



## STATEMENT OF SAFETY POLICY

### ORGANISATION AND PROCEDURES

It is the policy of ICS to give the safety, health and welfare of our employees and all others who come into contact with our operations, the highest priority to ensure, as far as possible, that adequate protection is provided from the risk of accident or injury.

ICS reserve the right, that should a safe working method not be agreed, works would be declined.

The Directors are responsible for safety on all of ICS operational sites. All records, registers and relevant files are maintained at the above address, to which all reports should be directed.

ALL accidents and dangerous occurrences must be reported to management immediately. The Company expects all its site operations to be conducted in accordance with the relevant regulations applying to construction work, detailed codes of practice (published by the suppliers of plant and materials) or by the Health and Safety Executive.

### SAFETY DUTY FOR EMPLOYER

#### *Duty of Employer*

The Health and Safety at Work Act 1974, requires the company to provide safe places of work, safe systems of work, safe access to, and from, work, safe plant and machinery, welfare facilities (where applicable), adequate training and supervision to ensure its employees' safety.

### SAFETY DUTY FOR EMPLOYEE

#### *General Duties of Employees*

The Health and Safety of Work Act places the following responsibilities on employees whilst at work:

- (a) To take reasonable care for his own health and safety and that of other people.
- (b) To co-operate with his employer in observing health and safety laws.

Tampering with safety equipment or signs may endanger life and is forbidden. Never take risks, they may cause accidents to yourself or others. If in doubt on any point, ask your Supervisor.

## DUTIES AND RESPONSIBILITIES OF INDIVIDUALS

### *Directors*

- (a) Ensure that the company safety policy and statutory construction regulations are observed and implemented by their staff.
- (b) Ensure that all staff receives adequate and appropriate training.
- (c) Ensure that at tendering, and planning stages, adequate allowances are made for welfare facilities and equipment to avoid, as far as is reasonably possible, injury, damage and wastage.
- (d) Reprimand any member of staff for failing to discharge their responsibilities in a satisfactory manner.

### *Estimators*

- (a) Will ensure that detailed consideration is given and provisions made with the tender for safe methods and systems of work.
- (b) Will liaise with the safety management team, where appropriate, on proposed safe methods of work.

### *Contracts Managers and Surveyors*

- (a) Will be responsible to the appropriate director for strict observance of the company safety policy and the statutory construction regulations on their contracts.
- (b) Will ensure that all necessary consideration is given at planning stages to the requirements of the company safety policy and construction regulations and in particular the following:
  - (i) Safe methods of working, toolbox talk and the issuing of our method statement.
  - (ii) Fire precautions.
  - (iii) Hazards arising from the use of noxious substances.
- (c) During their periodic visits, inspect all working areas and ensure that the company safety policy, the construction regulations, and the relevant codes of practice are being observed. They must advise or instruct the staff as necessary where breaches of the regulations are found.

### *Supervisors and Foremen*

- (a) Be familiar with the company safety policy and requirements of the construction regulations and the recommendations in the code of practice relevant to the works.
- (b) Organise the site to enable work to be carried out to the standard required by the company safety policy and construction regulations and ensure that all site operatives observe the standard.
- (c) Plan and maintain a tidy site.
- (d) Ensure that only competent persons are permitted to operate plant and machinery.
- (e) Make sure protective clothing is available if required to carry out specific tasks.
- (f) Ensure all accidents are reported to head office, and the appropriate forms completed.
- (g) Set a high personal example at all times.

### *Operatives*

- (a) Be at all times, aware of the requirements of the company safety policy and apply construction regulations to the work on which you are engaged. If in doubt, ask someone in authority.
- (b) Use the correct tools for the job.
- (c) Use safety equipment and PPE supplied and remember it is for your personal protection.
- (d) Use only walkways constructed for the purpose.
- (e) Avoid improvisation, which entails unnecessary risks.
- (f) Warn other people, especially new employees, of known hazards.
- (g) Refrain from horseplay.
- (h) You have a legal obligation to observe the requirements of the health and safety at work act, and therefore safeguard yourself and others.
- (i) Suggest ways of eliminating hazards.

## SITE SAFETY – GENERAL

### Site Safety

#### *Wear Safe Clothing*

Unsafe clothing can cause personal injuries

- (a) Safety helmets should be worn by all operatives on site.
- (b) Discard loose clothing such as ties and scarves.
- (c) Avoid wearing personal jewellery.
- (d) Wear well-fitted trousers without turn-ups.
- (e) Wear ankle length laced shoes with rubber or composition soles.
- (f) Wear safety goggles and suitable masks when using power tools such as angle grinders.

#### *Check the Working Surface*

On new work and on re-roofing work make sure that the roof structure is safe.

- (a) Fragile roofs require roof boards with hand rails at all times and safety netting under.
- (b) Openings must be covered or provided with a guardrail.
- (c) Covers must be strong enough to bear the load of men and materials.
- (d) Covers must be secured to prevent displacement.
- (e) Do not walk on translucent rooflights.
- (f) Beware of hidden dangers, rooflights or lightweight covers that may be painted over or covered with a waterproof membrane.
- (g) Frost, snow, dew or rain can make a surface very slippery. Proceed with caution.

#### *Keep Sites Tidy*

A tidy site is a safe site. Stack and secure all materials as they arrive on site.

- (a) Protect all materials that can be damaged by the weather.
- (b) When stripping roofs lower all debris to the ground by hoist, pulley or chute – do not throw it down.
- (c) Dispose of waste materials in a suitable manner.
- (d) Keep tools, materials and fixings away from the edge of roofs.
- (e) Before leaving a roof, or site, make sure that all lightweight materials are secure.
- (f) Remove all offcuts, broken or damaged sheets, tiles and other waste materials.
- (g) Remove all tools and plant when work is complete.
- (h) Leave site clean and tidy upon completion.

#### *Windy Conditions*

Working at roof level in strong winds can be dangerous. Know and realise when work should cease in windy conditions.

- (a) Beware of sudden wind gusts even on relatively calm days.
- (b) Extreme care must be taken when fixing or handling material over 15 knots.
- (c) All roof work must cease when the average wind speed reaches 20 knots.
- (d) Make sure you know the conditions at roof level before commencing work.
- (e) Gusts can be as much as twice the average wind speed.
- (f) Secure all materials stored on site, or being used on the roof. Wind blown material, especially sheeting, can be lethal.
- (g) Site supervisors should be equipped with:
  - (i) A wind meter to determine wind speeds on site.
  - (ii) The local area weather forecast, for general guidance on expected weather conditions.

### *Safety Officers*

- (a) Advise the directors on the safety requirements of the construction regulations and other relevant legislation and the various codes of practice.
- (b) Carry out site inspection and advise as and when necessary to improve methods of working.
- (c) Investigate accidents and dangerous occurrences and recommend means of preventing recurrence.
- (d) Advise and assist with safety training of personnel.
- (e) Set a good example.

### *Plant Manager*

Ensure that all plant and equipment supplied from the plant depot is safe, fully efficient and carries the required certification.

## **SITE SAFETY – MATERIALS HANDLING**

### *Handle Materials Safely*

- (a) Always lift materials carefully, keep back straight and bend your knees.
- (b) Ask for help when lifting heavy or bulky loads.
- (c) Take extreme care when handling or using materials near the roof edge.
- (d) Make sure walkways are kept clear.
- (e) Check with a responsible person that the roof or structure is strong enough before loading it with materials.

### *Lift Materials Safely*

#### Portable Inclined Hoists.

When the company uses portable inclined hoists, which are easy to erect, dismantle and move around sites as and when required. They will only be erected and moved by competent persons. The following safety rules apply:

- (a) An enclosure should be provided around the hoist to a minimum height of 1.15m.
- (b) A minimum of 0.5m clearance should be made between the enclosure and the widest anticipated load.
- (c) Any rail or gate to control access should be the same height as the enclosure, and should be closed except when the platform is at rest at the lowest level.
- (d) If possible, operate the hoist from outside the enclosure, when this is not possible the operator (but no other) may remain in the enclosure.
- (e) Access beneath the mast is prohibited.
- (f) Protection must be provided at the top, where the mast meets the scaffold or roof, including adequate landing platforms.
- (g) Notices should be displayed in a prominent position on the roof, warning that loaded platforms are in operation.
- (h) Although securely attached, no load must overhang the platform in any direction by more than 50% of the platform.
- (i) Do not exceed the rated capacity of the hoist.
- (j) Weekly inspections – inclined hoists must be inspected every week by a competent person and to be recorded in the hoist register.
- (k) Daily inspections – at the beginning of each working day the operator should check that:
  - (i) The base unit and mast supporting structure are sound, free from patent defect and adequately located and supported.
  - (ii) The mast is sound and adequately supported.
  - (iii) The carriage and platform is sound and secure.
  - (iv) The hoisting rope is serviceable and properly located on its guides.
  - (v) The enclosure provides suitable protection as before described.
  - (vi) The safety arrestor gear is free and operational.

### *Plant and Equipment*

All plant and equipment owned by the company is thoroughly overhauled, tested and examined before delivery to site and certificates kept up to date. Site supervisors must check all plant and equipment received by them on site, particularly items supplied from outside hire companies, to ensure the items are in good safe working condition and certificated.

### *Mechanically Propelled Vehicles*

- (a) Persons under 18 years of age must **NEVER** drive hand trucks, forklifts, side loaders, dumper trucks etc. Person over 18 years of age may only do so if they have received proper instruction in their use.
- (b) When using mechanically propelled vehicles, always ensure you have a clear forward vision, never allow the load to obstruct your view.
- (c) Never carry a load, which is excessive or outside, the safe working load of the machine.
- (d) Use the horn when necessary and always face the direction of travel.
- (e) Always travel with the load at low level.
- (f) Always make sure the load is secure.
- (g) Always ensure any moving parts are properly guarded.
- (h) Fully inspect the vehicle prior to use to ensure it is in a safe condition.
- (i) Never lift personnel or give rides on such machines.

## **SITE SAFETY – SAFE HANDLING OF TOOLS**

### *Safe Handling of Tools and Equipment*

Using the correct tools and equipment for the task will make your job safer and more efficient.

- (a) Keep tools and equipment dry and in good working order.
- (b) Keep safety guards in place.
- (c) Be fully conversant with all tools and equipment you operate; if in doubt ask.
- (d) Check that all electrical appliances operate from an 110v supply.
- (e) Check that plugs and sockets are undamaged, correctly wired and that they are earthed.
- (f) Electrical transformers should be positioned close to the working location.
- (g) Automatic cutout switches must not be interfered with.
- (h) Always disconnect the power supply of a machine or tool that is being cleaned, repaired or adjusted.
- (i) Do not force or overload tools and equipment.
- (j) Goggles must be worn when using disc type cutting tools.
- (k) Abrasive cutting discs must always be fitted by a properly trained and certificated person.
- (l) Hand tools should always be carried in a holdall.

## **SITE SAFETY – SAFE USE OF ACCESS EQUIPMENT**

### *Stagings, Steps, Ladders, Trestles and Scaffold Planks*

- (a) Where any of the above are provided, and they become defective or unnecessarily slippery, report the defect to your supervisor.
- (b) Do not use ladders in a manner, which may cause an accident.
- (c) Ladders must be placed on firm level ground and always tied on at the top, ensuring that the ladder extends at least 1.1m (42in) above its resting place, or above the rung on which the user stands.
- (d) Place ladders at a sensible angle, an incline of 75 degree.
- (e) Never overreach on a ladder.
- (f) Never work from a ladder without a harness if you have to use two hands.
- (g) Extension ladders must be overlapped by at least three rungs, be sure that securing clips are fully engaged.
- (h) Keep ladders away from electrical power lines.
- (i) Always ensure steps, trestles, bandstands etc are positioned on even, level ground.
- (j) When using steps always ensure your knees are below the top of the steps.
- (k) Do not take chances by standing on boxes, drums, pallets etc.

### *Safe Scaffolds and Work Platforms*

Make sure that all items of scaffold and working platforms are erected by a competent person, and are checked daily – if the construction is unsafe do not use it.

- (a) Always climb scaffolds using ladders.
- (b) Never climb the tubes.
- (c) Never run along boarded lifts.
- (d) Prior to commencing work on a roof make sure the eaves and verge protection rails are properly fixed in position with the boards fitted where required. Alternatively ensure there is a working platform at eaves level.
- (e) Eaves and verge safety rails should be 920mm (36in) above the working platform.
- (f) Where it is not possible to erect proper eaves and verge protection rails, or an eaves level-working platform, a safety harness must be worn.

- (g) When working on fragile roofs, use crawling boards with hand rails at all times.
- (h) Use ladders or stagings when working on sheet metal roofs when necessary.
- (i) Openings in the roof should be covered or protected by a scaffold rail around the perimeter.
- (j) Safety rails must be provided to each side of central valley gutters if they are used as walkways.
- (k) Never remove scaffold boards or toe boards from working lifts, if it is necessary to remove a board for access to work, always ensure it is replaced on completion of the job.
- (l) Never remove any ties.
- (m) Never overload a working lift with materials or tools.
- (n) Always ensure that scaffold lifts are kept clear at all times (minimum widths persons only 630mm [25in], persons and materials 860mm [34in] ).

#### *Safe Towers*

They should only be erected by trained competent persons and in accordance with the suppliers or manufacturers instructions.

- (a) Never erect so that the height is more than three times the smallest base measurement for external work and 3 ½ times the smallest base measurement for internal work. The use of stabilisers will increase the base measurement.
- (b) Never erect without the guardrails being at the correct height above the working platform (3ft).
- (c) Always ensure the wheels are locked when the tower is in use.
- (d) Never ride on a tower when it is being moved.
- (e) Never push a wheeled tower scaffold – always pull at the base.
- (f) If a ladder is used to access a tower it must be tied at the top and the bottom, and be clear of the ground.
- (g) Do not overload towers with roofing or cladding materials.

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