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## **17. Work Equipment**

It is the Company's policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to trained, authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is required to protect them from dangers associated with the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

### **17.1 Mechanical Plant and Equipment**

The Company will ensure that only competent trained operatives will operate mechanical plant on site, all such equipment will be in date for any statutory required inspection/testing. Operators of mechanical plant and equipment are to comply with the operations manual and wear/use any safety devices provided with the equipment.

Operators/users of mechanical plant and equipment are to report any defects in equipment to their supervisor immediately and take the equipment out of use until the defect has been assessed/repared.

Consideration needs to be given to providing suitable ground conditions to ensure safe operation of mechanical lifting equipment, MEWP, forklifts, mobile cranes etc. All plant and equipment must be kept in a safe condition when not in use. All mobile plant should always have keys removed when left unattended.

Tipper/dumper drivers should dismount their vehicle when being loaded unless protected cabs are provided (FOP).

### **17.2 Compressed Air Tools**

All compressor and compressed air tools used at site locations and other workplaces will comply with applicable regulations and standards giving consideration to Company Policy and client restrictions on noise.

Any statutory certification applicable to the equipment will be requested from the supplier.

The Site Supervisor will check that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (i.e. jockey wheel, brake, engine cover stays etc) Any necessary noise control measures will be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage etc.) The Site Supervisor will ensure that all the necessary safety equipment e.g. eye protection, hearing protection, gloves etc. is provided and used as required.

Personnel will be instructed in the safe use and maintenance of any compressed air equipment used. Any defects noted must be reported immediately so that remedial action can take place. If the defect affects the safety of the equipment it will be taken out of use immediately.

The Company will encourage operatives to wear suitable protective footwear when using compressed air equipment.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing a live compressed air hose at any other person.

Noise levels produced must be considered as they may affect third parties bearing in mind the requirements of the Noise at Work Regulations.

### **17.3 Vehicle Safety**

If you have any queries regarding health, safety, transportation or driving you must discuss them with a Director/Senior Management (Including Site Managers/Supervisors).

Definition - Throughout this policy document the word "vehicle" refers to the Road Vehicles (Construction and Use) Regulations but typically in the general operations of the company refers to cars, vans and Lorries.

Age - The minimum age to drive a Company owned or insured vehicle is 21 years. Drivers of these vehicles should also have held a full clean driving licence for at least three years; any unusual circumstances (such as outstanding endorsements) will be referred to the legal advisor.

Driving Behaviour - A driver is responsible for the vehicle, the manner in which it is driven and the safe delivery of its passengers, any associated loads and/or equipment.

Drivers must at all times comply with all current Highway Laws and Road Traffic Acts, obey traffic signs, notices and road markings, parking restrictions, speed limits, etc. Drivers should drive in a safe and proper manner, exercising due care and consideration for others at all times.

If any user of the vehicle is involved in an accident, dangerous occurrence, violent incident of any kind, (whether injury occurs or not) it must be reported a Director/Senior Management (Including Site Managers/Supervisors).

Management and all users must assess the likely risk of driving whilst suffering from fatigue, especially on long journeys.

**Alcohol & Drugs** - All drivers of Company owned or operated vehicles must not drive under the influence of drink or drugs.

**Pre - Journey Checks** - Under the Construction and Use Regulations, the driver of a vehicle is legally responsible for the road worthiness of the vehicle when used on a public road and therefore should carry out the appropriate pre-journey checks:

Oil levels

Fuel

Condition of tyre tread and inflation (visual check), In addition, the driver is required to carry out each week an inspection of the vehicle's tyres for cuts, bulges and tyre pressures with a pressure gauge and note that this has been done in the Drivers Daily Record Sheet for that day in the incident record/comments section.

Radiator water levels

Washer bottle levels and operation

Operation of windscreen wipers and clear all round visions through windows

Lights, indicators, hazard flashers and mirrors should be clean and working

Horn

Operation of brakes and steering

If the problem can be rectified prior to commencing the journey, the appropriate action should be carried out, e.g. oil levels topped up, or water levels topped up.

If the problem cannot be easily rectified then the vehicle must not be used. Faults must be reported to a Director/Senior Management (Including Site Managers)

**Vehicle** - Loads of any kind must be secure.

All passengers must wear seat belts at all times when in motion; the only exception to this rule would be a person with an appropriate medical exemption certificate. Drivers will have the right to refuse to transport any person refusing to wear the safety restraint provided if they do not hold a medical exemption certificate. Further advice should be obtained from the line manager.

Vehicles should be maintained in accordance with the manufacturer's recommendations and subject to regular checks.

**Road Accident Procedures** - If involved in an accident, the driver **MUST STOP** as soon as it is practical and safe to do so, bearing in mind the welfare of passengers. The following action should be taken:

The driver should check to see if any of the passengers are injured. Injuries such as shock or concussion may not always be immediately apparent and, therefore, if anyone appears hurt in any way, an ambulance should be called. NOTE - If anyone is injured the Police **MUST** be informed.

If in the driver's judgment it is necessary, the police and/or emergency services should be called.

The vehicle or passengers should not be moved unless it is considered safe to do so.

Once it has been established that the passengers and vehicle are safe, and that the driver has reassured passengers and informed them of what they are doing, the driver should gather as much information as possible for example by:

- Obtaining witness (name, address and telephone number)
- Exchanging particulars with the driver(s) of any other vehicles involved, i.e.:

Name and address of driver

Name and address of owner

Registration number, type and colour of vehicle(s)

Name and address of insurers (insurance certificate number if possible.)

The driver's line manager should be contacted immediately in order to report the incident and so that relatives etc. may be informed. Drivers on long, out of normal hour's journeys should have an appropriate contact number.

In addition to collecting information about the other vehicle(s) etc, the driver should make notes about the following:

- Extent of the damage to the vehicle.
- The time and date of the incident.
- The precise location of the incident - Name of street, road, position and direction of any vehicle at the time of the incident.
- Visibility conditions at the time of the incident.
- Cause of incident.
- Produce a rough sketch to emphasise the description highlighting road markings and traffic signs, width of road, marks or debris on the road relevant to the accident.
- If the police attend the scene, a note should be made of the Officer's station and number.

It is clearly understandable that people involved in an accident may become distressed. It is essential, however, that the correct information is obtained at the time of the incident. Once those involved have dispersed, the true facts may never be recalled.

Factual information is very important for the consequent discussions and negotiations that will take place between insurance companies.

**THE DRIVER MUST NOT ADMIT LIABILITY OR ARGUE OVER RESPONSIBILITY FOR THE INCIDENT- THE ALLOCATION OF BLAME SHOULD BE LEFT TO THE APPROPRIATE AUTHORITIES.**

**However trivial the incident or damage**, whether it involves another vehicle or not, the precise details must be reported as soon as possible, so that appropriate documentation, e.g. Accident Report Forms can be completed.

Repairs to the vehicle will not be started until this has been done.

Any third party contact should not be acknowledged, but sent direct to the legal advisor who will contact the insurance companies.

**Breakdowns** - Drivers should ensure that they are fully aware of their arrangements for recovery and/or repair in the event of a breakdown.

#### **In the Event of Fire:**

All new vehicles will be fitted with at least one fire extinguisher (The driver should have checked their location prior to commencing the journey, and be aware of the operating instructions).

The first priority in the event of a fire **MUST** always be to evacuate the vehicles as quickly as possible. People should be kept well clear of the vehicle.

Once the evacuation is complete, with passengers secured a safe distance from the vehicle and someone has been detailed to call the Fire Brigade, the fire may be

tackled, but no one should be put at risk including the driver. Drivers should be aware that fuel tanks carry the risk of explosion.

## **17.4 Use of Mobile Phones**

Current legislation forbids the use of mobile phones whilst driving, unless, the phone is fitted in a cradle and a “hands free” car kit is used. It is the Company policy that the use of Mobile phones whilst driving is not permitted unless in conjunction with the “hands free” kit provided by the Company (and even then it is discouraged).

If an employee does not have a “hands free” kit or it is not working then the employee must ensure that the message facility is activated on his Company provided mobile phone.

The employee must then stop, at a designated parking area and switch off the motor vehicle engine prior to taking any messages. The employee should stop and take messages approximately every hour unless informed differently by a Director/Senior Management (Including Site Managers/Supervisors).

## **17.5 Abrasive Wheels**

No person will be permitted to use an abrasive wheel unless they have been adequately trained.

No person may mount an abrasive wheel unless:

- They have been trained in its mounting.
- They are competent to do the work.
- They have been appointed to do the work.

Operatives must ensure strict compliance with the requirements of the Provision and Use of Work Equipment Regulations.

Injuries involving the use of abrasive wheels fall into three main types:

- Those that result from particles being thrown out during a grinding process.
- Those that occur when a grinding wheel bursts or disintegrates.
- Those caused by contact between a revolving wheel, person's hand or some other part of the body.

Many of these injuries are relatively minor in nature, but some prove fatal. All operatives using wheels will therefore be made aware of the details of the risk assessment for this process. Similarly, any COSHH assessment for the dust created when a wheel is used. Damping down or local exhaust ventilation must also be provided at the point of use.

## **18. Training**

All staff shall receive training in their responsibilities as defined in this Policy, training will be repeated at regular intervals, and whenever changing legislation or working methods requires.

All training will be mandatory with records of any training being kept. Employees are encouraged to inquire about suitable training where they feel it would be beneficial.

The Company believes that effective training is essential to the maintenance and improvement of the Company and individual performance.

Aims:

To ensure that personnel are trained to the agreed standard of performance required to meet the business needs of the Company

To improve the level of individual performance

To enable individuals to acquire additional knowledge and learn new skills to enable them to develop their careers and to adapt to changing circumstances

## **18.1 Induction Training**

Induction training shall be arranged for individuals employed by or working under the control of the Company as follows:

On commencement of employment - A general guide to the controls and procedures in force at that time, including the Company Health and Safety Policy, emergency procedures, lines of communication and disciplinary procedures etc;

Safety induction's are in addition to any other Health and Safety related training, and records will be maintained of all induction's and attendees.

## **18.2 Job Specific Training**

Training requirements will be identified on initial employment and will be reviewed after the completion of the individuals first 3 months of employment. Training is also discussed during the employee appraisal, which is completed annually.

Where employees are required to carry out specific tasks (e.g. manual handling, working with mobile plant equipment, etc.) they will be provided with the necessary training.

The company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

## **19. Accident Procedure**

### **19.1 First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces including those with five or fewer employees and to the self-employed.

What is adequate will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is needed. London Engineers Company LTD will carry out an assessment of first aid needs to determine this on all sites/premises under their control.

First Aid boxes to the specification of the Approved Code of Practice will be kept within the work area. Site Manager/Agent will ensure that the First Aid box is adequately maintained at all times.



## 19.2 Accident Reporting Procedure

All injuries to employees resulting from an accident whilst at work, however minor, will be reported to the Site Office or a Senior Manager (Including Site Managers/Agents) dependent on where the accident occurs, who will ensure that a record is made in the Accident Report Book. This also applies to injuries received by members of the public/visitors whilst on Company controlled premises.

Accidents involving Contractors carrying out works on the Company's behalf must be reported to ensure the Company can take any necessary action and where required put preventative measures in place.

All fatalities, major injuries, dangerous occurrences, reportable diseases and other accidents notifiable under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the relevant Enforcing Authority via the incident contact centre. Form 2508 will be completed and sent within 10 days.

The Company will investigate all reportable accidents to assist with determining the cause and allow the implementation of preventative measures.

### Ways to Report an Incident at Work Online - [www.hse.gov.uk/riddor/report](http://www.hse.gov.uk/riddor/report)

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using.

### Telephone:

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports  
Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

## **19.3 Accident Investigation**

The Company will investigate all reportable accidents to assist with determining the cause and allow the implementation of preventative measures. Details within the report will include:

The circumstances of the accident including photographs and diagrams wherever possible.

The nature and severity of the injury sustained.

The identity of any eyewitnesses.

The time, date and location of the incident.

The date the report was compiled.

Any eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement to the Enforcing Authority has the right to have a lawyer present.

Any accident report produced by the Company will be retained at the Company Office as it may aid in any further investigation that is deemed necessary.

## **20. Fire and Emergency Procedures**

Fire precautions will be provided and maintained to the requirements of relevant legislation (in particular; The Regulatory Reform (Fire Safety) Order 2005).

Fire extinguishers will be provided and located at strategic points throughout the workplace. All employees' will be instructed in the use of extinguishers in order that they may use them safely and effectively.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations, and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

### **20.1 Emergency Evacuation Procedures**

The Company will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

Carry out a fire risk assessment.

Instigate procedures for the safe evacuation of all areas in the event of emergency.

Ensure this procedure is executed in such an event.

Ensure the emergency services are summoned when an incident is reported.

Check all emergency exits daily.

Check smoke detectors every 3 months and record the results.

Ensure access and exit routes are kept free of obstruction.

Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all on site.

Access and egress routes must be kept free of obstruction at all times. Clear signage must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of emergency fire fighting equipment.

## 20.2 Assessments

The Company will arrange for the necessary “Fire Risk Assessments” to be carried out on sites under the company’s control. Appropriate actions will be instigated as a result of these assessments and a record of all significant findings of these assessments will be kept and made available as required.

## 20.3 Fire Safety Plan

The Principal/Main Contractor is responsible for assessing the degree of possible risk from fire and for formulating and regularly updating the Fire Safety Plan, where we fulfil these roles we will ensure that a suitable Fire Safety Plan is completed and communicated to all affected parties.

The Fire Safety Plan” Should include as a minimum:

- The organisation and responsibility for fire safety including the name of the site “Fire Safety Co-ordinator”.

- Fire escape and communication, including an evacuation plan, emergency lighting and procedures for calling the fire brigade

- Fire brigade access, facilities and coordination including the provision of operational rising mains where appropriate. Fire brigade access should be at least 3m wide and 4 m high

- Fire drill and training as appropriate, general site fire precaution including as appropriate, fire extinguishers or other means of fighting fire, fire detection and warning alarms, site security, storage of highly flammable liquids and LPG, etc

- The requirements for Hot Work permits

- Site accommodation, including location, construction and maintenance

- Effective security measures to minimise the risk of arson

- A materials storage and waste control regime

## 20.4 Fire Safety Co-ordinator

The Principal/Main Contractor must appoint a site “Fire Safety Co-ordinator” who may act for or be the responsible person for assessing the degree of fire risk and for formulating and regularly up-dating the “Site Fire Plan” as construction proceeds. The duties of the Fire Safety Co-ordinator are: -

- Ensure that the “Site Fire Plan” is familiar to all persons on site.

- Co-ordinate the issue of hot work permits.

- Carry out weekly checks of fire fighting equipment and test all alarms and fire detection devices.

- Conduct daily inspections of escape routes, access for fire brigade, fire fighting facilities etc. and ensure that the “Site Fire Plan” is adhered to.

- Where appropriate, liaise with the local fire brigade.

- Maintain written records of all checks, inspection, tests, fire patrols and fire drill procedures.

- During an alarm execute those duties required for safe evacuation of the site etc.

- Promote a fire safe working environment at all times.

## **20.5 Hot Works**

A permit to work system must control any hot works operations. We will control and co-ordinate all hot works operations and issue hot works permits as required (Flame Torches, Bitumen Boilers, and Grinding Tools etc).

All hot works must stop at least 1 hour prior to the end of the day's work and a fire check completed to ensure the safety of all operatives/staff/visitors/customers. Staff must be informed of temporary arrangements if part of the smoke/heat detection system has to be temporarily disconnected.

## **20.6 Fire Alarms**

The Principal/Main Contractor must ensure that an effective temporary site fire alarm system is operational for each project. This may be by using an existing installed system or by the use of an alarm system incorporated into any temporary "Fire Point".

Where an existing system is employed, a temporary alarm must be provided during times when the existing system needs to be de-activated. This temporary alarm system must be discussed and agreed with the person in control of the premises/Site Manager/Foreman/Agent, prior to disconnection of the existing alarm.

## **21. Display Screen Equipment**

It is the Company's policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.

The Company will conduct health and safety assessments of all workstations within the workplace provided for the purpose of employees using VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Footrests will be provided when necessary where individual workers are unable to rest their feet flat on the floor. Footrests should not be used when they are not necessary as this can result in bad posture.

Software provided by the Company will be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the operator or user.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **22. Alcohol and Drug Abuse**

The Company recognises its duty to protect its employees, and others who may be affected by the Company's activities, from the risk associated with the excess use of alcohol and the misuse of drugs by an employee. The Company will not knowingly allow an employee under the influence of alcohol or drugs to continue working.

Any employee who believes they may have an alcohol or drug related problem which may affect their work is encouraged to approach a Director, the Company will provide assistance where possible. Employees can expect matters of this nature to remain confidential.

The Company may take disciplinary action against any of its employees who misuse drugs or are under the influence of excess alcohol whilst at work.

The Company requires any employee who believes that another of the Company's employees is working whilst under the influence of excess alcohol or affected by drugs to report this to a Director.

## **23. Working Time**

The Company has a general duty under s.2 (1) of the Health and Safety at Work Act, to ensure "so far as reasonably practicable" the safety of its employees. This implies a restriction on the employment of any employee for excessively long hours, or on unsuitable shifts likely to cause physical or mental ill health, or precipitate fatigue induced accidents. Specific requirements concerning hours of work are contained in the Working Time Regulations.

## **24. Stress**

The Company recognises that it has a duty to ensure employees are not made ill by their work. The company understands that work related stress can be a cause of ill health and will take all reasonable practicable measures to ensure none of its employees suffer from work related stress.

Employees will work best when they are working at a level for which their talents and training equips them. Should this not be the case, or should the employee be suffering from stress, whether work or private life induced, the Company encourages employees to raise the issue with a Director so that they can work with the employee to provide such assistance as both parties think would be beneficial.

The company will monitor for the symptoms of stress. Where stress caused or made worse by work could lead to ill health, a risk assessment will be carried out in accordance with the guidance provided in HSE INDG 406 'Tackling Stress – The Management Standards Approach'

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. Management Standards to cover the primary sources of stress are:

Demand – such as workload, work patterns and the work related environment.

Control – such as how much say a person has in the way they work.

Support – such as encouragement, sponsorship and resources provided by the organization, line management and colleagues.

Relationships – such as promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role – such as whether people understand their role within the organisation and whether the organization ensures that they do not have conflicting roles.

Change – such as how organizational change is managed and communicated in the organization.

## **25. Visitors/Third Parties**

The company has an obligation not to put people at risk, this includes company employees, client employees, sub contractor employees, members of the public and visitors i.e. suppliers representatives, delivery personnel, self-employed etc.

The company must take reasonable precautions necessary to prevent unauthorised access to the construction sites for which the company is responsible; this includes preventing access to trespassers and children who may be “attracted” to a building site after working hours.

Precautions that may be necessary on construction sites are:

- Suitable & sufficient hoarding erected to prevent any unauthorised entry.
- Appropriate signage denoting the area as a work site and highlighting personal protective equipment required and the site hazards.
- Anti climbing measures on scaffold and scaffold access points.
- Hoarding with a lockable access/egress points.
- All plant and equipment electrically isolated and left in a safe condition with cabs locked and boarded if required.
- Covered skips.
- Security personnel.

Where visitors are invited on to site they are to receive site induction training, sign in/out of site, wear the appropriate PPE and where possible be escorted during their visit. If visitors do not have the appropriate PPE, and none is available on site, the site manager, if it is safe to do so, can at his/her discretion escort the visitor around the site, after stopping any works in the area of the site being visited that may present a hazard to the visitor. Dependent on the nature of the site it may be the case that it is not safe for any visitor to enter the site without the appropriate PPE and in these circumstances the site manager will refuse access to visitors irrespective if they are the clients representative, designers, engineers etc.

## **26. Vibration**

The company will ensure that all operatives are aware of the risks involved and precautions to be taken in relation to Hand Arm Vibration.

Hand-arm vibration syndrome (HAVS) is a widespread industrial disease affecting lots of workers. Its best-known effect is vibration-induced white finger (VWF) also known as ‘dead hand’ or ‘dead finger’.

VWF can affect persons who regularly use vibration equipment.

Any vibrating tool or process, e.g. pokers, breakers, sanders, grinders, chainsaws, compactors, which causes tingling or numbness after 5 to 10 minutes of continuous use is suspect.

Excessive and prolonged vibration can damage nerves, blood vessels, bone and muscles, leading to permanent loss of feeling, flexibility and strength of grip.

## **26.1 The Signs**

Symptoms of VWF are usually set off by the cold. Early on they are mild. The first sign is often an occasional attack when the fingertips become white. During an attack there may also be numbness or 'pins and needles' and an attack may end with the whiteness changing to a deep red flush accompanied by uncomfortable throbbing that is often very painful.

## **26.2 Guidance on Prevention**

Keep warm at work, especially your hands. Wear warm gloves and extra clothing if working in the cold and weatherproof clothing in the wet.

Don't smoke, or at least cut down just before and while you are at work. Smoking affects blood flow.

Exercise your hands and fingers during work breaks to improve blood flow.

Use the right tool for the job. Making do with the wrong tool can mean more vibration, or that you have to grip the tool more tightly.

Avoid pneumatic exhausts that discharge directly towards your hands. Get a flexible hose fitted if there isn't one already.

Don't use any more force than necessary – grip equipment safely but not over tightly.

Try to avoid long periods of using equipment without a break – short bursts are better.

Keep tools in good working order – ask your supervisor to get them repaired where necessary.

Report any concerns to your supervisor and / or first aider.

Don't ignore symptoms. If you think vibration could be affecting your fingers or hands see your own doctor and take any advice given.

## **27. Policy Review**

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.



## Appendix A - Amendments