



ultravalve
— Your single source valve stockist - est. 1986 —



SAFE WORKING PRACTICES

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Reporting and Recording Accidents

General Information

Make sure that you are aware of all instructions appertaining to your job and that you know, understand and abide by regulations, rules in force and codes of practice and conduct applied by our company and our customers.

If you are unsure of any of your obligations, you should immediately seek advice and assistance from our office – telephone number – **01384 411888**

You should observe and uphold at all times:

- Good and safe practices – remember **SAFETY OF YOU AND OF OTHERS MUST BE UPHeld AT ALL TIMES**
- Ground level, underground and overhead obstructions or utility services
- Vehicle, plant and machinery safety control measures
- Authorisation for restricted and controlled areas and having the associated permits
- You should make sure that you are wearing the appropriate safety clothing for the job you are doing
- **Remember – all accidents and incidents must be reported – no matter how insignificant you think they are!**
- Should there be an accident or injury to person – move yourself (if you are the injured person and you are able to do so) or move the injured person away from any imminent danger. **DO NOT PUT YOURSELF OR OTHERS AT RISK**
- Inform your manager/supervisor immediately and call the office and explain what happened, to whom, where happened and the actions already taken.
- If on the Customers site then it **MUST** be reported to them. Make sure you know who will do this if not yourself
- Contact the first aider on site
- Record details of the incident in the Accident Book as soon as possible. Also record it in the relevant book dictated by the Customers representative

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Asbestos in your Workplace

Certain products and materials that have been used in the construction industry over many years contain asbestos. In older properties asbestos can be found as lagging around heating pipes and boilers, ceiling tiles and as board acting as fire breaks in wall positions. Sprayed or limpet asbestos may be found on steel reinforced girders as fire protection. We know breathing in asbestos fibres, which can be too small to see, is dangerous and the serious diseases these fibres cause may take years to appear. Therefore you must take every care of your health and that of anyone else who may be affected by your work.

The following procedures must be followed:-

- If you suspect asbestos may be present on a particular job, or come across signs identifying it as such, cease work immediately, try not to disturb and do not move any suspected materials. You should ring the office and inform the Customer, giving the precise locations of the material together with a brief description (i.e. Ceiling Board) and whether it is broken/damaged or still bonded. You will be advised of any further actions.
- The Customer Safety Advisor will arrange for the :-
 - Sampling and analysing of the suspect material
 - Issuing a special safe working procedure if applicable

We have included an extract from the HSE Website to give you a better understanding of asbestos.

“How does asbestos get into the body?”

Although the body will get rid of most of the larger fibres that can enter the nose and mouth, tiny fibres can pass into the lower part of the lung. They can stay there for years and in some cases work their way through the lung lining. The body naturally gets rid of any asbestos fibres that you might take in with food and water. Asbestos fibres cannot be absorbed through your skin.

“What types of buildings are likely to contain asbestos?”

Asbestos is likely to be in a building if:

It was built or refurbished between 1950 and 1980 and particularly:

If it has a steel frame: and/or

It has boilers with thermal insulation

But you also need to bear in mind that asbestos cement has also been widely used as a building material since the 1950s.

“Where is asbestos found in buildings?”

Many thousands of tonnes of asbestos were used in buildings in the past. Much of this is still there and you cannot easily identify it from its appearance.

Its most common uses were:

- Sprayed asbestos and asbestos loose packing – generally used as fire breaks in ceiling voids
- Moulded or preformed sprayed coatings and lagging – generally used in thermal insulation of pipes and boilers
- Sprayed asbestos mixed with hydrated asbestos cement – generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- Insulating boards used for fire protection, thermal insulation, wall partitions and ducts
- Asbestos cement products, which can be compressed into flat or corrugated sheets, corrugated sheets are largely used as roofing and wall cladding; other asbestos cement products include gutters, rainwater pipes and water tanks
- Some reinforced plastics, mastics and sealant
- Millboard, paper and paper products used for the insulation of electrical equipment. Asbestos paper has been used as a fireproof facing on wood fibreboard
- Certain textured coatings, decorative plasters and paints
- Asbestos ropes and cloth

“So what should I do?”

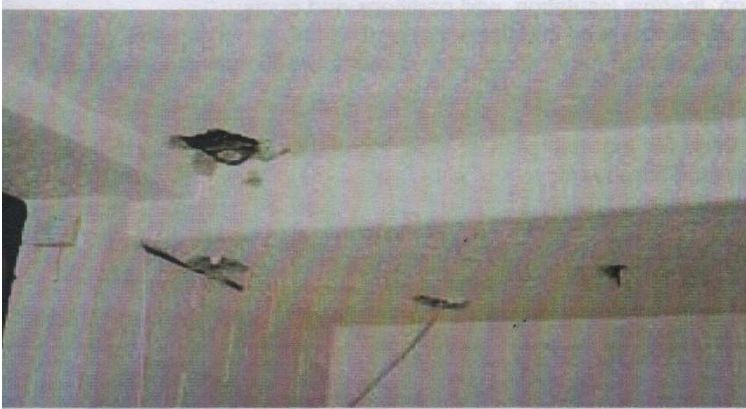
Any asbestos-containing materials on site should have been identified before work starts. Those responsible for the building have a legal requirement to provide your supervisor / employer with information on the location and condition of these materials. Work with asbestos insulation, asbestos coatings and asbestos insulating board must normally be carried out by an HSE-licensed contractor. Before you start work ask the building manager or your supervisor 'Has the site been checked for asbestos?' If there is asbestos and if you are likely to come into contact with it, get advice from those in charge.

If you are in any doubt about whether the material you are working with contains asbestos, STOP WORK, and find out.

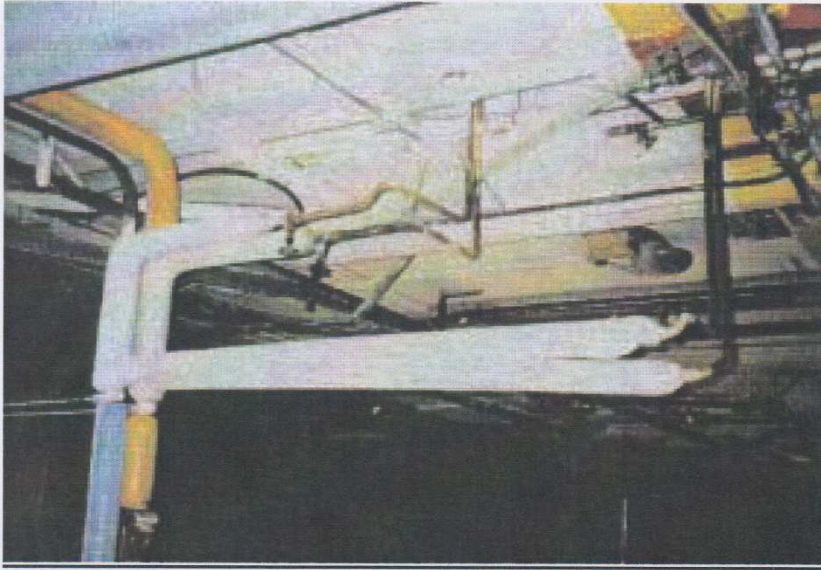
If you come across any hidden or dusty materials which you suspect may contain asbestos, stop work and get advice.



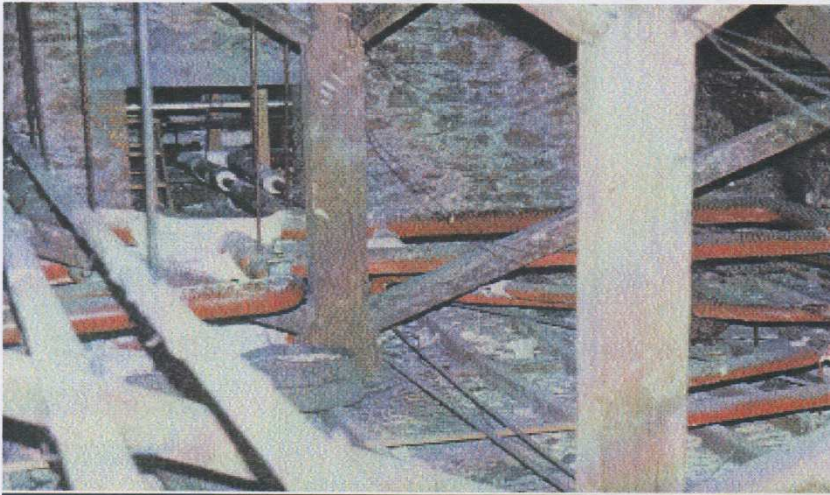
Steelwork coated with asbestos spray for fire protection. The photograph also shows a section of asbestos lagged pipework. The insulation on both has been partly removed.

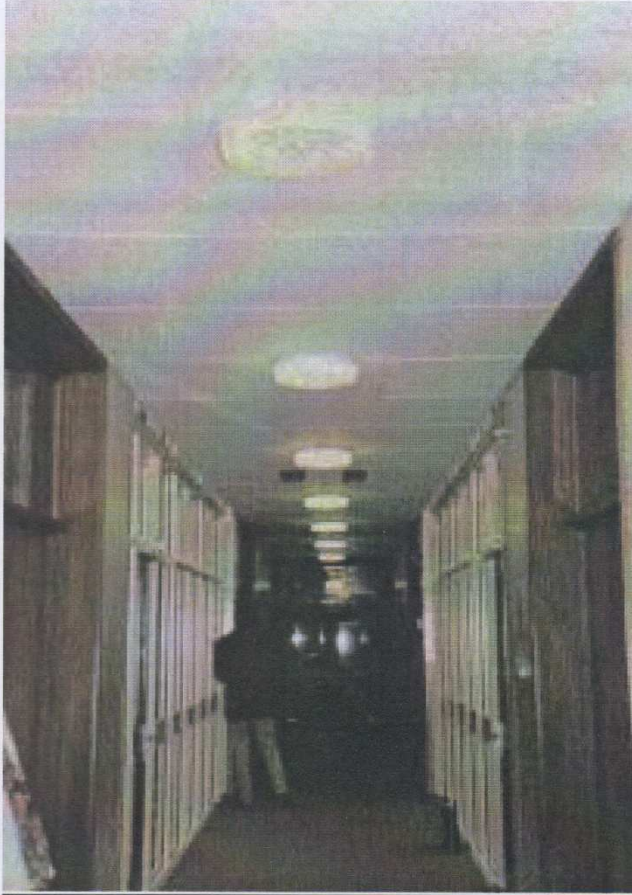


A ceiling coated with asbestos spray, which has been damaged by building work.



Typical locations where lagging might be found.





A typical asbestos insulation board ceiling.



A severely damaged wall partition made of asbestos insulating board.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH – COSHH

A great many hazardous substances and materials are used throughout the industry in a number of different areas of work. These include such items as cement, treated timber, cleaning fluids, oils, printing inks and many more.

Labels attached to containers identify the hazards within. It is vital that these remain on the container and that the contents are not transferred to other containers that have not been designed for them (e.g. fizzy drink bottles, empty cans or bottles, etc).

Labels are as follows:



CORROSIVE

Substances and preparations which may, on contact with living tissues, destroy them



HARMFUL

Substances and preparations which cause death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.



TOXIC

Substances and preparations which in low quantities cause death or acute or chronic damage to health when inhaled, swallowed or absorbed through the skin.



IRRITANT

Non-corrosive substances and preparations which through immediate, prolonged or repeated contact with skin or mucous membrane may cause inflammation

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Control of Substances Hazardous to Health – COSHH – continued.....

We as employers have a duty to assess all hazardous substances in use and if necessary eliminate a hazardous substance from use. Alternatively we could find a less harmful substitute. In all instances of COSHH applicable materials, there are control measures including a safe working practice for these.

Follow the basic rules listed below:-

- a. Always ensure you follow a safe working practice when using hazardous substances
- b. Identify the substances by carefully reading the instruction on the container
- c. Always use the personal protective clothing and equipment supplies and stated in the COSHH/manufacturers data sheet safe working practice or on the label
- d. Make sure you fully understand the instructions given by your supervisor and follow any advice relating to the use, handling and storage of substances. **REPORT ANY SPILT SUBSTANCES OR CONTAINERS THAT DO NOT HAVE TOPS or CAPS** to a Director
- e. Never decant chemicals into different labelled containers and **NEVER** into soft drink bottles
- f. Do not eat, drink, smoke or use the toilet without first thoroughly washing your hands, in particular, never smoke in a chemically contaminated area
- g. Under no circumstances can you smoke when handling, using or in the vicinity of any storage of chemicals – please note that once a top or cap is removed from the container, it is likely that fumes will occur and hence there is a **HIGH RISK** of starting a fire
- h. If you skin or eyes are splashed with chemicals, wash immediately with plenty of clean water
- i. Report immediately to your supervisor if you feel unwell, any rash that develops or sensation of burning or irritation to the skin, throat or eyes that occurs
- j. If in doubt regarding the use of substances ask your supervisor
- k. **DO NOT DISPOSE** of empty containers with other general rubbish

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Working at Height – Scaffolding, Mobile Platforms and Ladders

There are strict rules governing the use of scaffolding, ladders, trestles, etc. Working at a height will only be necessary where it is deemed that the work cannot be done in some other way.

The following explains that we try to achieve and in what order:

- Avoidance of working at height if possible
- Using work equipment or other measures to prevent falls where working at height cannot be avoided
- Where eliminating the risk of falling is not possible, using work equipment or other measures to minimise the distance and consequences of a fall should one occur

WE WILL ALWAYS WORK TO THE FOLLOWING SEQUENCE:-

Avoid – try to prevent the need to work at a height

Prevent by using existing place of work – e.g. stand on a flat roof with edge protection

The risk assessment for working as a height will:

1. Look at the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
4. Consider the work activity, the equipment to be used, duration of work, workplace location stability of the working surface and capabilities of the workers
5. Record the findings
6. Review the assessment

Working at height will be planned in advance so that a safe system of work is determined and experienced, knowledgeable and competent.

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Ladders

Ladders can be either used as a means of access for LIGHT work or for work of a SHORT DURATION. Unfortunately, ladders are frequently involved in accidents, often because of misuse and therefore where possible they should be avoided. If there is a requirement to use a ladder, then you must be certain that they are safe, suitable and that they can be erected and used safely.

You should consider the following:-

- Ladders should only be used to give a safe means of access to work
- Before erecting the ladder, ensure it is in good condition. Make sure the stiles are not splintered or cracked and that all rungs are present, have a suitable tread and are free from mud, grease or other substances and also ensure feet are in good condition
- Check to make sure ladders are to the appropriate British Standard Grade 1
- Do not use a ladder that has been painted
- Ladders should always be erected on a firm level base and not on bricks, concrete or thermolite blocks, or wedged! If mossy or slippery surfaces are present, extra care should be taken. Never use ladders when ground conditions are subjected to ice, snow etc.
- Before climbing a ladder, check that your footwear is in good condition and free from mud and grease
- Once using the ladder, do not overreach, get down from the ladder and move it
- When handling and using aluminium ladders, make sure that there are no overhead electric cables in the vicinity, if so use a timber ladder.

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Fire Precautions

The purpose of Fire Precautions is to protect people from the risk of fire. Fire Precautions take the form of evacuation procedures and equipment, and are provided for your protection and safety whilst at work.

To avoid any unnecessary risk to life, all employees should make themselves aware of the procedures concerning, fire requirements and means of escape. Strictly observe all **NO SMOKING** and other similar notices. Do not smoke or use any naked flame near flammable material or liquids.

All working areas, including sites, corridors, doorways and stairways must be kept clean and tidy and free from obstruction. Never obstruct a fire exist and ensure fire exit doors remain unlocked at all times when the building is occupied. Internal fire doors must not be wedged open.

When using Liquid Petroleum Gas to supply an appliance in a site cabin, the gas cylinder must be kept outside.

Fire extinguishers are located throughout the premises and available on sites and in vehicles when required.

Fire Exits

Maple Tree Lane

You will be made aware of escape routes (Fire Exits) from your first day and should always keep these clear of obstruction for ease of escape. Should you hear the alarm, you should leave the building immediately and assemble outside the front of the building on the main road – not the Car Parking areas.

If you see a fire, then if you are able to safely extinguish it, then use the appropriate fire extinguisher. If not, then you should raise the alarm prior to evacuation. **DO NOT PUT YOURSELF OR OTHERS AT RISK.**

Fire Exits

Customers Site

You will be made aware of escape routes (Fire Exits) and evacuation procedures from your first day on site, normally through induction by the Customer. You should familiarise yourself with what you need to do, where you are to meet and who you need to report to.

If you see a fire, then if you are able to safely extinguish it, then use the appropriate fire extinguisher, if not, then you should raise the alarm prior to evacuation. **DO NOT PUT YOURSELF OR OTHERS AT RISK.**

ULTRAVALVE LTD

SAFE WORKING PRACTICES

First Aid

First aid provisions will be provided in accordance with Health and Safety (First Aid) Regulations, 1981, which states the employers have a legal duty to provide first aid facilities for employees who become injured at work.

- Be aware of the location of first aid and sterile eyewash. First aid boxes should be well identifiable and easily accessible to all employees
- Know who the nearest approved first aider or appointed person is
- Always obtain first aid for an injury and if in doubt as to the severity of the injury, the casualty should be referred to the hospital immediately
- The need to cover even the most minor wounds is important
- Ensure that all accidents are reported to your supervisor following any necessary first aid treatment

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Good Housekeeping

Many accidents are caused through people tripping, slipping, and falling over materials and equipment, which have been left lying around.

This is an area where you and your work colleagues can make a significant contribution to safety, merely by applying common sense. The following considerations apply to your work environment whether this be on our premises or on the Customer site.

- Do not leave rubbish lying about – clean up as you go, putting the waste in the right bin/container
- Do not obstruct gangways, aisles, stairways or doors with tools and materials even when you're working in the area as you may need to evacuate it quickly should a fire start
- Ensure all spilled liquids are cleaned up immediately
- Avoid trailing wires on permanent or portable appliances/equipment. Ensure electrical leads for permanent installations are routed so as to avoid trip hazards
- Report uneven, damaged or faulty surfaces and ensure holes and openings are securely covered with fixed covers or suitably fenced off

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Manual Handling

More than a quarter of accidents reported each year are connected with manual handling, which is the transporting and supporting of loads by hand or bodily force.

While fatal handling accidents are rare, accidents resulting in a major injury, such as a fractured arm are more common.

The vast majority of manual handling accidents result in employees being absent from work for more than 3 days, most commonly suffering from sprains and strains, often of the back.

Where possible you should try to move heavy objects safely by mechanical means i.e. forklift trucks, pallet trucks etc.

Before carrying out manual handling tasks, ensure:-

- Training has been given in the correct manual handling techniques
- The weight of the load is identified whenever possible
- More than one person is available to lift when necessary, and only one person gives the commands
- Sharp edges are protected and loose items are secured to prevent the load shifting when being carried
- Consideration is given to how far the load has to be moved and how and where it is to be placed down
- All necessary personal protective clothing (i.e. safety footwear or gloves) is available and worn
- Storage is arranged so that the heaviest items are stored in the most convenient position (i.e. between knee and shoulder range)
- Loads are broken down to become smaller and lighter, whenever possible

When attempting to lift a load, always follow the steps to correct lifting

- Suitable gloves should be worn to protect against cuts, scratches or punctures
- Wear safety boots or shoes to protect toes from falling loads
- Size up the load and if necessary, make a trial lift of a few inches
- Do not attempt to lift alone any load that is too heavy, large or awkward
- See that there are no obstructions in the direction you will be going
- Stand close to the object. Have a firm footing: feet shoulder width apart, on either side of the load if possible. One foot should be ahead of the other in the direction or intended movement
- Bend knees to gain power from the thigh muscles, a mid position is best. Keep back straight, not necessarily vertical. Back muscles should relax
- Keep arms close to the body, near to the centre of gravity. Get a secure grip on the load
- Grasp the object firmly using the roots of the fingers and palm of the hands
- Lift, keeping the back straight, arms close to the body allowing the leg muscles to take the strain

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Manual Handling – continued.....

- Hold the load close to the body
- Step off in the direction advanced foot is pointing
- Avoid twisting the body if you need to change direction, move feet instead
- Hold the load as close to the body as possible
- Do not carry a load, which obscures the vision
- When lifting to a height from the floor do it in two stages

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Personal Protective Equipment (P.P.E.) and Clothing

Risk assessments applicable to the equipment and/or operation will dictate the personal protective equipment and clothing that must be worn for the work you are undertaking. Safety boots and Company Clothing should be worn at all times, whether in the workshop or on site.

Where applicable to the equipment of operation, you may require goggles, dust masks, ear protection, gloves, etc which will be provided.

Personal Protective Clothing and Equipment is supplied by employers when required for health and safety. Personal Protective Equipment is provided free of charge although it must be looked after and used in a manner to ensure it reaches its life expectancy. Supervisors are authorised, on behalf of the company, to insist that all employees in their section wear protective equipment and clothing when required to do so, and employees also have a duty to use this clothing and equipment accordingly.

DISCIPLINARY ACTION WILL BE TAKEN FOR REPEATED OFFENCES AGAINST MISUSE, LOSS AND THE NOT WEARING OF SUITABLE PPE

- Protective clothing is issued on a personal basis and is the responsibility of the individual to maintain in good condition. Ensure your clothing is available, suitable and worn when needed. When clothing needs replacing, either through damage, loss or deterioration ask your supervisor
- Supervisors must give instruction, training and explain why, how, when and where the protective clothing must be used
- Records must be kept regarding the issue of equipment. Employees must sign that they have received the equipment, understand its use and must use/wear it in accordance with supervisors instructions
- Any loss, wear or damage to protective equipment must be reported to your superior immediately, who will take the necessary steps to repair or replace as necessary. Disposable protective clothing must be discarded and renewed regularly as it is not designed for long term usage
- Work involving hazardous materials requires an assessment, which will specify any special protective clothing, required. If in doubt ask your supervisor
- Noisy work operations require an assessment and, where necessary, hearing protections will be issued and must be worn
- Operatives must always wear hi-visibility clothing when working on or adjacent to the highway. Your supervisor will specify the standard you require
- All operatives on construction sites and where there is a foreseeable risk of head injury must wear safety helmets. Safety helmets are provided for your protection – wear them, save lives
- One of the most traumatic accidents that can occur is when a person is blinded at work. Therefore it is essential that eye protection is worn during certain operations, for example, when using an abrasive wheel or chipping out. Your supervisor will instruct you in the correct type of eye protection required

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Personal Protective Equipment (P.P.E.) and Clothing – continued.....

- Many construction operations involve the use of substances, which give off fumes, vapour or dust, which can be dangerous to health. On these occasions, it is necessary to wear respiratory protection. When wearing respiratory protection, it is important that it is suitable for the work in question and also maintained, cleaned and /or replaced on a regular basis. If in doubt, ask your supervisor
- Safety footwear will be issued to operatives when there is a risk of possible injury to feet. Safety footwear must be worn on site at all times

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Portable Electric Tools

Every year there are fatalities and injuries on construction sites from electricity. Electricity gives no advance warning of danger and can kill instantaneously.

Any portable electric tool is subject to a check each year (PAT) to ensure its continued safety and suitability. A label or tag will show the date of test and expiry.

Before using portable electric tools you should check for:-

- A **current** (in date) electrical test inspection tag
- Any signs of damage to the tool itself
- Damage to wires or cables
- Warm or cracked plugs, burning smells or burn marks

If there is any damage report it immediately to your supervisor. Do not use or tamper with the tool. Only trained and competent persons shall maintain electrical equipment.

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Protection of the Public

Consideration should be given at the planning stage of any operation for the protection of the public, with special attention given when work is being carried out in public areas.

- Ensure adequate warning signs are displayed
- Ensure suitable temporary walking surfaces are provided for pedestrians
- Ensure all materials are stored safely and out of access ways, and ensure walkways are clear of cables, which could cause trip hazards
- Ensure all work areas are clean, safe and tidy at the end of each day

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Young Workers

It is recognised that persons under eighteen years of age are at special risk and must be carefully instructed and properly supervised in their work.

The law places many restrictions on certain site activities which young persons are permitted to carry out, unless under the direct supervision of a responsible person for purposes of training.

A “young person” is not allowed to:-

- Drive any site vehicle or mobile plant, operate or give directions to a crane, operate a hoist or haulage winch
- Operate any circular sawing machine, other machines fitted with circular saw blades, surface planning machines when hand fed or a vertical spindle moulder, unless he has successfully completed an approved course of training, or is under the adequate supervision of a properly trained and experienced person as part of this training
- Be designated a “classified worker” in work connected with radioactive substances
- Handle of use explosives
- Be employed in blasting by abrasives or employed to work regularly within 6m (20ft) of any blasting enclosures unless there is an effective wall or screen separating him from any dust
- Be employed in any process involving asbestos where dust is liable to escape, unless the process has properly installed ventilation equipment
- Operate any cartridge-operated tools

We have instructions that have been specially developed to take into account:

- A requirement to take particular account of certain specified factors when carrying out or reviewing risk assessment;
 - Lack of awareness to risks, immaturity and inexperience
 - Muscle strength, bone growth and body development
 - Additional supervision required
- A requirement that the risk assessment be carried out **before** the young person starts work;
- A requirement to prohibit young person from certain work if risk assessment identifies a significant risk which cannot be eliminated;
- And in cases where the young person is a child (i.e. below minimum school leavers age – MSLA):
- A requirement to provide specified information to parents/guardians

- The requirement to prohibit young persons from certain types of work does not apply to those who are **over** the MSLA and who are doing work:
 - Necessary for their training
 - Under the supervision of a competent person; and
 - Where any risk is reduced to the lowest level that is reasonably practicable

ULTRAVALVE LTD

SAFE WORKING PRACTICES

Lone Workers

We do not encourage lone working. Where possible, we try to ensure that there are other people on site. However the following process and controls will be adopted:

- Only competent persons will be allowed to work unsupervised
- Workers will only be allowed to operate alone if it is safe to do so and there is no potential of incident or accident due to the nature of the site, security arrangements etc.
- There MUST always be other persons on site (other sub-contractors or representatives of the customer) so that an employee is never totally alone. Where possible a contact name and number on site should be gained. They should be asked if they will be prepared to locate the person if they are not contactable at the requisite times
- First aid, welfare and health and safety arrangements must be made to ensure that the lone worker can receive emergency first aid, can have access to welfare and know who to report to in an emergency situation
- As a lone worker, you will be expected to contact the office by mobile telephone supplied, at agreed times each day and not exceeding 1 hour apart. This will indicate that you are safe and well
- Should you not contact the office at the agreed time, the office will contact you to ensure that you are safe and well
- Should the office not be able to contact a lone worker, they will inform the contact on site so that if possible they can try to locate them
- We will not assume that the contact on site is responsible for the lone worker and will offer to drive down to locate the lone worker if the contact on site is too busy or requires that we do so