



**Policies and
Safe Working Procedures**

Field Systems Designs



FIELD SYSTEMS DESIGNS HOLDINGS PLC

POLICIES

&

SAFE WORKING PROCEDURES

FSD

FIELD SYSTEMS DESIGNS HOLDINGS PLC

POLICIES & SAFE WORKING PROCEDURES

TO:

FROM: Field Systems Designs Holdings plc

DATE:

Please find enclosed copy of Field Systems Designs Holdings plc - Policies & Safe Working Procedures. FSD 1199 Issue J - June 2023

Please sign and return the attached slip confirming receipt of same.

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FIELD SYSTEMS DESIGNS HOLDINGS PLC

POLICIES & SAFE WORKING PROCEDURES

TO: Field Systems Designs Holdings plc

FROM:
Print Name -----

I confirm receipt of Field Systems Designs Holdings plc - Policies & Safe Working Procedures, FSD 1199 Issue J and have read and acknowledge the contents of them.

I understand that these are a legal and company requirement and that I will work to these procedures.

SIGNED: -----

DATE: -----

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FIELD SYSTEMS DESIGNS HOLDINGS PLC

Incorporating
FIELD SYSTEMS DESIGNS LTD
&
FSD MECH LTD

SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY POLICY

The Board of Directors of Field Systems Designs recognizes that the disciplines of Safety, Health, Environmental and Quality (SHEQ) & wellbeing management are an integral part of its management function. The Board of Directors is committed to adopting a risk-based approach to these disciplines as the key to good business practices with the needs of the interested parties taken into account at all times.

The SHEQ policy commits the Board of Directors to continuous improvement in its SHEQ management activities and for the business to be conducted according to the following principles:

- Compliance with all applicable laws, regulations and client requirements
- Adoption of a proactive approach to continuously improve all areas of the organizations business and make best use of its resources in all SHEQ matters.
- Meeting clients' needs and requirements whilst endeavouring to minimise adverse environmental aspects and pollution and protecting the environment.
- Communicate its SHEQ objectives and targets and its performance against these targets throughout the organization and to interested parties, contractors etc.
- Carrying out periodic reviews of the SHEQ objectives and targets to ensure their continuing suitability with current legislation.
- Carrying out Periodic wellbeing checks on all staff to ensure a healthy workforce.
- Taking care to ensure that activities are safe for employees, subcontractors and any others who are likely to be affected by the organization's operations, by reducing risks and 2-way communication in our commitment of the elimination of hazards. This also includes providing occupational Health Surveillance.
- Work within the requirements of ISO19650-1&2 (BIM) on all projects that have the capability to do so, as per client specification & scope of works.
- Coordinating with clients and suppliers to ensure the maintenance of the highest SHEQ standards to include compliance with Client Group and Company Standards whilst working on any projects within Client infrastructure.
- Constantly reviewing technologies, Lifecycles, materials, products and practices which may improve the SHEQ performance.
- Regularly review training records to ensure that all staff are trained to the highest standard in all requirements of the SHEQ and to ensure sufficient resources are available.
- Review this policy every year.

To assist the organization in achieving its SHEQ requirements the Board of Directors are committed to maintaining the Management Systems to sustain registration to ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, BS EN ISO 19650:2:2018 & ISO 14064-1:2006.

Signed.... Ross Hunter
Operations Director



FIELD SYSTEMS DESIGNS HOLDINGS PLC

Date...05/06/2023

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&

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ALCOHOL & DRUGS POLICY

This policy applies to all workers of Field Systems Holdings PLC

FSD is committed to providing its workers with a safe working environment. Working whilst under the influence of alcohol or drugs is likely to compromise both the worker's ability to perform and the safety of the working environment. The consumption of alcohol, and the consumption, possession or supply of illegal drugs within working hours and / or the workplace are therefore strictly forbidden.

FSD also recognises that alcohol and drug dependency is primarily a health problem and that sufferers require treatment and assistance. The Company encourages all employees to raise their concerns about any alcohol or drugs related issues so that it can offer support to help those who need help.

The purpose of this Policy is as follows.

- To have a working environment free from the effects of drugs and alcohol
- To encourage employees who know or suspect that they have an alcohol or drug related problem to seek help voluntarily and provide assistance to these employees to overcome their problem.
- To provide practical guidance on how to deal with drugs or alcohol related problems effectively.
- To promote a climate which will reduce the tendency to conceal or deny alcohol or drug related issues by enhancing awareness; and to provide a supportive framework for those who come forward with a drugs or alcohol related problem.

Within this policy you will find details of FSD's position on: -

- Definitions in terms of drugs and alcohol
- Obligations of workers
- Alcohol and drugs in the workplace including the limits and levels applied in tests.
- 'With cause' testing
- Random Testing
- Alcohol consumption during Company events/ hospitality/ entertaining

With regard to alcohol and drug dependency, you will find details of FSD's position on: -

- alcohol and drugs dependency
- the warning signs of alcohol and drugs dependency
- what to do when a worker is suspected of having an alcohol or drug related problem
- how the Company can assist employees with alcohol or drug dependency
- what happens in cases of relapse for those undergoing treatment to cure an alcohol or drug dependency?

1. Definitions and Obligations of Employees

1.1 What is the definition of 'alcohol' or 'drug' related problem?

- 1.1.1 Alcohol is a condiment, food additive or beverage which contains alcohol in any form. For the purposes of this policy, "alcohol related problem" is defined as any consumption of alcohol which interferes with a worker's health, safety, welfare and performance in any aspect of employment.
- 1.1.2 Drugs are defined as illegal substances, prescribed and over the counter medicines. For the purposes of this policy, "drug related problem" is defined as any use of drugs or any other substances (which in themselves may be legal, such as glue or other solvents) which interferes with a worker's health, safety, welfare and performance in any aspect of employment.
- 1.1.3 Please note that prescribed medicines (including over the counter medicines) can affect and impair individual's ability to perform their work safely and competently – please ensure that you are safe to attend work and are aware of any side effects and have notified your line manager.

1.2 What are my obligations as an employee / worker?

- 1.2.1 Workers have a responsibility to be aware of and comply with this Policy to ensure that their performance or ability to carry out work safely and competently is not impaired in any way.
- 1.2.2 Workers must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their work safely and competently is impaired in any way.
- 1.2.3 Workers must inform the Company of any prescribed drugs that may affect their ability to drive, operate machinery or their ability to perform their role safely and competently.

2. Alcohol and Drugs in the Workplace

2.1 What is FSD's position on Alcohol and Drugs in the workplace?

- 2.1.1 The Company does not permit the consumption of alcohol during the working day or in the workplace. For the avoidance of doubt, working day refers to the working hours plus that of rest breaks (e.g., lunch). Additionally, the term workplace refers to any location which the worker attends in the course of carrying out their duties including, but not limited to, the employee's normal place of work, all FSD or Client sites/ offices, any off-site meetings, conferences or training courses.
- 2.1.2 The Company does not permit the possession or use of drugs in the workplace, unless taken for medical purposes and the worker is considered fit and safe to work.
- 2.1.3 For cases in which a worker has to take prescribed drugs with debilitating side effects, please contact your line manager.
- 2.1.4 Workers are forbidden to sell alcohol or drugs on the Company premises under any circumstances. Please note that under the Misuse of Drugs Act 1971 possession and sale of drugs is illegal and any employee found to be in possession of/ and or selling such substances will be reported to the Police.
- 2.1.5 Workers should not attend work under the influence of alcohol or drugs (unless taken for medical purposes and it is safe to do so).
NOTE: certain prescribed drugs even when prescribed may cause a person to fail a statutory police drug driving test. For further information always ask your GP what duties you are allowed perform i.e., driving or working with machinery.

It is your responsibility if you are taking medication to ensure you are safe to drive and to work with equipment, if in doubt do not drive or work with any equipment.

You must inform your line manager or HR if you are taking medication which could affect your ability to perform your duties safely.

2.2 What happens if a worker does not comply with this Policy?

- 2.1.1 Where an employee does not comply with this Policy, they will be treated in accordance with the Company's disciplinary procedure which may lead to dismissal. Please refer to the Disciplinary Policy for further information. This maybe Gross Misconduct
- 2.2.1 Any employee who brings, sells or takes drugs within working hours and / or on FSD premises and sites, with the exception of those prescribed on medical grounds, will be deemed to be committing an act of gross misconduct.
- 2.2.2 Where a non-employee does not comply with this Policy their services will be terminated.

3. Alcohol Consumption during Company Events/ Hospitality/ Entertaining

- 3.1.1 Workers representing FSD at an event where alcohol is served are expected to behave responsibly and act in accordance with the Company's acceptable standards of conduct and safety. Examples of unacceptable conduct include, behaving in a manner that, in the Company's view, may cause offence, distress, embarrassment, a health and safety risk to the individual or others at the event, and continuing to drink alcohol when requested to stop.
- 3.1.2 Where an employee representing FSD behaves in a manner that is contrary to FSD's acceptable standards, they will be treated in accordance with the disciplinary procedure as appropriate.
- 2.1.3 Where a non-employee representing FSD behaves in a manner that is contrary to FSD's acceptable standards of conduct and safety, their services will be terminated immediately.
- 3.1.4 Any Company endorsed event at which alcohol is served must be authorised by the relevant Director. To apply for authorisation, please email the relevant Director.

4. Alcohol and Drugs Testing

4.1 Reasons for Testing and Application of Testing

FSD has a duty of care to all workers and testing is carried out to ensure that all workers, contractors and Clients are in a safe environment, where all individuals' health, safety and welfare are treated as paramount. It is a condition of your employment or contract with FSD that you agree to be tested if requested.

Testing is not intended to discriminate against any group or individual.

4.2 “With Cause” Testing

- 4.2.1 With cause testing will be carried out where there is a reasonable and genuine belief that an individual could have been or is under the influence of drugs and/ or alcohol. This may be as a result of.
- a workplace incident or accident
 - behavioural, performance or attitudinal changes
 - discovery of an alcohol container with a broken seal
 - an individual found to be in possession of illegal drugs.

Please note this list is not exhaustive.

- 4.2.2 Workers will be tested for alcohol and all illegal substances/ misuse of drugs. The tests carried out will be breath and urine tests and will be carried out by FSD’s chosen third party/ senior representatives of Field Systems Designs. The 3rd party provider will employ appropriately qualified and trained staff to perform the tests and will provide the relevant laboratory analysis by appropriately, trained, qualified and proficient staff.

- 4.2.3 The limit for alcohol for this Policy and respective tests is the Government’s legal drink/ drive limit. The current legal alcohol limit for drivers in the UK is:

| Level of alcohol | England, Wales and Northern Ireland | Scotland |
|--|--|-----------------|
| Micrograms per 100 millilitres of breath | 35 | 22 |
| Milligrams per 100 millilitres of blood | 80 | 50 |
| Milligrams per 100 millilitres of urine | 107 | 67 |

However, this may be changed from time to time to reflect any changes in the drink/ drive legislation.

- 4.2.4 The Company takes a “zero tolerance” approach to consumption of alcohol (possession or supply) of illegal drugs.
- 4.2.5 Any drugs prescribed on medical grounds will be assessed in accordance with established legal and medical practice.

4.3 Random Testing

- 4.3.1 Random testing applies to all workplaces; this covers both sites and offices.
- 4.3.2 Random testing will be carried out by FSD’s chosen third party, as per “with cause” testing and/or by senior representatives of FSD. The provider/Tester, on arrival at a workplace will be provided with a register of workers at that place on the day. From this register, a sample of employees will be selected at random. FSD site personnel will have no involvement or influence on the selection process chosen by the testing agent.

Where the tester has been requested to attend site and will be arriving after the employees end of shift then the employee must either remain at site or return to site to be tested on the arrival of the tester. Failure to do this will be construed as failure to test.

- 4.3.3 Random testing will be carried out in accordance with 4.2.2 – 4.2.5.

4.4 What is FSD's position on workers who refuse or fail to comply with the testing process?

4.4.1 Where an employee fails to comply with any aspect of the testing process, whether random or with cause, this will be viewed seriously and will be treated under the Company's Disciplinary Policy, which may result in dismissal.

4.4.2 Where an employee attempts to falsify test results, whether by tampering with, or substituting specimens or by seeking to change or otherwise influence results will be dealt with under the Company's Disciplinary Policy, which may result in dismissal.

4.4.3 Where a non-employee fails to comply with any aspect of the testing process whether random or with cause, without good reason, their services will be terminated.

4.4.4 Where a non-employee attempts to falsify test results, whether by tampering with, or substituting specimens or by seeking to change or otherwise influence results, their services will be terminated.

4.5 What will happen if I do not agree with the test result?

4.5.1 Where a worker disagrees with a positive test result, the same sample will be re-tested.

5. Alcohol and Drug Dependency

5.1 What is FSD's position on workers who have an Alcohol or Drug dependency?

5.1.1 FSD encourages any worker who is dependent on alcohol or drugs to undergo treatment prescribed by a qualified practitioner.

5.1.2 Where an employee volunteer's information regarding an alcohol or drug dependency the Company will provide support, counselling and time rehabilitation where appropriate. The timeframe for rehabilitation and associated time off will be managed on a case-by-case basis, dependent upon numerous factors including, but not limited to, the nature of the employee's addiction and role.

5.2 What characteristics could indicate that a worker has a dependency on alcohol or drugs?

5.2.2 A worker's dependency on drugs and / or alcohol can come to light in various ways. The characteristics outlined below may indicate an alcohol or drug related problem. Any of these behaviours may lead to a "with cause" test being requested.

Warning signs of alcohol or drug dependency include:

Absenteeism

instances of unauthorised leave

frequent Friday and / or Monday absences

leaving work early

lateness (especially when returning from lunch)

excessive levels of sickness absence

strange or increasingly suspicious reasons for absence

unusually high level of sickness for colds, flu, stomach upsets

unscheduled short-term absences, with or without explanation

* Please note this list is not exhaustive.

Work Performance issues

difficulty in concentrating.

tasks requiring increased effort.

individual tasks take more time.

problem with remembering instructions or own mistakes.

mood swings

irritability

depression

general confusion

* Please note this list is not exhaustive.

5.3 I suspect that a worker has a drug or alcohol related problem. What should I do?

5.3.1 If any worker suspects that another worker has a drug or alcohol related problem, they should speak to someone within the Human Resources team or the individual's line manager. Do not speak to the worker concerned.

5.3.2 All related discussions thereafter are strictly confidential. The individual with the alleged problem must be protected. Any employee who discloses personal or confidential information regarding another worker, unless in an official capacity, will be subject to disciplinary action.

5.3.3 Any non-employee who discloses personal or confidential information regarding another worker, unless in an official capacity, will have their services terminated.

5.4 What happens if a worker denies that alcohol or drugs are the cause of their performance, conduct or attendance at work?

5.4.1 If this is the case for an employee, and a "with cause" drugs and alcohol test has been requested, the disciplinary or capability procedure may be invoked dependent upon the circumstances. Where an employee tests positive for drugs and/ or alcohol, the outcome of a disciplinary or capability process may include dismissal.

5.4.2 Where a non-employee denies that drug and/ or alcohol is the cause of their performance, conduct or attendance and a subsequent 'with cause' test is positive, their services will be terminated.

5.5 What assistance will FSD provide to employees who seek help voluntarily?

5.5.1 FSD encourages employees who believe that they have an alcohol or drug related problem to seek help voluntarily from a qualified practitioner or recognised support group.

5.5.2 Where an employee volunteer's information with regards alcohol or drugs addiction, FSD can offer assistance through Validium and the Company's SHEQ Manager.

5.5.3 Whilst undergoing treatment an employee may be entitled to Company Sick Pay and, if deemed appropriate, the terms of the Company Sick Policy will apply.

6. Alcohol and Drug Dependency and the Disciplinary Process

6.1 What happens when an employee's drug or alcohol problem is discovered during a disciplinary case for another matter?

6.1.1 Where the employee volunteers' information regarding alcohol and drug dependency during a disciplinary case for a separate matter, the dependency will be taken into consideration with regards any sanction.

7. Relapses of Drug or Alcohol Dependency

7.1 What happens if an employee has received treatment for their alcohol or drug dependency, but suffers a relapse?

7.1.1 Employees who have received Company support as per section 5.5 of this policy will be subject to "with cause" testing, prior to return to work and for a period of up to six months thereafter.

7.1.2 Where an employee has received Company assistance and subsequent testing provides a positive result or the employee volunteers that they have suffered a relapse, FSD may take further disciplinary action as appropriate in the particular circumstances, up to and including dismissal.

7.2 What happens if an employee has received or is still receiving treatment, but their recovery is unlikely?

7.2.1 Where recovery is unlikely, the capability or disciplinary process may be invoked dependent upon the particular circumstances. Employees will be advised of any action.

7.2.2 Medical advice will be sought before any final decision is taken.

Glossary of Terms

| | |
|------------------------|---|
| Employee - Worker - | All persons holding a contract of employment with FSD Ltd / FSD Mech Ltd All persons representing the Company, this includes persons holding a permanent or temporary contract, all consultants, and those engaged through an employment agency. |
| Non-Employee - | Persons representing the Company who do not hold a contract of employment with FSD Ltd / FSD Mech Ltd |

Associated Policies

Disciplinary Policy
Sick Pay Policy
Health & Safety Policy

Other Helpful Information / Links

Occupational Health
Validium – 0800 3 58 48 58
Alcoholics Anonymous – 0845 769 7555
Drugs line – 0808 1 606 606
FRANK (Drugs information/ support) – 0800 77 66 00
Bupa Employee Assistance Programme - 0800 269 616

By order of the Board of Directors
of FIELD SYSTEMS DESIGNS HOLDINGS PLC

R. Hunter



Operations Director
FIELD SYSTEMS DESIGNS HOLDINGS PLC

Date ...05.06.2023

FIELD SYSTEMS DESIGNS HOLDINGS PLC

Incorporating

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GLOVES POLICY

The Board of Directors of FSD has considered the current situation relating to many client's requirements on the wearing of gloves.

The Board regard all safety issues to be of paramount importance, consequently they have issued a Policy that ALL FSD EMPLOYEES & CONTRACTORS when attending/Working on all sites will wear suitable gloves outside of the Offices/Messing/Welfare facilities.

The preferred gloves are " Perfect Fit". These are not always practical for some company tasks, in which case a concession to use fingerless must be obtained.

When using open blade knives for the purpose of glanding for example, the use of cut 5 gloves would reduce the risk of injury to the hands and therefore should be used.

These gloves may provide additional protection against Hand Arm Vibration Syndrome by keeping the hands warm.

All office personnel attending site should obtain a pair of these gloves and maintain the gloves in their PPE kit.

The gloves should be issued as part of Safety Equipment at the commencement of employment on site.

There are no exceptions unless the wearing of the gloves creates a risk, and a risk assessment has clearly identified this risk and put alternative control measures in place.

Failure to comply with this policy may result in Disciplinary Procedures being activated.

By order of the Board of Directors
of FIELD SYSTEMS DESIGNS HOLDINGS PLC

Ross Hunter
Operations Director
FIELD SYSTEMS DESIGNS HOLDINGS PLC



Date...05.06.2023

FIELD SYSTEMS DESIGNS HOLDINGS PLC
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HEALTH AND SAFETY TRAINING MANAGEMENT

Field Systems Designs Holdings PLC is committed to providing adequate Health and Safety training for all employees, sufficient to enable them to carry out their work safely and without risk to themselves or others.

The company monitors all activities that are carried out by its staff and sub-contractors. Regular inspections are carried out at its offices and all sites.

Sub-Contractors are required to provide details of Safety Policies, confirm that operatives have been given sufficient training, and make records available to audit or for inspection.

Regular Toolbox talks are provided to all operatives on site including Sub-Contractors.

All hazards and unsafe practices must be reported immediately to the Site Manager who in turn must advise all employees of the required actions or provide additional training to ensure their safety.

All employees who drive vehicles on company business are referred to the company "Drivers Handbook".

The company utilises the services of MAKEUK, Health and Safety Division as consultants.

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

Most Field Systems Designs Holdings PLC employees and sub-contractors will have cause to use substances or equipment which contain potentially harmful substances. In the offices these will include correction fluids, aerosol sprays and solvents, photocopiers and printers. On the sites and in the workshops, these will include solvents, adhesives, paints, lubricating oils, cutting compounds, cleaning fluids and microbiological risks.

All such products and risks must be assessed under the COSHH Regulations. These assessments lay down a controlled and systematic approach to using and handling the materials thus protecting the people who are using them.

It is the responsibility of all employees of the company, but particularly front-line managers and supervisors, to ensure that all hazardous substances are assessed, and the correct advice is received and available to all users.

Materials should only be used for their intended purpose. A copy of the COSHH Assessment must be available at the point of distribution for the guidance and information of all users.

Employees must make full use of any protective equipment that is supplied or required. If any contamination is experienced reference to the supplier's product sheet and the local medical facilities must be urgently made.

Do not eat or keep food in the area of hazardous materials.

Dispose of empty containers as per the manufacturer's instructions and in accordance with the company's Safety, Health, Environmental and Quality Policy.

Store only the minimum quantity required of the hazardous material and ensure the containers are sufficiently and properly labelled.

Health surveillance may be in place for certain substances and employees will be screened as required and symptom information will be made available to them i.e., Dermatitis symptoms as part of toolbox talks.

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RIGHT TO REFUSE TO WORK POLICY

The Employment Rights Act 1996 gives employees the right to refuse to work or to leave their place of work if they believe there is a serious and imminent risk of danger to themselves or others.

In the event of this circumstance the employee must report immediately to his "Direct Superior" (DS) at that time.

The DS must then record the reported incident in the daily diary and record the incident as a near miss. He will then carry out a thorough investigation of the situation.

If the problem is not of FSD's making the client must be immediately informed in order that he may direct others to take action.

Work may only be continued once the hazard has been eliminated or reduced to an acceptable level and agreed by all parties.

During the period of investigation and remedial action being taken, the employee is to be repositioned on other work. If no other work is available, the employee will be stood down on full pay until further work is available.

If an employee believes he has been victimised as a result of making the report, he has right of appeal to the Operations Director for evaluation under the Company Grievance Procedure.

The Operations Director will investigate the complaint and report the results of his investigation to the employee and the Company Management Board.

By order of the Board of Directors
of FIELD SYSTEMS DESIGNS HOLDINGS PLC

Ross Hunter
Operations Director
FIELD SYSTEMS DESIGNS HOLDINGS PLC



Date...05.06.2023

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OCCUPATIONAL HEALTH POLICY AND PROCEDURE

Policy

Occupational health is a shared responsibility. Under Law: -

- Field Systems Designs (FSD) is responsible for the health and safety of its employees,
- Employees are responsible for their own health and safety.
- We all have to take responsibility for the care of the health and safety of others.

Occupational health embraces:

- The effect of work on health, whether through sudden injury or through long-term exposure to agents with latent effects on health, and the prevention of occupational disease through techniques which include health surveillance, ergonomics, and effective management systems.
- The effect of health on work, bearing in mind that good occupational health practice should address the fitness of the task for the employee, not the fitness of the employee for the task alone.
- Rehabilitation and recovery programmes.
- Helping the disabled to secure and retain work where appropriate.
- Managing work-related aspects of illness with potentially multi-factorial causes (e.g., muscular-skeletal disorders, hearing, sight) and helping employees to make informed choices regarding lifestyle issues.

FSD works in partnership with its employees to:

- Build a better working environment.
- Strive to ensure and demonstrate that every reasonable effort has been made towards secure employment including improving working practices for the prevention of harm and to ensure joint communication on occupational health issues.
- Focus on the quality of the working environment covering welfare, occupational and wider health issues, job design, satisfaction, and workplace safety.
- Work openly and transparently to include consultation with all relevant parties to develop solutions to problems.
- Jointly monitor the management of health surveillance, sickness absence and rehabilitation.
- Handle all individual cases with compassion and understanding.

Procedure

Medical confidentiality

All of the records including medical questionnaires, medicals and health surveillance are categorised as medically confidential.

Any health records can only be accessed by the HR Manager, and by the employee in accordance with GDPR Regulations. This also includes any information obtained from GPs and specialists with the written consent of the employee under the Access to Medical Reports Act 1988. The only exception to this is where prior written consent has been given by the employee for the information to be disclosed to other named persons.

In interpreting the information, SHEQ Manager (with advice from Occupational Health, HR and professional parties) will inform FSD whether the employee is fit for work or not and if any work restrictions should apply but may not disclose any medically confidential information without the employee's prior written consent.

Medical records are held by HR department only and are kept secure at all times.

Unauthorised access to cabinets and/or medical records may result in disciplinary action.

Employment medical screening

All employees are covered by private medical insurance.

Field operatives are registered with the Joint Industry Board and through such registration are covered by BUPA. This includes frequent medical screening.

Staff employees are covered by private medical insurance funded by FSD.

The purpose of employment medical screening is to:

- Ascertain whether an individual is fit and safe to perform the job for which he/she is being contracted.
- Advise on any requirement for reasonable adjustments that may need to be made to the work activity or environment, in view of the individual's capabilities and to take account of the Equality Act.

Health surveillance

The purpose of health surveillance is to:

- Provide appropriate health surveillance for employees, based on an assessment of the potential risk of harm through work activity.
- Provide employees with general advice on other health matters.
- Employees will be encouraged to co-operate with Health Surveillance as requested and to inform FSD of any medical condition that may affect his or her potential to complete work safely, or which they suspect may have been caused or exacerbated by work activity.

As health surveillance is designed to meet relevant statutory safety requirements, co-operation with the policy is required. Refusals to respond to statutory elements of health surveillance by an employee will be explored sensitively, but unreasonable refusal to co-operate may result in disciplinary action.

Individual employee's reasons for not attending i.e., religious, or other personal factors will be fully taken into account.

A questionnaire is issued to all employees every two years in order to highlight any trends in deterioration in health and wellbeing.

The Health Surveillance Policy and Procedure is published in the Safety Policies and Procedures booklet.

Absence Monitoring

This is carried out by HR and/or SHEQ Manager and any indications of Health problems will be investigated and reported to the appropriate Divisional Director for consideration and further action in line with the Occupational Health Policy.

Ross Hunter
Operations Director
FIELD SYSTEMS DESIGNS HOLDINGS PLC



Date...05.06.2023

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MENTAL HEALTH at WORK POLICY

This policy outlines the approach of the organisation towards supporting employees who have mental health-related issues. The policy should be read in combination with related policies on Stress at Work and Occupational Health.

Field Systems Designs (FSD) recognises that mental health issues are common in modern society and can affect many employees and managers in the workplace. It also recognises that people with mental health issues make valuable contributions to the success of any organisation and that providing them with adequate support not only complies with the law but supports their ongoing health and employment.

In particular, the organisation recognises its duties under the Equality Act to prevent discrimination and to make “reasonable adjustments” for employees with disabilities which remove barriers to their employment. The organisation recognises that disability is defined in the Act as a physical or mental impairment that has a substantial and long-term adverse effect on the ability of an individual to carry out normal, day-to-day activities.

It is understood that establishing a workplace ethos that supports positive mental health can:

- help to retain valuable and experienced staff, reducing turnover, staffing and training costs.
- reduce sickness absence, particularly from stress-related mental health conditions.
- help staff achieve their potential and sustain their careers.
- enhance safety and increase productivity.
- make for a healthier, more tolerant workplace.

POLICY

Within Field Systems Designs:

Managers and supervisors will be trained to spot the warning signs of employees who may be having mental health, psychological or emotional difficulties. They will be trained to make simple and clear interventions aimed at discovering what the organisation can do to help, identifying any work-related causes for their issues and making “reasonable adjustments” wherever appropriate to support them.

Where necessary, managers will discuss with the employee whether an occupational health referral will be helpful. Where the employee agrees, the referral should be made. The manager should continue to support the employee as appropriate, including working with occupational health, where required, on any agreed support plan.

All discussions between managers and employees, referrals to occupational health or subsequent support plans, must be kept confidential by the manager.

Flexible working options will be discussed with employees wherever their mental health needs indicate that an adjustment may be helpful to them. This might include variable hours or part-time working. All changes must be discussed with line managers.

The management will promote the awareness of mental health issues and do all they can to create a culture where employees feel they can talk about their concerns. The organisation will support the establishment of mental health champions to help staff to support their colleagues and will seek accreditation as a mental health positive workplace.

Negative or discriminatory views about mental health and stigma will be challenged. This will be achieved through methods such as stress awareness campaigns, positive mental health days, staff surveys, training, etc. The organisation has a zero-tolerance approach towards discrimination, bullying and harassment on any grounds, including towards staff because of their mental health. Staff are encouraged to report any instances and managers will take appropriate action.

Employees who have periods of sickness absence related to mental health or stress issues will receive occupational health support. This will include where an employee requires a rehabilitation programme to return to work, for example, a temporary period of reduced hours, a phased return, an adjustment of roles and responsibilities, or additional support, etc.

Field Systems Designs have access to an Employee assistance Program via Bupa.

Call Bupa Employee Assistance free on 0800 269 616.

TRAINING

Managers and supervisors will be provided with training on how to provide appropriate support (Mental Health Awareness) to employees experiencing mental health issues and how to create a healthy working environment. Training in mental health issues will help to fight the misconceptions some people have about mental illness.

Ross Hunter
Operations Director
FIELD SYSTEMS DESIGNS HOLDINGS PLC



Date...05.06.2023

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&

FSD MECH LTD

SAFETY BOOT POLICY

Field Systems Designs acknowledge that it is essential that all staff working on Network Rail controlled infrastructure and client construction sites wear appropriate PPE correctly in accordance with the requirements of the PPE Regulations and the relevant Railway Group Standard and our client's policies.

Safety boots are provided for the company's use and should not be used for 'out of work' activities.

The minimum requirements are: -

- Safety footwear to BSEN ISO 20345 with Mid Sole protection (Not Rigger boots): Lace up

Penetration protection is S1-P, S3 or S5, this will be marked on the sole of the boot or on the tongue.

Any variation required as a result of involvement in works of a specific nature will be detailed in method statements and highlighted through COSHH and risk assessments.

All PPE use on Network rail premises is purchased from a Network Rail – approved supplier.

Ross Hunter
Operations Director
FIELD SYSTEMS DESIGNS HOLDINGS PLC



Date...05.06.2023

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&

FSD MECH LTD

EYE PROTECTION POLICY

The Health and Safety of all employees' contractors and visitors in this company remains our first priority. Various clients over recent years have increased use of mandatory eye protection.

The Board of FSD has agreed to adopt this initiative as a mandatory policy in order to protect individuals and ultimately reduce the number of eye injuries.

All persons including sub-contractors and agency labour working on or visiting FSD sites will be required to wear suitable eye protection. A description of which type of eye protection required is in the risk assessment for the task or activity provided to FSD and non FSD personnel.

Eye protection will be provided free of charge to all personnel on FSD payroll. Sub-contractors and agency labour will be required to supply their own eye protection. Where they fail to do so FSD will provide the eye protection and levy a charge back to the employer concerned

The removal of eye protection will only be allowed for specific activities and the risk assessment should identify it as a risk. This should then be highlighted in the Method Statement.

Eye protection will be made available to all persons visiting FSD sites.

This policy is to be managed by the site supervisors to ensure compliance with this policy.

Any person failing to comply with this policy may be subject to Disciplinary Procedures

Ross Hunter
Operations Director
FIELD SYSTEMS DESIGNS HOLDINGS PLC



Date...05.06.2023

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FSD MECH LTD

SMOKING POLICY

Premises

All FSD owned and controlled premises are deemed No Smoking areas throughout the whole building. This also includes Vaping.

Vehicles

It is company policy and a requirement of the Smoke-free (Premises & Enforcement) Regulations that smoking is prohibited in all company vehicles and workplaces.

Employees utilising their own vehicles for work journeys are subject to the same policy as company vehicle drivers.

Apart from the well-known health danger, smoking whilst driving increases the risk of road traffic accidents and associated costs. Smoking whilst driving compromises employee health and safety for the following reasons:

- a) Adverse effects of smoking on employee's health
- b) Adverse effects of smoking on passengers from passive smoking
- c) Potential for burning the smoker from detached hot ash.
- d) A reduction in steering control of the vehicle
- e) Distraction from the driving task by lighting, smoking, extinguishing, and disposing of cigarette ends.
- f) Drivers who smoke in a vehicle are particularly vulnerable to serious injury from airbag activation (especially if a pipe is smoked)
- g) Damage to the vehicle interior affecting resale/disposal values.
- h) Potential for littering when disposing of smoking materials and cigarette ends.

Employees who wish to smoke must do so outside the vehicle when safely parked in a designated area. Smoking materials should be disposed of responsibly.

Employees who cause damage to company vehicles through smoking may be required to meet the full cost to make good any such damage.

Employees who do not comply with this policy may be liable to disciplinary action in line with the company disciplinary policy.

Ross Hunter
Operations Director



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FSD MECH LTD

FATIGUE & WORKING HOURS POLICY

1.0 Purpose

To ensure the safety of all employee's and that of any other person who may be affected by the company's operations, the following procedure is a mandatory requirement.

2.0 Definitions

Working Time: A period, inclusive of rest breaks, during which an employee is at the disposal of the employer including carrying out activities or duties on behalf of their employer. Part or all of this period may be Travel Time

Travel Time: A period during which an employee travels whilst at the disposal of the employer, including carrying out activities or duties on behalf of the employer. This type of travel does not include Commuting Time.

Commuting Time: A period of time during which an employee travels from a rest location to their contracted place of work, including the return journey, regardless of whether this rest location is permanent or temporary. This type of travel is when the employee is not at the disposal of the employer.

Sleep/Wake Cycle: The routine hours spent sleeping or awake during a normal 24hour period.

3.0 Introduction

The aim of this Policy is to reduce the risks to employee safety, health & wellbeing in the workplace by the controlling working hours and times of working, to minimise the risk of employee fatigue. The Policy supports a culture where long working hours are recognised as a hazard in the workplace and a healthy work-life balance is essential to achieve optimum performance in the workplace.

Disrupted sleep patterns and inadequate sleep reduce people's levels of cognitive performance, making them less efficient and more likely to make mistakes which, can lead to increased risk of serious accidents. This can be caused by not only lack of sleep but also 'one-off' changes in the sleep/wake cycle i.e., very early starts or late finishes.

Field Systems Designs Ltd attaches the greatest importance to the health, safety and welfare of its employees whilst at work and pays attention to the Working Time Directive.

4.0 Legislation

The Working Time Regulations detail limits on working hours and specify break times. Employees have the right to opt out of one aspect of the Regulations (the rule that workers may work no more than 48 hours per week). Those who opt out are permitted to work a maximum of 72 daytime working hours for each 7 days in any 14-day period; however, Field systems Designs Ltd management should aim to ensure that planned weekly working time does not exceed 60 hours.

Health & Safety at Work etc. Act 1974 (HSWA) - Sections 2(1) and 3(1) place general duties on employers to reduce risk so far as is reasonably practicable which would include risk from staff fatigue.

Section 7 requires employees to co-operate with their employer by, for example, ensuring they are adequately rested to do their work safely, and by promptly reporting any concerns they may have about fatigue to their employer.

Management of Health & Safety at Work Regulations 1999 - Employers must assess risks arising from their operations, which would include risk from staff fatigue, and put in place effective arrangements for planning, organisation, control, monitoring and review of these controls.

5.0 Responsibilities

5.1 Directors & Managers

Responsible for:

- Ensuring that Line Managers under their direction monitor working patterns of staff including working hours, travelling times and demands of the task to ensure that conditions that may lead to fatigue are identified and suitable controls and preventative measures are implemented.
- Authorising Excess Hours when necessary (i.e., extended working periods where 13 hours is exceeded regularly) or extreme deviations from normal sleep/wake cycles (i.e., extremely early starts/late finishes)

5.2 Line Managers

Responsible for ensuring that:

- Staff under their management, supervision or control do not carry out work in circumstances where they are likely to be so fatigued that their safety, health and wellbeing - or that of other persons - could be significantly affected.
- Safe systems of work are reviewed to ensure that the risk of fatigue is mitigated.
- Exceeding Safe Working Hours Risk Assessment are completed for all individuals working extended hours or working outside of their routine sleep/wake cycles.

6.0 Process

This section details the arrangements in place to plan, record and monitor the working hours of staff.

6.1 Planning working hours

Line managers will ensure that:

All working hours are assessed, taking into consideration:

- Working hours, break times and travelling times of staff/operatives
- Physical and mental demands of the task being carried out.
- Time of day the works are to be carried out.
- The working environment

Where appropriate, the HSE Fatigue Index calculator tool can be used to assist in the planning of work schedules.

<https://www.hse.gov.uk/research/rrpdf/rr446g.pdf>

6.2 Review Employee Work Patterns & assess Risk of Fatigue

Line Managers will monitor employee work patterns by:

- Reviewing actual hours worked and travelling times.
- Holding regular 1-2-1 sessions with direct reports. Managers will check for signs of drowsiness and fatigue and be aware that fatigue issues may not be work related and discuss any non-work issues as appropriate.
- Planning working hours (i.e., start times, rest periods etc)

The table below can be used as guidance for risk evaluation where client specific requirements do not apply.

| Working period | Risk | Risk level and associated action |
|---|-----------|---|
| 10 hours work (including 2 hours traveling time) | Low | Acceptable and preferred – monitor work hours and travel time. |
| 10 hours work (plus 3 hours traveling time) | Medium | Action required – monitor work hours and travel time and develop a plan to reduce. |
| 12 hours (plus 2 hours traveling time) or 10 hours (plus 4 hours traveling time) | High | Action required through manager intervention. Review work hours and job requirements in-line with work location, overnight stays undertaken, method of travel, etc. Monitor work hours and travel time. Make changes to reduce regular working hours |
| 12 hours (plus 2 hours traveling time and emergency call out / overtime) | Very high | Unacceptable – enforce stopovers, rework working patterns and re-assess |
| Extreme changes to sleep/wake cycle | Very high | Unacceptable – enforce stopovers, rework working patterns and re-assess |

6.3 Control the Risk

If the review of employee work patterns indicates that staff are at medium or high risk, the Line Manager will meet the individual concerned on a 1-2-1 basis and agree a suitable plan with him/her to reduce the risk in line with the table above. Where practical the plan should be tailored to suit the needs of the individual and take account of 'non-work factors' with the aim of enabling the individual to have a healthy work life balance.

6.4 Exceeding safe working hours Risk Assessment

If any of the following are identified:

1. Member of staff will exceed 13 hours working time in a shift
2. Member of staff will exceed 72 working time hours in 7 days
3. Member of staff will have a rest period of less than 12 hours between shifts
4. Member of staff will exceed 13 shifts in 14 days
5. Member of staff will exceed 'Door to Door' time of 14 hours
6. Extreme deviation from an individual's normal sleep/wake cycle is required to meet project requirements

The Line Manager must conduct an Excess Hours Risk Assessment for each employee.

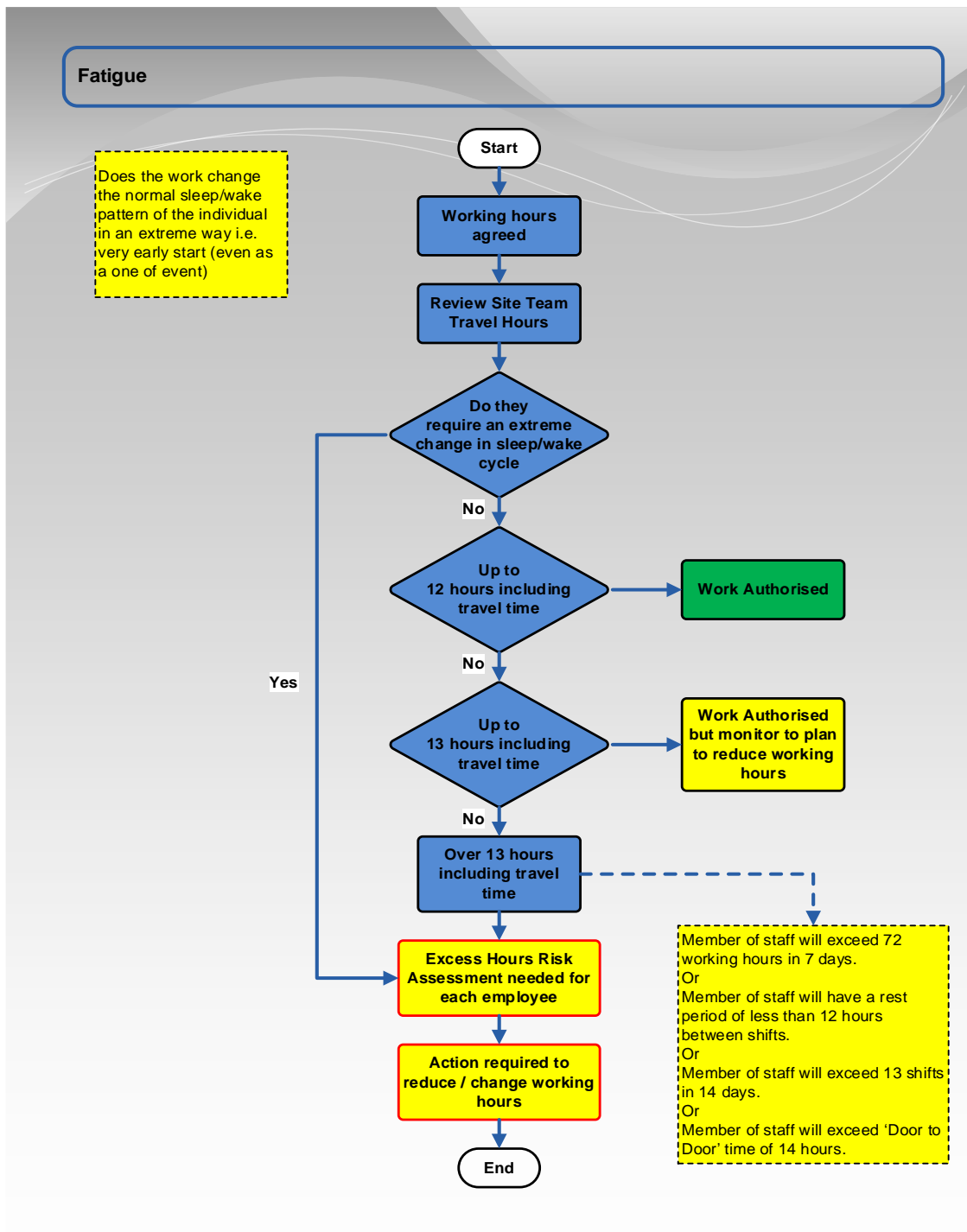
6.5 Control of Sub-Contractors Staff

Managers will ensure that sub-contractors have a suitable system in place to monitor fatigue of their workforce in line with this policy and where this is not the case, they will also be managed in line with this policy.

7.0 Records

All completed `Excess Hours Risk Assessments` must be sent to HR to be stored against the individual's occupational health record for health surveillance purposes.

8.0 Process Flow Chart



Ross Hunter
 Operations Director
 FIELD SYSTEMS DESIGNS HOLDINGS PLC

Date...05.06.2023

SECTION 2

**ORGANISATIONAL RESPONSIBILITIES FOR SAFETY, HEALTH, ENVIRONMENTAL AND
QUALITY POLICY IMPLEMENTATION**

WORKING TOGETHER

**ORGANISATIONAL RESPONSIBILITIES FOR SAFETY, HEALTH, ENVIRONMENTAL AND
QUALITY POLICY IMPLEMENTATION**

OPERATIONS DIRECTOR

BOARD OF DIRECTORS

COMPANY MANAGERS/SITE SUPERVISORS

SHEQ MANAGER

EMPLOYEES

WORKING TOGETHER

RESPONSIBILITIES

OPERATIONS DIRECTOR

Total responsibility for ensuring the policy is comprehensive and up to date.

Other responsibilities:

- Ensure a board member is responsible for Safety, Health, Environmental and Quality Policy Implementation.
- Sign the Safety, Health, Environmental and Quality Policy statement and ensure it is reviewed every two years.
- Ensure adequate resources are available for the implementation of the company's policies and procedures.
- Ensure Health and Safety issues are first on the agenda at all Senior Management and Board meetings.
- Set a good personal example for all safety issues.

RESPONSIBILITIES

BOARD OF DIRECTORS

Will be aware of Statutory Legislation, Common Law and Codes of Practice relative to the company business as a whole.

- a) Ensure there is an active Safety, Health, Environmental and Quality Policy for the Company and periodically appraise its effectiveness. This appraisal is carried out and Policy reviewed every two years.
- b) Ensure Health and Safety is first agenda item at regular meetings of the Board of Directors
- c) Include Health and Safety in the Annual Report of the Board of Directors.
- d) Introduce new procedures where applicable.
- e) Monitor and Audit existing procedures to ensure the responsibilities assigned by the Safety, Health, Environmental and Quality Policy are addressed.
- f) Review, with the SHEQ Manager, on a regular basis, the Company's Health and Safety Policies, Statements, Procedures, Practices and Performance.
- g) Be aware of major hazards and ensure that Company Divisional Managers and Site Managers make periodic checks that approved safety precautions are being adhered to.
- h) Ensure all employees understand, actively support, and implement the Safety, Health, Environmental and Quality Policy and Procedures.
- l) Maintain interest and enthusiasm for Safety, Health, and Environmental issues amongst subordinates
- j) Authorise adequate funds and resources to meet Safety, Health, and Environmental requirements.
- k) Ensure that the Company's activities are conducted in such a way that the persons other than Company employees are not exposed to risks to their safety or health.
- l) Provide and maintain an Organisation Structure for the administration and management of Safety, Health, and Environmental issues within their area of responsibility.
- m) Ensure that any legal action bought by or against the company is dealt with in a legally correct manner
- n) Arrange all necessary insurance and carry out reporting of incidents to insurers.
- o) Set an example of safe behaviour to all employees

RESPONSIBILITIES

COMPANY MANAGERS / SUPERVISORS

Company Managers/Supervisors are responsible for the Health and Safety of employees at work under their control. They must therefore: -

- a) Contribute to and fully support the Safety, Health and Environmental and Quality Policy.
- b) Ensure their subordinates are instructed and trained so that they fully implement the Safety, Health and Environmental and Quality Policy and Procedures. Carry out induction training as required by company procedures.
- c) Be informed about Statutory Legislation, Common Law and Codes of Practice as it affects their areas of control.
- d) Ensure that all safety procedures are being operated, and that regulations, posters and signs where appropriate are prominently displayed, understood, and observed.
- e) Ensure that job safety requirements are established for all jobs and that these and other Health and Safety requirements are made known to employees by adequate training.
- f) Hold regular Health and Safety meetings within their areas of control and so maintain the interest and motivation of their subordinates towards implementing the Policy. Actively seek their co-operation and assist in resolving problems referred to them and refer to their superiors any problems that cannot be safely controlled.
- g) Carry out an investigation of all accidents and report on them to the SHEQ Manager giving details of action being taken or considered necessary to prevent recurrence. Ensure that incidents resulting in damage and also 'near misses' are reported to them by their subordinates.
- h) Continuously assess and monitor the safety performance of their areas of control by holding regular inspections and by examining accident and other relevant statistics. Initiate action to reverse adverse trends.
- i) Ensure that portable tools and equipment are of the required standard. If they are not, it must be reported to the responsible manager or director and withdrawn from use.
- j) Ensure appropriate personal protective equipment is available and used. Report to SHEQ Manager any instances of employees being unable to use the safety equipment provided.
- k) Ensure the highest standard of housekeeping is maintained in their departments.
- l) Ensure that observation of site instructions is imposed on all contractors and contract employees.
- m) Ensure Health and Safety requirements are included in all programmes of work

- n) Set an example of safe behaviour to all employees

RESPONSIBILITIES

SHEQ MANAGER

For the purposes of this Policy the Safety, Health, Environmental and Quality Manager (SHEQ) of Field Systems Designs will act as Safety Co-Coordinator. The Company will also subscribe to MAKEUK S&S as consultants in support of this Policy. MAKEUK and the Co-Coordinator will:

- a) Advise the Board of Directors on Statutory Legislation, Common Law and Codes of Practice as it affects Health and Safety.
- b) Act as liaison with HSE and other enforcement agencies and seek active co-operation in resolving problems.
- c) Act as liaison and submit reports, on accidents and dangerous occurrences, to official bodies as necessary and seek co-operation from them in resolving problems.
- d) Advise on safety requirements and appropriate instruction and training for all employees.
- e) Follow up employee recommendations for safety improvements.
- f) Advise all employees of major Health and Safety issues.
- g) Advise the Board of Directors of any Health and Safety implications of Organisational changes.
- h) Implement appropriate disciplinary procedures should any employee commit a breach of the company's Safety, Health and Environmental and Quality Policy.
- i) Monitor the safety performance of the company.
- j) Conduct regular safety tours and inspections.
- k) Advise the Directors on the adequacy of the policy.
- l) Regularly update all personnel with Health & Safety information and publications
- m) Assist with the preparation of Health & Safety Plans and authorize issue.
- n) Provide monthly report to the Board of Directors
- o) Implement training plan and arrange for all Health & Safety training.
- p) Assist in the upkeep of training evaluation and records.

Tel: **MakeUK** 0121 456 2222

RESPONSIBILITIES

EMPLOYEES

All employees are responsible for: -

- a) Making themselves familiar with the Safety, Health and Environmental and Quality Policy and Safety Procedures.
- b) Taking all due care for the health and safety of both themselves and of their fellow employees.
- c) Observing Clients Safety Rules, Company Safety Rules, and Safe Working Practices at all times.
- d) Wearing and using appropriate personal protective equipment as required.
- e) Co-operating with the Company in the implementation and observation of all statutory requirements.
- f) Not misusing or interfering with anything provided by the Company in the interest of Health and Safety at Work.
- g) Reporting all accidents or hazards to their immediate Supervisor and entering incidents in accident book / Relevant online reporting APP (Fast Field).
- h) Maintain good housekeeping and cleanliness in working areas.
- i) Report all damage to plant or equipment.
- j) Advise supervisor on any ideas for reducing risk or improving safety
- k) Report ANY unsafe acts or practices, be they "In House" or "Others" to your supervisor.

In addition to any disciplinary action that may be taken for breaches of personal responsibility for Health and Safety, in the case of breaches of statutory requirements individuals may be held personally liable under the law.

FIELD SYSTEMS DESIGNS HOLDINGS PLC

WORKING TOGETHER TO IMPROVE ENVIRONMENTAL & HEALTH & SAFETY (EHS) PERFORMANCE

Everyone within FSD is responsible for achieving our goal of a safe and healthy working environment.

Managers must demonstrate positive EHS behaviour by:

- Having updated and relevant EHS policies, procedures, SOP's and Risk Assessments in their area of responsibility
- Clearly defining roles and responsibilities at every level
- Providing the necessary resources and create EHS awareness throughout the organization
- Encouraging significant workforce participation in EHS issues
- Setting clear, measurable goals for continuous EHS improvement
- Collecting, recording, and reviewing Key Performance Statistics
- Ensuring opportunity for open communication on EHS issues at all levels
- Providing regular focused feedback about ongoing EHS performance
- Measuring, reviewing, and reporting on EHS management arrangements on a regular basis
- Demonstrating, visible ongoing support for managers and front-line supervision.

FSD employees should:

- Work together with management towards the goal of achieving EHS excellence through continuous improvement
- Act in such a manner as to protect their own health and safety and the health and safety of others
- Identify and report risks associated with our activity and ensure the issues are raised at the appropriate level within the organization.

Working together as a team and sharing best practice is an important part of the FSD Way.

SECTION 3

SAFE WORKING PROCEDURES

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4. [FIRE PRECAUTIONS](#)
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6. [HAND ARM VIBRATION](#)
7. [HAND TOOLS](#)
8. [POWER HAND TOOLS](#)
9. [ABRASIVE WHEELS](#)
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11. [USE OF CHEMICALS - GENERAL-COSHH](#)
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IF IN DOUBT ASK YOUR SUPERVISOR

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- 32. [INCIDENT CONTROL PROCEDURE](#)

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- 33. [OVERHEAD CRANE PROCEDURE \(FACTORY\)](#)
- 34. [WELDING & HOT WORKS PROCEDURE](#)

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 1

SITE SAFETY

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Carry out a dynamic risk assessment of the site to ensure your safety.
2. Ensure that you know the sites' location details, so you can summon aid quickly if required.
3. Before starting to ensure you can leave the site quickly and safely.
4. Place materials where they will not be a hazard to you or others.
5. Place plant and vehicles in a safe place.
6. Keep the site tidy.
7. Remember that other works and equipment may be a hazard.
8. Remember bad weather can quickly turn a safe site into a dangerous one.
9. Think before you act.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Personal Protective Equipment as specified.

MAJOR HAZARDS:

Trips & Falls Underground Services Traffic

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 2

FIRST AID ON SITE

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Regularly ensure your First Aid Kit is complete and clean.
2. For minor cuts, ensure wound is clean before bandaging or applying adhesive dressing.
3. If injured person is unconscious and breathing, place in recovery position. If not breathing attend to this at once, and then the bleeding.

Do not move unless necessary for safety reasons.
4. All bleeding can be slowed or stopped by using a clean compress.
5. If the person has received an electric shock, do not touch unless he is clear of live cables etc. This can be done by using a dry wooden stick and wearing rubber boots.
6. If in doubt - don't.
7. Summon help immediately you are satisfied the injured person is in no further danger.
8. All accidents are to be reported in accordance with the Company's reporting procedure and statutory requirements.

First Aid and Hygiene

1. Every cut and graze should be treated immediately. The wound should be washed with soap and warm water, dried with a clean towel and a waterproof first aid dressing applied. Personnel who have not had a recent anti-Tetanus injection should go to the nearest casualty hospital.
2. Persons applying first aid should also wash their hands before opening the First Aid Box and carrying out treatment.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:
First Aid Kit

MAJOR HAZARDS:

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 3

PERSONAL RESPONSIBILITIES & USE OF PERSONAL PROTECTIVE EQUIPMENT

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

It is a statutory duty under the Health and Safety at Work etc. Act 1974 and Personal Protective Equipment Regulations 1992 for every employee to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.

GENERAL

Every effort must be made to prevent accidents by:

1. Applying the Safe Working Procedure and Risk assessment provided for the task you are undertaking.
2. Making proper use of the safety equipment and/or protective clothing specified for the task and take care with tools and plant used in the course of working.
3. If the equipment or clothing is not available or is unusable, report the matter to your supervisor so that proper provision can be made before carrying out the task.
4. Avoid unnecessary risks and improvisation that would result in a reduction of safety standards.

REFUSAL TO WORK

You have the right to refuse to carry out any tasks that you consider unsafe. You must however take your objections to the appropriate authority for resolution.

ACCIDENT REPORTING

You should report any accident that causes injury or damage or any incident that you believe has the potential for doing so.

This ensures:

- (i) Your own protection.
- (ii) That the circumstances are investigated to try and prevent a recurrence.
- (iii) That a record is kept, and the relevant authorities are informed.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Always use the tools and equipment specified in the Safe Working Procedure and Risk Assessment.

MAJOR HAZARDS:

These will be listed in the Safe Working Procedure.

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 4

The Management of Health and Safety at Work regulations 1999 and Regulatory reform (fire safety) order

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

The following types of extinguishers are commonly found on FSD sites:

| | |
|------------|--|
| WATER | <p>These extinguishers are painted red and the instructions for use are printed in white on the body of the appliance.</p> <p>These extinguishers are NEVER to be used on electrical or flammable liquid fires.</p> |
| GAS (CO2) | <p>These extinguishers are painted red, and instructions are printed in a black "Section" on the cylinder.</p> <p>This extinguisher can be used on all types of fire, but it is especially good on electrical fires.</p> |
| DRY POWDER | <p>These extinguishers are painted red, and instructions are printed in a blue "Section" on the cylinder.</p> <p>These extinguishers can be used on all types of fire, but they are particularly effective on oil, electrical, petrol and fire involving solids.</p> |
| FOAM | <p>These extinguishers are painted red and instructions are printed in a cream "Section" on the cylinder.</p> <p>These extinguishers can be used on all types of fire, but they are particularly effective on oil, petrol and solids.</p> |

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Suitable Fire Fighting Appliances

MAJOR HAZARDS:

Fire Smoke Lack of Oxygen Explosion

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 4 (Cont./d...)

The Management of Health and Safety at Work regulations and Regulatory reform (fire safety) order

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Action on Discovering a Fire

1. Raise the alarm by shouting 'FIRE' - Operate fire alarm.
2. If possible, call the Fire Brigade or ask someone else to do so.
3. If the fire is not out of control or involving L.P.G. cylinders or petrol, try to put it out using a correct type of fire extinguisher.
4. If you have not managed to bring the fire under control after expending ONE extinguisher, leave the site of the fire and await the arrival of the Fire Brigade.
5. Report the fire using the Accident and Dangerous Occurrences Report Form.

NB You should not attempt to fight fires involving L.P.G. or petrol. The area should be evacuated for at least 50 metres. When the Fire Brigade arrives, they must be told that L.P.G. and/or petrol is involved.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See Procedure 4

MAJOR HAZARDS:

See Procedure 4

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 5

CONTROL OF NOISE AT WORK REGS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Always wear earmuffs or plugs in designated areas or when working with or near loud continuous noisy plant or equipment, e.g., excavators, compressors, pumps and pumping stations, workshops.
2. As a "Rule of Thumb" having to shout or having difficulty hearing at a distance of "Arm's Length" constitutes a hazard and guidance should be obtained from the "Safety Co-Coordinator" if this situation exists.
3. Where noise levels exceed 80dB(A) Leq noise surveys must be undertaken, and hearing protection provided.
4. Where the noise level exceeds 85dB(A) Leq and cannot be reduced the wearing of hearing protection is mandatory.
5. Issue of Ear Protectors will be on a personal basis and each employee is responsible for the inspection and maintenance of equipment.
6. Failure to wear ear protection in the appropriate areas is an offence and persistent failure to comply with requirements may result in disciplinary action.
7. Always visually check for traffic when working in or near a road.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Earmuffs or Plugs

MAJOR HAZARDS:

Road Traffic Moving Machinery Noise

IF IN DOUBT ASK YOUR SUPERVISOR

**HAND ARM VIBRATION SYNDROME (HAVS)
(CONTROL OF VIBRATION AT WORK REGULATIONS)**

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

What is it?

This is a condition that develops from prolonged use of machines where vibration is high and normally where a firm grip is required to sustain the machine. The only true answer to this problem is to consult professionals who can accurately measure vibration levels in set applications.

It is a myth that vibration levels quoted on a machine by manufacturers are a true representation of those experienced in use. Manufacturers can only quote vibration levels in 'Hung' tests in other words where the machine is under no load. In industry where white finger is a true risk, companies now look for specific vibration levels for specific machines in specific application, so taking all variables out. For instance, 1000w percussion drill drilling into 20newton brick with an 8mm bit to a depth of 25mm. Only this accuracy will give you enough information to say, 'this application can only be performed for 10 minutes at a time with a minimum of a 20-minute break, to be safe from the effects of white finger'.

As far as tool selection using this criterion the hung vibration is a guide.

Site supervisors are required to refer to Vibration levels that have been provided by the SHEQ department. This data is collected by the use of a third-party company that specialise in the recording of Vibration Magnitude levels.

The use of the Signing in / out App shows the most commonly used tool triggers times. Data is collected on a daily basis and reviewed by the SHEQ team.

PROCEDURE

1. Trained operatives only to use equipment.
2. If activity involves Abrasive Wheels Operatives to ensure the correct wheels for the type of machine, speed and type of material to be cut are fitted.
3. Assess if the task be carried out by any other means.
4. Ensure trigger times are available for equipment.
5. Ensure trigger times are logged daily, (Using APP).

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See this procedure.

MAJOR HAZARDS:

See this procedure.

IF IN DOUBT ASK YOUR SUPERVISOR

**HAND ARM VIBRATION SYNDROME (HAVS)
(CONTROL OF VIBRATION AT WORK REGULATIONS)**

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

6. SHEQ Manager to review HAVS data monthly to ensure no transgression of trigger times.
7. Check with operatives that they do not have any health condition that may require the trigger times to be reduced.
8. PPE to be worn as directed but to include as a minimum, ear defenders, gloves, goggles boiler suits and protective footwear.
9. Visually check all wheels/blades/drills for damage and excessive wear before using.
10. All operatives using Chop saw / Grinder/ Vibro Drill to be trained in its use. Preference to be given to those who are experienced and physically fit to carry out the task.
11. Copy of the HAVS Assessment to be available to all operatives.
12. All operators to be given Toolbox Talk / Training on HAVS
13. When using battery operated tools ensure the battery is fully charged to reduce vibration.
14. Consider job rotation.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See this procedure.

MAJOR HAZARDS:

See this procedure.

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 7

HAND TOOLS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. All hand tools should be kept clean and free from oil, grease or anything that could cause them to slip.
2. Always use the correct tool for the job in hand.
3. Ensure that tools with detachable handles have the correct handle fitted at all times.
4. Always check that hammer heads are secure on the shaft.
5. The condition of shafts on hammers should be checked before use. Ensure that no splinters or projections are present and that the shaft is in a sound condition.
6. Remove burred ends from cold chisels at regular intervals.
7. All edges should be kept sharp and covered when not in use.
8. Damaged or badly worn tools must not be used and should be replaced at the earliest opportunity.
9. Where practicable, industrial scissors or cable stripping tools should be used instead of knives. You must follow the client standards if higher than FSD's.

THE TECHNIQUE FOR USING HAND TOOLS

SPANNERS

The basic principle is always using a ring, socket or box spanner in preference to an open jawed spanner if circumstances permit.

When using a spanner in a confined space or close to an obstruction, avoid clenching it, the hand should be kept open as far as possible.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Eye Protection Gloves

MAJOR HAZARDS:

Worn, Badly Maintained Tools Wrong Tool for the Job
Greasy and Dirty Tools Flying Particles Cuts Bruises and Abrasions

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 7 (Cont./d...)

HAND TOOLS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Where there is freedom of movement, it is generally safer to pull a spanner towards the body. If the spanner is pushed the risk of overbalancing is greater.

Spanners should not be used as hammers or made into a larger size by grinding the jaws.

Standard spanners should not be lengthened by, for example, a piece of pipe.

SCREWDRIVERS

It is dangerous to use a screwdriver on components held freely in one hand. The correct size of screwdriver for the screw should be used.

HAMMERS

Steel hammer faces should never be banged together. Chips may fly off the hardened faces, causing risk of serious eye injury.

COLD CHISELS, PUNCHES, DRIFTS

These should be held lightly, not clenched tightly so that, in the event of a miss-hit there is less resistance to the hammer, the hand is knocked clear, and the risk of injury is reduced. When a cold chisel is used, chips may fly off the work piece. Goggles for the user and a screen to protect other persons may be desirable.

Mushroom ends must be ground off the chisel as they occur.

FILES

Files should never be used without a handle; the tang could penetrate the hand if unguarded.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See Procedure 7

MAJOR HAZARDS:

See Procedure 7

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No.7 (Cont./d...)

HAND TOOLS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

POINTED AND EDGED TOOLS

Pointed and edged tools should not be carried in clothes pockets.

Knives must have spring retractable blades.

SOLDERING IRONS

The dangers:

1. Burns.
2. Fires.
3. Electric Shock.

GENERAL PRECAUTIONS

1. Soldering Irons should be placed on stands or holders when not in use.
2. Mains voltage electric soldering irons should be attached to a 3-core cable and earthed through a 3-pin plug and socket. Before use they should be examined for loose connections and damaged cables.
3. When using tools at height ensure a string or lanyard is attached to the tool and the operator's wrist to ensure that if the tool is released accidentally the falling tool does not injure any persons below.
4. Defective or worn tools should be repaired or returned to stores and replacements obtained.

ACCIDENTS

All accidents must be reported and recorded, and all injuries treated.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See procedure 7.

MAJOR HAZARDS:

See procedure 7.

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 8

POWER HAND TOOLS PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:

FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

ELECTRICAL

1. Always examine all equipment before use. Inspect tool casing and cable for damage. Do not use the equipment if it is not in good order. Ensure that tools with detachable handles have the correct handle fitted at all times.
2. Electrically powered tools should only be used in dry conditions.
3. Only tools of 110-volt capacity are to be used on site (Unless Battery Operated). Check that its PAT Test is up to date.
4. Route the power lead around the working area and always keep it clear of water, pathways and other equipment.
5. Switch off power at the supply point when changing attachments.
6. As soon as possible after use, switch off the power supply and disconnect the plug.

PNEUMATIC / HYDRAULIC / PETROL

1. Always examine all equipment before use to check for damage to tools, hoses, connections etc. Do not use the equipment if it is not in good order. Report all defects to your supervisor.
2. Ensure that all connections are properly secured.
3. All tools must be firmly held to prevent them from getting out of control.
4. Tools are to be used only for the purpose for which they were designed.
5. Ensure petrol is kept in a regulation container and that it is stored away from sources of ignition.
6. Do not use petrol driven equipment in confined areas.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See procedure 8.

MAJOR HAZARDS:

See procedure 8.

IF IN DOUBT ASK YOUR SUPERVISOR

POWER HAND TOOLS PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

GENERAL FIXED MACHINES - ALL MACHINES SHOULD BE SWITCHED OFF WHEN NOT IN USE AND NOT LEFT UNATTENDED. THEY MUST ALSO BE SWITCHED OFF AND ISOLATED IF POSSIBLE BEFORE ANY ATTEMPT IS MADE TO CLEAN THEM

DRILLING MACHINES

The dangers:

1. Clothing and hair becoming wrapped round revolving spindle, chuck or drill.
2. Injury by the work piece.
3. Flying objects e.g., metal particles, swarf etc.

PRECAUTIONS

1. The spindle, chuck and as much of the drill as possible should be guarded.
2. Personal clothing should be close fitting, kept buttoned up and be in a good state of repair. Gloves should not be worn; ties and similar loose clothing should be tucked in or removed. Rings should be removed. Long hair must be tied back.
3. When a machine has been switched off no attempt should be made to stop it by hand.
4. Whilst a drilling machine is being used, the operator should not attempt to reach round or beyond a revolving drill.
5. The work piece should be securely clamped to the machine table or in a hand-held vice.
6. Burrs should be filed from all drill holes.
7. Chuck keys should be removed before the machine is started.
8. Operators are to wear goggles or visors to protect their eyes against flying swarf.
9. Direct light to the work piece should be provided, if necessary, by fixed or angle poise lamp.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Safety Boots Earmuffs Goggles

MAJOR HAZARDS:

Faulty Equipment Trailing Cables

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 9

ABRASIVE WHEELS (PUWER)

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Only persons who have been trained are allowed to carry out the following operations: -
 - a) Change, Fit or Remove, abrasive wheels or discs
 - b) Truing and Dressing
2. Only persons who have been trained are to use abrasive wheels or cutting discs.
3. Each machine, whether fixed or portable, must have the maximum speed of its spindle marked on the machine - Do not use it if this is not so.
4. Every wheel or disc must have its maximum speed marked on it. Do not use it if this is not so. Never exceed the max RPM stated on the wheel.
5. Every machine must have an effective on/off switch conveniently positioned for use by the operator.
6. The floor surrounding the work piece must be clear of obstructions.
7. Eye protection of Grade 1 Standard must be used when using abrasive wheels, persons working in the vicinity who may be affected by flying particles must also use eye protection.
8. Noise can be a hazard, wear ear defenders, especially if using a wheel for long periods.
9. Safety boots should be worn, especially when using portable machines.
10. When using disc cutters where sparks are likely to fall on lower leg, leggings should be worn.

Remember

These machines are very dangerous if not properly maintained or the wheels and discs are not properly fitted. **DO NOT TAKE CHANCES.** If you have any suspicion that the machine is not safe, do not use it. Report it to your supervisor.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Eye Protection Gloves Safety Boots Ear Defenders

MAJOR HAZARDS:

Burns Cuts Broken Bones Eye Injuries Noise

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 10

USE AND GUARDING OF MACHINERY TOOLS (PUWER)

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. The tool or machine must be suitable for the proposed work and fitted with suitable ancillary equipment.
2. You must be trained in the use of the machine/tool.
3. Suitable safety clothing must be worn for the work proposed.
4. Guards must always be in place and securely fixed before beginning work.
5. There must be adequate lighting at the place of work.
6. Any defects must be reported to your supervisor and made good before the tool is used.
7. On completion of the work, clean and check the machine/tool and report any defects.

ALL TOOLS MUST BE USED ONLY FOR THE PURPOSE FOR WHICH THEY WERE DESIGNED

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Safety Helmets Gloves Ear Defenders Eye Protection Boots

MAJOR HAZARDS:

Crushing/Rotating, Cutting/Sliding and Scalping/Reciprocating Mechanisms Electrocutation Burns
Noise Vibration

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 11

USE OF CHEMICALS - GENERAL- COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS)

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Chemicals must be stored only in properly marked containers.
2. A product hazard warning and safety recommendation should be displayed on each container. Consult the COSHH assessment sheet before using the chemical.
3. Care must be taken during storage to avoid accidental mixing of products, especially liquid and dry chemicals.
4. When chemical products are handled, the appropriate safety equipment and clothing as specified in the COSHH assessment form must be worn.
5. Spillage must be dealt with in accordance with the COSHH assessment sheet.
6. Do not eat, drink or smoke in areas where chemicals are used or stored.
7. Before eating, drinking or smoking after using chemicals, thoroughly wash the hands.
8. Protective clothing or equipment should be thoroughly washed after use and stored in the area so designated (if appropriate).
9. Care must be taken to keep the storage areas dry and defects in apparatus or the building fabric must be reported immediately to the Supervisor.
10. If during or after handling chemicals, symptoms of illness occur obtain medical attention and report the matter to the Supervisor immediately.
11. Transport of Chemicals
The Classification, Packaging and Labelling of Dangerous Substances Regulations may apply. If chemicals are not carried in manufacturer's containers check with your supervisor that the container is properly marked.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

As specified in the Product Safety Sheet or in a specific safe working procedure

MAJOR HAZARDS:

Dusts and vapours causing irritation to eyes, skin and air passages.

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 12

LONE WORKER

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Before beginning any work where you may be isolated from other workers or where you have to travel between workplaces: Ask yourself:

1. Can Lone Working be eliminated? If not See your supervisor and ensure that you have a proper reporting procedure.
2. If special communications equipment is required e.g., radios, ensure that you have a working set and that you know the procedure for using it. Check that you have a signal on mobile phones. If not make sure you know where nearest landline is.
3. If travelling long distances between workplaces, ensure that you give your intended route and estimated time of arrival back to your reporting base.
4. It is important that before starting a job that places you out of contact with other workmen, you have a workable system of reporting to your base at regular intervals.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Suitable and Effective Means of Communication
Safety Equipment suitable for work being done.

MAJOR HAZARDS:

See Listed Hazards for Specific Job being done.

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 13

ENTRY INTO PREMISES

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Before entering an unoccupied building ensure that the following points are satisfied: -

1. That you have the appropriate authority.
2. Ensure your supervisor knows where you are and how long you expect to be there.
3. Wear your safety helmet, and other relevant PPE
4. Ensure that you have adequate lighting.
5. Ensure you have safe exit (e.g., prevent doors from locking behind you).
6. Do not walk-through water unless you are sure of its depth or use a probe stick.
7. Keep to the outer edges of rooms, especially on upper floors.
8. Look out for exposed electric cables and fittings, especially if damp or water is present and assume that all electrical equipment is live.
9. In occupied premises, ensure a representative of the owner or occupier accompanies you.
10. Keep well clear of all plant and machinery.
11. Before entry ask the owner or occupier for any specific safety measures that you may be required to take to avoid any hazards associated with the premises.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Safety Helmet Safety Footwear

MAJOR HAZARDS:

Unstable Floors Gas Exposed Live Electric Cables

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 14

WORKING OVER WATER

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Ensure wherever possible all fences and barriers are in place.
2. All personnel to wear life jackets at all times.
3. All personnel to wear safety harnesses when working on the outside of walkways. Harness to be attached to a suitable anchor point (this could be the handrail but **MUST** be risk assessed).
4. Ensure life belts and safety lines are available.
5. All persons working over or on water to be physically fit.
6. Rescue equipment to be checked daily.
7. When working on or near fast flowing water provide grab lines downstream if possible.
8. A rescue boat to be available wherever practicable.
9. Working over water may be a permit to work activity (Please check)

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Life Jackets. Safety Buoys. Safety Harnesses. Rescue Boat (where practical)

MAJOR HAZARDS:

Falls into water. Drowning.

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 15

WORKING WITH SEWAGE

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

BE AWARE

What is Sewage?

The term may be used to mean raw sewage, sewage sludge or septic tank waste.
Raw sewage is mainly water containing excrement, industrial effluent and debris such as sanitary towels, condoms, plastic etc.
Excrement is a major source of harmful micro-organisms, including bacteria, viruses and parasites.
Sewage Treatment removes the water content and debris but does not kill or remove all of the organisms.

Health Risks

Gastroenteritis
Weil's Disease
Hepatitis
Infection of skin or eyes
Occupational Asthma

Protection

1. Listen to and absorb all you are told at Site Inductions and Toolbox Talks.
2. Wear all personal protective clothing that is provided for you at all times when working on or near sewage.
3. Do not eat, drink, smoke or wipe your face with contaminated gloves when working on or near sewage.
4. Remove all contaminated clothing and wash the skin thoroughly before contact is made between hands and mouth or other orifices.
5. Do not place contaminated clothing in eating areas.
6. Cover all cuts and grazes.

ESSENTIAL SAFETY EQUIPMENT REQUIRED

PPE / General Cleanliness / Sterile Hand Wipes / Anti-bacterial hand wash

MAJOR HAZARDS

Contamination

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No.15 (Cont./d...)

WORKING WITH SEWAGE

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

7. Ensure good standards of personal hygiene.
8. It is recommended that all employees working with sewage obtain and maintain immunity to polio and tetanus.

THERE IS NO SUBSTITUTE FOR HIGH STANDARDS OF HYGIENE AND SAFE WORKING PRACTICES

ESSENTIAL SAFETY EQUIPMENT REQUIRED

PPE / General Cleanliness / Sterile Hand Wipes / Anti-bacterial hand wash

MAJOR HAZARDS

Contamination

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 16

PETROLEUM AND DIESEL

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. All petroleum and diesel used, stored and carried by employees must be in suitable approved containers. Containers to be black for diesel and green or red for unleaded petrol.
2. The containers must be permanently marked with the appropriate warning triangular sign as to their contents and hazard and kept in a bunded area.
3. Private containers or containers which have held other products e.g., oil cans, cooking oil etc. are never to be used for holding fuels.
4. Petrol when held in vehicles should be stored in a separate ventilated compartment within the vehicle.
5. No more than four gallons in two-gallon containers is to be carried in vehicles.
6. No smoking is to take place in the compartment in which petrol is kept.
7. Spill kits must be available in company vehicles and when storing fuels.
8. The fuelling of tools and plant is to be done with care.
 - (i) The machine engine must be stopped and allowed to cool.
 - (ii) A funnel must be used.
 - (iii) Any spillage must be cleaned using approved spill kit.
 - (iv) Fuelling must take place well away from any source of ignition.
 - (v) A dry powder extinguisher must be available at all times that petrol is carried, stored or used on site.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Approved Containers / Approved Storage Containers / Spill kits

MAJOR HAZARDS:

Fire

IF IN DOUBT ASK YOUR SUPERVISOR

**ASBESTOS
CONTROL OF ASBESTOS REGULATIONS**

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

STATEMENT

Where employees interface with asbestos in an infrequent or peripheral way and were confronted with what they consider may be a potentially hazardous level of free asbestos dust, then they should temporarily withdraw from the position and refer the matter to the Occupier of the premises (or Client) and at the same time seek guidance from the Companies Safety Co-Coordinator.

Working with asbestos is a permit to work activity.

Where you will find asbestos

- 1 Insulation and sprayed coatings used for:**
 - boilers, plant and pipework hidden in under floor ducting.
 - fire protection to steelwork, hidden behind false ceilings.
 - thermal and acoustic insulation of buildings
 - some textured coatings and paints.
 - Friction materials as brake linings and clutch plates
 - Gaskets and packing in engines, heating and ventilation systems.

- 2 Insulating board used in the following places:**
 - Fire protection to doors, protected exits and steelwork
 - Cladding on walls and ceilings
 - Internal walls, partitions and suspended ceiling tiles.

- 3 Asbestos cement, which is found as:**
 - Corrugated roofing and cladding sheets of buildings
 - Flat sheets for partitions, cladding and door facings.
 - Rainwater gutters and down pipes.

How asbestos can affect you

- 1 Asbestos breaks into tiny, long, sharp fibres. They can get lodged and scar the lungs, causing asbestosis or fibrosis.
- 2 Asbestos fibres may also cause lung cancer.
- 3 It can also cause mesothelioma, a cancer of the inner lining of the chest wall. This cancer is incurable.
- 4 Smokers are at much greater risk to asbestosis diseases.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

MAJOR HAZARDS:

Introduction through Body orifices

IF IN DOUBT ASK YOUR SUPERVISOR

RADIATION

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. INTRODUCTION

Personnel could, during the course of their service duties be involved in work which entails exposure to 'Ionising Radiation'. The most likely circumstance is:

Installation and maintenance work inside a licensed nuclear power station.

This document gives general guidance to personnel on the hazards involved and, on the procedure, to ensure safety of the operator and workplace, and compliance with national legislations and regulations.

2. GUIDANCE ON WORK PROCEDURES ON NUCLEAR LICENSED SITES

Control of radiation hazards upon licensed nuclear sites is vested in the site owner and administered by their Health Physics Branch.

No radiation hazards should exist during the building of the plant and its initial commissioning.

Once the reactor becomes operational, the main hazard to personnel involved with installation and repair of nuclear instrumentation is that of exposure to low-level external gamma radiation.

Work at the site, to be undertaken by company personnel or their sub-contractors, must comply with special contractual conditions imposed by the site operator, which should be enforced, in the case of company employees, by the appointed Site Radiological Protection Supervisor 'RPS'.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Protective Clothing / Film Badges / Dosing Meter

MAJOR HAZARDS:

Exposure

IF IN DOUBT ASK YOUR SUPERVISOR

RADIATION

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

The RPS has to enforce the company 'Radiological Safety Statement' and the 'Radiological Protection Standing Orders for Radiation Protection Supervisors'. These cover aspects such as the medical suitability and clearance of the workforce, their training, the issue and wearing of personal dosimeters and the associated record keeping. Any Company Site Manager, whose workforce is so employed, should make himself familiar with the said safety policy statement and rules.

Further the Site Manager, and his workforce, should read, understand and comply with the "Safety Rules for Employees and their Specialist sub-contractors, involved in work with ionising radiations at locations under the control of the Nuclear Operator.

Records of employees working at specified nuclear sites are held by the appointed RPS at that site. Head Office has, however, the responsibility for the longer-term administration of personal records, including the health register.

Storage and handling at Company/Site premises should be in compliance with the safety advice 'Storage Handling of Radioactive Sources at Company Premises'. This involves storage in a locked cupboard, inside a fenced area, and no handling or calibration outside that area. Persons working inside that area should be 'Classified Radiation Workers' with appropriate dosimetry. A contained source does not emit very high intensity radiation; however, care should be taken not to expose extremities (e.g., hands) close to the source.

Special regulations need to be observed before transporting such sources to a client premises (RPA to advise).

When such equipment is installed on client premises, the client becomes responsible for its safe handling and operation. The Company may, however, be contractually committed to its safe design and installation, to written operating procedure, labelling and advice on record keeping.

Radiographic sources emit very high energy and intensity radiation and should only be exposed in safe enclosed areas. Company employees are not to enter such areas when there is a possibility that the source may be in use. Further advice may be obtained from the RPA.

Further information can be obtained from the Company Radiation Protection Advisor. (NRPB)

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See Procedure 18

MAJOR HAZARDS:

See Procedure 18

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 19

CONFINED SPACES - GENERAL (CONFINED SPACES REGULATIONS)

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Every confined space should be classified and will usually be marked. These markings will tell you what procedure you have to apply before entering.
2. Work in and entry into confined spaces is never to be undertaken by the lone worker.
3. You must be fully aware of the permit to work system or the procedure for self-certification where applicable.

Remember

- a) You must never enter a Class 1 Confined Space without a permit to work signed by your supervisor.
- b) You must never enter a Class 2 Confined Space before completing your pre-entry checks (self-certification) or following a specific safe working procedure.
- c) Before entering a Class 3 Confined Space, check that there are no unusual circumstances that may alter the classification of the space.
- d) Before entering any confined space, you must check the oxygen content and ensure no dangerous fumes are present.

If you are unsure or there is a deficiency or defect in your equipment - contact your supervisor immediately.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See Separate Procedure for Equipment Necessary for the Specific Task. Equipment listed on the Permit to Work, Self-Certification Form or Safe Working Procedure.

MAJOR HAZARDS:

See Procedure for the Specific Task

IF IN DOUBT ASK YOUR SUPERVISOR

**CONFINED SPACES - GENERAL
(CONFINED SPACES REGULATIONS)**

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

General Rules

The rules printed here are for your guidance. They must not be looked upon as being a replacement for specific Customer procedures.

1. Only trained personnel may work or attend workers in confined spaces.
2. Work in confined spaces must only be carried out with the full knowledge of the appropriate Supervisor.
3. No one must enter a Class 1 or 2 Confined Space unless a top man is present.
4. The top man must remain in visual and voice communication with the bottom man.
5. The top man must never enter the space to assist the bottom man with his work.
6. All persons when entering a confined space that involves descending to a lower level must be attached to a suitable device for the top man to haul him to safety in case of emergency.
7. Suitable communications must be agreed before entry into the space.
8. Adequate lighting must be available.
9. The following equipment should be available:

Safety Helmets/Harness/Waterproof Gloves/Protective Overalls/Knee or Thigh Boots/Escape BA/Full BA (Class 1 Spaces)/Suitable Winch up Device/Self Certification Forms/Permit to Work (Class 1 Spaces)/Gas Monitor
10. No smoking is to take place within the immediate vicinity of the confined space.
11. Vehicles and items of plant must have their exhausts directed away from the entrance to the confined space.
12. An emergency plan must be in operation (this is not "call the emergency services")

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See Procedure 19

MAJOR HAZARDS:

See Procedure 19

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 20

USE OF LIFTING EQUIPMENT

Lifting Equipment and Lifting Operations Regulations (LOLER)

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

RISK ASSESSMENTS/LIFTING PLAN MUST BE CARRIED OUT BEFORE ALL LIFTING OPERATIONS

1. Check equipment to be used is in good condition. Before lifting tackle or chains, ropes and hooks on lifting appliances are used, they should be examined for damage and evidence of impending failure.

The following defects should be looked for:

- a) Deformed or opened out hooks.
- b) Chains with strained or deformed links.
- c) Wire ropes with kinks, broken strands or corrosion.
- d) Fibre ropes with cuts or corrosion damage.

LIFTING EQUIPMENT WITH ANY SUCH DEFECTS MUST BE SCRAPPED and Head Office advised.

2. Check safe working load of equipment. The maximum Safe Working Load (SWL) of lifting appliances must be clearly marked on them. This also applies to chains and wire ropes. No attempt should be made to lift a load heavier than the SWL of a lifting appliance at the radius at which it is being used. If there is no SWL marked on the equipment DO NOT USE. If you think the load may exceed the safe working load, contact your supervisor.
3. Check that there are no overhead cables that may be encountered whilst lifting.
4. Ensure there is a clear tidy area to off-load into. Loads should not be left suspended from lifting appliances nor should work be carried out below suspended loads.
5. Do not shorten slings.
6. Do not shorten chains other than by chain clutches.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Safety Helmet / Safety Shoes/Boots / Gloves

MAJOR HAZARDS:

Overloading or Straining the Equipment / Falling of Suspended Load / Overturning of Portable Appliances / Overhead Power Lines / Defective Equipment / Poorly Secured Loads

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 20(Cont./d...)

USE OF LIFTING EQUIPMENT (LOLER)

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

7. If chains or ropes have to be used round a sharp edge or thin metal, packing, such as timber or sacking should be used to protect the chains or ropes.
8. Lift items slightly off ground and check for balance, if unstable lower and adjust. Small portable appliances are easily overturned, the suspended load should not be allowed to drag or swing outside the wheelbase of the appliance.
9. Never use lifting equipment for towing vehicles.

CRANES

1. Skilled operators only to use cranes. Certificates of proficiency to be provided.
2. Cranes to lift loads vertically only.
3. Trained signaller to assist crane driver.
4. Attach guidelines if necessary.
5. Constantly review weather conditions.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See procedure 20.

MAJOR HAZARDS:

See procedure 20.

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 21

LIFTING BY HAND/MANUAL HANDLING MANUAL HANDLING OPERATIONS REGULATIONS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Clear away obstructions from around the load.
2. Check load is secure and is safe to lift.
3. Assess weight of the load, if in doubt get help.
4. Use mechanical aids if available.
5. Decide beforehand how you will lift the load.
6. Stand close to load and get a firm footing.
7. Bend your knees and get a firm grip.
8. Breathe in, lift with a straight back letting leg muscles do the work.
9. Avoid jerky movements. Lift slowly and smoothly.
10. Walk off in direction you are facing
11. If load starts to slip, lower it to the floor immediately. Do not attempt to snatch a firmer hold.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Safety Shoes / Boots / Gloves

MAJOR HAZARDS:

Back Injury / Strained Arm Muscles

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 22

USE OF SHEAR LEGS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Always examine the equipment before use. On site ensure that the ground is level, firm and clear of obstruction.
2. The Safe Working Load is to be clearly marked on the equipment.
3. When setting up inside a building, ensure that the legs are kept well clear of any electrical apparatus.
4. Ensure that the floor and any joists are capable of taking the load from the shear legs.
5. When used on smooth surfaces, i.e., tile floors etc., place timber blocks between the floor and the feet of the shear legs.
6. When used on soft ground, use timber under the feet to spread the load.
7. Where non-spreader chains are not fitted, ensure that the feet are adequately fixed.
8. When used at an excavation, ensure that the sides of the trench are supported, and the shear legs are placed on a firm footing.
9. Shear legs must only be used for vertical lifts.
10. Shear legs should not be improvised on site, only tested equipment is to be used.
11. Trained personnel only to operate shear legs.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

PPE

MAJOR HAZARDS:

Collapse through Overload and/or use on Unstable Ground

IF IN DOUBT ASK YOUR SUPERVISOR

STACKING OF MATERIALS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Remember when articles or materials are stacked, someone, at a later date, will have to remove them.
2. Keep all entrances and exits clear.
3. Always store heavy articles at ground level.
4. Do not stack materials to a dangerous height.
5. Choose a stable and level area for stacking.
6. Use timbers if necessary to obtain a level area.
7. Always place the bottom layer on timber battens.
8. Supervisors must ensure that materials are not stacked too high.
10. Fire door, extinguishers and passageways must always be kept free of stacked materials.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

MAJOR HAZARDS:
Collapse of Stacks / Obstruction by Stacked Materials

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 24

LIFTING COVERS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. If working in the road or on footpath put up appropriate road signs and barriers.
2. If a lifting machine is available, use it.
3. Clean out lifting holes.
4. Use lifting keys that are in good condition.
5. When lifting, lift in the correct manner. See SWP 21
6. Put cover down in a safe place to ensure nobody can trip over it.
7. If cover is stuck put on goggles, clean edges of cover and loosen with a hammer.
8. Do not use a naked flame to loosen frozen covers.
9. Clean the mating surfaces before replacing the cover.
10. Report any damaged covers to Supervisor.
11. Never leave an open chamber unguarded.
12. Refer to Procedure No 21

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Safety Boots / Shoes / Gloves / Goggles
Reflective Jacket if Working in Carriageway

MAJOR HAZARDS:

Road Traffic if Working in Carriageway / Flying Particles

IF IN DOUBT ASK YOUR SUPERVISOR

**WORKING AT HEIGHT
WORK AT HEIGHT REGULATIONS**

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

AVOID WORKING AT HEIGHT UNLESS: -

1. All work at height is properly planned and organised.
2. All work at height takes account of weather conditions that could endanger health and safety.
3. Those involved in work at height are trained and competent.
4. The place where work at height is done is safe.
5. Equipment for work at height is appropriately inspected.
6. The risks from fragile surfaces are properly controlled.
7. The risks from falling objects are properly controlled.
8. No work is done at height if it is safe and reasonably practicable to do it other than at height.
9. Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
10. Plan for emergencies and rescue.
11. Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.
12. When selecting equipment for work at height use the most suitable equipment.
13. Collective protection measures (e.g., guard rails) are given priority over personal protection measures (e.g., safety harnesses).
14. Account is taken of the working conditions and risks to the safety of all those at the place where the work equipment is to be used.
15. Working at height may be a permit to work activity (Please check with your supervisor)

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

See procedures 26, 27 & 28.

MAJOR HAZARDS:

See procedures 26, 27 & 28.

IF IN DOUBT ASK YOUR SUPERVISOR

FIXED SCAFFOLDING

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. All fixed scaffolding is to be erected by competent scaffolders in possession of the appropriate certification. i.e. C.I.T.B record card
2. All materials used in the construction of scaffolding must be provided in accordance with the appropriate British Standards.
3. FSD personnel are not authorised to alter, erect dismantle or otherwise change any fixed scaffolding.
4. FSD Senior Site representative to ensure that all fixed scaffolds have been inspected and a duly authorised SCAFFTAG is present on scaffolding, and a handing over certificate obtained before allowing any FSD personnel to use same.
5. All scaffolding is to be erected in accordance with The Construction (Health, Safety and Welfare) Regulations 1996.
6. All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by the general public is prevented.
7. All access ladders are to be securely fixed to the scaffolding.
8. Weekly inspections will be undertaken by a suitably qualified person (i.e., Scaffold Contractor) and a record made of the inspection.
9. If the scaffold is on open ground and there have been adverse weather conditions, to include heavy rainfall, the scaffold must be inspected again before use.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Visual Inspection / Safety helmets

MAJOR HAZARDS:

Falls / Collapse of scaffold / Contact with overhead services / Alteration by non-competent persons

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 27

MOBILE TOWERS PROVISION and USE of WORK EQUIPMENT REGULATIONS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Personnel to ensure mobile towers can be used safely taking due note of ceilings, protrusions, holes in floor, level of floor, emergency exits.
2. Mobile towers to be erected in accordance with the manufacturer's instructions.
3. Only trained personnel to erect.
4. FSD Senior Site Representative to inspect all mobile towers before they are used.
5. All employees to be reminded of this procedure prior to commencing work on tower.
6. Height of tower must be relative to base dimension. A ratio of 4 to 1 is acceptable.
7. Tower must be vertical, and wheels locked in position.
8. Stabilizers must be used wherever possible. If stabilizers cannot be used the tower must be tied to the building or structure.
9. Tower must be moved from ground level. No person to remain on tower whilst it is being moved.
10. All tools and materials to be removed from tower before any movement is attempted.
11. Bracing cross members, guardrails and toe boards must be fitted and maintained in position.
12. Do not exceed the safe working load of the tower and its platforms.
13. Do not use tower in adverse weather condition.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Safety helmets / Gloves

MAJOR HAZARDS:

Openings in floors / uneven floor surfaces / adverse weather / Overhead cables

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 28

USE OF PORTABLE LADDERS WORK at HEIGHT REGULATIONS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Ladders are to be used ONLY if it is totally impractical to erect mobile scaffold tower or alternative means of access. A Risk Assessment must be carried out before using ladders.

1. Check site for overhead power lines before erecting ladders.
2. Do not use homemade ladders or extensions.
3. Inspect all ladders before and after use especially rungs, treads and stiles. Do not use if defective, obtain replacement.
4. Place on firm ground and ensure ladder is at a reasonable angle e.g., 1 metre out at the base for every 4 metres the ladder rises.
5. Ensure on extending ladders there is at least an overlap of 3 rungs.
6. Secure ladder at base or the top where practical or get someone to foot it before climbing.
7. If entering a trench or climbing off the top of a ladder, ensure ladder overhangs by at least 1 metre.
8. Do not over-reach. Move the ladder!
9. Never work from a ladder if the top rung is below your eye level.
10. When working over 4 metres high the base is to be tied back.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

MAJOR HAZARDS:

Defective Ladders / Poor Stability / Falling / Overhead Power Lines

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 29

OFFICE SAFETY

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

The legal provisions for the safety of people who work in offices are covered in the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999, and the Health and Safety (First Aid) Regulations 1981.

1. Report all damage to furniture, equipment or machinery to your supervisor. Do not attempt repairs yourself unless trained to do so.
2. Do not use equipment you have not been trained in the use of.
3. Ensure all walkways and stairways are kept free from obstruction.
4. Do not trail electrical leads across access ways.
5. Keep your work area tidy.
6. Do not place broken glass or sharp objects in waste bins. Place in a container, then place direct in skip or main rubbish disposal facility.
7. Pay particular attention to the storage of paper and other flammable items.
8. Always close filing cabinets when moving away from them. Only open one drawer at a time.
9. Do not stand on wheeled chairs.
10. Keep welfare and sanitary facilities clean and tidy.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

First Aid Kit / Signage

MAJOR HAZARDS

Falls / Cuts / Bruises and Abrasions

IF IN DOUBT ASK YOUR SUPERVISOR

**DISPLAY SCREEN EQUIPMENT
HEALTH and SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS**

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Those using display screen equipment will carry out a DSE assessment and pay attention to the following:

1. The chair should properly support the back to avoid postural problems. The back of the chair and the seat height should be adjustable.
2. A foot support should be available.
3. The forearms should be approximately horizontal when the keyboard is in use.
4. The keyboard should be adjustable and the key tops legible.
5. There should be no direct or indirect glare or reflections on the screen from natural or artificial light.
6. The screen should have an adjustable, readable stable image.
7. The angle and height of the screen should allow for a comfortable head position.
8. Take regular breaks.

ESSENTIAL SAFETY EQUIPMENT REQUIRED

MAJOR HAZARDS:

Eye Strain / Back Injury / RSI

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 31

WORKING HOURS PROCEDURE (RAIL)

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

FSD acknowledge it is essential that all staff comply with Railway Standards with respect to safe working hours.

FSD will ensure that staff comply with these standards and that they do not exceed the limits stated (other than in emergency situations)

In Emergency Situations a Risk Assessment to be completed and accepted by a representative of Rail management

The allowed hours are as follows: Taken direct from Network Rail Standard

Guidance

1. In accordance with the definitions, door to door time should not be planned to exceed a maximum of 14 hours.
2. Work time should not be planned to exceed 12 hours in any 24-hour period, with the exception of designated night workers as defined by the working time regulations.
3. There is no maximum travel time within the 14-hour limit, but employers should have a suitable risk assessment process for managing periods of travel time they consider excessive.
4. Employers should have suitable systems in place to demonstrate how they manage risks associated with fatigue specifically related to door-to-door time.
5. Where there is a potential to exceed a door-to-door time of 14 hours a robust assessment of imported risk should be undertaken.

The above includes any work carried out for other employers.

ESSENTIAL SAFETY EQUIPMENT REQUIRED

MAJOR HAZARDS:

Stress / Loss of concentration

IF IN DOUBT ASK YOUR SUPERVISOR

INCIDENT CONTROL PROCEDURE

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Definitions:

The following should be regarded as an accident/incident for the purposes of this procedure.

(i) An accident

The HSE define an accident as *“any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”*.
Example: A window cleaner dropping a bucket from a height, which caused injury to a person underneath, would be classed as an accident.

(ii) A “near-miss” incident

A “near-miss” incident can be defined as, *“any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”*.
Example: A window cleaner dropping a bucket from a height, which just missed a person standing underneath, would be classed as a “near-miss” incident. This incident did not cause an injury to a person but, under slightly different circumstances (the person standing nearer to the contact point) the person may have been injured.

(iii) Other Incidents

Other incidents include threatening behaviour and physical violence.

(iv) Dangerous occurrence

A dangerous occurrence can be defined as, “any incident that has a high potential to cause death or serious injury” and are specified by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations

2. The Accident/Incident Form

All accidents/incidents must be recorded by the injured party, First Aider present or witness using the Accident/Incident Report Form. Where the Injured Party is off work either owing to the injury or on leave, the Manager may complete the form on their behalf.
Completed Forms should be forwarded to head office (FAO Safety, Health, Environmental & Quality (SHEQ Dept) as soon as practicably possible after incident occurring.

Recipients must ensure that the information contained on the Form is kept confidential in accordance with the Data Protection Act 1998.

Each site is required to have at least one pad of Accident/Incident Report Forms which must be easily accessible to all staff and operatives. Pads are available on request from the SHEQ Department.

IF IN DOUBT ASK YOUR SUPERVISOR

INCIDENT CONTROL PROCEDURE

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

3. Immediate Reporting of Serious Accidents / Incidents by Telephone

Where a serious accident/incident (see List of Serious Incidents below) has occurred the Office should be telephoned immediately (although not at the expense of first aid/medical treatment) on:

01306 880800 – Head Office Contact either SHEQ or Operations Director

The Office will decide what level of further investigation is required and whether or not it needs to attend the incident based on the facts obtained from the telephone conversation. Where appropriate, the Office may contact the HSE at its Local Office to appraise it of the situation. Even though a telephone call to the Office has been made, an Accident/Incident form should still be completed and submitted as described above.

List of Serious Incidents

The following list is indicative rather than exhaustive:

- Statutory dangerous occurrences, e.g., collapse of a structure; lifting gear failure; boiler explosion – anything with high potential to kill or injure.
- Injuries beyond the scope of first aid – i.e., referred to hospital by the First Aider for treatment (not just as a precaution)
- Safety-related incidents involving the emergency services.
- Incidents likely to attract the attention of the statutory authorities or warrant investigation should they be alerted.
- Near-miss incidents (with high impact potential) involving members of the public.
- Incidents likely to attract negative media attention.

4. HSE Accident Books

The Office will use information provided on the Accident/Incident Report Form to complete entries in the HSE Accident Book for all staff injuries. These entries will be referenced to the Accident/Incident Report Form and filed appropriately in accordance with the Data Protection Act 1998

5. RIDDOR Reporting

Upon receipt of an Accident/Incident Report Form the SHEQ Office will decide if the accident/incident is reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR). Where this is the case, the site will report the incident to the HSE.

IF IN DOUBT ASK YOUR SUPERVISOR

INCIDENT CONTROL PROCEDURE

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Sites should not report accident/incidents to the HSE through the RIDDOR system without advice from the Office. If a serious accident/incident has occurred, the Office must be notified by telephone (see above) and will advise the most appropriate media to report the accident/incident.

Accidents/Incidents reportable under RIDDOR are:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from electric shock leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury-
 - a) leading to hypothermia, heat-induced illness or to unconsciousness,
 - b) requiring resuscitation, or
 - c) requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin-
 - a) acute illness requiring medical treatment, or
 - b) loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

The following should be reported to the RIDDOR Incident Contact Centre immediately. In the event of any of these occurring, please contact the OHS Office as soon as possible who will then notify the RIDDOR Incident Contact Centre as well as providing necessary assistance.

- Fatal accidents
- Accidents where several employees have been severely injured.

IF IN DOUBT ASK YOUR SUPERVISOR

- Accidents resulting in a serious injury to a member of the public.
- Accidents and incidents causing major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

SAFE WORKING PROCEDURE No. 32 (cont.)

INCIDENT CONTROL PROCEDURE

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

Specified Dangerous Occurrences

1. The collapse, overturning or failure of any load-bearing part of the following -
 - a) lift or hoist,
 - b) crane,
 - c) mobile powered access platform,
 - d) access cradle or window cleaning cradle,
 - e) excavator,
 - f) forklift truck.
2. The failure of any closed vessel or any associated pipework, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.
3. Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant for more than 24 hours or which has the potential to cause the death of any person.
4. Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
5. Any incident in which-
 - a) The malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography,
 - b) The malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.
6. The complete or partial collapse of-

IF IN DOUBT ASK YOUR SUPERVISOR

- a)** Any scaffold which is -
 - (i)** More than 5 metres in height which results in a substantial part of the scaffold falling or overturning,
 - (ii)** Erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffold into the water,
 - b)** The suspension arrangements of any slung or suspended scaffold which causes a working platform or cradle to fall.
- 7.** Any unintended collapse or partial collapse of -
- a)** Any building or structure under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material,
 - b)** Any floor or wall of any building used as a place of work,
 - c)** Any false work.

IF IN DOUBT ASK YOUR SUPERVISOR

INCIDENT CONTROL PROCEDURE

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8. An explosion or fire occurring in any plant or premise which results in the stoppage of that plant or the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.
9. The sudden, uncontrolled release of -
 - a) inside a building -
 - (i) of 100 kilograms or more of a flammable liquid,
 - (ii) of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point,
 - (iii) of 10 kilograms or more of a flammable gas,
 - b) in the open air, of 500 kilograms or more of any of the substances referred to above.
10. The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

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Specified Diseases

Diseases that require reporting to the HSE:

| Disease | Activity associated with disease |
|---|---|
| 1 Inflammation, ulceration or malignant disease of the skin due to ionizing radiation. | Work with ionizing radiation. |
| 2 Malignant disease of the bones due to ionizing radiation. | Work with ionizing radiation. |
| 3 Blood dyscrasia due to ionizing radiation. | Work with ionizing radiation. |
| 4 Cataract due to electromagnetic radiation. | Work involving exposure to electromagnetic radiation (including radiant heat). |
| 5 Cramp of the hand, or forearm due to repetitive movements. | Work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hand or arm. |
| 6 Subcutaneous cellulitis of the hand (beat hand). | Subcutaneous cellulitis of the hand (beat hand). |
| 7 Bursitis or subcutaneous cellulitis arising at or about the knee due to severe or prolonged external friction or pressure at or about the knee. | Physically demanding work causing severe or prolonged friction or pressure at or about the knee. |
| 8 Bursitis or subcutaneous cellulitis arising at or about the elbow due to severe or prolonged external friction or pressure at or about the elbow. | Physically demanding work causing severe or prolonged friction or pressure at or about the elbow. |
| 9 Traumatic inflammation of the tendons of the hand or forearm or of the associated tendon sheaths. | Physically demanding work, frequent or repeated movements, constrained postures or extremes of extension or flexion of the hand or wrist. |
| 10 Carpel tunnel syndrome. | Work involving the use of hand-held vibrating tools. Work involving: a) the use of chain saws, brush cutters or hand-held or hand-fed circular saws in woodworking; b) the use of hand-held rotary tools in grinding material or in sanding or polishing metal; c) the holding of material being ground or metal being sanded or polished by rotary tools; d) the use of hand-held percussive metalworking tools or the use of metal being worked upon by percussive tools in connection with riveting, caulking, chipping, hammering, fettling, swagging; |
| 11 Hand-arm vibration syndrome. | |

IF IN DOUBT ASK YOUR SUPERVISOR

- 12 Anthrax. a) Work involving handling infected animals, their products or packaging containing infected material; or b) work on infected sites.
- 13 Brucellosis. Work involving contact with a) animals, or their carcasses infected by brucella or untreated products of same; or b) laboratory specimens or vaccines of or containing brucella.
- 14 Hepatitis. Work involving contact with a) human blood or human blood products; or b) any source of viral hepatitis.
- 15 Legionellosis. Work on or near cooling systems which are located in the workplace and use water; or work on hot water service systems located in the workplace which are likely to be a source of contamination.
- 16 Leptospirosis. a) Work in places which are or are likely to be infested by rats, field mice, voles or other small mammals; b) work involving contact with bovine animals or their meat products or pigs or their meat products.
- 17 Tetanus. Work involving contact with soil likely to be contaminated by animals.
- 18 Tuberculosis. Work with persons, animals, human or animal remains or any other material which might be a source of infection.
- 19 Poisonings by any of the following: a) acrylamide b) arsenic or one of its compounds c) benzene or a homologue of benzene d) beryllium or one of its compounds e) cadmium or one of its compounds f) carbon disulphide g) diethylene dioxide h) ethylene oxide i) lead or one of its compounds j) manganese or one of its compounds k) mercury or one of its compounds l) methyl bromide m) nitro chlorobenzene, or a nitro- or amino- or chloro-derivative of benzene or of a homologue of benzene n) oxides of nitrogen o) phosphorus or one of its compounds. Any activity.
- 20 Cancer of the bronchus or lung. a) Work in or about a building where nickel is produced by decomposition of a gaseous nickel compound or where any industrial process which is ancillary or incidental to that process is carried on; or b) work involving exposure to bis(chloromethyl) ether or any electrolytic chromium processes (excluding passivation) which involving hexavalent chromium compounds, chromate production or zinc chromate pigment manufacture
- 21 Cancer of the urinary tract. Work involving exposure to any of the following substances: a) beta-naphthylamine or methylene-bis-ortho-chloroaniline; b) diphenyl substituted by at least one nitro or primary amino group or by at least one nitro and primary amino group (including benzidine); c) any of the substances mentioned in sub-paragraph above if further ring substituted by

IF IN DOUBT ASK YOUR SUPERVISOR

| | |
|--|---|
| | halogeno, methyl or methoxy groups; but not by other groups; or d) the salts of any of the substances mentioned in sub-paragraphs (a) to (c) above. |
| 22 Peripheral neuropathy. | Work involving the use or handling of or exposure to the fumes of or vapour containing n-hexane or methyl n-butyl ketone. |
| 23 Chrome ulceration of a) the nose or throat; or b) the skin of the hands or forearm. | Work involving exposure to chromic acid or any other chromium compound a) Work involving exposure to silica or dried quartzose sand or any residue of silica. b) The breaking, crushing or grinding of flint. c) The grinding of mineral graphite or from the dust of such operations. d) Exposure to the dust from abrasive wheels. |
| 24 Pneumoconiosis (excluding asbestosis). | Working or handling asbestos or any mixture of asbestos. |
| 25 Mesothelioma. | Work involving exposure to any of the following agents: a) epoxy resin systems; b) formaldehyde and its resins; c) metalworking fluids; d) chromate; e) cement, plaster or concrete; f) acrylates and methacrylate's; g) glutaraldehyde; h) biocides, anti-bacterial, preservatives or disinfectants; i) organic solvents; j) antibiotics and other pharmaceuticals and therapeutic agents; k) strong acids, strong alkalis, strong solutions (e.g. brine) and oxidizing agents including bleach or reducing agents; l) soaps and detergents; m) plants and plant derived material; n) any known irritant or sensitizing agent, including substances marked, 'may cause irritation', or 'may be a sensitizing agent'. |
| 26 Occupational dermatitis. | Work involving exposure to any of the following agents: a) isocyanates; b) platinum salts; c) fumes or dusts arising from soldering flux; d) proteolytic enzymes; e) antibiotics; f) cimetidine; g) wood dust; h) animals; i) glutaraldehyde; j) persulphate salts; k) reactive dyes; l) any other sensitizing agent, including substances marked as, 'may cause sensitization by inhalation' |
| 27 Occupational asthma. | |

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INCIDENT CONTROL PROCEDURE

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6. Accident Investigation

Upon receipt of a telephone call or an Accident/Incident Report Form the Office will decide what level of follow-up investigation is necessary. This does not preclude Sites Clients and Safety Coordinators from commencing an investigation before the Office receives notification of the accident/incident.

Investigations will normally be conducted by either:

The Office
The Engineering Employers Federation

To ensure a coordinated approach, the Office will contact the appropriate Health and Safety Coordinator(s) before it begins or assists with an investigation.

Any person tasked with an investigation may contact the Office for advice and/or assistance.

All company employees are required to cooperate fully with investigations conducted in the interest of health and safety.

7. Trade Union Safety Representatives

Trade Union Safety Representatives may request that the Office inform them of any accident/incident in which one of its members is involved. In order to comply with the Data Protection Act, information supplied to the SHEQ will not contain personal details (name, address etc) of the Injured Party unless the Injured Party gives consent.

Trade Union members are at liberty to inform their Trade Union Safety Representative of any accident/incident in which they are involved. Safety Representatives may investigate accidents/incidents in accordance with the Safety Representatives and Safety Committees Regulations.

8. Data and Trend Analysis

The Office will undertake statistical and trend analysis of accident/incident data in order to assess the company's performance against appropriate benchmarks. Such data will normally be considered by the Management Board at its regular meetings.

9. Dealing with Press Interest

Whilst individuals have certain rights and freedoms, the company does need to protect its reputation by conveying only accurate and consistent information to the Press. Members of FSD staff are, therefore, asked not to comment on any accident/incident without express permission from the Operations Director and the client.

For all Media Enquiries please call Bruce Smith on 01306880800

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 33

OVERHEAD CRANES

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

1. Operator must be trained and authorised.
2. Before operating a crane, the operator must ensure the crane test and maintenance certificates and records are current.
3. Advise the office of any faults or issues with the crane.
4. Pre- operational checks are carried out and include.
 - Crane is free of visual defects.
 - Controls are in good condition, operational with legible markings.
 - Slings (not damaged)
 - Hooks (in good condition)
 - Runways (clear of obstacles)
 - Safety switches and interlocks are operational.
 - Lifting gear is in current certification and showing no signs of damage. If any lifting gear is out of certification or showing signs of damage, the lifting gear must be withdrawn from service.
5. Check all brakes, stops and motion limits before lifting load.
6. No person shall operate or allow the operation of a crane that is either faulty or out of certification.
7. Report any crane or lifting gear defects to the office.
8. Recheck brakes after lifting load just clear of ground or landing to ensure no slipping.
9. Make sure people are clear of the load.
10. When lifting take up the slack gently and lift load vertically.
11. To correct any swing, travel in direction of swing and stop slowly.
12. Ensure hook or load is sufficiently raised to clear all objects in the area.
13. Never leave a suspended load unattended.
14. Do not allow any person to stand under a suspended load.
15. Acceleration and braking motions should be applied gently to minimise load swing.
16. Call for assistance if you do not have a clear view of the load and work area.
17. Approach all end stops gently.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

PPE

MAJOR HAZARDS

COLLISIONS INTO FIXES EQUIPMENT OR OPERATIVES

IF IN DOUBT ASK YOUR SUPERVISOR

SAFE WORKING PROCEDURE No. 34

WELDING & HOT WORKS

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE:
FOR FURTHER INFORMATION OR IF IN DOUBT CONTACT YOUR SUPERVISOR.
HE WILL GIVE FURTHER HELP OR ADVICE.

ALL WELDING AND CUTTING IN A CONFINED SPACE MUST BE SUBJECT TO A SPECIFIC SAFE WORKING PROCEDURE WHICH WILL INCLUDE A PERMIT TO WORK
MAJOR HAZARDS

Procedures comply with:

Code/Testing Standard: BS EN ISO 15614-1:2004+A2:2012
 BS EN ISO 14555:2014

1. Wear personal protective clothing – face shields, apron, gauntlets, boots.
2. Erect screens to protect passers-by from radiation.
3. All equipment must be properly earthed and insulated.
4. Ensure surrounding area is free of combustible materials and that all cylinders are clear of sparks.
5. Keep hoses clear of walkways.
6. Purge hoses before using equipment.
7. Check all equipment for leaks prior to use, especially hoses and regulators.
8. Use soapy water NOT a naked flame to check for leaks.
9. Check the nozzle of blow pipe is free from obstruction.
10. Mark up all completed work "HOT"
11. Always ensure that gas cylinders are in a secure and upright position.
12. Oil and grease must not come into contact with the equipment.
13. A hot watch must be kept for 60 minutes after any hot work finishes.
14. All hot works are 'permit to work'.

ESSENTIAL SAFETY EQUIPMENT REQUIRED:

Welding Apron
Welding Screen
Welding Goggles/Shield
Welding Gauntlets
Fire Extinguisher

MAJOR HAZARDS

Fire / Explosion / Heat, Burning, Fume Inhalation, Arc Eye

IF IN DOUBT ASK YOUR SUPERVISOR



Field Systems Designs

Business
is a
Partnership



FSD Mech Minimum Standards

[Section 1: Pipework:](#)

[Section 2: Anchors:](#)

[Section 3: Solvent Cement jointed Plastic pipe work \(ABS, UPVC\)](#)

[Section 4: Crimped pipework](#)

[Section 5: Screwed/Threaded Pipework](#)

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[Section 7: Dual contained systems](#)

[Section 8: General Pipework installation](#)

[Section 9: Bolting](#)

[Section 10: Flange Adaptors/couplers, Flexlocks and Teekays](#)

Section 1: Pipework:

1A: FBE Coating:

Pipe work to be inspected for quality of coating. Although uniformity of coating appearance is desired localized patches of rough finish are acceptable.

What we would consider acceptable:

1. Localized "sandpaper" texture.
2. Appearance of over layering, where it appears that small areas have been coated twice.
3. Small repair patches
4. Small chips scratches

What we would consider unacceptable:

1. Sandpaper finish of large areas or whole pipe
2. Large areas of over layering
3. Large unsightly or badly undertaken repairs
4. Large scratches and chips

Any required repairs should be undertaken as per the supplier's procedure.

Section 2: Anchors:

Although some end users or clients allow galv anchors it is FSD standard to use SS anchors unless otherwise directed by engineers.

Resin anchors should always be used unless otherwise stated by engineers. Engineers to advise what type of resin to use.

Be aware that some end users have banned resin anchors and insist on Wedge Anchors only. Engineers should advise this but always check!

Insertion depth must be as per Manufacturer's instructions wherever possible. If rebar is encountered then it is permissible to have one or two anchors inserted to a shallower depth so long as it is no less than half the required depth and most anchors in any bracket, structure or item of plant are correctly in place. Always check with the engineer.

If possible, anchors which require cutting should be cut to correct length prior to insertion as some anchors have a finished/hexagonal top section, the cut end should be cut to 45-degree angle. This allows all protruding anchors to have a uniform finish.

Any excess resin must be removed as soon as possible.

Isolating washers must always be used WITH, NOT INSTEAD OF the required metal washers unless the anchored item is the same material as the anchor. Engineer should advise if "Top Hat" isolation washers are required.

Section 3: Solvent Cement jointed Plastic pipe work (ABS, UPVC)

All joints to be made as per manufacturer's instructions. Jointing instructions for both ABS & PVC are available in Share point and should be presented by the supervisor during the RAMS briefing. Pipework must always be installed with a minimum of 50mm clearance around the pipe to allow for lagging if required.

There is always a possibility of "joint creep" when cementing plastic pipe. Joint creep happens due to the last third of a fitting being an interference fit. The cement initially acts as a lubricant and the squeezing effect of the interference fit pushes out the pipe. To counter this the joint must be held together until the cement cures enough to hold the pipe in place.

Excess cement must be cleaned from the pipework joints before it has time to fully cure.

It should be noted that it is in most cases NOT POSSIBLE to "Dry fit" pipe joints. In fact, many manufacturers recommend that a fitting not be used if the pipe can be inserted dry more than two thirds of the way into the fitting.

Therefore, all cuts should be determined via accurate measuring only.

Sockets should only be used to join full sections of pipe or to add screwed nipples NOT because of mistakes. Some clients will reject the installation due to an unnecessary number of sockets.

Unions should always be fitted against any item of plant including:

Pumps (if they do not have their own union ends)

Instrumentation

In line filters

Where screwed fittings are used

To facilitate the removal of the pipe, section of pipe or Equipment not covered above.

Section 4: Crimped pipework

All crimped systems should be installed as per the manufacturer's instructions. In addition:

Pipework should in most cases be cut using the pipe cutter supplied with the crimping tool. Some clients insist on having the pipe cut with either a grinder or a saw to prevent folding on the pipe end. This should be determined with the client at start of job.

If this is the case, then the pipe should be cut square and de burred.

When installing fittings, the pipe MUST first be marked with the depth marking tool supplied. The purpose of this is to allow the installer to see that the pipe is fully inserted into the fitting before it is crimped. If there is a problem with an installation and Geberit are called in to advise they will invalidate any warranty on the installation if there are no visible pen marks to indicate that the depth gauge has been used.

When using cordless crimping tools ensure there are at least two charge indicator lights illuminated on the battery. It is possible that the tool will not properly crimp larger fittings if the battery is showing less charge. Cordless tools should not be used for fittings above 54mm.

It is popular for fitters to assemble sections of crimped pipe installations before crimping (often referred to as dry fitting) with the intention of ensuring correct cutting lengths before crimping the whole assembly at the end. This is not recommended, as crimped fittings tend to be a loose fit on the pipe, and this can lead to a fitting partially coming off the pipe (if the depth gauge has been used as it should be then this would be apparent) or sagging of the installation resulting in poor level and alignment.

Crimped systems up to 42mm, have a single crimping jaw. 54 to 88.9mm have 1 set of jaws which must be used with an adaptor tool. 108mm has 2 stages – both to be used with the adaptor tool. 1st stage press and 2nd stage press which is a separate set of jaws (these Jaws should come as a set from the supplier). This is because it is not possible to fully crimp the fittings in one operation due to the amount of compression required. If in doubt speak with your supervisor.

Again, there must be 50mm minimum clearance around the pipe to allow for lagging.

Unions should always be fitted against any item of plant including:

Pumps (if they do not have their own union ends)

Instrumentation

In line filters / Where screwed fittings are used.

Section 5: Screwed/Threaded Pipework

All screwed/threaded pipework should be threaded by 110v threading machine or on smaller bore tube by 110v hand threader as per the manufacturer's/suppliers' instructions. Preference would be 110v threading machine where possible.

All pipework should be cut using cutting tool on threading machine if possible or by hand pipe cutters, all ends again will be de-burred using machine de-burr.

Ensure correct dies are used for tube material, SILVER DIES – mild/galv steel, GOLD DIES – Stainless Steel. You may need to adjust the dies in the die head slightly to ensure a good fit. This should be the first thing you do to ensure that threaded ends aren't too tight/loose in fittings.

Ensure thread cutting lubrication is used for threading ends to aid cutting and protect dies.

Make sure the correct thread sealing compound is used. This will be specified by the Engineer prior to the works. Follow thread sealing compound manufacturers instruction for correct application.

Again, there must be 50mm minimum clearance around the pipe to allow for lagging.

Unions should always be fitted against any item of plant including:

Pumps (if they do not have their own union ends)

Either side of Instrumentation /valves

Either side of Inline filters

Branches of pipework to aid fitting/installation.

To facilitate the removal of the pipe, section of pipe or Equipment not covered above.

Instructional video for pipe threading:

Section 6: Supports

All supports should be inspected for damage at the point of delivery. Any issues should be raised to supervisor.

Any FBE coating should be inspected as per Section 1A of these standards.

All supports should be aligned and levelled (along the entire run, do not assume floors to be level) at the point of installation. Load bearing packers should be used.

It MUST be ascertained at the time of installation if packing for grouting is required. This information should be provided on the installation drawing. If it is not or anyone is in doubt, then confirmation must be sought from the site supervisor. If the supervisor has doubts, then they should contact the project engineers. Again, load bearing packers should be under support bases to allow for grouting.

All supports must be installed in the correct location as dictated by the installation drawing.

If pipe clips are mounted on the support, then all threads used must be of a suitable material and length, again if in doubt contact engineering. Once installed an appropriate amount of thread should be showing through the retaining nuts, as with bolts 3-5 threads. This also applies to any other bolts associated with the support should it consist of more than one component. All these bolts should be correctly torqued.

Torque settings will be supplied by the supervisor who must seek confirmation from engineers if required.

Where U bolts are used rubber strip must be used between the U bolts and pipes, pipe and bracket.

If a bracket has to be drilled for any reason, ensure the coating is appropriately repaired.

Section 7: Dual contained systems

Bespoke dual contained systems MUST be supplied with the relevant manufacturer's instructions. If they are delivered to site without, then the supervisor must contact the engineer.

Installation should be completed as per the supplied guide.

Specific Supplier training may be required for some systems. If it is, then only those who have undertaken the training should install the system.

The mixing of components from different systems must be avoided UNLESS authorized by the supplier.

Section 8: General Pipework installation

All pipework should be installed with flanges in the “two-hole top” position (Commonly known as “Off Centre” in Engineering terms) unless directed otherwise by the engineers.

Where possible bolts should be installed with the direction of the thread indicating the direction of flow within the pipe. Again, where possible all bolts should be installed in the same orientation (all facing the same direction) with the exception of vertical applications where WIMES states all bolts generally should face down (although this isn't always possible or accepted by some client's representatives).

Where backing flanges (also known as loose or spin flanges) are employed they should be centered on the pipe so that there is an even gap between pipe and flange all around the circumference.

They must also be two-hole top unless stated otherwise.

Section 9: Bolting

Bolts must always be installed with two washers (one under bolt head, one under nut)

There must be between three-five threads showing through the nut OR as near to that as the nearest available bolt size will allow.

Isolation should always be used between dissimilar metals.

The bolt material and grade should be stated on the installation drawing. If in doubt consult the engineer.

Stainless bolts should ALWAYS be lubricated to prevent friction welding (also known as galling or cold welding). The engineer should advise the type of lubricant required for each installation.

All bolts must be tightened in the correct torque sequence and to the correct torque setting. Charts available from the Supervisors, engineers upon request.

Section 10: Flange Adaptors/couplers, Flexlocks and Teekays

Where flange adaptors/couplers are used ensure that they are installed in the correct orientation as the seal/gasket will be tapered, follow manufacturers installation guide. They should also be the correct size for pipe OD which should be on flange adaptor label. Different flange adaptors/couplers will be used on different materials. They are generally used for allowing easy access/removal of valves, flowmeters, pumps etc., possible alignment issues or on difficult installations where adjustment is needed.

Make sure seal/gasket is a good fit to pipe and not too loose.

Some seals/gaskets may require lubricating on installation to help movement, this is especially important on larger diameter pipework. Check with Manufacturers installation guide or with Engineer prior to installation as to whether it is required. Also, different lubrication may be required for different installs i.e., Potable water will require different lubricant to sewage. Again, check with engineer prior to installation.

The correct setting gap which should be indicated on the adaptor label (usually 25mm, Engineer to confirm) should be observed. If pipe ends have been cut to suit, they should be appropriately de-burred and repaired. If installing thin wall SS pipework insert collars may be required, Engineer to confirm.

Flange adaptors need to be restrained – restraint is usually supplied by all thread tie bars which should be the same material as the flange bolts. These will be anchored to tie lugs, flange adaptor and fixed flange with a washer and nut either side of all the lugs, flange adaptor/fixed flange. The number of ties will be specified by number of tie lugs. If tying to another fixed flange Engineers should specify on installation drawings.

These flanges should be tightened to the correct torque the same way as mentioned above. The tie should be locked off to lugs/other flanges once fully tightened. You can use the tie bars themselves to set the pipework level and setting gap with slight adjustments to each individual tie bar.

The flange adaptor can now be torqued to required setting. Torque setting should be on a label on flange adaptor, if not seek torque setting from supervisor/engineering. Again, these should be torqued following manufacturers installation sequence.

Flexlock Flange Adaptors don't need to be restrained by tie bars. The flanges should be tightened to the correct torque requirement following the bolting procedure. Once tight the pipework should be checked for and then set level.

The Flexlock flange adaptor can now be torqued to required setting. Torque setting should be on a label on Flexlock flange adaptor, if not seek torque setting from supervisor/engineering. Again, these should be torqued following manufacturers installation sequence. Ensure that you check for level occasionally when tightening the Flexlock as the level of the pipe will slightly move unless restrained in a fixed support.

Flexlock or Straight Couplers follow the same principal as flange adaptors except they are for joining 2 spigot ends of pipe. The coupler should be set central of the setting gap. Non Flexlock couplers will need to be restrained with tie rods as per Flange Adaptors. Check manufacturers installation instruction for minimum and maximum setting gaps allowed.

Teekays are for joining 2 spigot ends of pipe. There are different types of Teekays for different systems, pressure, materials etc. The type of Teekay used will be instructed by Engineering prior to install on site but if unsure speak to them. Similarly, to Flange adaptors some Teekays will require tying, again this will be specified prior to install by Engineering. Each type of Teekay installation slightly differs depending on pipe material, some may need an insert putting in the spigot end of the pipe, again this will be specified prior to installation.

On installation ensure that the Teekay is the correct fit for the pipe OD, loosely place Teekay over 1 spigot end of pipe during install and then align the next pipe with the correct setting gap. The maximum and minimum setting gaps will be detailed on the labels and in the installation guide for each individual Teekay.

When setting gap is correct both pipes should be fixed onto the supports, the spigot ends should be marked so that the middle of the setting gap is central to the Teekay.

Once the Teekay is aligned with marks on both spigot ends of pipe it can be set to its required orientation ensuring the top section where you tighten is level and it looks square on the pipe. It can then be tightening a little bit on each Allen bolt fixing at a time to pull the coupler in even. Continue doing this ensuring you keep an eye on the orientation level and it is square to the pipe as when tightening it will slightly move. Eventually when tight to the pipe must be torquing to required setting specified on the label of Teekay.

Items of plant/ Pumps, skids etc.:

Any pump or item of plant must be installed as per the current installation drawing.

Any anchors required must be specified by either the supplier or an FSD engineer.

Manufacturer's installation instructions must be strictly adhered to.

If the specific installation manual is not available, then installation should not be undertaken until it is.

If packing is required to level an item, then only load bearing packers should be used. Ensure a grouting gap is allowed for if required.

NEVER DRILL AND TAP THE FLANGES OF A PUMP OR ITEM OF PLANT UNLESS WRITEN INSTRUCTION IS RECEIVED FROM THE CLIENT.

Colour Banding:

All colour banding should be installed as per the supplier's installation guide.

Ensure the banding used is correct for the installation and or end user. If in doubt consult your supervisor or engineer.

If the pipe work is to be lagged be sure to confirm if banding is required either under the lagging, on the actual lagging or both. If it is required under the lagging, ensure there is time allowed for its installation before the lagging subcontractor is deployed to site.

Banding should be installed with a minimum spacing of 3m or anywhere there is a change of direction providing the nature of the installation allows for this.

Any banding exposed to sunlight must have the clear UV resistant coating applied following the same installation procedure as above.

Banding must not, where possible, be applied in wet or damp conditions. If the installation is taking place during a period of wet conditions, then it may be possible to install banding by employing a hot air gun to dry the pipe prior to application. Obviously, this may not be possible in all circumstances so revert to the specific RAMs for the work. If in doubt speak to your supervisor or engineer.

Excessive bubbling or miss alignment is not acceptable.

Steelwork:

Coatings must comply with client's requirements. If in doubt consult Supervisor or engineer.

Required grouting gaps MUST be observed. If a grouting gap has been specified on an installation drawing or within specification it must be incorporated in the installation and anchor bolts installed with enough length to allow for this gap.

Any packing used MUST be load bearing.

Any bolts incorporated within the structure should be installed with two washers and have between 3-5 threads showing through the nuts.

Steel work must be installed as per the latest installation drawing.

If localized galvanize repair is required, it must be carried out as per the correct procedure.

All installations must be correctly aligned and levelled.

Instrumentation:

Instruments should NEVER be fitted unless the manufactures installation manual is available.

Instrument must be the correct one for the location as indicated on the latest Rev P&I.D.

Ensure a suitable thread sealing compound or gasket is used.

Do not install instruments (with the exception of Magflo meters) until the pipework has been pressure tested.

If installing flow meters seek confirmation for requirement of earthing rings and gaskets.

Valves, NRV's

Valve must be the correct one for the location as indicated on the latest Rev P&I.D.

Check if the valve is directional. If unsure confirm with Supervisor or engineer.

Ensure valve is installed in correct orientation so that it can be operated safely. This should be indicated on the current installation drawing, BUT if the originally planned orientation is for some reason unsuitable for the location, then seek engineers' guidance and client's approval.

Valve must be of a suitable pressure rating for the installation. Consult supervisor or engineer for confirmation if required.

If valve requires additional support, ensure it is installed as per installation drawing.

All valves MUST be tagged as per current P&I.D. and to client's specification.

Counterweights and protective boxes must be installed onto NRVs if specified as per manufacturer's instructions.

Modular bracket systems:

Engineers should supply required drawings for any brackets to be site fabricated using a modular bracket system.

Brackets, supports should be fabricated and installed as per the manufacturer's instructions.

All cut ends should be dressed and cold galv repaired.

Anchors should be specified by the engineer.

End caps should be installed into open ends of beam.

All installations must be correctly aligned and levelled.

Any packing used MUST be load bearing.

All bolts must be tightened to correct torque.

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