

M V KELLY LIMITED

Civil Engineering & Building Contractors

A Guide to Health & Safety Practice on Site

[ISSUE 10]

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KEY CONTACT INFORMATION

Office	Address	Main Office Number
Shirley	151 Cranmore Boulevard, Solihull, West Midlands, B90 4LN	0121 708 5000
Northampton	5 Cygnet Drive, Swan Valley Way, Northampton, NN4 9BS	01604 586 700
Kirtlington	Kirtlington Business Centre, Slade Farm, Kirtlington, Oxford, OX5 3JA	01869 350 022
Coalville	6, 7 & 8 Phoenix Park, Telford Way, Coalville, Leicestershire, LE67 3HB	01530 830 454
Bromsgrove	Unit 5, Topaz Business Park, Topaz Way, Bromsgrove, B61 0GD	01527 300 207
Stafford	Unit 2, Hargreaves Court, Dyson Way, Staffordshire Technology Park, Stafford, Staffordshire, ST18 0WN	01785 750080

EMERGENCY

MV Kelly Emergency Hotline	0121 708 5099
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Consultation and communication is a legal requirement between its workforce and management. It is essential to promote and ensure the Health and Safety of everyone. This booklet is provided to demonstrate the standards the company wants to maintain. Please check the site notice boards for further information, safety campaigns & safety alerts.

INTRODUCTION

This Booklet is designed to give you guidance and understanding of the health, safety & environmental standards MV Kelly expects of its employees, contractors and sub-contractors.

You can prevent accidents and ill-health if you do your job properly and do not take short cuts.

Remember the two key principles of accident prevention and control

- Accidents are the direct result of unsafe activities and conditions, which you can control and manage.
- Health and Safety is managed by planning and control.

Many accidents happen during the first few days, while workers are familiarising themselves with the specific risks on a particular site.

- Do you know what you are to do?
- Have you got the right skills and knowledge to do the job?
- Have you the right equipment to carry out the work?
- Do you understand the hazards and risks involved?
- Can the work be carried out safely?
- Do you know what to do in an emergency?
- Do you know the site rules and procedures for the site?

If the answer to any of the above questions is 'NO' then you need to report to your supervisor or line manager.



It is Your legal responsibility to comply with the following:

- To co-operate with MV Kelly on all health, safety & environmental matters.
- To take care of yourself and others who might be affected by what you do or don't do.
- Not interfere with or misuse anything provided in the interest of health, safety or welfare.
- To report to your supervisor any situation which you consider represents a significant risk to your health and safety.

Unsafe Acts

When working with MV Kelly you must be able to challenge and report unsafe acts.

DO NOT WALK PAST AND IGNORE THEM?

As well as the information within this booklet you should be familiar with the following:

- Fire assembly points
- Who the First Aider is and how to contact them.
- Where the first aid point is and the welfare facilities
- Who to approach with health and safety queries

MV Kelly SHE policy statements can be found on the notice boards in all regional office, each construction site and on our website:

www.mvkelly.co.uk

MV KELLY / CLIENT - SITE RULES

Take time to familiarise yourself with MV Kelly's site rules, these are displayed in the MV Kelly site office, your site supervisor will go through these with you on your site induction.

When MV Kelly are sub-contracted and working under the client's management team you will attend their site induction, they will also have site rules you must follow.

Remember

- Site rules are there for your own protection so please abide with them.
- Some of our clients place further safety stipulations on MV Kelly, make yourself familiar with them.

ACCIDENT PREVENTION

Accidents are often caused by one or more of a number of factors which are all related to personal behaviour, such as;

- People not thinking about what they are doing.
- People not following instructions.
- Not using the training they have received.
- Improvising to save time.
- Not using the correct equipment or PPE.
- Carrying out work tasks on which they have not been trained.

When there is an accident usually someone gets injured, although there can be accidents where there is no injury, but this is often down to luck.

Even minor injury accidents can be painful and could prevent you working for several hours while you receive treatment, to several days while you recover.

To co-operate with MV Kelly ask yourself "Are you doing what you are supposed to?"

- Are you following the agreed safe system of work?
- Have you or do you report defects, not only in equipment but also in your ability?
- Are you wearing, or do you always wear the correct PPE?
- Do you know what you are using and how to use it correctly? If not, have you asked your supervisor?
- Have you kept your work area clean and tidy?
- Are you acting responsibly towards your fellow workmates?

The potential human costs of an accident where injury is the outcome can be severe, such as;

- Pain and suffering and possibly continued disability.
- Loss of earnings and possibly additional hardship due to a reduction or less income.
- Incapacity to do the same job where permanent disability is involved.
- Leisure activities disrupted or curtailed.
- Inability to support the family.
- Disruption to or break-up of relationships.

Remember

By working together we can help each other avoid accidents and ill-health.

Accidents are caused by unsafe people creating unsafe conditions. (Below hit an electric cable)



FIRST AID & ACCIDENT REPORTING

There still may be times, even when you have done your best to avoid an accident, you still have one or witness an accident.

Ensure you get first aid treatment immediately. Minor injuries that require first aid treatment can be quickly and effectively dealt with only if you know where the first aid box is.

Make sure you know where to go; you will be informed of its location during your site induction. If an ambulance is needed, make sure one is requested.

Secondly, and this is very important as it is a legal requirement, make sure the accident, if it involves personal injury of any kind, from a cut finger, dust in the eye to major injuries such as fractures, is reported to MV Kelly on the **Accident Incident Hotline number: 0121 708 5099** and details recorded in the site accident book.

The details can be entered by you or by someone acting on your behalf. Personal details, such as addresses are no longer retained in the accident book. The person completing the accident book must tear out the top sheet of the report and return it to the SHE Department for safe keeping.

Remember

All accidents are to be recorded in the site accident book from a cut finger to a major injury.

MV Kelly must be notified as soon as is practically possible on the Accident Incident Hotline: 0121 708 5099



PERSONAL PROTECTIVE EQUIPMENT (PPE)

MV Kelly, when carrying out the risk and COSHH assessments will have tried to eliminate or control the risks identified. Only where there are risks that cannot be fully eliminated or controlled should PPE be provided. In other words, the wearing of PPE should always be a last resort. **Please see opposite for mandatory PPE.**

However the nature of the work that tradespersons carry out means that in many cases you will be required to wear PPE of some kind to protect yourself against injury and ill-health. What PPE you are required to wear should be identified from the risk assessment.

MV Kelly will, before issuing any PPE, ensure it is both approved for use, i.e. has been CE marked and that the PPE is suitable for the task, i.e. it provides the right level of protection to the right part of the body for the work circumstances. Information on the PPE can often be found on the packaging that the PPE came in, so don't just discard it, read it or get someone else to explain it to you, preferably your supervisor.

Mandatory PPE - There are 3 types of mandatory PPE that must be worn at all times when working for MV Kelly:

- 1. Head Protection (Safety Helmet)** - Must conform to EN 397 standard and must not exceed the recommended shelf life of 5yrs.
- 2. Foot Protection** - The features of the safety footwear worn must include steel toecaps, steel mid-soles, slip resistant soles and a degree of insulation against heat and / or cold, minimum standard of EN 20345-SB-P.
- 3. High visibility clothing** - Class 2 waistcoats/Jackets (supplied by MV Kelly)

Remember - PPE is provided where necessary to maintain your health and safety.

PLANT AND EQUIPMENT

MV Kelly prides itself on the quality of mobile plant it uses. Nearly all mobile plant is less than three years old so please look after it as if it was your own. All mobile plant has the MV Kelly logo on it and is a key part of selling and marketing the business for all to see including the public and potential clients

- All plant operators must hold a current, relevant certificate of training either a CPCS card or NPORS Card, this must be displayed in your arm band.
- Always wear the seatbelt.
- All plant to have 'Thumbs Up' stickers



- Do not leave plant running unattended (switch off and remove keys). Ensure all faults/defects are reported immediately to the Supervisor.
- At no point are dumpers, rollers, forklifts or track airs to access any stockpile or spoil heap at any level
- Only experienced/trained Dumper drivers are to operate 1T Dumpers/Skip Loaders
- All buckets must be stored in a designated signed and fenced bucket changing area.



Remember

MV Kelly takes great pride in the condition of its fleet of plant. Look after the plant as if it were your own.



Remember

Never leave plant running, always turn it off and remove the keys.

Never stand/sit on the dumper whilst it is being loaded.

Always wear the seat belt as it is intended.

Always inform your supervisor of any defective plant

Always store the excavator buckets/quick hitch attachments in the 'Bucket Changing Area'



PLANT AND EQUIPMENT

Quick Hitch Attachments

All MV Kelly excavators 8T and above are equipped with automatic quick hitches. 5T Excavators are equipped with either manual or fully automatic quick hitches. Excavators 3T and below are all equipped with manual quick hitches. (MV Kelly do not allow the use of semi-automatic hitches)

Action by users of quick hitches

Before first use the operator must complete the Pre-use Quick Hitch Checklist.

Those in control of the work should ensure that adequate precautions are in place. The precautions to be taken should be identified by a comprehensive risk assessment and should include:

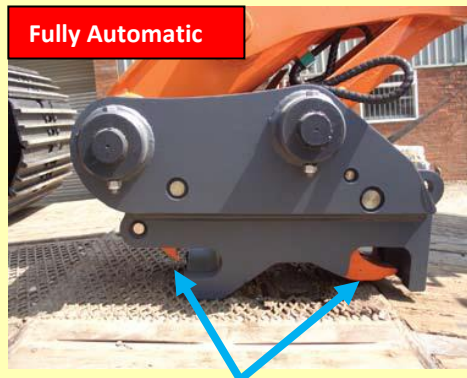
- Excavator operators should be competent to use the specific hitch on the machine they use;
- The manufacturer-specified retaining pin must be available on the machine;
- Operators should only use pins which have been designed for this specific use;
- There should be a system for checking that the pin is in place on the hitch before starting the work and every time a different attachment is fitted;
- Operators should be instructed not to use the machine unless they are satisfied that the quick hitch is secured in place. If the operator cannot see from the cab of the vehicle due to poor weather, then they must visually check from the ground;
- Those in control of sites should undertake random checks to ensure the precautions are being implemented.

Remember

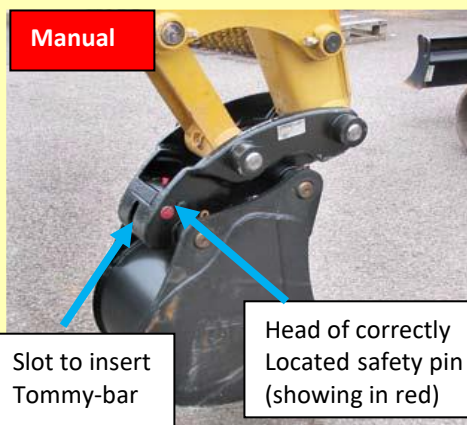
Operators must complete the Pre-use Quick Hitch Checklist **before** first use and familiarize themselves with its operation.

Lasers

- Only lasers which are marked Class 1 or Class 2 are to be used on our sites.
- Equipment must be kept under the control of the trained operator or stored to prevent unauthorized access.



Hydraulically operated pivot pin retaining mechanisms (in orange)- the hydraulic hose connections can be seen at the top of the picture.



With Tommy-bar operated retaining mechanism



With ratchet operated retaining mechanism

UTILITIES

Underground Utility Services

Under no circumstances are excavations / ground penetrations to be carried out until a 'Permit to Dig' has been completed and existing Utility drawings been consulted.

All sites are issued with an existing utilities folder. The folder contains information about the services you may come across on site.

Overhead Power Lines

Before any works can be undertaken below or close to overhead power lines consultation with the electricity supplier must be sought to determine working distances. This also includes travelling underneath them.

- Erecting of goalposts and warning signage.
- Restrictors fitted to excavators that are required to work under the power lines.

Service Connections

Follow the MV Kelly procedure for backfilling around new services and service pits.

Remember

Before you excavate

- Existing utility drawings must be consulted
- A scan of the working area must be done by a trained person
- A Permit to Dig must be completed

Overhead Powerlines

- Consultation with service owner
- Goalposts & warning signage
- Restrictors fitted to plant



1. Service Pit prepared fully at Stage 1



2. Vertical sleeves placed to protect any purge valves (nipples). Loaded with sand and marker tape



3. All mains correctly backfilled (sand & marker tape)



4. Service Pit filled with waste/fill sand



5. Sand then blinded with Type 1 MOT stone



6. Preparing for future gas and water connections with timber bearers and sprayed brick over vertical sleeve



7. Completed Stage 1 footpath with pit ready to be excavated at stage 2 (future connections)

EXCAVATIONS

Excavations

No excavations are to take place without a Permit to Dig.

- All excavations and manholes must be guarded or securely covered at all times - day or night. Do not leave them unprotected at anytime and report any unguarded areas. Think of children that may break in after hours. See method statements and risk assessments for further information.
- If working in manholes/deep structures then ensure that adequate steps are taken to prevent collapse (see method statements & risk assessments).
- Any and all excavations have the potential to collapse and cause death or serious injury to you, they must be shored or adequate steps taken to prevent collapse (see method statements & risk assessments).
- Mechanical excavation **must not** take place within **500mm** of any service. Hand tools only to be used – No pins within 1m of a known service.

Remember

Before you excavate

- Existing utility drawings must be consulted
- A scan of the working area must be done by a trained person
- A Permit to Dig must be completed

NO CAT SCAN - NO PERMIT - NO DIG

ABRASIVE WHEELS

- Operatives can only use saws once fully trained and competent to do so. Training can be provided by our in-house trainer.
- Operatives must report any equipment faults to the supervisor.
- Operator must wear the correct PPE for protection. Others working in the same area may also require PPE.
- When cutting Concrete based products the operatives must use a water bottle attached to the saw and wear an FFP3 dust mask. This is a Mandatory requirement.
- A 'Hot Works Permit' will be required when working in areas where combustible materials are stored. If possible carry out the cutting away from these areas. Ensure the correct Fire Extinguishers are in place.
- Face fit testing is carried out on induction.



Remember

- Only trained operatives can mount blades.
- FFP3 Type dust masks must be worn by the user (and those in the vicinity of the works if affected by the dust).
- Dust to be suppressed by using a water bottle attached to the saw.



- Safety goggles must be worn (and those in the vicinity of the works if affected by the noise).
- Hearing protection must be worn.
- If working in occupied areas consider shielding the work and obtain hot works permit if required.

CONFINED SPACES

Where work in confined spaces is required then adequate means of control must be in place. In all cases, a permit to work system must be in place and all operatives involved must be trained in accordance with the Confined Spaces Regulations 1997.

The basic procedures below must be adhered to:

- Are you and all operatives involved in the work activity appropriately trained in confined space works and hold valid certificates?
- Has the confined space risk assessment been consulted, understood by all and control measures carried out.
- Is there a tripod and winch available with a 6 month thorough examination certificate?
- Has a harness been provided with a 3 month formal inspection certificate?
- Is there a calibrated gas detector/monitor available for use?
- Is there an emergency escape kit? Has it been inspected?
- Are breathing apparatus available? Have they been checked for suitability for person wearing them if required to do so?
- Are tools and lighting equipment provided and if so are they non sparking/ BASEEFA approved?
- Are there available means to help aid with safe access and egress, i.e. suitably tied ladders where necessary?
- Has a first aid kit been provided?
- Has an emergency plan been established so all personnel involved know what to do should anything go wrong?
- Has the area been securely signed and fenced off?
- Have all operatives involved been briefed on the permit requirements?
- Has the confined space been adequately vented and hazardous materials removed?
- Has the i) confined space been environment air tested ii) the gas detector been left in the confined area and iii) is it safe for entry?

Do you need to enter the confined space? I.e. when constructing new manholes, leave the biscuit off until the benching is complete this preventing a re-visit that must be done under confined spaces procedures.

Remember

- Only trained operatives with the correct training can carry out work/enter a Confined Space.
- A Permit to Enter must be completed by those trained to do so.
- There must be a minimum of 2 trained persons present at all times.
- Always ensure the work is planned, you have the correct equipment and in-date certification for that equipment
- An emergency rescue plan must be in place.

Remember

- Gases may build up in manholes, even when newly constructed. Do not enter manholes unless authorised - your supervisor will be responsible, and a confined space entry permit will be required.



MANUAL HANDLING

MV Kelly risk assess most manual handling work activities, however there are always situations that are new, use the TILE Manual Handling assessment (HS20) if the activity has not been risk assessed already.

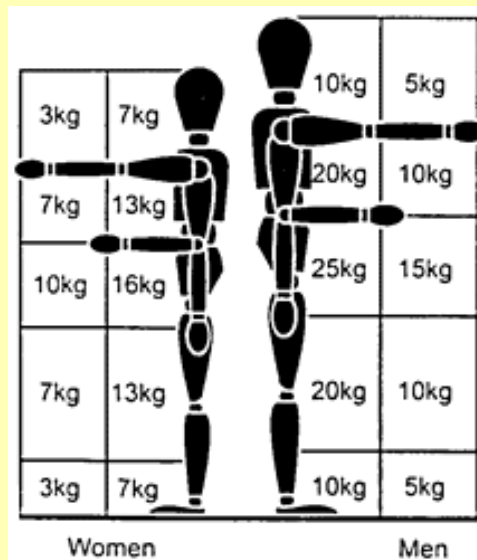
We are all physically different and we each have our own lifting capabilities; the diagram shows the weight limits that give reasonable protection to nearly all men and between half to two thirds of women. Use it and the information below as a guide to safe lifting.

- 1. Stop and think about the lift:**
 - Think about where the load will be placed
 - Get help (if you know you are ordering something heavy that will arrive at Goods In, ask a colleague for help)
 - Get handling aids if needed (e.g. kerb lifters)
 - Ensure there are no obstructions in your path
 - Consider wearing gloves (the load may be hot/cold)
- 2. Position your feet so that they are apart with the leading leg as far forward as is comfortable.**
- 3. Adopt a good posture before lifting the load**
 - Bend your knees
 - Lower your body (keeping your back straight) to such a level that when grasping the load your hands are nearly level with your waist
 - Keep your shoulders level and facing the same direction as your hips
- 4. Get a firm grip**
 - Hook your fingers under the load if possible
 - If necessary lean forward a little over the load to get a good grip
 - Keep your arms within the boundary formed by your legs
- 5. Raise the load**
 - Raise your body by straightening the knees keeping your back straight
 - Do not jerk or twist while lifting
 - Keep close to the load ensuring the heaviest side is nearest the body
- 6. Put the load down and then adjust its position ensure there is no gap between you and the work surface onto which the load is being lifted.**

Remember

We are all different and have our own lifting capabilities.

The chart below is a guide only.



Lifting Capabilities Chart



Ask for help, don't try and lift loads you are not capable of lifting!

WORKING AT HEIGHT

In accordance with regulations all work at height must be properly planned and organised, ensure that;

- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

The offloading of any lorry or trailer constitutes working at height and as such the operatives accessing and working on the back of a lorry need to be protected. Either a fall arrest system or bean bag system should be in place with a secured ladder for access.

Remember

- Avoid working from height if possible.
- If working from height cannot be avoided fall protection must be used.
- all work at height must be properly planned and organised;
- all work at height must take account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- equipment for work at height is appropriately inspected;
- plan for emergencies and rescue

NOISE & VIBRATION

Exposure to relatively high noise levels for long periods causes permanent damage to hearing.

As a guideline to noise levels, if you have to shout to make yourself understood at 2 metres, the noise is about 85dB. If you have to shout at 1 metre, the noise is about 90dB.

Operatives are to record usage of vibration omitting equipment, safe levels of usage can be found within the supplier's literature.

Always refer to the manufacturers expected noise and vibration levels given off by specified tools, equipment and operations.

Remember

Record usage of vibrating plant on the HAVS recording sheet.

WEILS DISEASE (LEPTOSPIROSIS)

Persons working on plant and equipment which may have had contact with rat's urine, or water contaminated by rats (sewage) may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or accidental ingestion through the nose or mouth.

Personnel working on plant and equipment or sewage that are likely to have been contaminated should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing.

After contact, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

Information on Weils Disease

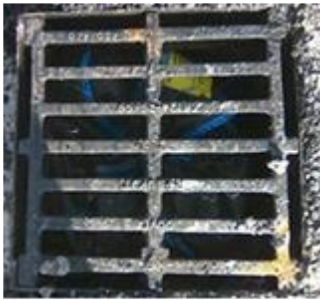
Weils disease starts with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.

Further Information regarding Weils Disease (Leptospirosis) can be found on the internet.

<http://www.hse.gov.uk/pubns/indg84.pdf>

ENVIRONMENTAL PROTECTION

Good Practice – As a reminder of MV Kelly Environmental procedures please see below examples:



Gully bag silt protection



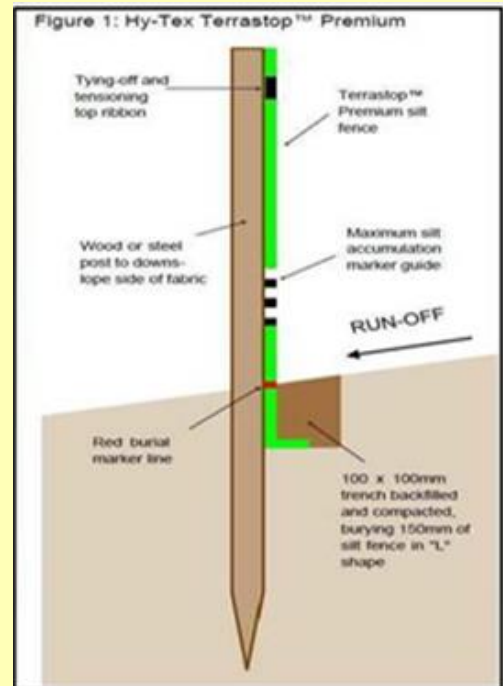
Silt busters fitted on pumps during dewatering operations



Prevention of silt run off entering water course

Remember

- Use Gully bags for silt protection on roads
- Silt busters may be required when pumping water
- Terrastop & hay bales can be used to prevent silt run off entering water courses



- Diesel tanks are to be stored a minimum of 10m away from a water course, ditch or drainage channel.
- Spill kits to be stored within diesel tank set-up
- Wheel washing facilities/jet wash to prevent mud entering the Highway
- Well maintained plant to prevent leaks, excessive noise
- Use only metered standpipes issued via a license from the local water authority. Illegal standpipe use is against MV Kelly Policy, anyone caught using one will be subject to individual prosecution by the water authority.
- Consult the construction phase plan for more detailed Environmental information on each project.

DRUGS & ALCOHOL TESTING

The taking of Drugs/Alcohol on site is strictly forbidden, random testing is carried out throughout the year. For more information please refer to the MV Kelly Drugs & Alcohol Policy which can be found on our website at www.mvkelly.co.uk