

1. THE HEALTH AND SAFETY POLICY OF BLACK SLUICE INTERNAL DRAINAGE BOARD

Our policy is to provide and maintain safe and healthy working conditions for all our employees and any contractors and casual labour working on our behalf. In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. members of the public and our customers.

2. THE ORGANISATION FOR CARRYING OUT THE POLICY

Responsibilities of the Board

The Board of Black Sluice Internal Drainage Board recognise and accept their overall responsibility for health and safety, and will ensure that arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the industry.

Responsibilities of the Managers and Supervisors

Managers and Supervisors are responsible for ensuring that all health and safety arrangements are adhered to in the area of work for which they have control and responsibility.

Responsibilities of All Employees

It is your responsibility to co-operate in the implementation of this Health and Safety Policy within your areas of influence. You have a legal duty to ensure your own safety and the safety of others (for example your fellow workmates, contractors working on the same premises and customers and visitors to the premises) under the Health and Safety at Work Act 1974. You must therefore:

- i) Comply with safety rules, operating instructions and working procedures, laid down in your area of work, and take reasonable care, to the best of your knowledge, to avoid injury to yourself and others.
- ii) Use all equipment and protective clothing where and when it is required, and in the correct manner. In addition, you must report any fault or deficiency in the equipment, immediately to your Manager or Supervisor.
- iii) Report all accidents, injuries, near misses, spillages and any other potential safety hazards, promptly to your Manager or Supervisor.
- iv) Not misuse anything provided in the interests of health and safety.

Responsibilities of Contractors

All contractors working for Black Sluice Internal Drainage Board are required to adhere to Black Sluice Internal Drainage Board's safe working procedures as well as any procedures detailed in their own health and safety policy. In addition to their general responsibilities under the Health and Safety at Work Act 1974, specific responsibilities include:

1. All plant, machinery and other work equipment and tools brought onto site by contractors must be in a safe condition.
2. Contractors must be familiar with the work they are required to carry out and any relevant safety requirements, method statements, etc.
3. Contractors must report all accidents, injuries and dangerous occurrences to Black Sluice Internal Drainage Board.
4. Contractors must ensure that appropriate action is taken to rectify unsafe systems or actions.

3. IMPLEMENTATION OF THE POLICY

This section provides guidance for those responsible for health and safety (*that means you!*), on how to minimise health and safety risks.

The Safe Use of Plant and Machinery

It is your responsibility to use plant and work equipment in the correct manner. You must report any damage or defects to plant and machinery immediately to your Manager or Supervisor.

- Do not operate machinery that you are not trained and authorised to use.
- Never ride on any vehicle unless the vehicle is fitted with a passenger seat.
- NEVER carry out maintenance tasks with the engine running and ALWAYS use safety bars or props when working under extended hydraulic rams.
- ALWAYS ensure that power take off guards are fully serviceable with the guard being held stationary by retaining chains or other suitable method.
- ALWAYS wear seatbelts where fitted.

Ensure that you replace all guards and that safety devices are working. NEVER tamper with them or make them inoperative.

Working Around Electrical Services

When working in the vicinity of overhead electricity lines, the following procedure should be followed.

- a) Prior to commencing work or moving machines, and after every break, check ahead for overhead lines. Do not work in a length unless you have visually checked ahead for overhead lines. As soon as you see an overhead electricity line you should leave your machine and place a warning sign 20 metres from the line on the side you are working. You should never work/move within 100 metres of an overhead electricity line without carrying out this operation.
- b) When you reach the warning sign you should inspect the site to see whether you consider that it is safe to work/move under the wires. If you decide that it is safe to proceed, set and test the height limiter on the machine, if fitted, and proceed with caution.
- c) No scaffolding should be erected near overhead lines before the Electricity Board advice has been sought and wires either sheathed or isolated.
- d) If you have any doubts whatsoever about whether to proceed or not contact your supervisor for further advice.
- e) Particular care must be taken when carrying long metal objects such as level staffs, ladders, scaffold poles etc.

Lifting Operations

Lifting operations shall only be planned and carried out by authorised persons (on site both driver and banksman to be authorised persons).

All lifting shall be carried out with tested equipment (including excavators) with the safe working load clearly marked on it. The weight of any object to be lifted shall be known before planning the lift – contact the Office if unknown.

Before commencing lifting, all equipment should be visually inspected for defects. Defective equipment shall not be used, but returned to the depot clearly marked as defective.

Excavations

The main hazards from excavations are; collapse of the sides, materials, people or vehicles falling into the excavation and the build up of dangerous gases in the excavation.

- Spoil should not be dumped close to the sides. The general rule of thumb is that the spoil heap should be as far back as the excavation is deep (e.g. excavation = 1 metre deep, distance of spoil heap from edge of excavation = 1 metre).
- If excavations are found to be waterlogged they should be pumped out. Ensure that the sides are not undermined during pumping out.
- Use a ladder to get in and out of excavations. Do not climb up shoring.
- If whilst in the trench you can smell rotten eggs (hydrogen sulphide or methane) or the sides begin to collapse - stop work and get out immediately.

Personal Hygiene

Good standards of personal hygiene are very important in minimising contact with oil, drainage water and other hazardous substances that may be present.

- 1) Keep hands clean by making full use of the cleansing materials and facilities provided.
- 2) Ensure that you clean your hands thoroughly before and after the toilet and before eating, drinking or smoking.

Weils Disease

Those employed in the drainage and water industries are two of the main groups at risk of contracting Leptospirosis (Weils Disease). The various forms and routes of entry into the body of Leptospirosis (cuts and scratches, lining of the mouth, throat and eyes) means that anyone who is in contact with river water, or exposed to rats or rat urine is at risk. If untreated or incorrectly diagnosed the disease can be fatal.

You must therefore conform with the following handling procedures:

- i) Do not touch rats with unprotected hands. Wear appropriate Personal Protective Equipment, e.g. gloves.
- ii) Cover all cuts and broken skin with waterproof plasters, after they have been cleaned thoroughly, both before and during work.
- iv) Cleanse your hands after handling any animal, contaminated clothing or materials, and always before eating, drinking or smoking.
- v) Report any illness to your doctor, telling him you work in the drainage industry. Both diseases start with flu-like illness with a persistent and severe headache.

Tetanus

Tetanus may be contracted from contaminated soil. You are reminded that you should cover all cuts with waterproof plasters and check that your tetanus vaccination is kept up to date.

Hepatitis A

Hepatitis A can be contracted from skin contact with sewage and gives jaundice-like symptoms. It can be vaccinated against. As with any work involving open water courses, good personal hygiene is important, as is the use of appropriate personal protective equipment, e.g. rubber gloves.

Working Near Water - Life Jackets and Safety Harnesses

Life jackets must always be worn by all employees:

- When involved in operations during periods of high flow and working on floating plant (work boats, weed cutting boats, etc);
- Where there is any drowning risk when carrying out maintenance work on pumping stations or working over water in general;
- When identified by risk assessment.

When involved in weed screen clearing operations you should ensure you wear a safety harness which is attached to an anchorage point.

Eye Protection

Goggles should be worn when cutting, hammering, breaking up, chipping, abrading etc. any material or where there is a risk of objects or particles entering the eye. Other face shields will be provided as necessary for certain operations.

Hearing Protection

Under the Control of Noise at Work Regulations 2005, where noise levels exceed the Lower Exposure Action Value of 80 dB(A), hearing protection must be provided on request. However, there is no mandatory or legal requirement to wear the hearing protection. Where noise exposure exceeds the Upper Exposure Action Value of 85 dB(A) noise induced hearing loss may occur with prolonged exposure. Therefore, where the noise level exceeds 85 dB(A) you must wear the hearing protection provided. Disciplinary action may be taken against anyone who fails to wear hearing protection in a designated area.

You must always wear hearing protection for noise generating activities, such as hammering or grinding, or where mandatory hearing protection signs are displayed. Remember to alert your fellow workers to ensure they are able to don hearing protection prior to you starting any noise generating activity.

Hard Hats

Hard hats should be worn on any site where there is an excavator or similar plant operating, or where there is a risk of items falling or as instructed.

High Visibility Clothing

High visibility jackets or tabards should be worn at all times.

Accident Reporting and First Aid

All accidents are to be recorded in the Accident Book which is located in Station Road Office. Details of all accidents are to be notified to your Line Manager as soon as possible. It is the responsibility of the Operations Manager to notify the Incident Contact Centre when it is required, and or prompt an investigation. It is the responsibility of all employees to provide complete and accurate information when reporting an accident.

Near Misses

All near misses should be reported.

First Aid

First Aid Boxes are located in the Kitchen, Drawing Office, Workshop and Pumping Stations.

The trained First Aiders are:

- | | |
|------------------|-----------------|
| • P Reynolds | • C Richards |
| • P Nicholson | • J Himsworth |
| • M Wood | • S Knox |
| • M Henton | • J Mitchell |
| • T Wilson | • A Scott |
| • G Warnes | • D Walker |
| • R Wiseman | • D Withnall |
| • R Smith | • D Roy |
| • R Chipperfield | • A Chamberlain |
| • M Lancaster | • J Creasey |
| • K Methley | • P Banham |
| • J Brown | |

IF YOU ARE UNSURE ABOUT ANYTHING IN THIS HEALTH AND SAFETY POLICY PLEASE ASK!

The Management of Health and Safety at Work Regulations require that health and safety arrangements are reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document is reviewed within 12 months of the date shown on the front page.



BLACK SLUICE
INTERNAL DRAINAGE BOARD

HEALTH AND SAFETY BOOKLET

1st June 2017

This booklet is a summary of the information contained in the Black Sluice Internal Drainage Board Health and Safety Main Policy Document, which is available to all employees on request.

Signed:

Ian Warsap – Chief Executive

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