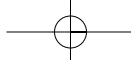




















**O'KEEFE**  
CONSTRUCTION (Greenwich) LTD



A GUIDE TO  
**safety on site**



	Managing Directors Message	1
	Site Rules	3
	Reporting Procedures	4
	Training	5
	Accidents and First Aid	6
	Fire Precautions	7
	Personal Protective Equipment	8
	COSHH	10
	Confined Spaces	11
	Excavation	12
	Housekeeping	13
	Manual Handling	14
	Plant	15
	Working at Height	16
	Scaffolds	16
	Ladders	17
	Underground Services	18
	Environmental	19
	Health	20
	White Finger Vibration	20
	Leptospirosis (Weils Disease)	21
	Drugs and Alcohol	22
	Asbestos	22
	UV Exposure	22
	Site Induction Briefing	23

The objective of the O'Keefe Construction (Greenwich) Limited Health and Safety Policy is to prevent, insofar as it is reasonably practicable, and to do so during the course of the work, or duties being undertaken, any accidental occurrence resulting in:

- Injury to any person
- Damage to, or loss of any plant, equipment, property, materials or products
- Delays in any processes or operation
- Events that may otherwise be detrimental to efficiency and/or prestige
- Adverse impact upon the environment

The Policy is applicable to all O'Keefe Construction (Greenwich) Limited Employees as detailed in Part Three of this Section. This includes the Employees of Sub-Contractors, Self Employed Persons, Consulting Practices and the Client.

The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains with Senior Management, to ensure that the Company complies with all relevant Statutory Health and Safety legislation, common law and approved codes of practice.

All Company employees, regardless of their status, are expected to abide by the principles of this Policy where applicable. We also expect the co-

operation of all those mentioned within the scope section of this policy to work in such a way that accidents to themselves and others may be prevented.

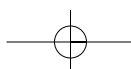
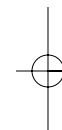
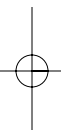
Individuals can make important contributions to the development and implementation of policies and arrangements. The Company will give opportunities for participation in this process and actively encourages involvement of employees either directly or through their repre-sentatives.

To ensure that this Policy can be successfully implemented, the Company and its Board of Directors will provide such funds as is reasonably necessary.

Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product, likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The Company will take into account at tender stage, those factors which assist in eliminating injury, damage and waste.

All activities shall be conducted in a responsible manner and so planned and controlled; that the possibility of unplanned events occurring is reduced to the practicable minimum.

It is recognised that accident prevention is a joint responsibility of all those mentioned in Part Three of this section of the Policy and that to understand their joint responsibilities, good communication and consultation will be necessary. Information from Risk Assessments, performance monitoring activities, employee feedback and advice from our designated Health and



Safety Consultants, will be used to identify the Health and Safety training needs of employees.

An effective system for the communication of Health, Safety and Welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them.

Where necessary employees will also be suitably trained or instructed, to enable them to carry out their tasks in a healthy, safe and efficient manner. The Company's Safety Consultants will carry out safety training on behalf of the Company. The practicalities and method of work training will be carried out by the Company's Managers and overseen by the Safety Consultants.

Employees will be trained by the appropriate Plant Operators course, in the safe use of plant and equipment which they will be using for their work. Where certification is not required, employees will be instructed directly by the Safety Consultant, manufacturer/ supplier/hirer, or by the Company's Managers who themselves would have been instructed on how to use plant/equipment safely.

To ensure all the Company's Employees are kept up-to-date with safety matters, the Company has formulated a library of Safety Information, Codes of Practices and Health and Safety Legislation. This library will be maintained with up-to-date information and changes in Law. The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises that they are undertaken shall be observed.

Adequate provision shall be made for the welfare needs of employees whilst carrying out their tasks and duties; any hazard to health associated with the work shall be the subject of strict precautionary measures. This is further detailed within Section Two of the Health and Safety Policy.

All Company activities and the use of related plant, equipment and materials, which affect the safety of that place of work, shall be inspected in accordance with legal requirements; reports will be made and distributed to those concerned as necessary. Safety Inspections and other activities to measure, monitor and review Health and Safety performance, conduct an audit of the effectiveness of the Health and Safety Management System will be carried out by competent personnel.

This Policy shall be reviewed and kept up to date by Michael O'Keefe, the Director in charge of Health and Safety; to take into account changes in legislation, reflect changes in the nature and range of activities carried out by the Company and take advantage of operational experience, negative and positive, as often as may be necessary.

For and on behalf of O'Keefe Construction (Greenwich) Limited



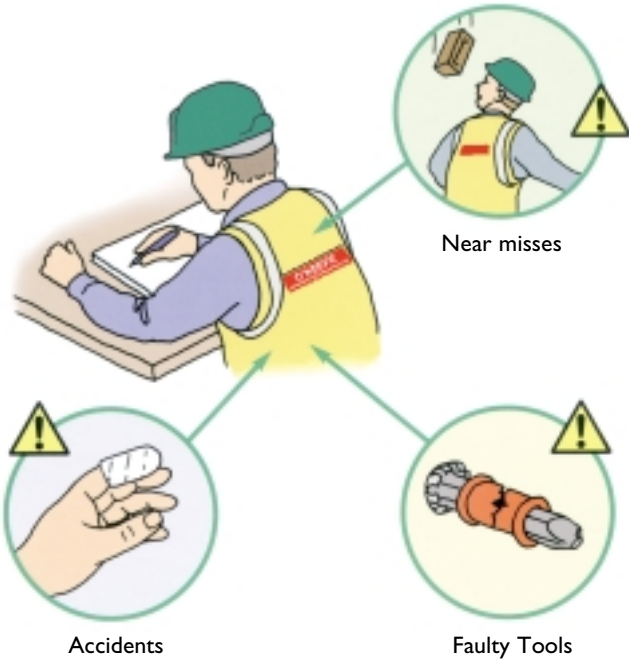
Patrick O'Keefe



**Be aware of rules - if you don't understand ASK!**

**You must always report:** ✓

- All accidents and near misses
- All damaged or faulty tools, materials or plant
- Anything you see that is unsafe



**You must:** ✓

- Attend tool box talks
- Always carry your CSCS card. If you don't have one you must apply for one

**Never:** ✗

- Carry out a task that you are not trained and authorised to undertake



**In case of an accident:**



- Put your safety first
- Protect casualty from further harm
- Get help from your First Aider



**Site First Aider** .....

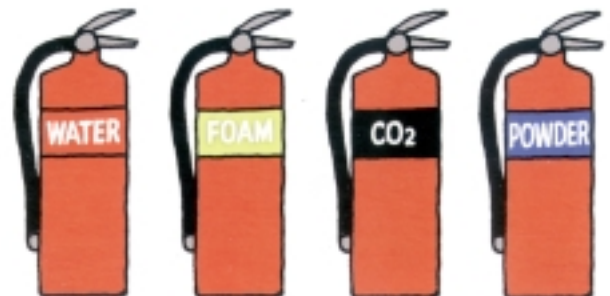
**Make sure you know:**



- The site Fire Procedures
- Where the escape routes, fire points and assembly points are
- Who the Fire Safety Co-ordinator is

**What to do in case of fire**

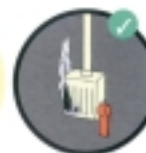
- Raise the alarm immediately
- Only fight the fire if safe to do so
- Evacuate as soon as possible
- Do not re-enter building until you're told it's safe to do so



wood, paper, textiles, etc



flammable liquids, oils, fats, paints, spirits, etc.



electrical fires, flammable liquids



gases, flammable liquids, electrical fires



**Goggles**

Wear goggles to protect you from chips, grit, sparks



**Hard Hat**

Wear your hard hat on site at all times to protect yourself from falling debris



**Mask/Filtered mask**

Wear a face mask to protect you from fumes, dust and gases



**Ear defenders**

Wear ear protection to protect you from damage to your hearing



**Gloves**

Wear gloves to protect your hands from splinters, sharp edges, cuts, abrasions and skin disorders



**Hi-vis jacket**

You must wear a high visibility vest on site at all times so that you can be clearly seen by others



**Boots**

You must wear suitable safety boots on site at all times to protect yourself from injury from nails and sharp edges



**PPE is the law  
not a personal  
choice!**

Be aware of the symbols on products you may be using  
Check assessment sheet



**Never:**



Enter a confined space unless you are a Permit Holder and are trained to do so



**Always check that:**

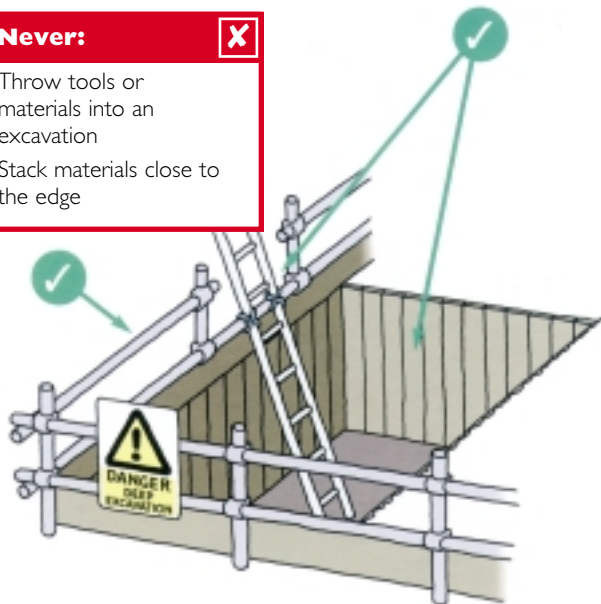


- Sides of excavation are protected from collapse
- There is a tied ladder access to the excavation
- That edge protection is in place to stop people/materials falling in

**Never:**



- Throw tools or materials into an excavation
- Stack materials close to the edge



**Always:**



- Tidy up after yourself
- Keep walkways, stairways, and fire exits clear



**Always:**

Avoid manual handling where practical  
 Use mechanical equipment for heavy loads  
 If you must lift manually use the correct lifting technique  
 Get someone to help you with awkward loads

**You must:**

Be correctly trained before using any plant or machinery  
 Be authorised to use mobile plant  
 Wear your hi-vis jacket, keep a look out and keep clear  
 Carry out required inspections prior to use  
 Report any defects  
 Wear seat belts if fitted



**When working at height:**

Prevent yourself, your tools and materials from falling

Physical barriers must protect any edge where you may fall

Working platforms must be fitted with double guardrails and toeboard

**Scaffolds****Always:**

Report any faults to your supervisor

Ensure brick guards are fitted when stacking any materials above the height of the toeboard

**Never:**

Alter or dismantle scaffold unless you are trained and authorised to do so

Use scaffold if you think it is unsafe

Climb over or under a guardrail

Throw anything from a scaffold

Leave materials or tools on a scaffold

**Ladders****Always:**

Check ladder is not damaged before use - if it is report it and replace it

Restrain or tie ladder - or have someone foot it

Use ladder at an angle of 4:1

Make sure it is on a solid base

Make sure ladder extends 5 rungs above landing place

**Never:**

Over reach when working from a ladder

Use when wearing muddy or oily boots





**Always:**



- Check plans
- Use a cable detector
- Dig carefully by hand
- Have a permit to dig

Only dispose of waste in designated areas and use recycling bins where provided



Dispose of any hazardous waste in the designated areas

Be aware of our environmental policy



**White Finger Vibration****Always:**

- Make sure you are using the right tool for the job
- Be aware of time limitation for each tool
- Wear anti-vibration gloves and keep your hands warm
- Complete the anti-vibration logbook at the start and finish of the task

**Leptospirosis (Weils Disease)**

This is a serious disease and is transmitted to humans through contact with infected rats urine.

**Always:**

- Cover cuts and grazes immediately with a waterproof dressing
- Wash your hands and arms thoroughly before eating drinking or smoking
- Wear waterproof gloves in wet conditions
- Discard left over food in the bins provided



**Drugs and Alcohol:**

If you appear to be under the influence of alcohol or drugs, you will not be permitted on site.

If you are found on site, appearing to be under the influence of alcohol or drugs you will be removed from site.

You must inform your supervisor if you are on any medication that may affect your ability to work.

**Asbestos:**

Breathing asbestos fibres can kill

If you suspect you have found asbestos leave it alone and tell your supervisor immediately.

**UV Exposure:**

Exposure to the sun can cause skin damage

Keep covered up - long sleeves/long trousers

Use sunscreen

Drink plenty of water



Site \_\_\_\_\_ Contract No \_\_\_\_\_

Person giving briefing \_\_\_\_\_

Position \_\_\_\_\_

**Site specific rules**

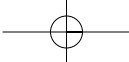
(Please insert additional safety requirements below)

1. Safety Organisation for the Site (including Site Supervisor, Site Officer and Clients Details)
2. Location of First Aid Facilities, Site First Aider and nearest Accident and
3. Emergency Evacuation Plan and Muster Point
4. Fire Arrangements including location of Fire Fighting Equipment and means of raising Alarm
5. Site "No Go Areas"
6. Briefing on Site Risk Assessment and Hazards
7. Briefing on Method Statements and any scheduled Safety Briefings
8. Signing In/Out and Security Arrangements
9. Mobile phones
- 10.
- 11.
- 12.

**I HAVE BEEN INSTRUCTED AND FULLY UNDERSTAND  
O'KEEFE CONSTRUCTION (GREENWICH) LIMITED SAFETY  
REQUIREMENTS**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_



I, \_\_\_\_\_  
of (Address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

confirm that I have received and read and fully understood my  
copy of O'KEEFE CONSTRUCTION (GREENWICH) LIMITED  
Safety Booklet (Jan 2006)

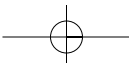
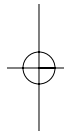
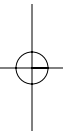
Signed \_\_\_\_\_

Dated \_\_\_\_\_

Please complete, tear off and hand this page to your Site  
Supervisor or Contracts Manager.



Area with horizontal dotted lines for notes.





St Andrews House, 1 Dreadnought Street  
London SE10 0PU

Phone 020 8858 9124 Fax 020 8858 0806