structure should be revoked and the structure should be clearly and unambiguously marked to show that access is no longer permitted.

Procedures for the removal of the structure should follow a similar process to those followed for construction.

Any permits to work and other authorisations should be properly closed out before the project is considered complete and the work area handed back to the control of the installation.

## 6.21 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) includes a range of items such as protective clothing, respirators, eye protection, and gloves that are designed to protect the wearer from hazardous substances or environments. Various statutory requirements refer to the need to wear PPE.

PPE will only provide protection to the wearer. It will not protect other persons who may be nearby unless they too, are wearing PPE. Likewise, PPE will only protect if it is worn and worn properly e.g. it fits and has not been inappropriately modified and if the selection of the PPE is such that it is suitable for the conditions and materials.

Wherever possible alternative means of protection must be considered before resort is made to PPE, for example substitution of non-hazardous materials for those that may be harmful. All PPE should be CE (Conformité Européenne, European health & safety product label) marked to the appropriate standard. Suitable training will include, when PPE is necessary, what PPE is necessary, how to properly wear PPE, the limitations of PPE, proper care, maintenance, useful life and disposal of PPE.

PPE should not be worn if it is unsuitable for the job, is damaged or contaminated especially on the inside. Work should not proceed until adequate protection is obtained PPE must be properly maintained or replaced when it becomes unsuitable.

PPE issue records will be retained for a period of two years after the employee has left.

Employees have legal obligations to wear PPE when it is required and to take reasonable care of it. Employers cannot charge employees for PPE worn at work.

The nature of the activities undertaken by the Company may require employees to use some or all of the following:

### 6.21.1 Protective clothing

This may be required to protect against chemicals or other contamination. It should comprise a overall i.e. a garment covering the whole body and all clothing and will include a hood or an equivalent level of head protection.

### 6.21.2 Eye protection

Eye protection may just cover the eyes e.g. goggles or it may extend to cover the whole face, visors. Selection of suitable eye protection is important if it is to give proper protection. E.g. against impact or chemical splash.



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### 6.21.3 Gloves

When selecting suitable gloves the risk should be clearly understood i.e. whether it is to protect against a mechanical or a chemical hazard. In general, gloves giving protection against e.g. cuts and abrasions are unlikely to be suitable for use with chemicals. ***Gloves should be cleaned after use and before being stored.***

### 6.21.4 Respiratory protection (RPE)

RPE may be required in excessively dusty areas or where there is other contamination of the air or if there is a possibility of the atmosphere being deficient in oxygen. Proper selection of the appropriate equipment is extremely important and each case will be dealt with by an appropriate risk assessment. Face fit testing will be required for all operatives that may require to wear RPE.

### 6.21.5 Foot protection

Safety footwear should always be worn during construction work.

### 6.21.6 Hearing protection

Where high noise levels are generated during work, such as sanding or other noisy equipment, hearing protection should be worn. A choice may be made between ear muffs or ear plugs. Effective fitting should be ensured.

### 6.21.7 Fall protection

Fall arrestor restraint equipment will normally be required when working at height.

## 6.22 Plant and Equipment Maintenance

Whilst new equipment should be of a high standard it is recognised that over time it is likely to degrade unless adequate precautions are taken. To prevent equipment reaching a condition where it may present risks to Health & Safety an effective regime of preventative maintenance will be in place. To assist in this process a record of all equipment requiring routine maintenance will be maintained together with the required intervals between checks and the date of the last action.

This register will be under the control of a nominated person who will have the responsibility to maintain the record keep it up to date and organize any maintenance and repairs required. The record will have sections particularly dealing with vehicles and portable electrical appliances.

Vehicle maintenance will follow the manufacturer's requirements and will aim to ensure the vehicles are in a roadworthy condition at all times and that all legal requirements are met.

All drivers should make routine checks of their vehicles for obvious defects and report any concerns immediately. Vehicles should not be driven where a driver deems it is unfit until suitable remedial action has been taken.

A Schedule of inspection will be drawn up for electrical equipment and routine inspection and testing will be undertaken by a competent person.

Electrical equipment which has not been checked according to that schedule should not be used. Electrical equipment which shows any obvious signs of damage or deterioration likewise should not be used until it has been repaired by a competent person. All users of any equipment should be alert to any defects or problems it may have and report them, as soon as possible, for effective repair to be undertaken. Even simple equipment such as hand tools may become dangerous if worn or damaged.

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### 6.23 Radiation



Hazardous ionising radiation is only likely to be encountered as a result of activity on a client's site either at a nuclear installation such as Dounreay or as a result of site radiography.

Client's instructions must be followed rigorously at all times



Staff should be alert to the possibility of exposure to other radiations particularly radiation from radio, radar and microwave transmitters. If work is required on such structures the client will implement any necessary controls. However work may also take place on adjacent structures in which case risk assessment will identify any controls that are necessary. Any concerns regarding structures that may be transmitting radio or microwaves should be resolved before work commences.



### 6.24 Risk Assessment

Proper risk assessment is a statutory requirement. It is also considered to be the basis for sound working practices and will be undertaken as the cornerstone for safe working in any contract and in the preparation of necessary method statements.

No work should be undertaken unless a suitable risk assessment has been completed.

It is the responsibility of nominated persons to undertake and complete all necessary risk assessments, before work commences, and as part of that exercise to identify all necessary precautions. Detailed instructions and all necessary paperwork will be provided as a basis of undertaking and monitoring risk assessments together with any necessary training for the persons responsible for undertaking the work.

Where any person believes that he does not have the necessary expertise to undertake a risk assessment in a particular situation specialist assistance or additional training will be provided.

Risk assessments should take account of the sequence of work required, the nature of the structure and immediate environment where the work will be undertaken. Liaison with the client and other contractors may be required to complete a risk assessment exercise effectively.

Any variation during a particular contract may require risk assessments to be repeated or modified to reflect the changed circumstances.

Comprehensive Risk Documentation and standing risk assessments are in place for offshore working.

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### 6.25 Safety Nets

Safety nets are becoming more widely used as fall protection in the construction and fabrication industries. McDonald Scaffolding may be involved in the provision and installation of such protection. It is necessary that all persons involved in the installation and dismantling of such equipment are competent to ensure their own safety and that the final installation provides the necessary protection to those who may need to rely on it for their own safety.

Only employees who have demonstrated their competence in this regard will be authorised to install or assist in the installation of safety nets.

All persons involved in the installation process must at all times adequately secure their own position against falling, through the proper use of harnesses and lines or properly constructed work platforms or other safe place of work. Proper regard must be had to the design of any system and all requirements of the manufacturer and other relevant standards must be taken into account, particularly the strength of anchorage points and permitted fall distances.

Any concerns over the condition of the equipment being installed, the suitability of any anchorage points or the suitability of a design should be referred to the manufacturers of the equipment or other competent person for resolution before final handover of the installation to the client is made.

### 6.26 Scaffolding

The proper deployment and use of scaffolding is the basis upon which much of the company operates. The highest standards must be observed at all times.

Serious malpractice in the erection, dismantling or use of scaffolds will not be accepted. The following must be particularly observed:

- The legal requirements of the Work at Height Regulations 2005 must be observed at all times.
- So far as is practicable scaffolding work will take place from an adequately prepared work platform with effectively secured access.
- All necessary personal protective equipment PPE must be worn including fall protection when required. Head protection must be worn at all times when working on or in the vicinity of a structure.
- When wearing fall protection :- it must be properly fitted, have been inspected to ensure it has not been damaged or is otherwise unfit for use and be effectively anchored from a suitable part of the structure. Attention must be paid to relocating the anchor point when the progress of the work dictates.
- When erecting, dismantling or adapting scaffolding effective measures must be in place to exclude other workers or members of the public from areas where they may be at risk. Work should be suspended if there is any doubt as to the safety of other persons in the vicinity.
- Incomplete or unsafe structures must not be left unattended or without effective means to prevent access.
- Unsafe structures must be suitably signed.
- If there is any doubt by a person responsible for the design and or erection of a structure as to his ability and competence or the resources available on site then work should not proceed until these issues have been satisfactorily resolved, including the commissioning of engineering designs if required.
- All controls restrictions and instructions applying on a client's site must be observed at all times.

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### 6.27 Storage of Materials

Proper storage of materials can help to control accidents that may arise through the collapse of stacks or the obstruction of other work areas. The essence of good storage is proper planning coupled with adequate space, sound equipment and facilities.

The following precautions should be observed -

- Stored material should not obstruct any important work areas or traffic routes. Access and egress should be maintained at all times. If there is insufficient space for the material to be stored the operation should be suspended and further guidance sought.
- Damaged pallets should not be used.
- Unstable pallets should be repacked before storage.
- Stacks should be taken no higher than is suitable for the material being stored or the equipment and area e.g. overhead cables being used to stack it.
- Where appropriate suitable racking or other supports should be in place before off-loading for storage.
- Clear and sound access should be available from the storage area to any areas where the materials are to be used. In certain environments it may be necessary to construct suitable access as part of the work being undertaken.

### 6.28 Travel

When travelling on company business, particularly on the roads, it is expected that all legal requirements will be met. Drivers should ensure that they leave adequate time for a journey so that it can be completed without undue rushing or speeding and with sufficient time to enable reasonable rest breaks to be taken.

Drivers should be considerate to other road users especially when in relatively slow moving lorries or vans and facilitate the safe overtaking of faster vehicles.

Driving of any vehicle whilst unfit through drink or drugs will not be tolerated. The Smoke Free Policy must be observed at all times.

Particular care should be taken in bad weather and attention should be paid to any weather alerts that may be in place. If there are reasonable concerns that a journey cannot be completed safely, it should not be attempted until conditions improve.

When travelling offshore by helicopter the advice and instructions of the flight operators should always be followed.

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### 6.29 Vehicles

#### 6.29.1 Movement of Vehicles

The movement of vehicles around and about work sites is a significant cause of serious and fatal work accidents and the law requires these activities to be undertaken safely. To help minimise the hazards of vehicle movements on site the following precautions should be observed :-

- When on client's sites the rules applying to their premises should be observed. Wherever there is any doubt as to the safe action or route that should be taken advice should be sought from a responsible person on site.
- Wherever possible one way systems should be observed and reversing should be kept to a minimum. Where reversing cannot be avoided, good visibility behind the vehicle should be ensured at all times, using a banksman if available.
- Adequate lighting should be ensured before manoeuvres take place.
- Extra care should be taken if children or members of the public are likely to be in the vicinity of a manoeuvring vehicle. If there is any doubt as to the ability to make a manoeuvre safely it should not proceed until help is obtained or the area is cleared.
- Drivers should be alert to the possibility of other vehicles moving into the vicinity of his own whilst undertaking a manoeuvre particularly fork lift trucks that may themselves be operating with limited visibility.

#### 6.29.2 Loading and Unloading

Loading and unloading of vehicles should be undertaken using methods that minimise the risks to all operators involved. Wherever practicable, these operations should use mechanical handling devices suitable for the job e.g. fork lift trucks.

- Manual handling should be avoided wherever possible. Where manual handling cannot be avoided the priority should always be to prevent personal injury, and assistance should be obtained if appropriate.
- Operators should be alert to the possibility of unsafe loads through unsafe stacking, damaged pallets or loose banding. Operations should be suspended and the load made safe if there is any doubt as to the stability of a load.
- Protective footwear should be worn during loading and unloading operations.
- All persons using fork lift trucks must have received suitable training. Operations should be suspended if there is any doubt as to the competence of others to use such equipment and further guidance sought.

### 6.30 Welfare Requirements

Welfare arrangements are supplied by the client or principal contractor and will be in place before any work commences.

These should be in line with schedule 2 of the Construction, Design & Management Regs 2015.

All sites are to have a minimum amount of welfare facilities available for workers, which include:

- Toilets
- Washing Facilities
- Drinking Water
- Changing Room
- Heating
- Rest Facilities

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### 6.31 Working at Height

Legislation controls activities involving working at height where a person could fall a distance liable to cause personal injury. Any such work should be properly planned and considered before it is undertaken and all the necessary and appropriate equipment should be to hand before the work is started.

Makeshift access such as piles of pallets, a pallet on a fork lift truck or clambering directly onto plant or buildings must not be employed.

It should not be assumed that a ladder is the right equipment in all cases. A ladder should only be used if more suitable work equipment e.g. properly secured and constructed access platforms are not justified because of the low risk and the short duration of use or existing features on site cannot be altered.

If used, ladders should always be secured or footed.

#### 6.31.1 Ladders

Light jobs such as short duration painting can normally be done in reasonable safety from ladders but it is vital that the ladder is properly secured to prevent it slipping.

- For other than short term work, alternative means of working using fixed scaffolds, mobile towers or MEWP's will be .
- Ladders at all times that they are accessed should be secured by tying, preferably at the top, or be footed by a second person standing with one foot on the bottom rung and holding a stile in each hand.
- Footing is not effective for ladders exceeding 5m in length.
- Ladders should only be used from a firm foundation.
- Ladders should be routinely checked for damage and any defective equipment should be removed from use until it can be safely repaired or destroyed.
- Avoid overreaching; ladders should be long enough and be positioned to reach the work safely.
- Ladders should be placed at a suitable angle ideally at about 75 degrees to the horizontal i.e. about 1m out of every 4m in height.
- The head of the ladder should rest against a solid surface able to withstand the imposed loads.
- Where the surface is brittle or may easily be broken, ladder stays or similar equipment must be used.
- Mud, grease etc. should be cleaned off footwear before any attempt is made to climb a ladder. Where ladders become dirty or contaminated they should be taken out of service and cleaned.
- There should be sufficient space behind the rung to provide a proper footing. The top tread of a pair of steps, a bucket or tool shelf should not be used for foot support unless there is an extension above the top to provide a handhold; rear parts of steps should not be used for foot support.
- Steps should not be subjected to any side loading.
- Where necessary, training in the safe use of ladders and step ladders will be given.

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### 6.31.2 Mobile Elevated Work Platforms

The use of mobile elevated work platforms (MEWP) is subject to regulations (5). The following precautions must be observed when using this equipment:

- Only authorised persons who have been appropriately trained in the safe use of the particular equipment may use it.
- Particular attention must be paid to the condition of the ground on which the equipment is to be deployed.
- If there are any doubts as to the suitability of the base e.g. slope or ground stability the equipment must not be used.
- Any safety devices that are required to ensure the equipment's stability must be properly in place before the equipment is used e.g. outriggers.
- Similar attention must be paid to hazards in the proximity of the work e.g. overhead power lines and weather conditions, especially high winds.
- The equipment must be checked before use to ensure that all the safety devices operate satisfactorily and that the tyres are properly inflated.
- MEWP's must not be overloaded with personnel or materials
- No work should be undertaken outside the elevated work platform unless additional safeguards to prevent falling are in place e.g. suitably secured lanyard and harness.

### 6.32 Working by Water

Construction work by water, where there is a risk of drowning, is controlled by Regulations.

Careful assessment is required when work is being carried out over or in the vicinity of water to determine the potential for such an accident.

Where someone is liable to fall into water with a risk of drowning the following precautions should be taken:

- The principal aim should be to prevent persons falling into the water.
- Where necessary fencing or other barriers should be provided.
- Safety harnesses may be required.
- Where such barriers do not or cannot eliminate the risks suitable buoyancy aids or lifejackets should be worn and appropriate rescue equipment e.g. a throw bag life line, should be available.
- A manned rescue boat may be required.
- Persons must be trained in the use of the equipment and procedures.

Where appropriate the procedures for over-the-side working on offshore platforms must be followed.

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### 6.33 Code of Practice on the Use of Fall Arrest Equipment

#### 6.33.1 Introduction

Working at height inevitably creates risks and scaffolding erection has traditionally been amongst the higher risk occupations. Recently with the adoption of much higher standards of protection for persons working in scaffolding erection these risks are under much better control.

These additional risk control measures include the use of fall arrest equipment to provide additional safeguards for people required to work outwith the normal guardrail protected work platforms.

Under normal circumstances this protection will safeguard someone falling from height by quickly bringing their free fall to a controlled halt and preventing serious injury.

Recent research however has highlighted an additional risk associated with the use of this type of equipment. This has become known as suspension trauma.

#### 6.33.2 Suspension Trauma

Suspension trauma is a serious situation that can arise when an individual is suspended without adequate leg support even for relatively short periods of time. It affects the circulation of blood in the body and can arise even with well-designed harnesses. It is such a serious condition that it can prove fatal.

Motionless suspension is not physiologically safe and can rapidly lead to faintness. It is generally considered that a person must be rescued from a motionless suspension position within 10 minutes

Rescue of a suspended person must be initiated as quickly as possible.

#### 6.33.3 Action

Fall arrest equipment can be of great value in preventing serious or fatal falls. What is important is that all people using the equipment are aware of the potential for suspension trauma and of the precautions that must be taken to avoid the dangers.

In particular, as part of the Job Risk Assessment, a rescue plan must be prepared to ensure that anyone who becomes suspended can be recovered as soon as possible.

All persons who may be required to use fall arrest equipment must be trained in its proper use and be alerted to the risks of being suspended and the procedures that should be undertaken when possible to delay the onset of suspension trauma.

The following information is important:

#### 6.33.4 Prevention

The first action is in the choice and adjustment of the harness. Before using a harness for the first time users should carry out a suspension test in a safe place to ensure that their harness is the correct size has sufficient adjustment and is of an acceptable comfort level for the intended use.

A comfortable, properly adjusted harness could delay the onset of suspension trauma. Steps should be taken to ensure as far as possible that a person using a harness will not be put in a position where they will be at serious risk of suspension trauma.



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There should always be a well thought out and practised rescue plan in place appropriate to the workplace and appropriate rescue facilities should always be on hand to enable an immediate and safe rescue.

Knowledge of and adherence to the following points should minimize the risk:

- Awareness that anyone who is suspended in a harness may be at risk if they were to hang motionless.
- Awareness that suspension trauma is life threatening.
- Whatever the type of harness, motionless suspension is not physiologically safe and can lead to very serious blood circulation problems, including death.
- Awareness that anyone sustaining a head injury while on a rope is particularly at risk especially if they lose consciousness.
- Awareness of the symptoms of suspension trauma and precautions.
- Awareness that leaving an unconscious person suspended on a rope can cause death in less than 10 minutes.
- Release of a casualty from the suspended position as quickly as possible.
- Workers must never work at height alone where there is the possibility of immobile suspension either in an emergency or otherwise.
- Frequent pumping of the legs preferably against a firm surface will activate the muscles and reduce the risk for suspended persons.
- The use of foot loops will alleviate pressure and therefore pain on parts of the body such as the waist and thighs. Reducing pain could delay symptoms. The foot loop would also provide support to facilitate muscle pumping
- If possible, conscious casualties awaiting rescue who are unable to perform muscle pumping should arrange themselves or be arranged so that their legs are in a substantially horizontal position or with the knees elevated.
- Should a person suspended in a harness experience any of the following symptoms steps should be taken urgently to move into a non-suspended position.
  - faintness
  - breathlessness
  - sweating
  - paleness
  - hot flushes
  - increasing pulse rate and blood pressure
  - nausea
  - dizziness
  - unusually low pulse rate and blood pressure usually occurring after the incidence of increased pulse rate
  - loss or greying of vision.

Unless adequate steps are taken these conditions are likely to develop into unconsciousness and possibly death.

### 6.33.5 Rescue and Treatment

The following points should be taken into account during the rescue and treatment of persons suspected of suffering from suspension trauma or being at risk of it :-

- The person hanging helpless on the rope should be reassured.
- The basic principles of first aid must be followed. ABC — airway, breathing, circulation as an order of priority.

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- The casualty should be released from the suspended position as quickly as possible and should be rescued in the direction of gravity where possible before being stabilized and applying actual first aid measures.
- Vertical lifts should be avoided wherever possible or the time spent in a vertical lift position minimized.
- Casualties should assist wherever possible by flexing their leg muscles.
- Symptoms should be closely monitored at all times.
- If capable, the casualty should assist by advising the rescuer how they feel or of any changes in how they feel.

Following any suspension where a scaffolder has been rescued and is fully conscious and mobile:

- If the operative has been rescued promptly by his colleagues, or has self-rescued and no injuries were sustained before, during or after a fall.
- Provided there was no medical reason for the fall i.e. a seizure or other sudden loss of consciousness

There should be no need to detain them, call an ambulance or refer them to hospital. However the operative should be seen by a first aider who may advise them to avoid standing and ask them to sit down for a while until they are satisfied that they have fully recovered (30min max).

- If the patient is unconscious or semi-conscious, they are best attended by a competent first aider who should ensure that the emergency services are called immediately.
- They should ensure:
  - The patient airways are open.
  - The patient is breathing.
  - Only then place the patient in the traditional recovery position until the emergency services are in attendance.
- Refer to McDonald Rescue Plan No. 2 & 4
- Be aware that the blood that has accumulated in the legs flows abruptly into the heart creating a risk of heart failure due to overstrain.
- Transport the casualty with the upper body raised.
- Continuous monitoring of the respiration and circulation is necessary.
- In the event of unconsciousness the air passages should be kept open.

Other people who may be involved in the rescue may not be aware of these particular dangers and it may be appropriate to alert them to the risks.

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### 6.34 Rescue Plan

#### 6.34.1 Introduction

A copy of the most appropriate McDonald's rescue plan (s) number 1 – 5 should be in place and understood.

Before work commences a secure fixing point capable of taking the weight of the scaffolder must be determined. If no suitable external fixing point is available then a frame should be constructed to act as the fixing point.

At all times when a scaffolder is constructing a suspended scaffold he should be hooked onto combined reel/rescue equipment.

There should be at all times be a fellow worker beside the works to act as rescuer should there be a fall.

If the scaffolder falls, time is of the essence. The casualty, if unable to be rescued in the direction of gravity, should be winched up without delay by his fellow workers.

The casualty should be released from the suspended position as quickly as possible before being stabilized and applying actual first aid measures.

Once recovered due to dangers of suspension trauma he should be treated as directed in Section 7.34.5 above.

#### 6.34.2 Lanyards

At all times when scaffolder is constructing a scaffold he should be hooked onto scaffold with a lanyard attached to safety harness. Safe fall clearance should be calculated to ensure no contact with lower levels. If possible workers should use an anchorage point at shoulder level or above.

There should be at all times, a fellow worker beside the works to act as rescuer in case of a fall.

If the scaffolder falls, time is of the essence. The casualty should be pulled onto nearest platform without delay by his fellow workers.

Once recovered, due to dangers of suspension trauma, he should be treated as above.

- Please refer to McDonald Rescue Plan No. 1 & 3

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### 6.35 Oil Storage

#### 7.36.1 General Statement

It is our policy to ensure that where the risk of oil pollution from our operations has been identified as a potential problem, we will ensure that all such risks are controlled and minimised where practicable. Compliance with the current legislation (6) will be achieved.

The occurrence of oil-related water pollution is on the increase and oil has a toxic and damaging effect on the environment, as even a small amount can devastate water-based flora and fauna over a wide area.

To help ensure we give due and proper consideration to our environmental management responsibilities, and to assist in the elimination of oil pollution incidents, this policy and procedure have been developed. All staff are expected to abide by the following procedure and co-operate with management in the execution of this policy.

#### 6.33.2 Deliveries

All deliveries will be supervised by a competent person capable of dealing with any spills or other incidents that may occur. The level of all storage tanks will be checked before delivery to prevent overfilling and to ensure that the product is delivered to the correct tank.

#### 6.33.3 Storage

Fuel and oil storage tanks must be sited on an impervious base and within a secure bund. The base and bund must be impermeable to the substance being stored and have sufficient capacity for daily use and for the receipt of additional deliveries. Leaking, damaged or empty tanks/drums must be removed from the site immediately and disposed of via a licensed waste disposal contractor. All bowsers must be banded to prevent any accidental spills.

All tanks and containers shall be stored in a secure, locked area, protected from vandalism, and clearly marked with the contents of the substance. To help limit the impact of any spills, all such storage areas should be located at least ten metres from any drain or watercourse, or 50m from any well or borehole.

Where large quantities of fuel or oil are to be stored on-site, the above ground storage tank should be constructed to the relevant British Standard. The bund should be constructed to contain 110% of the capacity of the storage tank, or if there is more than one container, the bund must be able to contain 110% of the largest container or 25% of the total storage capacity, whichever is the greater.

All bunds should be monitored regularly for any build-up of rainwater. All water within the bund must be treated as contaminated waste and should be appropriately disposed of to eliminate the potential for further pollution.

#### 6.33.4 Security

All valves and trigger guns must be protected from vandalism and unauthorised use. When not in use they should be turned off and securely locked and kept within the bund. Any tanks or drums should be stored in a secure container or compound, which should be kept locked when not in use. Bowsers must also be stored within secure compounds when not in use. Drainage valves must not be fitted to drain out rainwater.

#### 6.33.5 Refuelling

All mobile plant and equipment must be refuelled in designated areas on an impermeable surface and away from any drains. A spill kit should be available at all times.

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### 6.33.6 Use of Plant

All fuel operated plant and equipment shall be operated within strict controls, including the use of drip trays to contain any leaks or overflow etc.

### 6.33.7 Spills

Spill kits and absorbent booms shall be available on site, where a risk assessment recommends this, to ensure that in the event of a spillage the environmental impacts are kept to a minimum. In the event of a spillage occurring, this equipment shall be used to help minimise any environmental damage prior to the implementation of more comprehensive solutions. Nominated members of staff will be trained to use and deploy the spill kits in the event of an incident.

In a serious emergency, where the spill kits are to be of no use, the SEPA/Environment Agency, fire service and ambulance service shall be contacted as necessary, dependent on the consequences of the spill.

### 6.33.8 Emergency Spill Procedures

- Try to prevent the spill from entering any drains or watercourses; use mud/earth to block its flow, sand bags, or if available, commercial absorbents/spill kits to soak up any spilt oil.
- If a pollution incident has occurred, immediately notify the SEPA/Environment Agency on the emergency hotline, 0800 80 70 60. Failing to notify the SEPA/Environment Agency can result in not only more widespread pollution, but in significantly higher clean-up costs for the company.
- Ensure sufficient and appropriately sized spill kits and other absorbent materials are stored near to any oil storage areas so that they are easily accessible when needed.
- Train all staff in what to do in the event of a spillage and how to use any oil spill equipment.

Remember - never hose down a spillage or use detergents to disperse it.

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### 6.36 Environmental Incident Reporting

#### 6.36.1 General Statement

It is our policy that all identified environmental incidents will be given the utmost priority and employees are encouraged to promptly report all potential environmental incidents without delay.

As a company we operate a “No-Blame” culture, and as such no action will be taken against employees whose actions may have resulted in an environmental incident. The failure to report, or cover up a potential environmental incident is, however, viewed seriously.

The purpose of this policy is to outline the procedures to be taken upon identifying a potential environmental incident. Therefore, all staff are expected to abide by the following procedures and cooperate with management in the event of an incident.

#### 6.36.2 Action to be taken on discovering an incident

- If you suspect an incident has occurred, investigate at once but do not take risks.
- If you discover an incident - stay calm.
- Raise the alarm by informing the nearest supervisor/site manager.
- If it is safe to do so, try to control the incident by isolating plant/equipment and closing off any valves etc. Obtain help if necessary - but do not put yourself or others at risk.
- Direct all non-essential people away from the affected area.
- Activate the nearest fire alarm call point if an evacuation of the premises is required.
- It may be possible to deal with small incidents/spills using the appropriate spill response kit and by closing doors/covering drains etc. to confine the emissions/discharges as far as possible.
- Follow specific instructions on the Material Safety Data Sheet. Confine and clean the spill with appropriate protective clothing and equipment.
- For larger incidents, it may be necessary to inform the fire brigade, SEPA/Environment Agency, local authority and/or water company, depending on its nature.
- Dispose of all waste and contaminated materials properly. If necessary, call the local Environmental Protection Team for information and assistance on disposal options.

#### 6.36.3 Action to be taken following an incident

Every incident should be thoroughly investigated according to the company's Incident Investigation Policy and Procedure. Action should then be taken to ensure that the risk of a recurrence is minimised and that the relevant procedures have been reviewed and updated where necessary.