



**LYNCH**

**HEALTH**

**& SAFETY**

**A STRATEGY FOR TAKING CARE  
IN THE WORKPLACE**

For more information call 020 8900 0000 or visit [l-lynch.com](http://l-lynch.com)

## CONTENTS

Our Health & Safety Strategy Manual introduces our Health & Safety Strategy and provides hard copies of selected documentation for easy reference.

Please note that there are additional key documents that are updated frequently so cannot be included here and we would also like to draw your attention to these.

### Contents of the manual:

- Our Health & Safety Strategy.
- Five Golden Rules.
- Operational Safety Standards and Regulations — check sheets and visuals.
- Your Personal Safety, Responsibilities and Lynch Key Targets.

### For important reference material please refer to engineer safety pack:

- Risk Assessments.
- Safe Systems Of Work
- COSHH Assessments / Material Safety Data Sheets (M.S.D.S)

**ALL OF THE ABOVE DOCUMENTATION CAN BE FOUND ON THE LYNCH WEBSITE AND COMPANY INTRANET (HSQE DOCS)**

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**FIND DOCUMENTS HERE**

## OUR HEALTH & SAFETY STRATEGY

Welcome to our new pocket guide which contains key standards and responsibilities with regard to our Health & Safety strategy. The full suite of information is available in the HSQE documents found on the Lynch intranet site.

### This pocket guide contains:

- The Five Golden Rules;
- Personal safety responsibilities for all Lynch plant and vehicle engineers as well as all site personnel.
- Visual representations and key extracts from the Lynch operational safety requirements.

**KEEP THE POCKET GUIDE WITH YOU AT ALL TIMES AND REFER TO IT ONLY WHEN SAFE TO DO SO. USE AS A QUICK REFERENCE TOOL TO THE RESPONSIBILITIES AND REQUIREMENTS WE EXPECT FROM EVERYONE IN OUR BUSINESS AND WORKING ON OUR BEHALF.**



## INTRODUCTION

When we talk about our Health & Safety strategy it's important to remember that we don't just do it because we are expected to do it, we do it because we care. 'Care' is a word that illustrates just what Lynch is about and because, when we care about what we're doing, we do it better. When we care about 'WHAT WE DO' we continually maintain the highest standards that keep everyone safe.

When we care about what we do and each other we stay safe. Whether this is your first day or whether you've been with us for many years our Health & Safety Strategy is something that underpins everything that we do. This document will help ensure that everyone within Lynch understands our strategy. It will provide clarity to our approach to health and safety and demonstrate our commitment which will help ensure we achieve our vision.

Since we launched our Health & Safety Strategy in 2008, our vision has always been to 'achieve ZERO INJURIES and to PREVENT occupational ill-health, this will continue throughout 2022 and beyond. Our renewed strategy is not revolutionary, but instead demonstrates evolution, based on lessons learnt and feedback from you, our clients and our valued suppliers.

Safety is about all of us, and we're at our best when we take responsibility for our personal and our teams' safety. We have learnt that incidents occur when we don't know or comply fully with our procedures and standards. We will continue to celebrate team and individual successes when things go well, and when things go wrong, we will investigate to understand our mistakes and share our experiences to prevent re-occurrence. We have learnt the importance of supporting each other and holding each other to account. We still expect you to take responsibility for your personal and your teams' safety, to challenge others, welcome challenge and to share any lessons learned.

We must not become complacent – we expect everyone to play their part. It will only be through everyone's commitment to this strategy that we will achieve our vision of ZERO INJURIES and PREVENTING occupational ill-health.

Liam Lynch, Managing Director

## FIVE GOLDEN RULES (THE BIG 5)

Our Five Golden Rules set out our basic standards that we expect everyone on our sites to meet. Everyone is responsible for making sure the rules are followed.

If you see someone breaking the rules, you must challenge them straight away. You should also report the incident to a member of the management team or the confidential reporting portal on our website. Any employee breaking the rules should expect to be challenged. If it is that you decided to have a poor attitude towards the rules you may face disciplinary action.

Suppliers and visitors to site are also expected to abide by our Five Golden Rules.



**THE FIVE GOLDEN RULES ARE THERE TO KEEP YOU SAFE — FOLLOW THEM AT ALL TIMES.**



**1 Daily Briefings**  
Hold one every shift before work starts.



**2 Permit**  
All control measures listed are in place and permit signed before starting work.



**3 Routes & Danger Zones**  
Use the correct routes at all times.



**4 Personal Safety and Equipment**  
Only use in agreed safe areas explained in your induction or daily briefing. Always wear the correct PPE supplied to you at all times and only use equipment and plant on which you are qualified.



**5 Incident Reporting**  
See it, sort it, report it.

## PERSONAL SAFETY RESPONSIBILITIES (PSR)

It is not possible for us to improve our health and safety performance with the efforts of just a few — we all must understand that we have a responsibility for health and safety to ourselves and others at all times.

This naturally requires clear direction in terms of expectations and responsibilities; committees and staff can set policy and objectives, but effective implementation of safety can only be achieved when we are all actively engaged.

All Line Managers will accept responsibility for their personal safety and for the safety of the people reporting to them. Line managers will therefore be held accountable for the safety performance of their own teams through regular performance monitoring and feedback. Included in this Pocket Guide are Personal Safety Responsibilities. Everyone must sign up to their own PSR — copies can be found on the intranet, HSQE document library and Care Brochure.

Your PSR makes it clear exactly what actions are expected of you and what standards of behaviour are required



## PERSONAL SAFETY RESPONSIBILITIES ALL PERSONNEL

### Think Safe

Consider the hazards I face and how I can avoid them

### Make Safe

Correct unsafe conditions when I see them.

### Work Safe

Prevent injuries to myself and to others by following safe methods.

### Comply

Comply with safety systems and processes.

### Demonstrate

Good safe working practices at all times.

### Respond

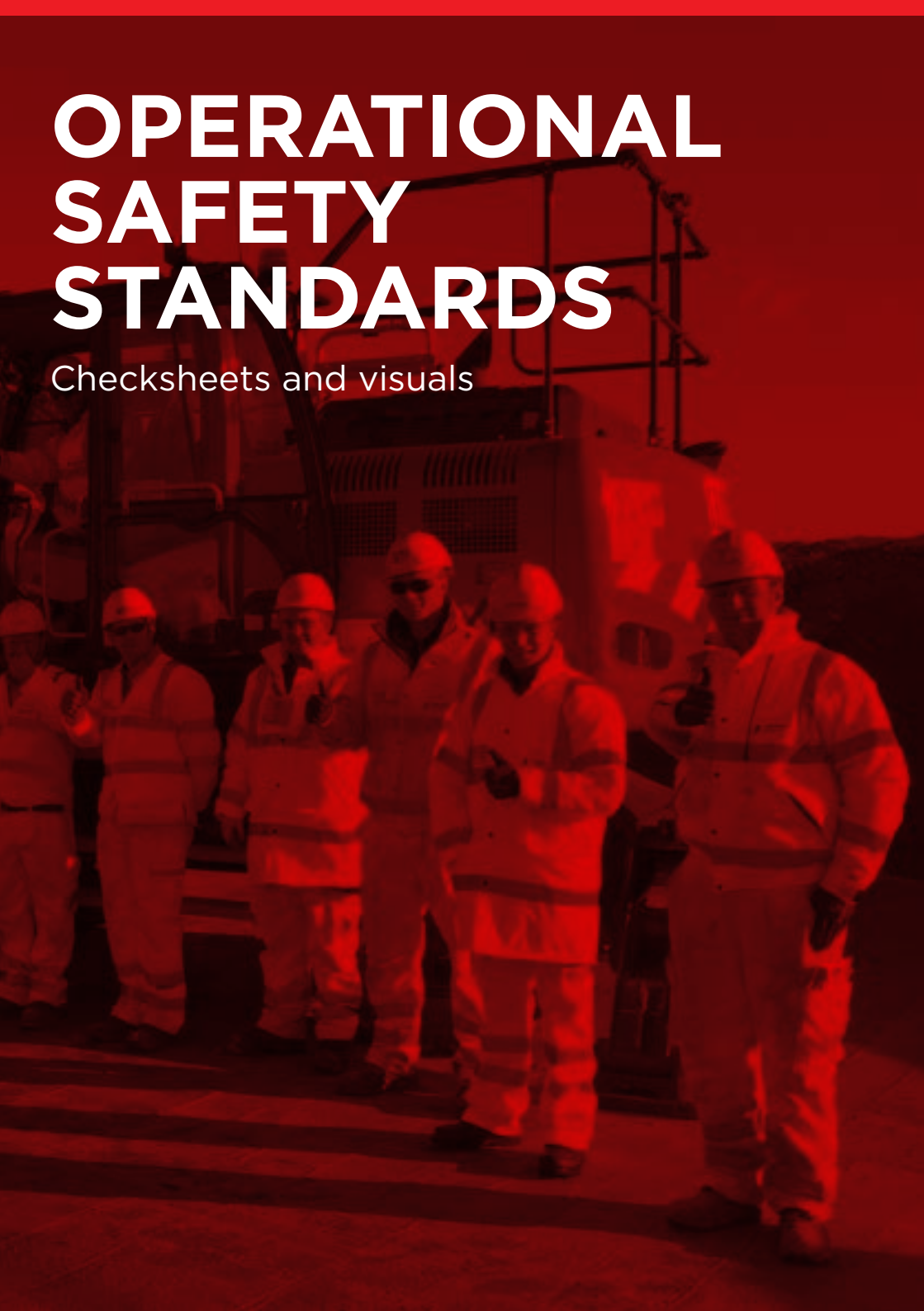
Deliver effective response to incidents and accidents.

When attending all sites I will:

- Set an example for others to follow.
- Make sure health and safety information is received and understood prior to starting work.
- Attend all safety training and briefings when required.
- Set up and maintain my work area on site in line with the company and site requirements.
- Follow all site rules and standards.
- Ensure hazards are controlled by suitable Risk Assessment (RA)/Method Statements (MS)/Safe System of Work (SSOW)
- Only use the correct work equipment that you are qualified to use and make sure it is fit for purpose.
- Support all incident investigations.

# OPERATIONAL SAFETY STANDARDS

Checksheets and visuals



Always use the correct PPE



Use welfare facilities



Be aware of height restrictions



Store equipment safely



Keep a safe distance



Working at height (use equipment supplied)



Prevent unauthorised access



There is adequate lighting



Use spill kit when required



Only use MEWP if trained to do so



Keep storeroom tidy



Use right equipment to lift heavy goods

## LIFTING OPERATIONS USING CRANES AND EXCAVATORS

- Is a Lift Plan available that identifies the Appointed Person, the Lift Supervisor, the Slinger/ Signaller and the Crane or Excavator Driver?
- Can the Crane Driver and Slinger/Signaller communicate with each other?
- Have cranes/excavators been set up and oriented in accordance with the Lift Plan on stable ground and suitable gradients (where applicable)?
- Where specialist lifting accessories are being used, is a Permit to Deviate in place?
- Are outriggers, mats, signs, and barriers in place in accordance with the Lift Plan?
- Has the bucket been removed from the excavator?
- Has the excavator got a duty chart and operator's manual in the cab?
- Are the excavator/crane windows clean to allow good all-round visibility and has it been checked with a daily plant check sheet completed prior to use?
- Has the Lift Plan been briefed to all the relevant people and is a copy in the cab with the Excavator/Crane Driver?
- Has the specific crane/excavator and all the proposed loads been identified in the Lift Plan?
- Are certificates of thorough examination available for all lifting accessories and equipment?
- Have lifting equipment and accessories been inspected prior to use?
- Have unfit lifting accessories been quarantined and marked 'Do Not Use'?
- Are wind conditions assessed and monitored before and during the crane lifts?
- Are lifting accessories stored so as to prevent damage?
- Have the weights of the loads to be lifted been assessed?
- Can the excavator lift the required load at the stated radius? (Check duty charts)
- Does the excavator have hose burst check valves, plated lifting point and safe load indicator as required?
- Are all lifting accessories marked with safe working loads?
- Has a minimum 600mm wide clearance between travelling or slewing cranes and any fixture (guard rail, adjacent building, etc.) been established?

Risk Assessments:

**Lifting Operations**



## SAFE USE OF PLANT AND EQUIPMENT (PUWER - 1998)

- Is the PUWER register up to date and available?
- Are daily pre-use checks being carried out?
- Are whip checks present at the tool end of all compressed air lines?
- Are all tools on site 110v or battery operated?
- Are all tools company-owned or hired in?
- Are van storage areas clean and tidy?
- Are electrical cables and hydraulic air hoses routed to ensure that trip hazards are avoided?
- Where plant and equipment are in use, is the task covered by a risk assessment and method statement?
- Is roll-over protection on mobile plant correctly installed with all safety pins in place as appropriate?
- Are all protection devices, guards, markings and warning devices and system control devices in place and in working order?
- Are operating instructions and manuals available on site and to the user?
- Do all mains-powered electrical equipment have a current P.A. Test?
- Is all plant and equipment stored/parked correctly in such a way so as to prevent damage?
- Has any plant or equipment found to be unfit for use been identified and moved to safe location for repair to commence and marked 'Do Not Use'?



## SAFE USE OF WORKING AT HEIGHT EQUIPMENT

- Are ground conditions suitable for the working at height equipment being used?
- Is the area around the mobile elevating working platform (MEWP) cordoned off?
- Are mobile access towers erected and dismantled in line with manufacturer's instructions?
- Are tower tags in place demonstrating weekly inspections?
- Are toe boards fitted to the working platform?
- Step ladders or podium steps/platforms fit for purpose?
- Are lightweight staging/trestles clean, tidy and free from trip hazards?
- Is a Scaff-tag displayed on the lightweight staging/trestle?
- Is the correct class of ladder being used?
- Are ladders set at the correct angle (75°)?
- Are ladder users maintaining a minimum of 3 points of contact?
- Are ladders and stepladders being used for short duration tasks or access only?
- Are ladders fixed in position or footed?
- Are ladders of the correct length?
- Is there evidence of a current inspection (ladder tags)?
- Has any unfit working at height equipment been segregated, immobilised and marked 'Do Not Use'?



## AVOIDANCE OF OVERHEAD SERVICES

- Are red and white goal posts in place?
- Are signs in place to warn of overhead cables and crossing points?
- Is there a sign showing the clearance stipulated?
- Are overhead cable routes fenced off?
- Is the storage area positioned away from overhead lines?
- Are vehicle movements under overhead lines restricted designated routes?
- Are adequate emergency procedures including contact numbers for service providers available?
- Are works undertaken with reference to GS6? (Goalposts)



## MANAGING AND USING HAZARDOUS SUBSTANCES

- Are COSHH assessments and Safety Data Sheets available for the substances being used?
- Is fire, first aid and spill clean-up and disposal equipment available for the hazardous substances present?
- Are emergency plans in place for fire, first aid and spillage?
- Is any additional equipment detailed in the COSHH assessment available (eye wash station etc.)?
- Is the correct PPE being used?
- Is the substance you are using being stored correctly before and after use in accordance with the manufacturer's guidelines and COSHH assessments?
- Do storage arrangements take account of potential spills, ventilation requirements, substances that may react with each other and fire precaution arrangements?



## SAFE WORKING IN CONFINED SPACES

- Can the work be done without entering the confined space?
- Is suitable access provided?
- Has a means of communication between the fitter and entry team been established and tested?
- Is there means of communication between working in a pit / confined space to ground level been established?
- Make sure a means of contacting the emergency services are in place
- Is a trained First Aider available on site?
- Are staff briefed and correct PPE worn



## PERMITS TO WORK

### What are they?

A permit to work is a control measure for certain high risk or hazardous activities. The Permit to Work document provides a checklist to ensure that controls are in place before the activity commences. The Permit to Work process also requires the document to be cleared/cancelled either at the end of the activity or at another designated time as stipulated.

### When are they used?

Permits to Work are required for the following activities:

- Confined space entry.
- Hot work (gas welding/cutting, electric arc welding, brazing, gas soldering)
- Work on live electrical installations.
- Work within six metres of an HV or uninsulated LV overhead cable.
- Risk Assessment 26 (RA26)

### Conditions

- The original permit must be issued to the supervisor (the person overseeing the works at the work face) and remain in the control of the supervisor at the works location for the duration of the works.
- A copy of the permit is to be retained by the permit issuer for his/her own record keeping.
- Upon completion of the works the original closed permit is to be handed back to the Site Supervisor by the task supervisor for filing in the site file.
- All changes/amendments are to be made only on the original permit and no work shall be undertaken on the provision of a copy of a permit.
- Risk Assessment 26 (RA26)

### Behaviours

- Operatives shall not undertake activities for which a permit is required unless said permit is in place, in date, with all necessary signatures.

Risk Assessments:

**On Site Plant Repair & Service**

## Preparation, Communication and Use of RA/MS

1. Identify the hazards



2. Decide who could be harmed and how



3. Evaluate the risks and decide on suitable control measures



4. Record your findings and communicate and implement them



5. Review in use — update as required, recommunicate and continue to monitor

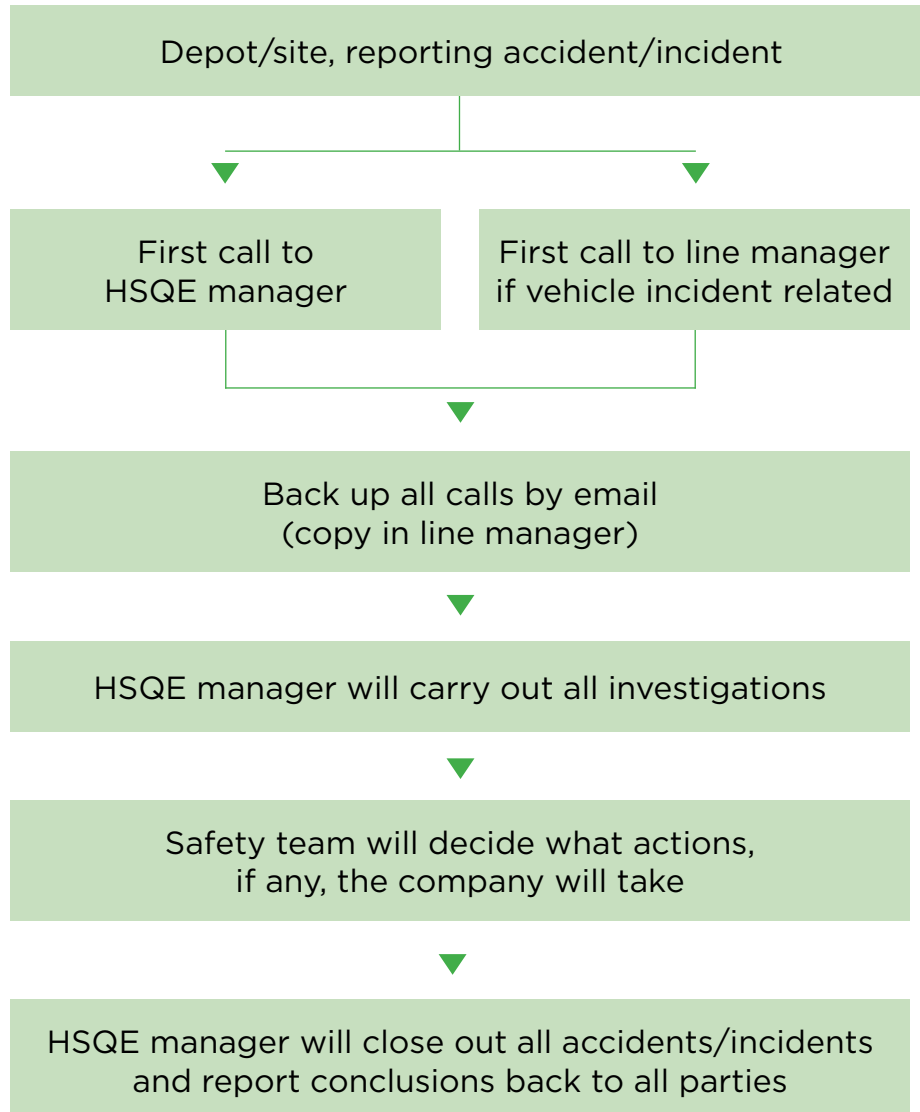


**Change management**

If anything changes, STOP the task and report to the site supervisor



## Health, safety and environmental accident/ incident reporting procedure



## Health, safety and environmental accident/ incident reporting procedure

### Important notes:

- 1) All calls received reporting any HSE accidents/incidents will be directed to HSQE manager.
- 2) All calls are to be backed up by email to line manager.
- 3) HSQE manager will make contact with contractor/employee/site and conduct all/any investigations.
- 4) HSQE manager will close out all accidents/incidents with line manager and report findings back to all concerned.
- 5) At no point are sales/operations to act on the company's behalf regarding HSE issues.



# SAFE SYSTEMS OF WORKING

## REPORTING NEAR MISSES SAVES LIVES



REPORTING NEAR-MISSES PREVENTS THE LIKELIHOOD OF ACCIDENTS

SEE IT



SORT IT



REPORT IT

REPORT NOW

CLICK TO REPORT NOW



### SAFETY 1ST MINDSET

To provide industry leading safety practices for our customers and our people.



# OPERATOR BRIEFING 07

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Prepared by: Paul Lynch Approved by: Steve Bremner



## VEHICLE MOVEMENT

### Safe System of Work

- One way traffic system to be enforced and observed by all drivers
- Site speed limit of 5 mph to be enforced
- Traffic signage to be obeyed by all drivers
- Eliminate the need for reversing wherever possible. All other reversing to be supervised by banksmen wherever possible
- Segregate vehicles and pedestrians by using robust physical barriers
- Provide adequate signage at entry/exit points
- Drivers to sound horn when entering or exiting the workshop to warn pedestrians
- Provide safe walking routes and crossing points for pedestrians
- Amber flashing beacons where fitted are to be on at all times when vehicles are moving around the yard or workshop
- Hi vis waistcoats or jackets to be worn by all personnel outside of the offices
- Safety footwear to be worn by all outside of the offices
- Provide designated parking areas for private vehicles
- Ensure building

### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Personnel being struck, crushed or run over by moving vehicles or plant resulting in major injury or death
- Damage to vehicles and buildings resulting from collisions

Risk Assessments

#### Vehicle & Plant Movements

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#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots



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## REFUELING OF VEHICLES / PLANT

### Safe System of Work

- Inspect all refueling equipment prior to use. Do not use if any defects are found.
- Remove all potential ignition sources in the vicinity of the refueling points.
- Use diesel as a fuel source – lower volatility than petrol.
- Ensure that fuel station is kept clear from obstructions.
- Ensure spill kit is adjacent to fuel station prior to refueling and is well stocked.
- Clear up any spillage immediately and maintain slip free surfaces.
- Ensure there is clear access to a foam or dry powder fire extinguisher to aid safe evacuation in event of fire.
- Ensure that PPE is worn – gloves and eye protection.
- Wash off any splashes of fuel immediately with hot soapy water.
- Enforce one way traffic circuit and prohibit reversing to reduce collision risk
- Enforce a strict no smoking policy within 25 metres of fuel pumps.
- All users are to ensure that the Safe System of Work for the use of fuel pumps is followed
- All work at height is to be in strict compliance with Working at Height RA.

### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Fire and/or explosion
- Fuel splashes to hands, eyes or skin
- Contact dermatitis
- Fuel spillage
- Slips, trips and falls
- Vehicle collisions
- Work at height

Risk Assessments:

[Lifting Operations](#)

[Refuelling of Vehicles and Plant](#)

[Working at Height](#)



#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety helmet



## OPERATOR BRIEFING 07

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## LIFTING OPERATIONS

### Safe System of Work

- All lifting appliances are to be serviceable with no defects and fit for task.
- All lifting appliances are to be load tested as per statutory requirements and a valid thorough examination and load test certificate held in the plant office.
- Daily user checks and inspections are to be carried out on all machines and lifting accessories prior to lifting. If defects are found the machine or accessory is not to be used and must be quarantined out of service until repaired. All lifting accessories are to have a valid thorough examination certificate held in the plant office.
- All lifting operations are to be carried out by competent operatives.
- All lifting operations are to be planned and supervised by a competent person except for generic or repetitive small scale lifts.
- Operators are to ensure that ASLIs or RCIs fitted to lifting appliances are working and switched on at all times during lifting operations.
- Operators are to ensure that the lifting appliance is operated at all times in accordance with the manufacturers handbook and within the recommended safe working limits and duties chart displayed in cab.
- All suspended loads are to be controlled by using tag lines where practicable.
- Exclusion zones which prohibit entry by unauthorised personnel are to be imposed where practicable, especially when lifting near or over pedestrian walkways.

### Identified Risks

- Failure of lifting appliance
- Failure of lifting accessories
- Incorrect slinging techniques leading to loads or parts of loads dropping or slipping while being lifted
- Third party intrusion into dangerous areas during lifting

## OPERATOR BRIEFING 07

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## LIFTING OPERATIONS

### Identified Risks (cont.)

- Contact with overhead cables
- Contact with structures
- Personnel being struck or crushed by suspended loads



#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety helmet



## OPERATOR BRIEFING 07

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### USE OF QUICK HITCH

#### Safe System of Work

- Operation of Quick Hitch is limited to trained and competent staff. Additional training provided by means of toolbox talks for site specific safety issues
- Quick Hitch to be placed in position and plant turned off prior to disengagement. Quick Hitch to be disengaged in a slow/steady motion to reduce the frequency of the buckets 'rocking' motion. Use of Semi-Automatic Quick Hitches have been prohibited by Lynch.
- **Operator to check hitch is fully and correctly engaged prior to use**  
- if in doubt seek advice from Lynch Management
- Staff to use the disengagement tool provided and to report any faults immediately
- Ensure that bucket is left at a safe height to reduce bending or overreaching
- Operator to utilise hand rails and steps to enter and leave the cab safely
- Operator to ensure that hydraulic control isolation lever is engaged before leaving the cab to change Quick Hitch
- Specific Quick Hitch Training is provided for every Lynch Plant Operator
- Prohibition of any Site Worker in risk area of excavator, defined as area underneath the bucket
- Quick Hitch Operator Manual in cab of machine to be followed at all times

#### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Machine dipper arm striking site worker
- Bucket / Attachment detaching from Quick Hitch and striking an operative
- Bucket 'swing back' when Quick Hitch released
- Caught fingers / hand in Quick Hitch
- Upper limb strains from disengaging Quick Hitch
- Falls from cab
- Unauthorised operation of plant while changing quick hitch

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### USE OF QUICK HITCH

For more information please refer to Risk Assessment 14



#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety helmet
- Safety glasses



## OPERATOR BRIEFING 07

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## USE OF PLANT MACHINES

### Safe System of Work

- Effective segregation of plant machines and pedestrians using physical barriers
- Designated walkways in place
- Adequate signage to be in place to warn operators/drivers and pedestrians of the presence and dangers of plant movements
- Minimise reversing where possible
- Use banksmen to guide manoeuvres wherever possible
- All plant to be fitted with rear view mirrors
- All plant to be fitted with audible reversing alarms and switched on at all times
- All plant to be fitted with amber flashing beacons and switched on at all times during movement
- All operators to be CPCS card holders for the correct category of machine being used
- All plant to be operated within manufacturers guidelines, capacities and limits
- Seat belts to be worn at all times
- Site speed limit to be enforced and observed by all
- Anti-Roll bars where fitted to be locked in the raised position on dumpers and rollers when they are being moved
- Passengers only to be carried in plant machines where a seat and seat belt are provided for that purpose
- Where fitted to machines, reversing cameras are to be used
- Adequate lighting to be provided in yard
- Safe Working Load limit not to be exceeded when using excavators or forklifts for lifting.
- Automatic Safe Load Indicators or Rated Capacity Indicator to be used during lifting operations with forklifts or excavators

## OPERATOR BRIEFING 07

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## USE OF PLANT MACHINES

### Safe System of Work (cont.)

- All plant to be maintained in accordance with manufacturers' instructions and statutory records to be kept where applicable. Daily and weekly checks/servicing to be carried out and recorded
- Defect reporting systems to be in place and used
- Plant machines to be quarantined out of use until defects have been repaired
- Pre delivery inspections to be carried out and defects rectified before machines are released to any customers

### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Personnel (pedestrians) being struck by, crushed or run over by plant machines
- Drivers/Operators being thrown from, falling from or crushed by plant machines

#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety helmet



Risk Assessments:

[Lifting Operations](#)

[Use of Plant Machines](#)

## OPERATOR BRIEFING 07

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# VEHICLE/PLANT SERVICE & REPAIR IN A WORKSHOP ENVIRONMENT

## Safe System of Work

- All fitters to be competent.
- Only authorised access routes to and within customers' sites are to be used.
- Ground conditions to be firm and level to prevent bogging down or overturn of service vehicle.
- Fitters to be briefed on site hazards by customers' representative. Fitters are to attend site induction if required by customer. All fitters must adhere at all times to specific site rules, arrangements and directions from customers' site supervisory staff.
- Mobile service vehicles are only to be parked in authorised places on site or on the public highway.
- Segregate disabled vehicles or plant from other traffic with barriers to prevent collisions.
- Safe access to machinery or parts to be provided particularly when working at height.
- Avoid lone working wherever possible — machine operator to be in attendance at all times where possible. If working alone, vehicle or plant ignition keys are to be removed and retained by the fitter before starting repairs.
- Fitter to carry a mobile phone at all times for emergency contact. Routine calls only to be made from a place of safety.
- All manual handling.
- Priority always to be given to the use of mechanical lifting devices to eliminate manual handling. All mechanical lifting to be in accordance with the relevant risk assessment.

## OPERATOR BRIEFING 07

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# VEHICLE/PLANT SERVICE & REPAIR IN A WORKSHOP ENVIRONMENT

## Safe System of Work (cont.)

- All raised hydraulic equipment is to be supported on suitable packing or propped/ blocked using manufacturer's supplied safety bars/locks to prevent sudden unintended movement in the event of hydraulic failure.
- All moving or rotating parts are to be stopped and isolated before working on them.
- Ensure a safe and tidy working environment is maintained to prevent slips, trips and falls.
- Fitters are to inspect vehicles or plant prior to handover to customer to ensure they are safe and fully fit for purpose.
- All spillages of oils, fuels or lubricants are to be cleaned up immediately and safely bagged. Dispose of on site if possible following site procedures for hazardous waste or bring back to Parr Road.
- Allow hot components sufficient time to cool down before working on them or provide protective covers to prevent burns to skin. Wear heat resistant PPE where necessary.
- If engulfed in oil or coolant seek immediate medical help. Remove clothing and shower immediately if one is available on site. Call 999 and evacuate to hospital if necessary.
- All pressurised systems and vessels such as hydraulic pipes/tanks, air receivers/ pipes, cooling pipes/tanks/radiators, accumulators etc, are to be safely depressurised and cooled before breaking into the system.

Risk Assessments:

[Lifting Operations](#)

[Working at Height](#)

[Manual Handling](#)

## OPERATOR BRIEFING 07

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# VEHICLE/PLANT SERVICE & REPAIR IN A WORKSHOP ENVIRONMENT

## Safe System of Work (cont.)

- All hot works.
- All hazardous substances are to be stored, used and disposed of in accordance with the detailed COSHH assessment for the product being used.
- All electrical welding.
- The storage, handling and use of compressed gas cylinders.
- The use of abrasive wheels.
- The use of power tools.
- The use of Quick Hitch attachments.
- Copies of all applicable risk assessments, safe systems of work instructions and COSHH assessments are to be carried in the mobile service vehicle and referred to on a regular basis to ensure compliance with their contents.
- PPE relevant to the task/product or as per the site rules is to be worn at all times.

## Identified Risks

- Use of unqualified/unskilled personnel
- Site Access
- On site hazards not under the control of Lynch
- Parking of vehicles
- Safe access to machinery
- Lone working
- Manual handling of mechanical parts/tyres/wheels
- Crush injuries

Risk Assessments:

Asbestos

Compressed Gas Cylinders

Electrical Welding

Hot Works

Power Tools

Quick Hitch Attachments

## OPERATOR BRIEFING 07

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# VEHICLE/PLANT SERVICE & REPAIR IN A WORKSHOP ENVIRONMENT

## Identified Risks (cont)

- Unintended collapse of props or jacking equipment
- Entanglement in moving parts
- Unexpected movement of plant/vehicles or hydraulics
- Slips, trips or falls
- Working at Height
- Handover to customer
- Environmental incidents
- Burns from hot surfaces, hot oils, pipes, fuels, acids, electrical sparks
- Engulfment in oils or coolants
- Stored energy, i.e. pressure, tyres, accumulators, radiators, hydraulic hoses, valves and systems, air receivers, lines, tanks
- Lifting operations
- Hot works
- Use of hazardous substances
- Welding
- Abrasive wheels
- Use of power tools
- Use of plant
- Refuelling

### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety glasses
- Safety helmet



## OPERATOR BRIEFING 07

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### USE OF WASHDOWN

#### Safe System of Work

- All surfaces to be regularly cleaned and kept free of oils and debris. Wash down area to be cleared of debris and contaminants after wash down operations are complete .
- Protective gloves/overalls/goggles/boots to be worn at all times when using high pressure washing equipment.
- All high level washing to be carried out from mobile steps fitted with guard rails. Steps to be moved around as necessary and wheels locked at all times when in use. No over- reaching from steps. Platform of steps to be kept clean and free from oils, fuels, lubricants or debris which could cause slips, trips or falls.
- All equipment to be PAT tested at 3 monthly intervals. Pre-use inspection to be carried out by operatives every time equipment is used. If any defects are found, do not use and report to supervisor. Labels to be affixed to equipment showing date of last and next PAT test due. If label is out of date do not use equipment. RCD to be tested prior to use. All cables, plugs and sockets to be inspected for damage prior to use. If any defects are found do not use and report to supervisor. When washing down, keep all electrical cables away from water and areas where they could be run over by other vehicles.
- Oil separator to be emptied at regular intervals to prevent overflow.

#### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Slips, trips and falls due to wet or oily surfaces
- Injection injuries to hands and eyes from high pressure jetting equipment
- Eye/hand injuries from flying debris during high pressure washing
- Falls from height from vehicles during washing down operations
- Electrocutation

## OPERATOR BRIEFING 07

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### USE OF WASHDOWN

#### Identified Risks (cont.)

- Pollution/contamination of local water courses and/or drains from oils, fuels, lubricants leaking from wash down facility
- Failure of separator/interceptor installation due to blockages/overflow



#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety glasses
- Waterproof overalls



Risk Assesments:

**Use of Washdown**

## OPERATOR BRIEFING 07

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### LONE WORKING

**Working alone increases the general level of risk encountered and therefore shall as a matter of principle be avoided whenever practicable.**

**Persons are considered to be working alone if they have neither visual nor audible communication for a period of more than one hour with someone who can summon assistance in the event of an injury or illness.**

#### LONE WORKING SHALL NOT BE PERMITTED IN THE FOLLOWING SITUATIONS/ FOR THE FOLLOWING ACTIVITIES:

- Derelict structures.
- Confined spaces.
- Where the lone worker could come into contact with a live electrical conductor.
- Work areas on, over or adjacent to water.
- Working at height where the risk level will be increased by lone working e.g. working off a ladder that requires footing.
- Diving operations.
- Excavations.
- Mobile plant repair.
- Areas where there is an increased risk of violence, abuse or harassment.
- Unlit or poorly lit conditions.
- Extreme weather.
- Areas where hazardous atmospheres can be reasonably expected.

#### LONE WORKING SHALL NOT BE UNDERTAKEN BY:

- Pregnant women.
- Young workers (under 18).
- Workers with incapacitating medical conditions.

Risk Assessments:

[On Site Plant Repair and Service](#)

[Lone Working](#)

## OPERATOR BRIEFING 07

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### LONE WORKING

#### CONDITIONS

- The lone worker and the 'buddy' shall have copies of the task specific RA/MS detailing general control measures as well as contact and emergency arrangements. Means of two-way communication must be available and shall be tested before lone work commences to ensure correct operation and reliability. A first aid kit shall be available to lone workers.



# OPERATOR BRIEFING 07

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## USE OF COMPRESSED GAS CYLINDERS

- Only approved cylinders designed to meet the standards of the Pressure Equipment Regulations 1999 are to be used.
- Cylinders only to be used by competent persons trained in the safe use, handling and storage of pressurised cylinders.
- Inspections of cylinders in accordance with an examination scheme.
- Daily pre-use checks to be carried out by all users.
- Movement of cylinders in accordance with an approved safe system of work either by trolley or lifting appliance
- Cylinders to remain vertical and secured in an approved cage or trolley at all times
- Valve protector caps to be fitted at all times when not in use or when cylinder is being transported.
- All mechanical lifting of cylinders to be by competent persons in accordance with an approved lifting plan. No lifting of cylinders by forklift unless secured in a cage designed for that purpose.
- Cylinders are to be removed to an external storage cage overnight on a daily basis

### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Impact from parts of cylinders that fail
- Contact with released gasses
- Fire resulting from the escape of flammable gasses
- Impact from falling cylinders
- Manual handling injuries or musculoskeletal disorders
- Disruption to Jubilee Line services and passengers

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## USE OF COMPRESSED GAS CYLINDERS



### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves



Risk Assessments:

[Compressed Gas Cylinders](#)

# OPERATOR BRIEFING 07

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## WORKING AT HEIGHT

### Safe System of Work

- Some machines/vehicles are fitted with limited integral fall protection measures
- Mobile Steps are to be fitted with guardrails
- Avoid work at height where possible
- Prevent falls by using suitable working platforms with integral edge protection and toe boards which conform to the Work at Height Regulations
- All personnel to be competent in work at height procedures
- Provide access scaffolding, mobile towers or podium steps before using ladders or step ladders
- Work off ladders only in areas where site conditions cannot be altered and other platforms cannot be used because space is restricted
- Any work off ladders to be of short duration (max 30 mins in one position) and light in nature (max 10kgs)
- No working from the top three steps
- Maintain three points of contact at all times when on ladders
- All ladders to be Class 1 and conform to BS EN 131
- Inspect ladders before use
- Surfaces to be firm, level, dry, clear of obstructions
- Ladder locking devices to be engaged at all times
- No side-on working or loading
- No over-reaching in any direction

# OPERATOR BRIEFING 07

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## WORKING AT HEIGHT

### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Falls of people from height from lorry bed, plant machines or when working from mobile steps, towers or ladders
- Falls of objects or materials from height as above

**For more information please refer to Risk Assessment 20**

#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety helmet



Risk Assesments:

**Working at Height**

## OPERATOR BRIEFING 07

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## HOT WORKS / WELDING

### Safe System of Work

- Avoid hot works where possible by using cold cutting methods.
- Remove all combustible materials from the work area prior to hot works.
- All gas cylinders to be fitted with flash back arrestors.
- All users of welding/burning equipment are to be competent.
- Inspect all hoses, cylinders, tanks, valves, tools and burning equipment daily prior to use.
- Appropriate fire-fighting equipment to be close at hand and serviceable.
- Protect at-risk items with fire-retardant material where possible or necessary
- Flame retardant PPE to be worn where appropriate.
- Fire watch to be maintained for at least one hour after hot works cease.
- All hot works to be carried out as per the hot works permit.

### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Fire or explosion resulting in major injuries, burns or fatalities to personnel and/or damage to plant/vehicles and buildings

Risk Assessments:

[Compressed Gas Cylinders](#)

[Hot Works](#)

## OPERATOR BRIEFING 07

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## HOT WORKS / WELDING



### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety glasses
- Welder's overalls



## OPERATOR BRIEFING 07

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### DEALING WITH EMERGENCIES

- Ensure you are aware of and understand the emergency procedures for your construction site.
- Know the location of emergency equipment such as spillage kits/first aid/fire meeting points.
- Ensure you understand the hazards of construction sites.
- Be alert and report any potential environmental hazards or incidents to line management or site supervisor.
- Follow any work instructions given to you. If you think you know a better way raise this with management first – do not just implement it yourself.
- Attend any training sessions or site inductions arranged for you.
- Play your part in keeping your workplace tidy and safe at all times.

#### Key Points

We have developed and implemented procedures that are relevant to the emergencies we consider could arise within our business. Emergencies can include:

- fire, causing air pollution and/ or ground contamination
- spillages causing ground and/ or water pollution
- uncontrolled gas releases causing air pollution and/ or a risk of explosion
- fractures of main drains causing ground contamination and/ or flooding
- power cuts which could lead to safety-critical equipment not working
- flood waters picking up and carrying contaminants to surface water/ foul drains etc.

These may also cause health and safety risks which should be taken into account when planning emergency procedures (safe walking routes for example).

The documented procedures we have developed and implemented cover:

- the nature of the risk(s) and how to respond
- when, how and by whom the alarm is to be raised

## OPERATOR BRIEFING 07

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### DEALING WITH EMERGENCIES

- immediate action to control the incident
- accounting for site personnel, visitors and contractors
- prevention of access to any dangerous areas by non-essential personnel
- roles and responsibilities of those with special tasks to perform
- means of communication during an emergency
- location of any emergency equipment required, e.g. spill kits, fire extinguishers or drain covers
- access to any key records, e.g. fire plans and safety data sheets
- any other special requirements (for example how to handle the media).

All employees should receive training in the emergency procedures applicable to their site. The level of training will depend on the nature of their role:

someone with special tasks to perform will need more in-depth training. Training should be recorded.

It is also important to test procedures to make sure they are effective in managing emergency situations. Such testing will highlight if there are any deficiencies in the procedures, which can then be rectified.

#### Final Points

- In the event of an emergency on-site report it to the site management and follow the construction site's rules and procedures as per your induction. If you need the emergency services dial 999 and explain the situation. Wait for help to arrive on-site.
- Never place yourself in danger! **STOP / THINK / ACT SAFELY**

#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety helmet
- First aid kits



Risk Assessments:

[Emergency Response Procedure](#)

[Emergency Spill Response](#)

# OPERATOR BRIEFING 07

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## POWER TOOLS

### Safe System of Work

- All power tools are to be tested, certified and maintained as per statutory requirements (PUWER 98) and manufacturers recommendations/instructions or guidelines
- All tools are to be inspected prior to use by users and withdrawn/quarantined from service until repaired or replaced if any defects are present
- PPE appropriate to the tool or operation is to be worn at all times
- Abrasive wheels are to be inspected or changed by competent persons only
- All guards and intrinsic safety devices on tools are to be fitted, correctly adjusted and serviceable during use

### Identified Risks

The SSOW above has been compiled after identifying the following risks from this activity:

- Cuts
- Abrasions
- Eye Injuries
- Electrocutation
- Burns
- Musculoskeletal Injuries
- Fire/Explosion
- Crush injuries

For more information please refer to Risk Assessment 13

#### PPE TO BE WORN

- High-vis vest / jacket
- Safety boots
- Safety gloves
- Safety helmet
- Safety glasses



Risk Assessments:

[Power Tools](#)



For more information call 020 8900 0000 or visit [l-lynch.com](http://l-lynch.com)