

KJM ELECTRICAL.	Issue No. 01	Page	1	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

CONTENTS

SECTION A – POLICY STATEMENT

1. KJM Electrical Health and Safety Policy Statement

SECTION B - ORGANISATION

2. Organisational Chart
3. Safety Responsibilities
 - 3.1 Proprietor
 - 3.2 Charge Hand
 - 3.3 Company Administrator(s)
 - 3.4 Operatives
 - 3.5 Competent Persons for Health and Safety
 - 3.6 General Responsibilities on all Employees
 - 3.7 Specific Responsibilities

SECTION C - ARRANGEMENTS

- 4 Implementation of this Policy
- 5 General Health and Safety rules
- 6 Risk Assessment
- 7 Safety Audits and Inspections
- 8 Accident and Incident Reporting
 - 8.1 Responsibilities
 - 8.2 Accident book
 - 8.3 Notification of Accidents/Dangerous Occurrences
 - 8.4 Enforcing authority
 - 8.5 Reportable Injuries, Diseases and Dangerous Occurrences
- 9 Accident Investigation
 - 9.1 Accident Investigation Procedures
- 10 Information, Instruction, Training and Supervision
- 11 Drugs and Alcohol
 - 11.1 D&A Rules
- 12 Consultation
- 13 Management and Control of Contractors
- 14 Fire Safety
 - 14.1 Fire Safety During Contracted Works on a Clients Site
 - 14.2 General Fire and Emergency Evacuation Procedure

KJM ELECTRICAL.	Issue No. 01	Page	2	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

CONTENTS

15 First Aid

- 15.1 First Aiders
- 15.2 First Aid Containers

16 Electrical Safety

- 16.1 Risk assessment and Method Statements
- 16.2 Electrical Competence
- 16.3 Accuracy of Test Instruments
- 16.4 Isolation of Meters during Re-Certification
- 16.5 Live Work and End Box Replacement
- 16.6 General Use of Electrical Equipment

17 Vehicle Safety

18 Smoking

19 Lone Working

20 Personal Protective Equipment

21 Working in Confined Spaces

22 Manual Handling

23 Asbestos

24 Use of Ladders and Step Ladders

25 Use of Tower Scaffolds

26 Plant and equipment

SECTION D – ENVIRONMENTAL

27 KJM Electrical - Environmental Policy

28 Chemicals

29 On site Environmental Arrangements

SECTION E – FORMS

- Employee Induction
- Sub Contractor Assessment Checklist
- Accident Report Form
- General Work at Height Checklist
- Ladders & Stepladders Inspection Checklist
- Health and Safety Inspection Form
- DSE User Identification Form
- PPE Issued Form
- Electrical Faults Form
- Practice Fire Drill Form
- NI2508
- Risk Assessments and Method Statements

KJM ELECTRICAL.	Issue No. 01	Page	3	of	56
HEALTH AND SAFETY POLICY	Last Revision - November 2009	Next Revision - November 2010			

SECTION A – HEALTH AND SAFETY POLICY STATEMENT

KJM ELECTRICAL.	Issue No. 01	Page	4	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

1. KJM ELECTRICAL -HEALTH AND SAFETY POLICY STATEMENT

KJM Electrical will ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, paying particular regard to:

- safe plant and systems of work
- safe use, handling, transport and storage of substances and articles
- provision of information, instruction, training and supervision
- a safe place of work, access and egress
- a safe working environment with adequate welfare facilities
- consultation with safety representatives and safety committees
- suitable and sufficient written risk assessments
- effective arrangements for the planning, organisation, control monitoring and review of health and safety measures
- use of competent persons (Safety Advice Centre Ltd) to advise on compliance with health and safety matters
- developing suitable emergency procedures

In addition, KJM Electrical will ensure, so far as is reasonably practicable, the health, safety and welfare of people not in their employment but who may be affected by their business.

All KJM Electrical employees must:

- take reasonable care for the health and safety of themselves and others affected by their acts or omissions
- co-operate with the employer and others to enable them to fulfil their legal obligations
- use any equipment or substances in accordance with any training or instruction given by the employer
- report to the employer any serious or imminent danger
- report any shortcomings in the employer's protective health and safety arrangements

In order to implement this policy the following organisation and arrangements will be put in place.

Signed: _____

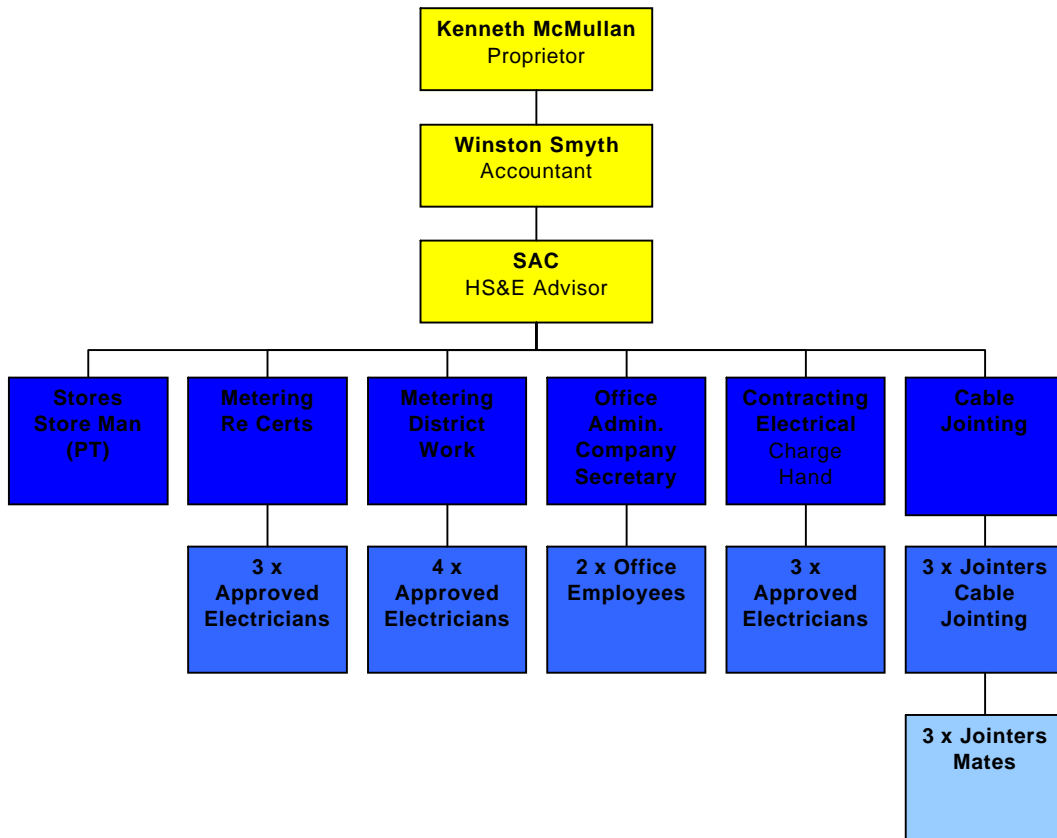
Position: _____

Date: _____

KJM ELECTRICAL.	Issue No. 01	Page	5	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

SECTION B – ORGANISATION

2. ORGANISATIONAL CHART



KJM Electrical - Organisational Chart

KJM ELECTRICAL.	Issue No. 01	Page	7	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

3. SAFETY RESPONSIBILITIES

3.1 Proprietor – Kenneth McMullan

The Proprietor is ultimately responsible for the safety and health of the company's employees whilst at work, along with visitors, contractors and others who may be affected by the acts or omissions of the company workforce. This responsibility includes any associated environmental impact. In order to fulfill these responsibilities the Proprietor may either delegate to the Charge Hand or fulfill the role himself; in either case both parties will:

- be aware of the overall responsibilities and liabilities imposed upon himself, the company and its employees by safety, health and environmental legislation
- ensure commitment and provision of the resources necessary to implement this policy successfully and to achieve the stated objectives
- oversee the effective application of the Company HSE Policy with the aim of preventing accidents and reducing hazards
- co-ordinate the efforts of all parties on matters of health, safety and welfare
- meet all statutory and Company health and safety requirements
- insist that sound working practices are observed
- ensure that all levels of staff receive adequate and appropriate training
- appoint competent persons (Safety Advice Centre Ltd) to advise on health and safety matters
- set a good example and encourage safe and healthy working practices

Where work is carried out under contract the Proprietor will ensure:

- that tenders are adequate to cover safe methods of working and welfare facilities
- the most appropriate method of working is used
- allocation of responsibilities with sub-contractors and others
- identification of hazards which might arise and which might lead to unnecessary improvisations on site
- facilities for welfare and sanitation
- basic fire precautions
- instructions are provided to establish working methods, explain the sequence of operations, outline hazards at each stage and indicate controls to be implemented
- working methods and precautions are reviewed prior to commencement of work
- that work, once started, is carried out as planned and that statutory obligations are observed on site
- appropriate reporting and investigation of injury, damage and loss and promote action to prevent reoccurrence
- that suitable risk assessments are carried out by competent personnel and that records are maintained and reviewed

KJM ELECTRICAL.	Issue No. 01	Page	8	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

3.2 CHARGE HAND

Responsibilities:

- familiarise themselves with the Company HSE Policy
- ensure that employees are trained in safe working methods and are aware of hazards
- ensure that employees are aware of fire procedures and first aid facilities
- develop safe practices and encourage suggestions from employees
- ensure that all safety rules are observed and protective equipment is worn
- ensure that employees avoid risks to the do not endanger themselves or others who may be affected by their acts or omissions

Where work is carried out under contract the Charge Hand will ensure:

- that tenders are adequate to cover safe methods of working and welfare facilities
- the most appropriate method of working is used
- allocation of responsibilities with sub-contractors and others
- identification of hazards which might arise and which might lead to unnecessary improvisations on site
- facilities for welfare and sanitation
- basic fire precautions
- instructions are provided to establish working methods, explain the sequence of operations, outline hazards at each stage and indicate controls to be implemented
- they review working methods and precautions with site management prior to commencement of work
- that work, once started, is carried out as planned and that statutory obligations are observed on site
- that adequate safety checks in those areas under their control are undertaken
- that suitable written records are kept and maintained of such inspections
- accidents and incidents are reported immediately and that they assist and co-operate with resulting investigation of injury, damage and loss and promote action to prevent reoccurrence
- that suitable risk assessments are carried out by competent personnel and that records are maintained and reviewed
- to ensure that new employees are adequately supervised and learn to take safety precautions
- they identify training requirements of individuals
- that employees are effectively instructed in safe systems of work
- they discourage horseplay and report those who fail to consider safety
- they set a personal example

KJM ELECTRICAL.	Issue No. 01	Page	9	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

3.3 COMPANY ADMINISTRATOR

Responsibilities:

- to be conversant with the Company HSE Policy and implement it at all times
- maintain records of risk assessments
- maintain records of accidents, incidents and near misses
- report all injuries, diseases and dangerous occurrences in accordance with reporting procedures outlined in this policy
- seek to develop safe practices and encourage suggestions from other employees
- maintain a safe and healthy office environment so far as is reasonably practicable

3.4 OPERATIVES

Responsibilities:

- to be conversant with the Company HSE Policy and implement it at all times
- to develop a concern for safety personally and for others, particularly new employees
- to suggest ways of eliminating hazards
- co-operate with the Company in maintaining a safe working environment and make your contribution to reducing accidents
- take care of Company property entrusted to you, refrain from horseplay, the abuse of welfare facilities and the misuse of equipment
- to operate only items of equipment for which you have been trained, deemed competent and authorised to use
- to use the correct tools and equipment for the job
- use safety equipment and protective clothing (P.P.E.) which is made available
- to keep tools and equipment in good condition
- to report any defects in equipment
- ensure that equipment is in a safe and secure state when unattended
- report any injury, disease, or incident which could result in personal injury or property damage
- comply with any risk assessments which have been undertaken
- obey safety rules
- set a personal example

KJM ELECTRICAL.	Issue No. 01	Page	10	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

3.5 COMPETENT PERSONS FOR HEALTH AND SAFETY

In order to comply with the Management of Health and Safety at Work Regulations; KJM has appointed competent persons (Safety Advice Centre Ltd) to provide advice on matters of health and safety.

Responsibilities are:

- provide access to consultancy expertise on any safety query
- provide assistance with any emergency/accident investigation
- where requested, liaise with HSENI or Local Authorities on behalf of KJM

3.6 GENERAL RESPONSIBILITIES ON ALL EMPLOYEES

It is the Policy of KJM that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to Company property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Company policy and safe systems of work, and to accept and carry out their responsibilities. Failure to do this will result in disciplinary action being taken against the employee.

In this context, employees are reminded of their own duty under the Health and Safety at Work (NI) Order; to take responsibility for their own safety and that of other workers and to co-operate with the Company so as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction and supervision are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All sub-contractors employed by the Company will be required to comply with, and adhere to the Company HSE Policy.

KJM ELECTRICAL.	Issue No. 01	Page	11	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

3.7 SPECIFIC RESPONSIBILITIES

- Instruction in Safe Working Practices: Proprietor & Charge Hand
- Training: : Proprietor & Charge Hand
- Health and Safety Inspections: : Proprietor & Charge Hand
- Office Safety Inspections: Office Administrator
- Housekeeping: All Employees
- Accident Reporting: Proprietor
- Accident Recording: Office Manager/Administrator
- Accident Investigation: Proprietor & Charge Hand
- Sub-contractors: Proprietor & Charge Hand
- Risk Assessments: Proprietor & Charge Hand

KJM ELECTRICAL.	Issue No. 01	Page	12	of	56
HEALTH AND SAFETY POLICY	Last Revision - November 2009	Next Revision - November 2010			

SECTION C – ARRANGEMENTS

KJM ELECTRICAL.	Issue No. 01	Page	13	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

4. IMPLEMENTATION OF THIS POLICY

This Policy will be implemented in the following manner by:

- ensuring, when planning or tendering for contracts, provision will be made for the health, safety and welfare of employees and others
- ensuring, in all of the Company's activities, the HSE Policy will be implemented by providing and maintaining equipment and systems of work
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances
- ensuring that a high standard of instruction, training and supervision is given to employees and all necessary information regarding health and safety at work is provided
- ensuring the workplace is maintained in a high standard of cleanliness, hygiene and housekeeping, with safe and proper means of access and egress
- ensuring that adequate personal protective equipment, is provided for and used by all employees
- ensuring that there are specific arrangements entered into when sub-contracting work so that the policy is adhered
- ensuring that adequate facilities and arrangements are to be provided for welfare at work
- ensuring that all employees comply with health and safety laws and Regulations and cooperate with those responsible for enforcing them
- maintaining a system for the prompt reporting of accidents and their investigation, together with implementing any preventative measures
- ensuring that the responsibilities of employees in connection with health and safety are clearly specified

KJM ELECTRICAL.	Issue No. 01	Page	14	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

5. GENERAL HEALTH AND SAFETY RULES

Any employee will be liable to disciplinary procedures if he or she is found to have acted in any of the following ways:

- a gross breach of health and safety rules
- unauthorised removal of any item of first aid equipment
- willful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- misuse of chemicals, flammable or hazardous substances or toxic materials
- smoking in any designated 'No Smoking' area
- horseplay that could cause accidents
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- seriously overloading any item of lifting equipment
- non-compliance with any controls provided in the pursuit of safety
- failure to comply with risk assessments requirements

KJM ELECTRICAL.	Issue No. 01	Page	15	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

6. RISK ASSESSMENT

We accept our duty under the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities.

It is the policy of KJM, to conduct suitable and sufficient assessments of the risks presented to both employees and others, by actions undertaken by the company.

These assessments are the primary method of controlling health and safety risks and detailing the necessary precautions.

We recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced so far as is reasonably practicable.

Our aims are as detailed below:

- identify significant hazards to both health and safety
- identify all persons at risk from the hazards identified
- ensure that adequate controls are implemented in order to reduce risks as low as is reasonably practicable
- review risk assessments as necessary (i.e. after a set time, after an accident/incident or near miss, as a result of complaints from employees, where there has been a significant change in the process or work methods, where there has been a significant change in the work force, as a result of a change to legislation).

From these risk assessments, safe systems of work will be developed.

All employees are responsible for ensuring that the relevant controls measures described in the risk assessments are implemented prior to commencing with the work activities.

A copy of KJM's Risk Assessment Form can be found in 'Section E – Forms' at the end of this policy.

KJM ELECTRICAL.	Issue No. 01	Page	16	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

7. SAFETY AUDITS AND INSPECTIONS

This procedure details KJM's policy for health and safety audits and inspections.

All KJM permanent and temporary sites must be subject to periodic health and safety inspection.

Inspections should cover at least:

- statutory Inspections
- working practices and controls
- condition and use of tools
- condition and use of protective equipment
- condition and use of plant and machinery
- use of hazardous substances
- housekeeping

The finding of inspections should be reported on the relevant forms; blank copies will be available in the Administrators office.

Completed inspection form will be retained in the Administrators office.

A copy of KJM's Health and Safety Inspection Form can be found in 'Section E – Forms' at the end this policy.

7.1 OFFICE INSPECTIONS

The Company Administrator will conduct a monthly inspection of the office to identify any health and safety hazards. All employees will be notified of any hazards identified.

7.2 WORKSHOP INSPECTIONS

The Charge Hand will conduct a monthly inspection of the workshop to identify any health and safety hazards. All employees will be notified of any hazards identified.

7.3 ON SITE INSPECTIONS DURING CONTRACTED WORKS

Were the contracted work lasts for a period exceeding three days, the Charge Hand should carry out at least one inspection and subsequent inspections as deemed necessary.

The Proprietor will carry out at least one on site inspection every month (at random) at a contracted site.

KJM ELECTRICAL.	Issue No. 01	Page	17	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

8. ACCIDENT AND INCIDENT REPORTING

Under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it is the responsibility of KJM to investigate all accidents, incidents and dangerous occurrences, to prevent recurrence and to report to the relevant authority.

For all minor accidents, incidents and near misses an accident report form must be completed and an entry made in the accident book. Entries into the accident book will be reviewed by the Proprietor to identify trends and preventative action.

8.1 RESPONSIBILITIES

The Proprietor and Charge Hand will be responsible for investigating all incidents involving personal injury, incidents involving damage to property, equipment, fittings/fixtures, together with all near misses.

8.2 ACCIDENT BOOK

The Accident Book is kept in the Administrators office; it will be the responsibility of the Company Administrator to ensure that records are correctly maintained.

8.3 NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES

The company Administrator will be responsible for reporting any notifiable injuries, diseases or dangerous occurrences to the HSENI.

8.4 ENFORCING AUTHORITY

The Enforcing Authority is:

HSENI
Health and Safety Inspectorate
83 Ladas Drive
Belfast BT6 9FJ

It is the Policy of KJM, that all verbal communication regarding any accident is expressly forbidden. Any request for information by relevant parties must be addressed to the Proprietor in writing, who will make the official response. This relates to both reportable and non-reportable accidents/incidents under the Regulations.

ALL ACCIDENTS, INCIDENTS AND NEAR MISSES MUST BE REPORTED IMMEDIATELY, IN PERSON OR BY TELEPHONE.

KJM ELECTRICAL.	Issue No. 01	Page	18	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

8.5 REPORTABLE INJURIES DISEASES AND DANGEROUS OCCURRENCES

In the event that any person (including a member of the public) suffers an accident arising out of or in connection with the work of KJM; suffers any of the major injuries listed below, or where there is a dangerous occurrence - the person in charge shall notify immediately, by telephone, the Proprietor.

Reportable Injuries:

- any fracture other than to fingers, thumbs or toes
- any amputation
- dislocation of the hip, knee or spine
- loss of sight (whether temporary or permanent)
- a chemical or hot metal burn to the eye or any penetrating injury to the eye
- any injury resulting from electric shock or electrical burns (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury:
 - Leading to hypothermia, heat-induced illness or to unconsciousness
 - Requiring resuscitation, or
 - Requiring admittance to hospital for more than 24 hours
 - Loss of consciousness caused by asphyxia or by exposure to a harmful substance or Biological agent
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - Acute illness requiring medical treatment
 - Loss of consciousness

Acute illness which require medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

- as a result of the incident more than 3 days are lost from work

In these cases a more detailed NI2508 form must be completed and the Enforcing Authority must be notified within 10 days.

KJM ELECTRICAL.	Issue No. 01	Page	19	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

9. ACCIDENT INVESTIGATION

Any accident or incident will be investigated in the first instance, by the Charge Hand.

The aim of an investigation is to establish: what caused the accident, who was involved, when it occurred, why it occurred, how could it have been prevented and how could it be prevented from happening again?

These records will be kept for a minimum of 3 years.

9.1 ACCIDENT INVESTIGATION PROCEDURE

- keep an open mind
- reach the scene as quickly as possible
- taking of photographs and make sketches
- record all relevant data
- interview and take statements from the injured persons (when possible), witnesses and others (interview all who appear to be able to contribute to the investigation and take statements only from those with essential information)
- ensure statements are signed and dated
- establish all the relevant factors as quickly as possible particularly the cause and sequence of events leading to the accident/incident
- consider the work system, training, information, instruction and supervision
- commit the results of the investigation to paper in a clear and concise manner
- be certain the recommended action will prevent future accidents/incidents of the type investigated, so far as this is practicable
- monitor future operations

A good principle to adopt when questioning injured person or witnesses is to start with WHAT, WHERE, WHEN, HOW or WHO.

Questions starting with WHY will only put the witness on the defensive, and may even antagonise them, and should therefore be avoided.

KJM ELECTRICAL.	Issue No. 01	Page	20	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

Typical questions might be:

- WHAT happened?
- WHAT did you see?
- WHAT time was it?
- WHERE were you at the time?
- WHERE was the injured person?
- WHEN did you realise something was wrong?
- HOW did it happen?
- HOW were you involved?
- WHO else was involved?
- WHO else saw the accident incident?
- WHO reported the accident/incident?

The question ‘WHAT HAPPENED’ will often promote the fullest response and it is vital that you listen to what is said, without interrupting the witness account of the incident.

KJM ELECTRICAL.	Issue No. 01	Page	21	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

10. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

It is the policy of KJM to provide all employees and Sub-Contractors with adequate safety information, instruction and training and supervision.

All new employees will require a period of appropriate supervision.

Each new employee must be informed of KJM's HSE Policy during their initial induction.

Employee training requirements are identified during an individual's performance appraisal and a programme of development produced and implemented.

Safe systems of work have been devised for contracted site work and can be taught whilst on the job.

Certain work requires specialist training. In this case employees will be enrolled on external courses.

All safety training undertaken by employees will be recorded in the individuals training file and stored within the Administrators office.

11. DRUGS AND ALCOHOL

KJM acknowledge the legal responsibility to safeguard the health, safety and welfare of all our employees and other persons who may be affected by drug and alcohol abuse.

The Proprietor will have overall responsibility for the effective implementation of this Policy.

11.1 D&A RULES

KJM requires all employees to attend for work with no impairment from the effects of drugs or alcohol.

Being unfit for work due to drug or alcohol consumption is prohibited and is grounds for disciplinary procedures.

Consumption of drugs or alcohol during working hours is strictly prohibited. This is classed as gross misconduct and as such is grounds for disciplinary procedures, which may include summary dismissal.

KJM ELECTRICAL.	Issue No. 01	Page	22	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

12. CONSULTATION

KJM acknowledges that the company has a duty under the Health and Safety (Consultation with Employees) Regulations to consult employees on matters of health and safety.

KJM has chosen to fulfill this duty by direct consultation.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation, by the means most appropriate to the matters and circumstances concerned.

Such information will be provided in the following ways:

- conversations with individuals
- toolbox talks
- staff meetings
- information displayed on notice boards
- letters attached to payslips
- Emails
- Telephone calls

KJM ELECTRICAL.	Issue No. 01	Page	23	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

13. MANAGEMENT AND CONTROL OF CONTRACTORS

Any company Sub-Contracted by KJM to carry out specialist work should be regarded as a Sub-Contractor.

KJM will strive to ensure, so far as is reasonably practicable, that the Company does not put the contractor or their employees at risk.

Where appropriate Sub-Contractors are requested to provide full specifications, health and safety policies, method statements, lists of competent personnel, and certificates of insurance and risk assessments before any work can commence on site. These are submitted to the Charge Hand and are kept in the Administrators office.

Any Sub-Contractor wishing to undertake works for the Company will be required to comply with the responsibilities for Sub-Contractors set out in this policy.

KJM are committed to selecting competent Sub-Contractors and as such will assess the suitability of these companies prior to appointment.

Should KJM appoint sub-contractors, those contractors are responsible for ensuring that all persons under their control comply with statutory and site specific health and safety requirements:

The Sub-Contractor must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair; all electrical equipment must be PAT tested.

The Company reserves the right to suspend any Sub-Contractor deemed not to be complying with the KJM's HSE Policy and/or relevant risk assessments and method statements.

It is the responsibility of KJM to inform the sub-contractor of any known hazards.

It is the responsibility of the sub-contractor to provide risk assessments and method statements for their own work activities and work carry out all work in accordance with relevant safe systems of work.

Statutory provision, the Clients site rules, KJM's HSE Policy and the Sub-Contractors own risk assessment and method statement must be adhered to at all times.

KJM reserve the right to inspect Sub-Contractors equipment and procedures before commencement of the work and at regular intervals during the period of work.

All Sub-Contractors are responsible for ensuring that their own work activities do not cause any damage or pollution of the work site and that all waste products are disposed of correctly and with consideration for the environment.

KJM ELECTRICAL.	Issue No. 01	Page	24	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

14. FIRE SAFETY

All personnel must be familiar with the locations of the following:

- fire extinguishers
- fire instruction notices
- fire alarm operating points
- fire exits and escape routes

KJM employees must take the following precautions against fire:

- no smoking, unless in a designated area
- ensure electrical equipment has been tested and is properly maintained
- report frayed leads and faulty equipment
- turn off electrical equipment at end of day, if appropriate
- ensure you understand fire evacuation procedure
- last person to leave office to do a final check
- Charge Hand must ensure that fire exits are clear and properly lit at all times, suitable and sufficient signs are clearly displayed directing personnel out of the building in the event of a fire
- fire drills are carried out (at least annually) and recorded

14.1 FIRE SAFETY DURING CONTRACTED WORKS ON A CLIENT'S SITE

- all employees must ensure when entering a Clients site, they are aware of the on site emergency evacuation procedure
- on hearing the fire alarm all personnel, should immediately make their way to the nearest emergency exit
- do not stop to collect personnel belongings
- inform the site contact of your exact whereabouts
- adhere to the site emergency evacuation procedure
- go to the assembly point
- remain at the assembly point until otherwise directed, do not re-enter the area until it is declared safe to do so

KJM Employees will often enter the homes of there customers – in this instance the property will be classed as the clients site and as such, all employees must be alert to the potential for fire. Should there be an outbreak of fire at such a property KJM employees must raise the alarm and make their way to a safe area.

UNDER NO CIRCUMSTANCES SHOULD ANYONE RISK THEIR OWN, OR ANYBODY ELSE'S SAFETY

KJM ELECTRICAL.	Issue No. 01	Page	25	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

14.2 GENERAL FIRE AND EMERGENCY EVACUATION PROCEDURE

- the person discovering the fire will sound the alarm and/or will telephone the
- emergency services on site emergency number
- when the call is answered, state that there is a fire
- state your name and location and telephone number
- do not replace the receiver until this information has been correctly acknowledged
- evacuate the building by the nearest available exit and proceed to the assembly point
- notify the senior person in charge that you have called the Fire Service

DO NOT RE-ENTER THE AREA UNTIL TOLD IT IS SAFE TO DO SO

WALK DO NOT RUN - DO NOT STOP TO COLLECT PERSONAL BELONGINGS

15. FIRST AID

15.1 FIRST AIDERS

The name of any First Aider will be posted in the Administrators office.

An 'Appointed Person' is will be trained to take charge in the event of an accident or illness in the absence of a trained First Aider.

The name of the 'Appointed Person' will be in the Administrators office.

15.2 FIRST AID CONTAINERS

At least one stocked first aid container is located in the workshop/office area.

Additional first aid containers are located in company vehicles

There will be at least one first aid container available at each site were contracted work is to be undertaken.

It is the duty of the First Aider or Appointed Person to ensure that the first aid container is adequately stocked and items are replaced when used.

KJM ELECTRICAL.	Issue No. 01	Page	26	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

16. ELECTRICAL SAFETY

KJM Electrical acknowledges the potential for harm arising from their undertakings and associated with the various aspects of electrical work.

KJM recognise the following as the **main** hazards associated with working on electrical installations:

- contact with live parts causing shock and burns and potentially death (normal mains voltage, 230 volts AC, can kill)
- electrical faults which could cause fires

16.1 Risk assessment and Method Statements

KJM Electrical employees must work in accordance with the company's general risk assessment for the installation of electrical equipment and method statement for site safety. In addition, KJM employees must ensure that an on site risk assessment, specific to the works, is completed prior to work commencing.

16.2 Electrical Competence

All KJM employees must be competent to carryout electrical work on behalf of the company. Typical works undertaken by KJM employees will be:

1. Metering re-certification including phase checking
2. Cable jointing including end box replacement

Whilst undertaking the above operations and any other electrical works, KJM employees must follow the company's safe systems of work and work in accordance with NIE training.

All electrical works undertaken by KJM Electrical must be carried out in accordance with:

- The Electricity at Work Regulations
- BS7671 Requirements for Electrical Installations (IEE Wiring Regulations. Seventeenth Edition)
- HSE NI 01 02-A Electricity at Work
- HSG85 Electricity at Work – Safe Working Practices
- HSE/Select Guidance on Safe Isolation Procedures
- Electrical Safety Council – Safe Practice Guides

16.3 Accuracy of Test Instruments

All test instruments used by KJM employees shall be tested in accordance with BS7671 and NICEIC requirements.

KJM ELECTRICAL.	Issue No. 01	Page	27	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

16.4 Isolation of Meters during Re-Certification

Work must only be carried out by those employees with adequate skills, knowledge, training and experience. Meters must be isolated prior to work commencing. KJM employees involved in these work activities must ensure that the relevant fuses are removed and placed in a secure location where they can not be inadvertently re-inserted.

16.5 Live Work and End Box Replacement

Where live work is unavoidable, specifically in end box replacement, the work must only be carried out by those employees with adequate skills, knowledge, training and experience, these employees will hold current NIE authorization and must only use NIE approved, insulated tools.

End box replacement must be carried out in teams of two. One person will work live and the other will act as 'electricians mate'. Under this system the electricians mate is alert to possible contact with live electrics and the potential for fire. The electricians mate shall also ensure that no persons or animals can enter the exclusion zone whilst live work is being undertaken. In case of an accident or other incident the electricians mate is responsible for raising the alarm and contacting the Proprietor and the NIE Safety officer.

MANDATORY PPE FOR THIS TASK IS A FULL FACE VISOR TO PROTECT FROM ARCING/FLASHES AND LV INSULATED GLOVES.

16.6 General Use of Electrical Equipment

KJM employees should never use broken or damaged electrical equipment. Any person finding such equipment damaged must report it to the Charge Hand immediately. All portable electrical tools will be checked by a competent person at least once per year and recorded and records held in the Administrators office.

Office electrical appliances are tested once every three years. All tests are recorded and records held in the Administrators office.

Any person using an electrical appliance will carry out a visual inspection prior to use.

The following rules apply to the use of electrical equipment:

- power points should be switched off before disconnecting any electrical equipment
- failure of any electrical components or equipment should be reported
- electrical equipment must be unplugged from the mains supply before being examined or attended to in any way

17. VEHICLE SAFETY

KJM ELECTRICAL.	Issue No. 01	Page	28	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

All employees who have cause to drive a company vehicle must be licensed and adequately insured to do so.

All company vehicles and any vehicle which will be used on company business should be operated in accordance with this policy.

The following rules apply should be to the use of vehicles:

- the use of mobile phones whilst driving is prohibited
- the Road Traffic Act and Highway Code must be adhered to at all times, whether on a public highway or on a Clients site
- seat belts (including rear) must be worn at all times
- spectacles must be worn, if employees eye test requires this
- do not block rear view of vehicle
- where practical, reversing operations should be accompanied by a guide wearing high visibility clothing

KJM employees must confirm via the online system that daily vehicle checks have been undertaken.

KJM employees must be vigilant and must take action should any defects be identified. General checks should include:

- tyre pressure
- broken light or window glass
- Operation of driving lights
- mirrors
- visual damage to the bodywork
- horn working
- indicators
- reversing lights and beacons (if fitted) are working
- stocked first aid container on board

KJM ELECTRICAL.	Issue No. 01	Page	29	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

18. SMOKING

The Company adopts a no-smoking policy within any premises under its control.

It is recognised that some employees and visitors may choose to smoke. This must be conducted off the premises in designated areas and away from all entrances, exits or air inlets. Smoking is not permitted in any domestic property owned/rented by a customer of NIE.

19. LONE WORKING

It is the policy of KJM to avoid lone working, so far as is reasonably practicable.

Due to the peripatetic nature of the business, it is not practical to avoid lone working on all occasions; therefore the following controls will be implemented as a minimum:

- all employees must contact the KJM head office by text message each morning
- where this is not possible, employees must inform the office before and after the work is carried out
- all on site employees who are to undertake lone working will be in possession of a mobile phone

When assessing the practice of lone working, consideration must be given to:

- communication systems (e.g. mobile telephone, radio, visits to work area by other employees)
- violence from other parties
- summoning help
- raising the alarm
- rescue planning and equipment
- fire fighting equipment
- PPE

KJM ELECTRICAL.	Issue No. 01	Page	30	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

20. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where it is not reasonably practicable to control exposure to hazards by any other means, KJM will provide employees (at no charge) with suitable PPE.

PPE will be provided to all employees in accordance with the Personal Protective Equipment at Work Regulations.

The type of PPE supplied will be identified primarily by the risk assessment process and all PPE issued will be suitable for task.

KJM will provide employees with instruction and training on the use of any PPE supplied.

Employees issued with PPE are responsible for its use, maintenance and storage, in accordance with the manufacturer's instructions.

The Proprietor and Charge Hand are responsible for enforcing the use of PPE in areas under their control.

Failure to wear PPE as identified in risk assessments (or as instructed) is a breach of this HSE Policy and may lead to disciplinary procedures.

Sub-contractors are responsible for identifying in their risk assessments the need for PPE. Sub-contractors are responsible for providing their employees with required PPE and for enforcing its use.

21. WORKING IN CONFINED SPACES

A confined space can be described as any space of an enclosed nature where there is a reasonably foreseeable risk of serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

A confined space includes any: pit, tank, chamber, vat, silo, trench, pipe, duct, building void or similar space in which, by virtue of its enclosed nature there arises a reasonably foreseeable risk.

It is the policy of KJM to avoid work in a confined space, so far as is reasonably practicable.

When it is not practical to avoid work in confined spaces, a suitable and sufficient risk assessment will be carried out prior to any work commencing.

Employees who are to enter a confined space will receive suitable training.

KJM ELECTRICAL.	Issue No. 01	Page	31	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

22. MANUAL HANDLING

Manual handling is defined as any task which involves lifting, lowering, carrying, pushing, pulling, and setting down or moving thereof, by hand or by bodily force.

Where practical KJM will seek to eliminate the risks from manual handling by arranging for loads to be lifted and moved by mechanical means.

Where it is not possible to lift or move loads by mechanical means, handling aids such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks.

All KJM employees will be trained in safe lifting techniques and the use of handling aids.

Employees are responsible for using any equipment provided to reduce risks from manual handling tasks.

Any employee who considers that a manual handling task is beyond their capabilities should inform the Charge Hand.

**NO EMPLOYEE WILL BE REQUIRED TO UNDERTAKE A MANUAL
HANDLING OPERATION THEY CONSIDER IS BEYOND THEIR
PHYSICAL CAPABILITIES**

KJM ELECTRICAL.	Issue No. 01	Page	32	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

23. ASBESTOS

KJM will seek to identify the presence of asbestos containing materials by implementing the following procedures:

- prior to commencing contracted work on any Clients site the asbestos register for the work area will be requested
- if asbestos has been identified by the Client within the location of the proposed works a suitable and sufficient risk assessment must be carried out and a safe system of work developed to allow work to progress without damaging or disturbing the asbestos
- if asbestos is suspected to be present or is unexpectedly uncovered during works, all employees will:
 - stop work
 - evacuate the area
 - cordon off the area
 - notify the Charge Hand, Proprietor and Client
 - wait for further instructions

KJM ELECTRICAL.	Issue No. 01	Page	33	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

24. LADDERS AND STEP LADDERS

Ladders and step ladders may only be selected when the proposed work is lightweight (<10kg) and short duration (<30 mins).

The Charge Hand will be responsible for carrying out periodic inspection of ladders and step ladders. Records will be kept in the Administrators office.

All employees are required to inspect their ladders and step ladders prior to use.

Any defective ladders or step ladders must be removed from use immediately from service and repaired or replaced.

KJM employees should comply with the following procedures when using ladders and step ladders:

- make sure the ladder is not defective and has been inspected
- stand the ladder on a firm, clean, level base
- set at correct angle (4 up/1 out)
- secure the ladder at the top and/or at the bottom
- always choose a ladder that will reach at least three rungs above the level of the intended access platform
- face the ladder when climbing or descending
- do not over reach and maintain three points of contact
- do not stand on the three rungs or top two steps
- always tie in the ladders or step ladders
- where tying in is not practical, ensure a second person 'foots' the ladders or step ladders

KJM EMPLOYEES MUST ONLY USE WORK EQUIPMENT ALLOCATED TO THEM AND MUST NEVER BORROW LADDERS OR STEP LADDERS FROM A THIRD PARTY

KJM ELECTRICAL.	Issue No. 01	Page	34	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

25. USE OF TOWER SCAFFOLDS

Only properly trained, competent, employees are permitted to erect tower scaffolding systems.

Once the tower has been erected the competent employee must inspect the tower and confirm it is safe to use.

Any KJM employee who erects a tower scaffold must comply with the following procedures as a minimum:

- the tower must be sited on a firm and level base
- tower will be erected in accordance with manufacturers instructions
- guard rails will be fitted
- outriggers will be fitted to tower scaffolds as required
- tower scaffolds must not be overloaded
- tower scaffolds must not be used in adverse weather conditions

26. PLANT AND EQUIPMENT

The Proprietor and Charge Hand will ensure that any plant and equipment made available for use by employees is of good design and construction and can be operated safely.

KJM will ensure that employees who are required to use plant and equipment receive adequate information, instruction, training and supervision.

When using plant and equipment employees must ensure:

- plant and equipment is operated only by employees who are suitably trained or are under the supervision of another employee with the required training and experience
- that all statutory requirements, operating and maintenance procedures are strictly adhered to

KJM ELECTRICAL.	Issue No. 01	Page	35	of	56
HEALTH AND SAFETY POLICY	Last Revision - November 2009	Next Revision - November 2010			

SECTION D – ENVIRONMENTAL

KJM ELECTRICAL.	Issue No. 01	Page	36	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

27. KJM - ENVIRONMENTAL POLICY

KJM commit to minimise waste and pollution and to reduce long term costs.

We will undertake our operations with a consideration of the impact of the company activities on both the local and wider communities and will take account of use of energy, and disposal of waste.

The Company therefore has the following commitments and objectives to:

- minimise disturbance to the environment and to the local community
- comply with all relevant statutory regulations
- maintain environmental standards within the Company premises
- take positive steps to conserve non-renewable resources
- provide necessary information to enable proper use, storage and disposal of products to avoid harm to the environment
- provide necessary information to enable employees to minimise effects the environment
- communicate this policy to all employees

28. CHEMICALS

When using chemicals all KJM employees must:

- wear appropriate PPE e.g. goggles, gloves, overalls, safety footwear
- not touch chemicals or residues with bare hands
- wash away accidental contact immediately
- remove and wash contaminated clothing before re-use
- ensure the safety of others by using warning notices, tape and barriers
- not smoke or use naked lights anywhere near the working area
- wash thoroughly after handling chemicals
- not leave any chemical in an open or unlabelled container where it could be a hazard to others
- follow specific procedures carefully
- do not allow spillage to enter surface drainage systems

In the event of a chemical spillage, the following actions should be taken:

- ensure suitable PPE is used i.e. gloves, eye protection, coveralls, safety footwear
- use a spill kit
- ensure all drains in the vicinity are covered
- place used absorbents into a separate container

KJM ELECTRICAL.	Issue No. 01	Page	37	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

29. ON SITE ENVIRONMENTAL ARRANGEMENTS

During all contracted works on a Clients site, KJM employees will abide by the following rules:

- ensure all waste is placed in correct skips/bins at Clients sites
- no dumping shall occur at any site
- litter must be put into skips/bins provided
- never burn waste on site
- ensure that all oils, fuels, and chemicals are stored well away from a watercourse to prevent contamination
- access to the site and areas within the site must only be by designated routes
- ensure that harmful substances are not released into the environment
- litter should be disposed of carefully according to the waste arrangements for the particular site
- do not leave vehicle engines running unnecessarily

KJM ELECTRICAL.	Issue No. 01	Page	38	of	56
HEALTH AND SAFETY POLICY	Last Revision - November 2009	Next Revision - November 2010			

SECTION E – FORMS

KJM ELECTRICAL.	Issue No. 01	Page	39	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

EMPLOYEE INDUCTION RECORD

The following safety rules will apply to all employees and are to be read in conjunction with the Company Health & Safety Policy.

- PPE provided must be used at all times in all designated areas where
- Mandatory PPE = safety footwear, safety glasses and high visibility vest
- All accidents must be reported
- The first aider for this site is :
- The First Aid container is located in :
- The emergency services can be called by dialling 999

Our address is:	The Nearest A&E Hospital is:
-----------------	------------------------------

- In the event of an emergency the alarm will be raised by word of mouth or alarm.
- On hearing the alarm all persons are to immediately make safe any equipment they are using and stop what they are doing, then leave the area by the most direct route and proceed to the assembly point and await instruction.

The assembly point for this site is :	Fire Extinguishers are located at :
---------------------------------------	-------------------------------------

- Designated escape routes are to be kept clear at all times
- If you find yourself in a situation where you feel the safety precautions are not adequate – you must stop and report to the Charge Hand immediately
- The public are to be protected from all work and associated activities, all site boundaries are to be secured against unauthorised entry at all times
- Waste and rubbish is to be placed in the designated place

I confirm that I will comply with the safety rules specified above and that I have been informed of the contents of the Company HSE Policy.

SIGNED:	DATE:
---------	-------

KJM ELECTRICAL.	Issue No. 01	Page	40	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

SUB CONTRACTOR ASSESSMENT CHECKLIST

To be carried out prior to commencing work on site.

- Confirm company has a HSE Policy
- Confirm risk assessment for work received and checked
- Confirm method statement for work received and checked
- Discuss planned work
- Discuss local/site hazards
- Ensure contractor staff have read and understood risk assessment(s)
- Ensure contractor staff have read and understood Method Statement(s)
- Discuss local/site emergency procedures – fire, first aid
- Discuss local/site local alarm systems
- Discuss accident and near miss reporting requirements
- Discuss local/site welfare facilities (toilets, wash room, canteen)
- Discuss Environmental implications of work, responsibility for waste
- Discuss any restriction on access
- Discuss permit-to-work system
- Discuss vehicle routes, parking arrangements

SIGNED: _____

DATED: _____

KJM ELECTRICAL.	Issue No. 01	Page	41	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

ACCIDENT REPORTING FORM

A. INJURED PARTY DETAILS

Surname	
Forename/s	
Operating Company	
Department	
Employee No.	
Home Address	
Contact Telephone No.	
Date of Birth	

B. INCIDENT DETAILS

Date of Incident	
Time of Incident	
Exact Location of Incident	
Description of Incident (Include sketches, photos etc if appropriate)	

C. DESCRIPTION OF INJURY / DAMAGE

Describe injury or damage resulting from incident			
Medical Attention Provided	None	First Aid	Hospital
Immediate Return to Work	No	Yes	

D. WITNESSES

Names	Statement Taken	
	Yes	No

KJM ELECTRICAL.	Issue No. 01	Page	42	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

--	--	--

E. CORRECTIVE ACTION

Recommended action to Prevent Reoccurrence
--

F. INCIDENT REPORT FORWARDED TO SAFETY COMMITTEE/OFFICER

Report Forwarded By	Date
Name	

G. SIGNATURES

Injured Person	Date
Proprietor / Charge Hand	Date
Administrator	Date

KJM ELECTRICAL.	Issue No. 01	Page	43	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

GENERAL WORK AT HEIGHT CHECKLIST

PLANNING	Y	N	N/A
Can work at height be avoided?			
Is work at heights properly planned and organised?			
Has the work area been surveyed for hazards, eg overhead power lines, unsuitable ground conditions, moving parts?			
During work at height is there always a person present who can suspend work if conditions change, eg weather, traffic, scope of work?			
FRAGILE ROOFS	Y	N	N/A
Are fragile roofs identified especially where fragility is disguised?			
Are warning signs fixed on the approach to fragile roofs?			
Is unauthorised access to roofs and roof voids prevented?			
LADDERS/ACCESS EQUIPMENT	Y	N	N/A
Are ladders only used for light work of short duration?			
Are portable ladders inclined at 75° (ratio 1:4) and secured top and bottom?			
Are work platforms capable of supporting workers, equipment, materials, is the the safe working loads indicated?			
Are work platforms with edge protection, such as tower scaffolds, cherry pickers, scaffolding used?			
Are work platforms sufficiently wide to walk on without risk of stumbling or losing balance?			
Are portable ladders, steps and all other access equipment regularly inspected?			
Have workers been trained not to over-reach on ladders or work platforms?			
Is access equipment removed from service if broken/damaged?			
Are open vertical drops identified and properly guarded?			
Are hand rails present on the open side of staircases?			
Are open edges eg on mezzanine levels provided with appropriate guard rails? (the use of chains, ropes, etc are not suitable)			
Are safe working methods used during delivery/removal of goods to mezzanine areas?			
Are measures always taken to prevent falling objects?			
Is edge protection present?			
TRAINING	Y	N	N/A
Have all workers who work at heights been trained or are closely supervised by someone who is competent?			
PROTECTIVE EQUIPMENT	Y	N	N/A
Where the risk of falls cannot be eliminated are safety harnesses, are fall arrest devices or safety nets used as required? (Safety nets, fall arrest equipment and safety harnesses require specialist training & statutory inspection - 6 months)			
Are anchorage points for safety harnesses provided?			

KJM ELECTRICAL.	Issue No. 01	Page	44	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

LADDERS & STEPLADDERS INSPECTION CHECKLIST

Inspection date:	
Ladder description:	
Identification reference:	
Name:	
Signature:	
Aluminum Ladders	
	OK?
Check for distortion along the stiles.	
Check for tightness of rungs.	
Check extension fittings for security and serviceability.	
Check all rivets and fastenings.	
Check for corrosion.	
Check for and remove any sharp edges on stiles and rungs.	
Check anti-slip end pieces are in good condition and are not loose.	
Check visually for flaws and cracks.	
Check non-slip bases for damage or wear.	
Aluminum ladders must be clearly marked: 'NOT TO BE USED NEAR ELECTRICAL EQUIPMENT OR SUPPLY'.	
Standards BS 2037 Class 1 or BSEN 131	
Wooden Ladders	
	OK?
Check rungs or treads are not decaying, missing, loose or short-grained?	
Check rungs or treads do not solely rely for support upon nails, spikes or similar fixings.	
Check tie-rods are secure.	
Check stiles are free from defect (e.g. cracks and splits).	
Check that wooden ladders are not painted as this may hide defects (clear varnish is OK).	
Check ladder is free from any signs of warping.	
Check non-slip bases are not be damaged or worn.	
Stepladders (In addition to the above checks)	
	OK?
Check stepladders are not wobbly when positioned as this demonstrates side strain.	
Check hinge brackets/spreaders are not loose or bent.	
Check stop on the hinge bracket/spreaders is not broken and is fully effective.	
Check hinges are not loose.	
Anything else to note:	

KJM ELECTRICAL.	Issue No. 01	Page	45	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009		Next Revision - November 2010	

HEALTH AND SAFETY INSPECTION CHECKLIST

PROTECTIVE CLOTHING	OK	BAD	PLANT & EQUIPMENT	OK	BAD
Goggles, glasses, visors etc			Guards in place		
High visibility clothing			Statutory checks complete		
Respirators/Dust masks			Key control		
Gloves			Competent operators		
Hard hats			Secure work area		
Hearing protection			VEHICLES	OK	BAD
Safety footwear			Driven safely		
Overalls			Licensed drivers		
FIRST AID	OK	BAD	Key control		
First aiders identified			Mobiles used		
Containers fully stocked			Seat belt worn		
HOUSEKEEPING	OK	BAD	HAZARDOUS SUBSTANCES	OK	BAD
Walkways obstructed			Stored correctly		
Stairways obstructed			Suitable containers		
Slips – Water, oil, etc			Labeled		
Waste removed regularly			Correct PPE used		
Area generally clean			MANUAL HANDLING	OK	BAD
UNSAFE CONDITIONS	OK	BAD	Handling aids available		
Lighting			PPE worn		
Leaks, joints, valves			Loads assessed		
Electrical equipment			Weights assessed		
Working platforms			TRAINING	OK	BAD
Signs & warnings			Operators adequately trained		
Welding equipment			Training records kept		
HAND TOOLS	OK	BAD	Training requested		
Condition			Working as trained		
Suitable for task			DOCUMENTS	OK	BAD
POWER TOOLS	OK	BAD	Risk assessments carried out		
PAT tested in date			Safe systems of work		
Condition			Method statements		
Cables safe & tidy			Permits to work		

CARRIED OUT BY: _____ **DATE:** _____

KJM ELECTRICAL.	Issue No. 01	Page	46	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

DSE USER IDENTIFICATION QUESTIONNAIRE

Employee name: _____ Tel/Ext no.: _____

Location: _____ Email: _____

Details of DSE Workstation and Usage

- The following information is required for all employees, who use display screen equipment.

DSE workstation location: _____

DSE workstation / identification: _____

Is this the only / main DSE workstation used by the employee? Yes No

If no, location of others used: _____

Is the employee full time / part time? Yes No

If part time, hours per week worked: _____

Does the employee use the DSE on a daily basis? Yes No

If Yes, about how many hours on average per day does the employee use your DSE? _____

Is the daily frequency of use at the above average number of hours likely to be continuous for more than a month? Yes No

If not daily, how often does the employee use the DSE? _____

Has the employee an alternative way of doing the job that does not require DSE? Yes No

In order to do the DSE task, has the employee had to have significant training? Yes No

Does the DSE task require the fast transfer of information between the user and the screen? Yes No

Do any performance requirements of the DSE task that demand high levels of attention? Yes No

Name of person completing this form: _____ Date: _____

I confirm that the above named employee **should / should not** be categorised as a DSE user.

KJM ELECTRICAL.	Issue No. 01	Page	47	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

PERSONAL PROTECTIVE EQUIPMENT ISSUED RECORD

The Items Listed Below (Add or Delete Items As Necessary) Have Been Issued To:

Name.....

Date **Signed**

PPE	YES	NO	S	M	L	XL	XXL
Waterproof Jacket							
Waterproof Trousers							
Hi Viz Jacket							
Hi Viz Waistcoat							
Safety Boots			Size				
Safety Wellingtons			Size				
Safety Helmet							
Safety Goggles / Glasses							
Ear Defenders / Plugs							
Dust Mask							
Anti – Bacterial Hand Wipes							
Work Gloves							
Rubber Gloves							
Latex Gloves							

NON - PPE	YES	NO
First Aid Kit		
Eye Wash		
Whistle		
Personal Attack Alarm		
Magnetic Flashing Beacon		
Men At Work Signs x 2		
Cones x 6		

Authorised By:.....

Date:..... **Review Date**.....

KJM ELECTRICAL.	Issue No. 01	Page	50	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

CONTROLLING RISK TOGETHER

Report of an injury or dangerous occurrence

Filling in this form

This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part B

About the incident

1 On what date did the incident happen?

2 At what time did the incident happen?
(Please use the 24-hour clock eg 06:00)

3 Did the incident happen at the above address?

Yes Go to question 4

No Where did the incident happen?
 elsewhere in your organisation - give the name, address and postcode

at someone else's premises - give the name, address and postcode

in a public place - give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F.

If more than one person was injured in the same incident,

Please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they
 male?

female?

6 What is their job title?

7 Was the injured person (tick only one box)

one of your employees?

on a training scheme? Give details:

on work experience?

employed by someone else? Give details of the employer:

self-employed and at work?

a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?

KJM ELECTRICAL.	Issue No. 01	Page	51	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

- 3 Was the injury (tick the one box that applies)
- a fatality
 - a major injury or condition? (see accompanying notes)
 - an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
 - an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?
- 4 Did the injured person (tick all the boxes that apply)
- become unconscious?
 - need resuscitation?
 - remain in hospital for more than 24 hours?
 - none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary
- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height
- How high was the fall?
 metres
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by a person
- Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form).

For official use

Client Ref #

Workplace Ref #

CMS Case Ref #

IVP REP

Y

N

N12508

Part G

Describing what happened

Give as much details as you can. For instance

- the name of any substances involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people

If it was personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent similar incident. Use a separate piece of paper if you need to.

Part H

Your Signature

Signature

Date

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR

KJM ELECTRICAL.	Issue No. 01	Page	52	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

RISK ASSESSMENT

Project:

Date of Assessment:

Location:

Work Description:

Installation of electrical systems

Persons at Risk

Electrical Contractors

Hazard:

Storage of Materials on Site

Risk:

Injury to Operatives from falling Materials
Injury to Site Occupants/Visitors
Environmental Contamination

Rating: L= Low - M= Medium - H=High (Risk)

Medium

Measures To Be Taken To Decrease Risk(s):

Store all materials in a safe manner

Other Measures As Necessary:

To liaise with all site operatives, building occupants, and Site Supervisor at all times

Signed By:

Date:

KJM ELECTRICAL.	Issue No. 01	Page	53	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009		Next Revision - November 2010	

**KJM Electrical
ON SITE RISK ASSESSMENT RECORD**

Name _____ Date _____

This assessment sheet must be completed and/or modified for each location that you work at before work commences.

Item	Hazard Category	Is there a Risk	Do the existing control measures adequately control the Risk	Details of <u>Additional</u> control Measures employed. (PPE, Work Procedures, Specific Training, Staff Awareness, etc)
1	Use of PPE	YES / NO	YES / NO	Circle below the PPE to be used by the team HEAD FOOT EYE HAND EAR OTHER.....
2	Weather / Ground Conditions	YES / NO	YES / NO	
3	Access/Egress (Slips, Trips and Falls)	YES / NO	YES / NO	
4	Access High level meter positions If access is off step ladders caution should be employed. Step ladders should be used for high level positions.	YES / NO	YES / NO	
5	Electricity and Live Working If MV/LV Live working is justified HSRI 104 MUST be applied	YES / NO	YES / NO	Circle below the additional PPE to be used for LIVE work FULL FACE PROTECTION LV GLOVES
6	Manual Handling	YES / NO	YES / NO	
7	Polarity Are polarity checks required? If so checks MUST be completed as per D1 2/4C ?	YES / NO	YES / NO	Circle below the additional PPE to be used during POLARITY tests FULL FACE PROTECTION LV GLOVES
8	Any other Significant hazard that is likely to cause danger. (To either staff or public)	YES / NO	YES / NO	

CUS NUMBER	JOB NUMBER	POSTCODE	COMMENTS

Signed _____

Delete YES/NO as applicable in the 'RISK' and 'EXISTING CONTROL' columns and if necessary record the additional control measures required to deal with risk that are not adequately controlled with the existing control measures.
IF THERE ARE ANY ACCIDENTS OR NEAR MISSES DURING THE COURSE OF THE WORK THIS MUST BE REPORTED IMMEDIATELY TO THE OFFICE.
 RAP 01



**Metering Electrician's Work
Whole Job Risk Assessment Record**



This Risk Assessment sheet must be completed and its contents discussed with ALL team members before work commences and any visitor arriving on site during the course of the work.

Risk Assessments **MUST** be completed at the start of each day's work and modified where necessary for each location visited during the day – state time beside any modification.

Risk Assessment completed by: Date: Time:

Location: List all Addresses on back of this form

BEFORE you leave your base check the following:				
1	Do work team have the competencies and/or skills required to perform the task without risk to themselves or others?	YES	NO	
2	Have the vehicles, tools and equipment required to complete the task been inspected and are they serviceable?	YES	NO	
3	Do all members of the work team have the items of PPE required?	YES	NO	
On Site but BEFORE you commence work complete the On-Site Risk Assessment				
Please circle below any ADDITIONAL items of PPE required for the task: HAND – EAR – RESPIRATORY – HIGH VIS CLOTHING LV INSULATED GLOVES – DISPOSABLE OVERALLS				
OTHER PPE REQUIRED (please specify):				
Item	Hazard Category	Is there a Risk?	Do the existing control measures adequately control the Risk?	Details of Additional Control Measures employed. (PPE, Work Procedures, Specific Training, Staff Awareness, etc)
1	Weather / Ground Conditions	YES / NO	YES / NO	
2	Animals (Dogs, etc...) & Work Related Violence (House occupants, etc...)	YES / NO	YES / NO	
3	Access / Egress (Slips, Trips and Falls)	YES / NO	YES / NO	
4	Access to High-Level Meter Position Only stepladders should be used for high-level access, if used caution should be taken.	YES / NO	YES / NO	
5	Electricity at Work / Live Working Specify Live LV work..... If LV Live Working is justified the requirements of SRI 13 MUST be applied.	YES / NO	Is Live Working justified? Record against address.	NOTE the Mandatory PPE to be worn during LIVE LV working – EYE + FACE PROTECTION and LV LIVE WORKING GLOVES
6	Polarity – Policy Document 2/004 If polarity checks are required they MUST be completed as per the above document	YES / NO	YES / NO	Test Equipment to be used * NIE Approved Voltage Detection device + Martindale Plug-in Tester
7	Manual Handling	YES / NO	YES / NO	
8	Asbestos Containing Material (ACM) Will work affect/disturb any existing ACM? Is the existing ACM in sound condition? Is there any suspected ACM?	YES / NO	YES / NO	No cutting, drilling, sawing or other such work that could release Asbestos fibres is permitted, if in doubt contact your Team Manager.
9	Any other significant hazard that is likely to cause danger. (To either staff, customers or public)	YES / NO	YES / NO	

Delete YES / NO as applicable in the "RISK" and "EXISTING CONTROL" columns and if necessary record the additional control measures required to deal with risks that are not adequately controlled with the existing control measures.

KJM ELECTRICAL.	Issue No. 01	Page	55	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

**Metering Electrician Work
Whole Job Risk Assessment Record**

Before starting work at any location, write the Address, if necessary modify the Risk Assessment (putting a tick against the modification) and Sign to confirm.

Address of Work (Block Capitals)	Is Live Working justified?	Time	Signature confirm Risk Assessment
	YES / NO		
	YES / NO		
	YES / NO		
	YES / NO		
	YES / NO		
	YES / NO		
	YES / NO		
	YES / NO		
	YES / NO		
	YES / NO		

All team members to whom this assessment applies must identify themselves below by name (In BLOCK CAPITALS) AND signature for signing ON to and agreeing with this Risk Assessment.

All visitors to the site must be made aware of the contents of this document and must identify themselves below name (In BLOCK CAPITALS) AND signature for signing ON to and agreeing with this Risk Assessment.

Name (Block Capitals)	Signature	Time signed on to Risk Assessment	Time signed on Risk Assessment

On completion of all work CONFIRM that:

- | | | |
|--|-----|---|
| 1 All tools, equipment, unused items, rubbish were removed from each work location. | YES | N |
| 2 The vehicles, tools and equipment were properly stored and / or inspected for the journey to your base. | YES | N |
| 3 At base, all rubbish has been disposed of in the correct manner in compliance with the Environmental Policy. | YES | N |

During the course of the work are there any Health or Safety Concerns to be reported? YES N
If yes state:

This form **MUST** be returned to your Team Manager on completion of the work.

Team Manager to sign to confirm return of completed Risk Assessment and responsibility for any follow up actions.

Team Manager's Name (Block Capitals)	Signature

IF THERE ARE ANY ACCIDENTS OR NEAR MISSES DURING THE COURSE OF THE WORK-A COPY OF THIS FORM MUST BE ATTACHED TO THE ACCIDENT / NEAR MISS REPORT FORM.



KJM ELECTRICAL.	Issue No. 01	Page	56	of	56
HEALTH AND SAFETY POLICY		Last Revision - November 2009	Next Revision - November 2010		

METHOD STATEMENT FOR SITE SAFETY

1. follow all instructions given to you by your supervisor/management
2. co-operate with your employer on health & safety matters.
3. follow the health & safety rules which apply to your particular job and to the site in general.
4. use the health & safety equipment that has been provided.
5. report any defects in any equipment that you may need to use with your job.
6. take care of your own health & safety as well as that of other people who might be affected by your work.
7. watch the site traffic at all times so that you are not struck by the site vehicles.
8. take care when carrying items/equipment, ensure that you have full vision of the routes to be followed
9. remove any obstruction on site/work area instead of leaving it for someone else to fall over
10. take care when working near/or cutting, grinding etc - wear A dust mask and safety glasses at all times.
11. keep pathways and stairs free from debris and slippery substances
12. put all waste scrap materials into a rubbish bin/skip
13. if asbestos is likely to be present in the location to be worked you must speak to your foreman or supervisor to confirm the presence of asbestos and/or asbestos products
14. if asbestos is found then the safety officer should be contacted. He, in turn, will inform the Factory Inspector before any work begins
15. if you have to work where asbestos is located YOU must wear the correct Personal Protective Equipment (PPE) which has been provided for your protection at all times
16. if possible try and ensure that before any work commences that all parties have carried out their duties in cleaning the working areas