

Candidate Handbook



linear
recruitment

Welcome to Linear

We're the People who make recruitment better. To us, outstanding recruitment means caring about the People you work with, and that's why we've made it our business to place the right People in the right roles.

Our approach is extremely thorough, focused and well proven. As a result, our specialist Consultants have successfully placed many professional People in companies throughout the UK across our six specialist sectors:

Construction & Property

Rail & Transport

Industrial & Engineering

Design & Consultancy

Energy & Power

Trades & Labour

Our reputation is built on both Candidate and Client satisfaction, and our fresh and innovative approach has resulted in us being the preferred choice in recruitment for a number of national and local employers.



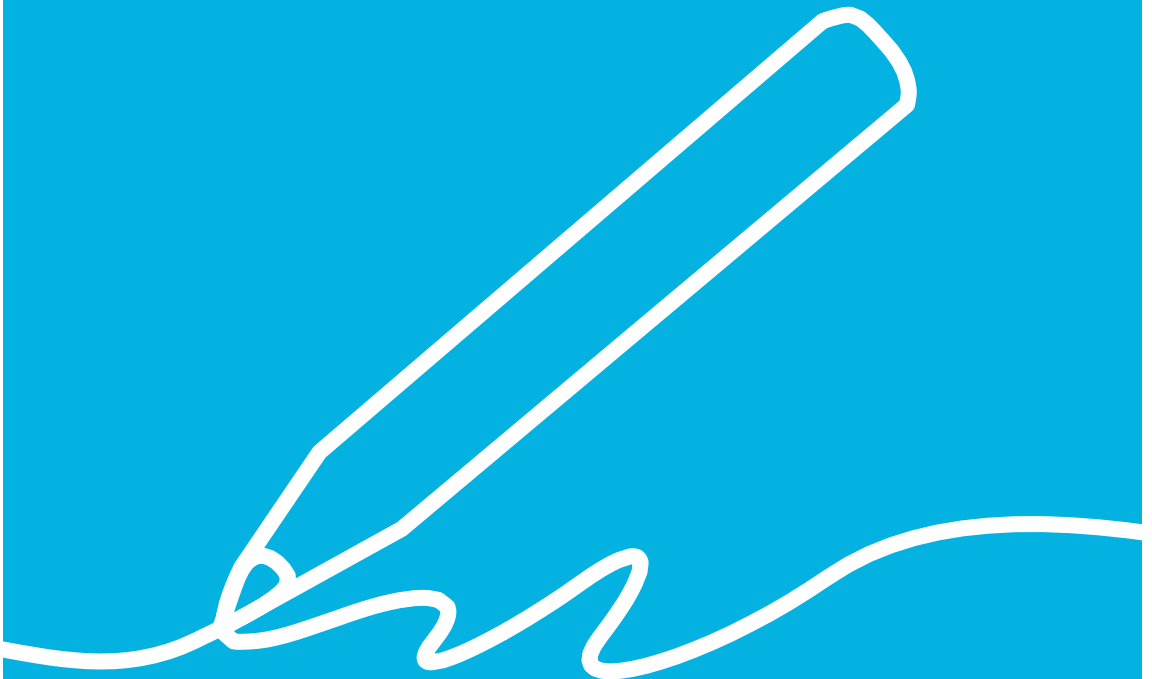
Candidate Handbook

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What is this Handbook for?

This booklet provides a quick reference guide for Linear, industry and health and safety requirements that are applicable to you while you are working on our behalf.



Timesheets & Receiving Pay

You will receive several timesheets as part of your assignment pack. These must be completed, signed and returned to the Linear office by you, or in some cases your employer, at the end of each week of the assignment.

1

All timesheets must be returned to the office by 5pm every Monday in order to ensure prompt payment of your wages. Failure to return your timesheet on time may result in delayed payment of your wages.

2

You will be paid weekly in arrears (not a week in hand). E.G. if you work Monday, Tuesday, Wednesday this week you will be paid for these days next Friday.

3

You will be paid each Friday, directly into your bank account or by manual cheque. If you require payment into your bank account, please ensure that your consultant has the necessary details. Please note if you are paid by manual cheque and require an encashment letter for your bank, an amount of £2.00 shall be deducted from your weekly pay for this service.

4

Please forward an up-to-date P45 on commencing your first assignment with us. If you don't have one then we will provide you with a P46 to complete.

FAQs

What if my details change?

Should any of your personal details change (e.g. address, contact number or bank details), just let us know as soon as possible and we will update your record

The Client has notified me of a change to my assignment, what do I do?

Always contact your Consultant immediately to confirm any change in arrangements.

What if I want to book a holiday or have an appointment?

It is important that you advise us of any holidays and dates that you are unavailable for work as soon as possible. Please try and book appointments outside of working hours and give us at least 24 hours notice wherever possible.

What if I am not happy in my assignment?

Never hesitate to contact a member of the Linear Recruitment team. We are here to provide you with full support and your happiness is our priority.

What if I have a complaint?

Should you ever be subjected to any form of discrimination or harassment or have any Health & Safety concerns, it is important that you take action. Contact us. Our Consultants will deal with any complaints as quickly as possible and in the strictest of confidence.

What happens when I want to leave?

On completion of your assignment, contact your Consultant to arrange the issue of a P45 (PAYE workers only). Remember, we may have another branch that you could work with or another assignment for you.

What do I do if I am sick?

You must contact us immediately. We will contact the Client and arrange cover.

For more information contact your Linear Recruitment representative.

We would like to make you aware that we may terminate your assignment at any time if we feel that our expected standards or conduct have not been met.

Further Information

1. Linear Recruitment Ltd will not disclose information relating to a Candidate without the Candidate's prior consent, except:

- For the purpose of any legal proceedings including arbitration
- To any professional body to which the Candidate is a member
- For the purposes of apprehension or prosecution of offenders
- For the purposes of national security or
- As required by any other enactment of law

2. If you fail to return any Personal Protective Equipment (PPE) once your assignment with Linear Recruitment Ltd has finished, you will incur a cost for the value of the item. The cost for protective boots is £15 (subject to wear and tear).

3. All candidates will receive payment for any assignment carried out regardless of whether Linear Recruitment Ltd has been paid by the labour user.

4. Linear Recruitment Ltd offers a translation service upon request.

5. You shall receive an Assignment Details Form for any new assignment you begin. This gives you the details of your assignment including pay, start date, person to report to, AWR qualifying period (if applicable) and other notable details.

Should you have any concerns regarding any of these points or your assignment you should always contact your Consultant.

Accidents, Incidents, Near Miss, Close Call, Dangerous Occurrence & Occupational Ill Health Reporting

Linear Recruitment maintains comprehensive procedures and forms to ensure that all accidents, incidents, near misses, close calls, dangerous occurrences and occupational ill health are reported, recorded and investigated in accordance with client and legislative requirements.

A description of YOUR responsibilities should you be involved in or witness an accident, incident, near miss, close call, dangerous occurrence or occupational ill health is detailed below:

- **Inform** the Client Supervisor and Recruitment Consultant immediately following an accident and follow the client's processes
- **Ensure** an entry is made in the accident book at site or ask someone to carry this out for you
- **Obtain** First Aid for your injury if required.
- **Do Not** interfere with or remove any evidence at the scene of an accident/incident
- **Assist** and co-operate fully in the investigation process

If you are a witness to an accident, you may be asked to complete a Witness Report/Statement. This will be sent to you by your Recruitment Consultant. You must complete and submit this.

Occupational Ill Health

If you suspect that you may be suffering from Occupational Ill Health due to a process you have been involved with whilst working for Linear Recruitment you must:

- **Inform** the Client Supervisor and Recruitment Consultant as soon as possible
- **Follow** the client's processes
- **Seek** medical advice and submit documentation confirming your diagnosis
- **Assist** and co-operate fully in any investigation process
- **Update** us regularly regarding your condition

Psychosocial Hazards

Stress

Stress at work is a major issue and can hit anyone at any level of a company. Evidence shows that it is not confined to any particular sectors of work, job or industries.

If you feel that stress is becoming a significant factor whilst you are at work, you must report this to the Medical Officer or Supervisor and Linear Recruitment Consultant immediately.

First Aid & Other Emergencies

First Aid provision will be made available for you whilst you are at work. You will be informed of the location of where you should go if you need First Aid attention. Emergency arrangements will also be communicated to you when you arrive at the site and prior to you starting work.

If you require minor First Aid attention and/or supplies (i.e. plasters, bandages etc.) please ensure that you request these from the First Aid facility on site.

For serious injuries, arrangements will be made for the injured person to be transferred to the nearest hospital if required.

All First Aid accidents must be reported and recorded in the accident book on site. The Supervisor of the site and your Linear Recruitment Consultant must also be informed.

Manual Handling

Most injuries at work are caused by people lifting, pushing, pulling or carrying heavy loads, and making awkward movements when doing so.

Because almost everything we do involves some form of Manual Handling, it's essential that we know how to do it safely to avoid getting hurt.

It is very important that you carry out any lifting / moving activities correctly and apply the techniques taught in your Manual Handling training.

- For all lifts check that there are no obstacles in your path before lifting.
- Always face forwards and NEVER walk backwards. STOP and THINK!
- During multi-person lifts, make sure the load is evenly distributed amongst the team and ensure everyone is ready before lifting. Nominate one person to give a clear signal to lift.

Base: One foot forward makes a good base

Assess: Think before lifting and handling

Legs: Use your thighs and legs to lift

Alignment: Don't twist!

Natural: Keep your back at its natural curve

Control: All movements

Every Body: Look after yours

You can also avoid injury by choosing lighter materials or using trolleys or hoists and other plant and equipment (if available) so that manual lifting of heavy objects is kept to a minimum. Keeping the size of items to be moved to a minimum, together with the avoidance of repetitive lifting and loading heavy items and sharing the weight with colleagues, will also help.

You can always use LITE to carry out a simple Risk Assessment if uncertain about any load needed to be moved using the following:

L = Load

I = Individual

T = Task

E = Environmental

Personal Protective Equipment (PPE)

Where required, you must always use the protective clothing and equipment given to you; it is needed to protect your safety and well-being and prevent you from being injured. Make sure the protective clothing and equipment you use is of a correct fit, is adjusted correctly and is suitable for the work you are undertaking.

You must inspect your PPE before each use to check for any damage or deterioration. Take care of any equipment you use – your life may depend on it.

Safety Footwear

It is important to wear the correct safety footwear for the type of work in which you are involved. This could mean that you must wear safety footwear with steel toe caps to protect your feet from crush injuries, or if you are working in an area where slipping is a problem, your safety footwear will need anti-slip soles. The type of safety footwear required for your work will be discussed with you during your induction. In some cases safety footwear may be provided by the client.

Safety footwear that becomes excessively worn or damaged must be replaced as it will no longer provide the necessary protection. You must inform your supervisor and Recruitment Consultant if this occurs. ALL safety footwear must be worn correctly with the laces fastened AT ALL TIMES.

Hearing Protection

Hearing protection must be worn when working around noisy plant and machinery or when advised to do so by a Risk Assessment or a Client Supervisor.

You must ensure that your hearing protection is worn correctly and fits snugly around your ears. If the seal becomes damaged then a replacement must be sought.

Harnesses

Harnesses are required if there is a danger that you could be thrown or fall from heights. Make sure it fits correctly, is comfortable and you have been trained in its use.

All harnesses should be visually inspected for damage or defects prior to use and you must ensure that the harness has passed its periodic inspection. You will also be briefed on the safe system of work to be followed and the emergency arrangements. If you are unsure, do not start work and ask for clarification.

Eye Protection

Blindness is a severe and devastating hardship. Always ensure you wear suitable eye protection when there is a possibility of an object getting into your eyes.

There are several types of eye protection available and it is important to wear the correct type to give the required protection.

Your Supervisor will advise you when and where you must wear eye protection and the type to be worn. This could include:

- Safety spectacles
- Safety goggles
- Full-faced visors

Safety Helmets / Hard Hats:

The law requires that head protection should be worn where there is risk of injury from falling or moving objects, or where you could hit your head. Your Recruitment Consultant and/ or Supervisor will advise you if Safety Helmets or Hard Hats are to be worn during the course of your work.

Safety Helmets have a lifespan, you must change your helmet:

- At the manufacturer's recommended date
- After a significant impact, or
- If it becomes deeply scratched or cracked

Hand Protection

Gloves must be worn to protect your hands when working with a variety of hazards such as chemicals, metals, any sharp or rough materials or dusts etc. Gloves give protection against cuts, toxic or irritant chemicals and dermatitis. Using barrier creams and always checking you have the correct gloves will protect you against the particular hazards you face. Your Supervisor will advise you if gloves should be worn whilst carrying out a particular activity. Should you notice any skin reddening or swelling from using any substances, stop using them immediately and inform the Site Supervisor.

Dust Masks & Respirators

Dust, fumes, gases or vapours can cause considerable lung damage. Always first try to eliminate the hazard – dampen down dust and ventilate the area. If this is not possible, some sort of respiratory equipment must be used.

Your supervisor will advise you when and where you must wear dust masks or respirators. If respirators are to be worn, you must be trained and certificated as competent to use a respirator.

Respiratory protection must be used in accordance with a written method statement for a safe system of work.

Alcohol, Drugs and Medication

The use of alcohol, drugs and some medication can affect yours and your colleagues safety whilst you are at work, in particular your ability to:

- Co-ordinate your hands, eyes, feet etc.
- Recognise and react to danger
- Judge distances
- Make decisions

As such there is a policy in place with regards to the use of alcohol, drugs and medication whilst you are engaged to work for Linear Recruitment. There is a brief outline of the Alcohol, Drugs and Medication Policy in place within Linear Recruitment:

- No employee or contractor shall report, or endeavour to report for duty having just consumed alcohol or be under the influence of drugs of abuse.
- Report for duty in an unfit state due to the use of alcohol or drugs of abuse.
- Be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs of abuse whilst on duty

Failure to comply with these requirements will result in the termination of your assignment with Linear Recruitment.

Medication

You must notify your Recruitment Consultant of any medication you are prescribed by your GP. This is so we can check the ingredients with our medical consultants to ensure the medication does not contain substances that may affect your ability to carry out your work safely.

Medical Fitness

As part of your application process with Linear Recruitment you will be asked to complete a Medical Questionnaire which will provide us with details of your medical history. You may also, as part of the clients processes, need to provide us with a medical certificate from an approved supplier which confirms that you are fit to carry out work in certain environments.

It is important that you provide us with all medical information so we can identify any possible health problems that may be affected by the work which you are assigned. It is also very important that you are accurate and completely honest, providing as much detail as possible to allow us to assess your health. You must inform us of any changes to your medical condition.

Communication of Health & Safety

Linear Recruitment is a responsible organisation, committed to ensuring that health and safety information is communicated up and down the organisation structure.

We welcome your concerns and ideas regarding health and safety at work. To achieve this we have the following processes in place:

- Comprehensive procedures and processes to keep you safe at work
- Regular Health and Safety Newsletters, with space for feedback
- Additional briefings on any new measures which may affect your health and safety
- Industry news and updates including Network Rail Sentinel requirements
- Toolbox talks on health and safety issues
- Competent health and safety advice including Safety Critical competence issues and changes when required
- **Remember: if in doubt – ask!**

Hours of Work

It is important that you arrive for your shift at the appropriate time. You should follow the client's procedures for booking in and out. Always ensure that you have with you the necessary PPE and competency certification (if required).

Any deviations from your booked shift times or hours must be reported to your Recruitment Consultant immediately.

Remember, if you cannot attend work for any reason you must inform your Supervisor and Recruitment Consultant.

Fatigue

Fatigue is a condition of being physically or mentally tired or exhausted and can be caused by many factors including duration of shifts, shift times, changes to shift patterns, lack of quality sleep, commuting time, workload, and personal activities. Whatever the reason, being tired at work is dangerous.

Fatigue has been identified as a contributory factor in many accidents and incidents and can extend to both the home and the workplace. The effects of fatigue are similar to those associated with alcohol impairments, i.e.:

- Inability to co-ordinate your hands, eyes, feet etc.
- Inability to recognise and react to danger
- Inability to judge distances
- Inability to make decisions

Together with our clients, we aim to ensure work is planned so that the risk of fatigue is reduced. In return you are expected to find a healthy balance between work and your personal life, and report any problems you may be experiencing which may impact on your safety at work.

Safe Driving

Whether you are a driver or a passenger, you are responsible for your own personal safety whilst traveling in a motor vehicle.

This means:

- Ensuring vehicles are roadworthy
- Using seatbelts and other safety equipment correctly
- Ensuring the driver is fit to drive
- Driving with care and attention

There are 9 deaths everyday on UK roads and 1 in 2 drivers are on company business when they are involved in a collision. It is important that you stay safe whilst driving on roads so:

- Get enough rest and sleep if you are driving the next day and take extra care if you are sleeping badly
- Stay focused, share the driving if possible
- Be prepared for all types of weather
- Leave yourself plenty of time to get to your destination
- Take regular breaks
- If you are a passenger don't distract the driver
- Never use a mobile phone or hand held equipment whilst driving
- If you feel fatigued, don't fight it.

STOP!

Travelling to Site

If you are working on an offshore installation you will be provided with transport to allow you to get to your destination. You must ensure you follow all instructions given to you whilst en-route.

If you are driving to a site, it is your responsibility to make sure that you know exactly where you are going and the times you need to be at the site of work.

If you are travelling with other work colleagues ensure the driver is familiar with the pick-up times and locations, and leave plenty of time for delays. If you are being collected, make sure the driver is familiar with the pick-up point and has clear directions and times for collection. Good communication is the key to making sure you arrive at work on time.

Risks & Hazards

A suitable and sufficient Risk Assessment should identify the hazards that are present in any task. Evaluate the risk of being injured or harmed by the hazards present. Following the evaluation of significant risks on a site, suitable preventative and protective measures can be implemented to reduce the risk of injury or harm when undertaking the work activity.

Details of site specific risks and hazards (i.e. those applicable to the site where you are working) will be briefed to you by the client prior to starting work. The measures you must take to protect yourself from the site risks will also be briefed.

You should seek guidance from the Site Supervisor if you encounter any additional hazards or risks on the site that you were not aware of or briefed about.

If you are unsure of any hazards or risks on site or what to do to control them, you must ask immediately.

Slips, Trips & Falls

Due to the working environment, slips, trips and falls are the most common type of accidents at work. Please remember the following to prevent these type of accidents occurring:

- Always wear your safety footwear correctly with the laces tied-up securely
- Always use a designated walking route or path to access your area of work
- Avoid tripping hazards and uneven surfaces where possible.

Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations apply to all industry location environments. COSHH aims to protect workers and others from adverse effects of exposure to substances hazardous to health.

This is achieved by conducting a Risk Assessment, controlling the exposure, monitoring and maintaining the controls and providing health surveillance where applicable.

Prior to you starting work, any control measures will be briefed to you by the client. You must adhere to all measures implemented to protect your health and safety. If you do not understand anything you must gain clarification.

You may also undergo health surveillance whilst you are at work. You must co-operate with the client with regards to this process.

Physical Hazards

Vibration

Exposure to vibration can cause long-term painful damage to your hands and fingers or whole body depending on the type of activity you are carrying out.

Hand-arm vibration comes from the use of hand-held power tools and is the cause of significant ill health, such as painful and disabling disorders of the blood vessels, nerves and joints.

If you are regularly using vibrating tools as part of your work you must be told how your exposure will be controlled and monitored by the client.

Lead

Contact with lead or lead-based products is likely to occur in processes which disturb existing lead installations such as weather proofing or coated surfaces which may have been treated with a lead-based product.

Hazards associated with lead are:

- Inhalation of lead dust, fume or vapour
- Ingestible lead in the form of paints, dust, powder and paste.
- Absorbence of lead through the skin when it is in the form of lead components, paint or paste.

If you will be exposed to any hazards related to lead you must inform the Site Supervisor and your Recruitment Consultant for guidance before undertaking this work.

You must not eat, drink or smoke whilst working with lead until your hands and face have been thoroughly washed.

Asbestos

Asbestos is a naturally occurring mineral which has been produced in fibre form for a variety of applications. Airborne asbestos dust is recognised as a potential health hazard although the danger varies according to type, concentration, fibre size etc. The most likely places asbestos may be present are:

- Pipe Lagging
- Roofing Materials
- Ceiling Tiles
- Flue Pipes
- Storage Radiators (pre 1975)
- Boiler Houses
- Bathroom Panels
- Fire Doors
- Wall Partitions

If asbestos is identified you must not continue with your assignment until it has been removed by a licenced asbestos stripping company. You must not enter an area where asbestos has been stripped until the area has been certified as safe.

Site Issues

Behaviour

Linear Recruitment is committed to ensuring customer satisfaction and as such expects proper conduct from all candidates. Any reports of misconduct will be taken seriously and dealt with appropriately.

The following rules of conduct apply to everyone:

- Arrive on time
- Put safety first – every time!
- Listen carefully to all instructions and briefings and speak up if you do not understand
- Show respect to your colleagues
- Show willingness to get the job done and be an important part of the team
- Look for ways to carry out the job efficiently
- Look after tools, plant or equipment and PPE
- Obey all site rules
- Stay calm if there is an emergency and tell the Site Supervisor immediately
- Stay on site until you are told by the Site Supervisor that you can leave
- Use appropriate safety clothing and equipment where required
- Never participate in any unsafe act or operate equipment in an unsafe manner

Briefings

Site Induction

Upon arrival at your site of work, you should report to the Client Supervisor and receive instructions and safety induction. Where possible, induction training should be given before you start work on each new assignment in order to make you aware of:

- Site rules
- Site health and safety policies and procedures
- First Aid and welfare facilities
- Emergency procedures
- Hazards and control measures
- Who to see if you have a problem
- Risk Assessments and Method Statements (RAMS)

If there is any part of the induction that you do not understand, you **MUST** ask for clarification.

If you are not given a site induction, you have a responsibility to find out the above information before starting work. Under no circumstances must you start work without knowing the risks that you will be exposed to.

Tool Box Talks

Periodically you may be involved in a tool box talk which is an informal briefing given on site on pertinent issues at the time. This may be given by a work colleague, a client representative or a member of the Linear management team. It may be regarding a specific incident or accident that has occurred or it may be in connection with a work process or rule that is in place.

You are encouraged to be actively involved in these talks, raising any issues you feel are relevant in connection with the subject. You will be asked to sign to say you have attended and participated.

Safety Signs

You must always be aware of, observe and follow any safety signs.

It is important you understand what the signs mean. The designated shapes and colours are described below for the main types of signboards:



Warning signs: Triangular with a yellow background. This sign warns of a particular hazard or danger.



Prohibition signs: Round with white background and red border with a diagonal cross bar. The sign means that something is prohibited.



Mandatory signs: Round with blue background. These signs state what specific behaviour or action is expected, or what protective equipment must be worn.



Emergency Escape Fire or First – Aid signs: Square or rectangular with white pictogram on green background. These signs indicate safe conditions such as first-aid posts or emergency routes.

Transport, Tools, Plant and Equipment

Transport

'Transport' in this context means any vehicle used in any workplace (apart from traveling on public roads), and is the second biggest cause of fatal accidents in British workplaces. The four main types of workplace transport accidents are:

- Moving vehicles hitting or running over people
- People falling from workplace vehicles
- Workplace vehicles overturning
- Objects falling from workplace vehicles

On arrival at site, you must ensure you familiarise yourself and comply with the workplace transport system implemented by the client. Failure to do so may result in disciplinary action. The areas you must ensure you are familiar with include:

- The workplace
- The routes to be used
- Pedestrian areas
- The vehicles and equipment on site
- Specific hazards
- Other people on site, including other contractors, visiting drivers, etc.

Plant and Machinery

You must be over 18 years old to operate any plant and you must only operate the plant for which you have been trained, passed competent and are familiar with. You must hold a certificate of competence to operate a piece of plant. If you do not have a certificate to drive or operate a piece of plant, you must not use it. No person is permitted to ride on any part of a vehicle unless they are in a seat or other secure position provided for that purpose. If you are required to operate plant you must also check its condition BEFORE you use it.

Plant Operators must not be under the influence of drugs or alcohol whilst operating this type of equipment. This also includes prescription or over-the-counter medication which may cause drowsiness.

All machinery should be guarded where there is access to moving parts. You must always follow the Safety Instructions of the machine and wear the correct PPE at all times. Never leave a machine running whilst unattended. Always familiarise yourself with the location of any emergency stop buttons.

Tools & Equipment in general

You are only permitted to use tools and equipment provided by the client on sites of work unless you have been given permission to use personal trade tools such as those used in joinery and carpentry etc.

Prior to use, you must always ensure you have the correct tool for the job and that it's safe to use. You **MUST** visually check **ALL** tools, plant and equipment to ensure it is not damaged, is without structural defects and all the correct pieces are attached. You must also ensure that it is within its maintenance and calibration date if this is applicable. If you find any piece of equipment that is unsuitable for use you must notify the Site Supervisor and make sure it cannot be used by other workers.

- Never carry tools on your shoulder. This can lead to eye and head injuries.
- Always ensure that any tools and equipment are left in a safe place where other workers cannot fall over them and they are put away when you have finished using them.

Electrical Power Tools

The main hazards associated with the use of electrical power tools are:

- Electrocution
- Tripping over loose wires and cables
- Injury through misuse
- Lack of maintenance
- Electric shock which may cause other accidents

Only trained and qualified persons are permitted to repair or alter electrical equipment. Defective electrical equipment must not be used, and immediate steps should be taken to have electrical defects remedied.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

Power tools must be regularly inspected, tested and maintained in good condition, with casing intact.

You must be competent to use any power operated tools.

Do not use any electrical power tool if you are uncertain of its use and you are not passed as competent.

Working At Height

Falls from height continue to be one of the biggest killers within the construction and industrial sectors.

Work at height should be carried out from a platform with suitable edge protection, such as a Mobile Elevated Working Platform (MEWP) or properly erected mobile tower / scaffold.

The main hazards associated with working at height are:

- Falls from the edge
- Falls between areas on a roof (e.g. rafters / trusses of roofs before tiles / slates are fixed)
- Materials / tools falling from heights
- Contact with overhead electric cables
- Falls through roof lights
- Falls through fragile roof materials

Risk Assessment

A Risk Assessment should be carried out for all work at heights. Simple jobs may not require a great deal however more complex jobs need to be assessed in more detail. All work at height is dangerous and it is essential that risks are identified and briefed to you before the work starts and the necessary equipment, appropriate precautions and systems of work are provided and implemented.

Do not start any work at height until you have been briefed on the safe system of work to be followed

Fall Arrest–Equipment

Providing adequate platforms may not always be possible or reasonably practicable. If so either safety nets or harnesses will be required. It will not stop you falling but will minimise the potential injuries if you do.

You must be trained and competent to use fall arrest equipment.

Weather Conditions

Weather Conditions: You must not work at heights in icy, rainy or windy conditions. Anyone can be easily blown off a work at height position if they are caught by a gust of wind.

Scaffolding

Scaffolds may only be erected, altered or dismantled under the direction of a person who has a formal certificate of competence. Unless you have undergone such training you are NOT permitted to alter or erect any scaffold; this includes altering toe boards, platform boards and guardrails etc.

If you suspect any part of a scaffold is unsafe you must inform the site manager immediately. If the scaffolding is unsafe, you must not use it. Scaffolding should be checked regularly by a competent person and records should be kept. Scaffold boards must always be in good condition, damaged, rotten or notched boards must be replaced. Platform boards must not overlap and there must be no gaps between them. Scaffolding must always be tied to a building or otherwise designed.

NEVER work on a scaffold that is incomplete or is being erected or dismantled. You must not climb up or down a scaffold structure – always use a securely tied ladder. All working platforms or edge protection must have a guard rail, a secured panel, or an extended toe board.

You must NEVER throw or tip or drop any materials from any height. Always use a properly constructed chute or hoist. Materials must be stacked carefully adjacent to the standards in small quantities. Heavy loading is only permitted in specially designed sections of the scaffold i.e. loading bays

Ladders

Occasionally it may not be possible to erect scaffolding or use a MEWP and a ladder may have to be used. A ladder should only be used for light work and of short duration.

When using a ladder always ensure that it is secured top and bottom and you have 3 points of contact at all times.

Ladders should be in good condition and examined regularly for defects. You must ensure that this inspections is completed prior to use.

Excavations

If you are required to do excavation work you must never do this alone. Most sites operate a permit to work to control these activities. Timbering, trench sheeting or pre-formed trench boxes will be used where persons could be at risk from collapse or falling material. You must ensure these precautions are carried out when excavating.

All workers required to enter excavations must wear a safety helmet and safety boots and must be aware of the main hazards:

- Collapse of the sides
- Persons falling
- Striking underground services
- Being struck by falling debris or materials
- Building or structural collapse
- Flooding
- Asphyxiation, fumes or poisoning
- Plant/machinery being used around and within excavations

Securely fixed ladders must be provided for safe access and egress to excavations. These are the only means of access which should be used. Where health hazards may be encountered, such as landfill sites, industrial sites, sewers, methane gas, carbon dioxide etc, you must not enter these areas unless you have received special training, the relevant PPE and instructions along with permits to dig. Use care when working close to excavations. Never work with your back towards machinery and do not put pressure on the sides of an excavation by placing overspill or heavy plant close to the edge.

Inspection of Excavations

A competent person must inspect an excavation that needs trench support on a daily basis before anyone is allowed to start work.

Utilities

All underground services should be located before any form of excavation takes place. Most sites should operate a permit to dig to confirm this has been conducted.

Gas

The dangers of breaking into a gas main are obvious. You should be aware gas can often be leaked into the ground and remain there until you expose it by digging, therefore if you smell gas you must raise the alarm and inform everyone around you and the Supervisor on site.

Never smoke or light a naked flame if there is any chance of gas being present.

Water

If a water main becomes damaged stop work immediately and inform the Site Supervisor. If water is rushing into the trench or excavation you must evacuate immediately as the risk of drowning or trench collapse becomes high.

Electricity

If you discover any exposed or damaged cables stop work immediately and inform the Site Supervisor.

Confined Spaces

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Electrocutation from unstable equipment
- Drowning
- Fumes from plant or processes entering confined spaces
- Inadequate access and egress
- Rescue difficulties

You must not work in confined spaces unless you have been trained and certified as competent. A Safe System of Work (SSOW) must be provided and you must have been briefed and understood the Safe System of Work before entering a confined space. The Safe System of Work will highlight the risk of poor quality air, fumes or gases and an air analysis test must have been carried out, with the results produced to everyone involved, before work commences.

Do not enter any confined space alone or without the necessary protective equipment and clothing. When undertaking work in confined spaces you must follow any planned procedures and instructions on the Safe System of Work and safe work permits issued.

Remember, only authorised and competent personnel should enter a confined space.

Electrical Safety

Around 1000 work-related electrical accidents are reported each year and about 20 people die of their injuries.

Touching voltages above approximately 50 volts ac or 120 volts dc can cause electrical injuries such as electric shock and electrical burns. Voltages lower than these can be hazardous, such as wet environments too.

The severity of injury generally increases with higher voltages but is dependent upon individual circumstances.

You must not touch or modify any electrical component or part unless you are competent to do so and hold the necessary certification.

If you suspect an electrical problem whilst at work, you must stop work and inform the Site Supervisor immediately. If you are able to, place faulty items in a quarantine area and bring the problem to the attention of other colleagues to prevent them from being injured. This includes fixed electrical installations and machinery, as well as mobile plant and equipment.

Do not switch on or operate anything electrical if you suspect it is faulty.

Fire Safety

Almost every blaze begins as a small fire. Fire is one of the most common threats to the workplace.

Fire is a danger to life and limb. It can cause huge damage to materials, equipment and buildings.

Every fire threatens the whole undertaking and puts your job at risk. That's why fire prevention and fire procedures are so important.

Always follow the fire procedures in your workplace which should be briefed to you as part of your induction.

In the event of a fire breaking out the first and most important rule is for you to keep yourself safe. However, you must sound the alarm and call the fire brigade or inform a fire warden who will coordinate the evacuation.

The most important thing for you and for your employer is that everyone gets out safely in the event of a fire.

Environmental Issues

Spillages

The risks of a spillage is always greatest during the delivery and decanting of substances .

Always ensure that fuels and chemicals are stored correctly within a bounded area and away from areas where contamination of water courses and drains is high.

Powered Plant should always either carry a spill kit or have one available nearby. Drip trays should always be used with generators.

Ensure you clean up spillages when they occur. Do not leave them for someone else to slip in.

Waste

Every operation produces a certain amount of waste that must be dealt with in the correct manner.

The client is responsible for removing waste however you do have a part to play by ensuring that waste is disposed of in the correct way i.e. using the correct skips.

Hazardous Waste

Hazardous Waste has harmful properties. For example contaminated materials, waste oil, wood preservatives and mats used to soak up oil spills. This waste has to be disposed of by approved contractors to specialist sites. If you are unsure how to dispose of waste correctly, ask.

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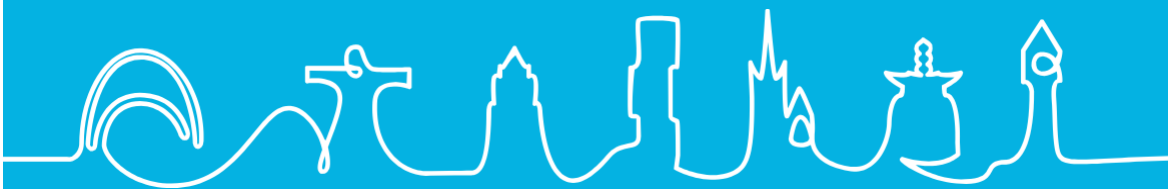
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