

LAKE AND LAGOON DREDGING LTD

Health, Safety Handbook

INTRODUCTION

The purpose of this document is to provide a practical Health and Safety Checklist which complies with LLD's Health, Safety and Environmental Policy.

All staff must adhere to the signing in/out procedure: At the outset this will mean attending a Site Induction where they will be briefed on all matters relating to site Health and Safety. This will include the name and contact number of the Site Manager/Supervisor.

In case of emergency all staff must be familiar with of all emergency exit routes /or muster stations and identity of the Fire Marshal and be aware of site specific alarm protocols.

FIRE INSTRUCTIONS

If you discover a fire, raise the alarm. Contact Site Manager/Supervisor/Emergency Services.

Leave the building/site area by the designated route.

Only tackle fire if you are certain there is no danger to yourself or work colleagues. Know the location of the appropriate Fire extinguishers:

- Red - Water
- Black - Carbon Dioxide CO2
- Blue - Dry Powder

FIRE PREVENTION

Ensure good housekeeping; keep the site tidy, free of rubbish and other combustible materials.

Do not overload or use damaged electrical equipment.

Keep the use of flammable liquids to a minimum and store in a secure designated area.

Diesel/Fuel is to be kept in a bunded bowser.

Only smoke in designated areas.

FIRST AID- ACCIDENTS AND NEAR MISSES

If you are injured whilst at work, obtain first aid from the appointed First Aid attendant. For minor injuries, use the onsite first aid box. Ensure that all accidents, injuries and near misses are reported to the client's Supervisor and recorded under the client's reporting protocols. They will also be recorded in LLD's daily log.

For more serious injuries requiring hospitalisation contact the Site Manager/Supervisor/Emergency Services.

R.I.D.D.O.R. Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. See Appendix 1

ACCIDENT PREVENTION AND HAZARD AWARENESS

The single most common cause of injury at work is a slip, trip or fall especially when moving or carrying loads; therefore;

Keep the places of work free from unnecessary equipment, materials or substances liable to cause a trip, slip or fall.














Make an assessment of the safest way to move loads. If loads are to be moved manually, consider size, bulk, egress, carrying distance and underfoot conditions.

Awareness of underfoot conditions- wetness, frost or ice- use the provided railings and supports and adhere to PPE requirements.

Awareness of weather conditions; if the weather is bad- stop.

Read and take note of the site specific Risk Assessment and Method Statement (RAMS).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

P.P.E. REQUIREMENTS				
 <input checked="" type="checkbox"/> Hard hat	 <input checked="" type="checkbox"/> Safety boots	 <input checked="" type="checkbox"/> High viz vest	 <input type="checkbox"/> Fire retardant clothing	 <input checked="" type="checkbox"/> As per assessment
 <input type="checkbox"/> TP 2000 half mask respirator Filter type ABEK 1	 <input checked="" type="checkbox"/> If excessive dust generated FFP3	 <input type="checkbox"/> Attach to exactor for slinging	 <input checked="" type="checkbox"/> Where risk of eye injuries	 <input type="checkbox"/>
 <input checked="" type="checkbox"/> Cut & water proof resistant	 <input checked="" type="checkbox"/> Life jackets	 <input checked="" type="checkbox"/> Gas detector (if required)		
NOTES:	Consideration given to cold weather			

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002(AS AMENDED) C.O.S.H.H.

Adhere to handling instructions marked on containers of potentially hazardous chemicals.

Comply with any instructions with regard to their usage.

Do not put substances into unmarked or unsuitable containers.

In the event of spillage- refer to the clients procedures for remedial measures.

Be aware that substances can enter the body through Absorption, Injection, Ingestion and

Inhalation.

See individual C.O.S.H.H Data sheet for transfer of red diesel.

WELFARE

LLD or the client will provide adequate canteen, toilet and washing facilities.

LLD staff will have to ensure that the standards of cleanliness and hygiene of the above is maintained at all times.

Consumption of alcohol or illegal drugs is not permitted and workers must not be under the influence of these on site.

Ensure that the project Supervisor is informed if a member of staff is on prescribed drugs which may have an adverse influence on their ability to operate plant or machinery.

It is the responsibility of all staff to ensure that other members of staff are fit, well and capable of performing their tasks in addition to their own well-being.

Be polite and respectful to all.

COMMUNICATION

Ensure that all Mobile phones are charged.

Ensure that all critical phone numbers are easily accessible.

Contribute- tell senior staff if you think improvement to the process can be made or where you perceive shortcomings.

ENVIRONMENTAL GUIDELINES

Be aware of all and any potential harmful consequences of proposed work to the environment.

Limit and remove risk by exemplary HSE and environmental protocols.

Take practical steps; Sort recyclable rubbish into appropriate bins.

Keep site and plant clean and tidy.

Do not leave vehicle running whilst unattended.

In the event of diesel spillage – see C.O.S.H.H datasheet.

WORKING ON WATER GUIDELINES.

In addition to the guidelines already listed there are some key HSE issues when working on water:

No lone working- the second operator can be on land but must be in close contact with the on-board operator.

Read and adhere to the site specific Risk Assessment and Method Statement.

Wear suitable and appropriate personal buoyancy equipment.

Keep gangways, corridors and gateways clear of obstruction

Ensure handrails are secure and gateways are closed when on-board.

Ensure that tender is not over or unevenly laden.

APPENDIX 1 R.I.D.D.O.R

Major injuries and fatalities must be reported immediately and a written report within 15 days.

Reporting is to be done by phone directly to the Incident Contact Centre (ICC) Caerphilly.

Further guidance can be gained from the Health and Safety Executive (HSE).