MORRISON Telecom Services
A part of MGroup Services

Telecom Division
Safety Handbook

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Contents

Message from Managing Director Alain Loosveld

Morrison Telecom Services success is based on the solid foundations of continual performance improvement in relation to health, safety, environment and quality matters.

At the heart of our management system is our Vision and Values statement which provides details of our overriding aims and objectives. They underline the overall strategy of the business and highlight the core values by which we aim to achieve this.

Our goal is for no accidents and no harm to people or the environment and we are committed to the achievement of that goal.

We have a responsibility to our customers, both client and end user to provide a service that not only meets but exceeds their expectations in terms of both service and quality while maintaining minimal impact on the environments we work within.

We must ensure at all times “We Deliver What We Promise”.

This Contract Safety, Health, Environment and Quality Plan details the Standards / Procedures of Morrison Telecom Services and is the foundation for service delivery to Openreach Contracts.

Nothing that we do is so important that we cannot find the time to do it safely.

Our goal is for no accidents and no harm to people and we are committed to the achievement of that goal

ZERO HARM SAFETY RULES

The following Zero Harm Safety Rules, MUST be applied to all Sites:

01

VEHICLE RESPONSIBILITY

All drivers MUST adhere to the Occupational Road Risk Policy

FOCUS - CHECK, INSPECT AND MAINTAIN YOUR VEHICLE AND REMEMBER LESS SPEED MORE SPACE

02

COMPETENCE TO WORK SAFELY

All Personnel will be Assessed and Authorised prior to undertaking their duties

ALL PERSONNEL MUST BE COMPETENT TO UNDERTAKE THEIR DUTIES PRIOR TO BEING PUT TO WORK

03

SAFE WORKING DISTANCES

Implement safe working distances when operating plant, taking into account people, property and assets

PROXIMITY HAZARDS MUST BE APPROPRIATELY MANAGED

04

RISK MANAGEMENT

Assess, Control, Communicate and Document the Risks

ELIMINATE, REDUCE, ISOLATE, CONTROL THE RISKS

05

HOUSEKEEPING

All sites / Depots / Offices to be maintained in a clean and tidy manner

A TIDY SITE IS A SAFE SITE

06

SAFE SYSTEM(S) OF WORK

An Approved and Authorised Method of Work

ALL PERSONNEL MUST CONFIRM UNDERSTANDING OF THE SAFE SYSTEM(S) OF WORK

07

EQUIPMENT PROVISION, USE AND MAINTENANCE

Appropriate Selection of Equipment for the Task, Correctly Used and Maintained

EQUIPMENT MUST BE PROVIDED, USED AND MANAGED IN A SAFE MANNER

08

PERSONAL PROTECTION

Appropriate Personal / Respiratory Protective Equipment to be available for use where required

ALL PERSONNEL MUST WEAR THE APPROPRIATE PPE / RPE AT ALL TIMES

09

PROTECTION OF WORKS

All sites shall be adequately guarded at all times

ALWAYS CONSIDER THOSE WITH VISUAL IMPAIRMENTS, PUSH / WHEELCHAIRS AND MOBILITY SCOOTERS

10

NEAR MISS, INCIDENT AND ACCIDENT REPORTING

All Accidents, Incidents and Near Misses are to be Appropriately Reported

ALL PERSONNEL TO BE CONVERSANT WITH THE REPORTING REQUIREMENTS

NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY

The following roles and responsibilities are expected of all personnel working for or on behalf of Morrison Telecom Services.

We are all required to:

- Understand and follow local emergency procedures.
- Follow any applicable or established standard work procedures and control measures, including the use of Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE).
- Demonstrate commitment to Health and Safety standards, including setting a personal example in all work activities.
- Challenge unsafe acts and conditions and engage with those involved to agree the necessary improvements required.
- Feel comfortable raising Health, Safety and Welfare issues to your colleagues, no matter what position they hold without fear of reprisal.
- Receive challenge from others around Health, Safety and Welfare issues in an open accepting and professional manner.
- Take ownership of hazards you have identified and take immediate corrective action where it is safe to do so.
- Report Health, Safety and Welfare incidents immediately including accidents, near misses and undesirable circumstances.
- Support incident investigation when required.
- Support improvement measures, co-operate with audits and suggest areas for Health, Safety and Welfare improvement within your workplace.
- Support fellow employees, suppliers, contractors and visitors to achieve a healthy and safe workplace.

NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY

What you must do:

Many incidents are caused by people who knowingly work or behave in an unsafe manner.

- With care, most incidents are easily preventable.
- Be aware of the safety of others as well as yourself.
- You have a legal duty to do so.

WHEN WORKING FOR MORRISON TELECOM SERVICES, YOU MUST:

- Comply with safety training and instruction, with site safety rules and Morrison Telecom Services operating procedures.
- Avoid the temptation to cut corners to get the job done more quickly; there could be a high price to pay.
- Be aware of how the work activities you are undertaking could affect other people around you.
- Stay away from work if you are unfit to carry out your duties through illness, drink or drugs (prescription or otherwise).
- If you have any doubts or concerns regarding safety issues, refer to your line manager.
- If you see anyone behaving in an unsafe manner, ask them to stop and contact your line manager.

NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY

Incident Line Events to Report

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Work Related Injuries • Damages • Hazards • Near Misses • Dangerous Occurrences • Medical Conditions • Environmental Incidents • Member of Public Incidents • Motor Vehicle Incidents

IMMEDIATE RESPONSE:
Take immediate action to make the area safe, safeguard yourself and others, take the appropriate measures to limit the severity of the event and stabilise the situation.

REPORTING OF GAS ESCAPES:
24Hr National Grid Gas Emergency Number: **0800 111999**. Obtain reference number and report to incident line.

REPORT TO INCIDENT LINE:
Emergency Services **999** or **112**
Incident Line **0330 123 1092**
Motor Vehicle incidents (MVI) **08708 303 836**

RECORD:
Make a record of events if required and secure evidence / photographs documentation / details of other persons involved and witnesses.

FOLLOW UP ACTION:
- Update your line manager - severity of injuries, return to work, etc.
- If incident results in injury then a Return to Work interview will be undertaken to ensure the ability to return to work. Your line manager may refer you to Occupational Health to assess your Fitness to Work (FTW) and to identify any adjustments that may be necessary e.g. Phased return to work or restricted duties etc.

SUPPORTING THE INVESTIGATION PROCESS:
You may be asked to give your account of the event as part of an investigation – this may include giving a witness statement or attending an investigation review panel.

HUMAN RESOURCES PROCEDURES:
- MTS-POL-HR-007 Absence Management Policy
- HR7 - Self Certification and Return to Work

WHEN CONTACTING INCIDENT LINE, YOU WILL NEED TO SUPPLY THE FOLLOWING INFORMATION:
- Your name, line manager's name, contract, operating depot and work-stream.
- If a sub-contractor – your name, company and who you are working for (as above).
- The date, time and location of the incident.
- The nature of the incident being reported.
- If a person has sustained injury, how severe and is a visit to a hospital required?
- Information details of other involved persons or witnesses etc.

INCIDENT DEPARTMENT:
- Record details in works management system (OptiMUS).
- If utility damage, contact utility owner to initiate repair.
- Contact relevant SHEQ personnel.
- Text key contract personnel to provide initial incident details e.g. incident type, address, name of person involved, line manager.
- Forward investigation paperwork to person conducting investigation.
- Manage return of outstanding investigation reports.
- Manage investigation recommendations to closure.
- Provide analytical data for trend analysis.

SHEQ PROCEDURES:
- MTS-MOPs-S-019 Reporting, Communication and Investigation of Incidents
- MTS-MOPs-S-020 The Management of Very Serious Incident Investigations

0330 123 1092

HOW WE CLASSIFY INCIDENTS

WORK RELATED INJURY:
- An injury of a minor nature which receives no more than **first** aid treatment, this is known as a Minor Injury. **Low = Incident (I)**
- An injury whereby treatment such as stitches / gluing of a wound; foreign object removed from an eye; burn or wound requiring follow-up treatment is provided by a professional medical person e.g. nurse or doctor in a hospital, from their own GP or paramedic etc. would be classed as a Medical Treatment Injury. **Medium = Serious Incident (SI)**
- If there is a **fatality** or a **major injury** i.e. a fracture other than fingers and toes, amputation, dislocation of the shoulder, hip or knee, temporary or permanent loss of sight, electric shock or burn or any injury resulting in loss of consciousness or requiring resuscitation or a stay in hospital of more than 24 hours, would need to be reported under RIDDOR by the SHEQ Reporting Team. **High = Very Serious Incident (VSI)**

LOST TIME INCIDENT
- If the work related injury results in the loss of one or more days or shifts (not including the day of the incident but includes weekends and holidays), and the injured person is unable to perform their normal duties would be classed as a **Lost Time Incident** (LTI).
- If absence is over 7 continuous days then this needs to be reported under RIDDOR as an Over 7 Day LTI.

NEAR MISSES
- A situation where you had to act to prevent an incident or damage from occurring or where something happened that almost caused an incident.

HAZARDS
- Something that could cause injury or damage.

How do I know what a Hazard or Near Miss is?

Examples of Hazard

- Signs blown over
- Not wearing appropriate PPE
- Insufficient access to excavation
- Dug down and found cable installed in asbestos duct
- Insufficient barriers around works
- Site untidy
- Low overhead cables
- Plant installed on HV pole

Examples of Near Miss

- Not wearing hard hat in vicinity of grab
- Operatives lifting lumps of concrete which are too big
- Operative tripped over barriers in work site
- Team issued with Utility drawings out of date
- Car pulled out in front nearly hitting me
- Door to cabin blew open nearly hitting someone
- Lorry reversing on site without banksperson
- Wearing incorrect eye protection when using cutting equipment
- Operatives accessing Manhole without the correct training or equipment

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Incident Line
0330 123 1092

Before commencing any task, ensure that you are familiar with the relevant safe system of work and procedures that apply to the task.

A site-specific risk assessment must be completed for each job before work commences and briefed to all members of the working party and a written record retained where necessary.

Remember to undertake the following:

- Identify the hazards at your work site.
- Decide who may be harmed by the hazards and how.
- Decide the level of risk.
- Decide on the appropriate measures to control the risk and document them.
- Update the Risk Assessment if there are significant changes to the hazards and / or risk.

Examples of things you **MUST** consider:

- Protection of the works.
- Ground conditions / excavation safety.
- You, work colleagues, members of the public, children, elderly the disabled and visitors.
- Environmental issues.
- Weather conditions.
- Other people working in the area.
- Overhead lines, underground services (including oil pipelines, private networks etc).
- Stored materials or chemicals.
- Close proximity to watercourses and drains.
- Abnormal traffic conditions.
- Close proximity to a level crossing, tramway or railway.
- Pets or farm animals.
- Excavation safety.
- Proximity to scaffolding and surrounding structures.
- Location of the works e.g. sub-stations, schools, residential areas etc.
- Use of plant and equipment.
- High volume pedestrian areas e.g. pubs, clubs, shopping centres, hospitals, care homes, schools and colleges.

If you are unable to identify and / or control significant risk then contact your Line Manager for assistance. Some larger or more complex jobs will require a more detailed assessment

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Site Specific Risk Assessment

Site Address:

Risk Assessment Completed by:

Job Number:

Date:

Day: M T W T F S S

Brief Description Of Works:

Persons Likely to be Affected by your Activities

Staff & Contractors ☐ Visitors ☐ Public & Motorists ☐ Other ☐

Confirm the following are in place: (to be completed by contract)

- All relevant information present, Job Pack, In date Utility plans/LSBUD
- Valid street works or Notice Permit
- Minimum of 1.2 metres unobstructed walkway present with kerb ramps in place where required
- Sufficient barriers to segregate the public from the works
- All Competencies/training current and in date to undertake the task

Hazard	Hazard Present		Generic Risk Assessments Numbers (Team Safety Pack)	Detail Site Observation / Site Specific Control Measures / General Comments	Residual Risk Rating		
	Yes	No			Low	Medium	High
ZOI Special Instructions: does the task sheet include any specific instructions?							
OI Special Instructions:confirm that all specific instructions have been implemented.							
Protection of Works/Pedestrians and Vehicles (Red Book)							
Underground/Overhead Apparatus							
Confined Spaces/Working at Height							
Work Location (Sub-Station, Schools, Level Crossing, Shops and Pedestrian Crossing etc)							
Plant, Tools and Equipment (Test Equipment, Instruments, Abrasive Wheel etc)							
Occupational Health (Manual Handling, HAVS, Noise, Dust, Materials and Substances)							
Environmental (Water Courses Contaminated Water, Trees, segregation of materials and Weather etc)							
Cable Installation							
PPE							
(Circle those appropriate for the task)	Flame Retardant Coveralls	Safety Boots	Hi Visibility Vest	Safety Glasses/ Goggles	Face Visor	Safety Gloves	Ear Protection	FP3 Dust Mask	Hard Hat	Respirator	Safety Harness	Other	↓	↓	↓

Severity of injury	Probability of Injury: Low	Medium	High
High	M	M	H
Medium	L	M	M
Low	L	L	M

Severity of Injury:	
High	Fatal, broken bones, electrocution, sight etc
Medium	Burns, sprains, deep wounds etc
Low	Small cuts, grazes etc

Probability of Injury:	
High	Very likely to occur
Medium	May occasionally occur
Low	Unlikely to occur

Residual Risk Rating	
Low	Carry out work in a methodical way, based on knowledge, skills, training & experience
Medium	Take initial on site action where appropriate and contact your line manager for advice
High	Stop work and inform your line manager

To be signed ONLY by those undertaking the initial site specific risk assessment

I can confirm that I am in charge of the site, the site is set up, is compliant and all individuals on site are authorised to be working.		We are familiar with the task to be undertaken and the precautions required, in order to complete the works without endangering ourselves or others.	
Site Leader Print Name:	Op Sign Name:	Op Print Name:	Op Sign Name:
Op Print Name:	Op Sign Name:	Op Print Name:	Op Sign Name:

Site Specific Risk Assessment

MORRISON ZERO HARM
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Confined Spaces Guidance

NC1 Classification

Low risk shallow entry with adequate natural or mechanical ventilation, where access is simple and unobstructed and there is no likely risk of flooding. e.g: boxes/ chambers.

Medium Risk

A medium risk confined space exists where there are access issues; a realistic expectation of encountering a specific risk; possible introduction of specified risks during the work activity.

NC2 Classification

Vertical direct unobstructed access with continuous attachment to a person riding hoist or similar mechanical rescue device.

Escape Set

NC3 Classification

When it is not possible to have persons permanently attached to a safety line. Usually it will be a team entry which moves away from the entry point. Working without an attached rescue line and includes working away from the point of entry. Escape Set (Self Rescue) breathing apparatus required to be taken into medium risk.

High Risk Confined Space

A high risk confined space exists when there is a specified hazard that cannot be controlled or eliminated.

NC4 Classification

Non standard entries involving complex operations which introduce additional risks and require specific controls and rescue arrangements, e.g: mechanical hazards, physical complexity of system introduced hazards, enhanced specific intrinsic hazards.

Fill breathing apparatus (working) required to be worn at all times in high risk.

Record all Positive and Negative Gas Tests Below				
Gas Test Record	GDU Calibrated and Working	Yes/No	Calibrated Date	
Chamber Number	Time	Positive	Negative	Signature

Print Name:	Sign Name:	Print Name:	Sign Name:
Print Name:	Sign Name:	Print Name:	Sign Name:

Note: Briefing is also required whenever there has been a significant change to the hazards and control measures since the individual was last briefed.

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Site Specific Risk Assessment

Site Address:	**Job Number:**
	Date:
Risk Assessment Completed by:	**Day:** M T W T F S S

Brief Description Of Works:

Persons Likely to be Affected by your Activities

Staff & Contractors ☐ Visitors ☐ Public & Motorists ☐ Other ☐

Confirm the following are in place: (to be completed by contract)

- All relevant information present, Job Pack, In date Utility plans/LSBUD
- Valid street works or Notice Permit
- Minimum of 1.2 metres unobstructed walkway present with kerb ramps in place where required
- Sufficient barriers to segregate the public from the works
- All Competencies/training current and in date to undertake the task

Hazard	Hazard Present		Generic Risk Assessments Numbers (Team Safety Pack)	Detail Site Observation / Site Specific Control Measures / General Comments	Residual Risk Rating		
	Yes	No			Low	Medium	High
ZOI Special Instructions: does the task sheet include any specific instructions?							
ZOI Special Instructions: confirm that all specific instructions have been implemented.							
Protection of Works / Pedestrians & Vehicles (Red Book)							
Working at Height							
Work Location (Sub-Station, Schools, Level Crossing, Shops and Pedestrian Crossing etc)							
Working in the vicinity of LV/on Joint User pole				Maintain a minimum safe distance of 1m from nearest live conductor			
Working in the vicinity of 11kV				Maintain a minimum safe distance of 3m from nearest live conductor			
Working in the vicinity of 33kV				Maintain a minimum safe distance of 3m from nearest live conductor			
Working in the vicinity of above 33kV				Maintain a minimum safe distance of 6m from nearest live conductor			
Excavation/Reinstatement							
Occupational Health (Manual Handling, HAVS, Noise, Dust, Materials and Substances)							
Cable Pulling/Laying							
Plant, Tools and Equipment (Test Equipment, Instruments, Abrasive Wheel etc)							
Environmental (Water Courses, Trees, segregation of materials and Weather etc)							
Circle required PPE required	Flame Retardant Coveralls / Safety Boots / Hi Visibility Vest / Safety Glasses/ Goggles / Face Visor / Safety Gloves / Ear Protection / Dust Mask / Hard Hat / Respirator / Safety Harness / Lanyard / Other				↓	↓	↓

Severity of injury	Probability of Injury		
High	M	M	H
Medium	L	M	M
Low	L	L	M
	Low	Medium	High

Severity of Injury:	
High	Fatal, broken bones, electrocution, sight etc
Medium	Burns, sprains, deep wounds etc
Low	Small cuts, grazes etc

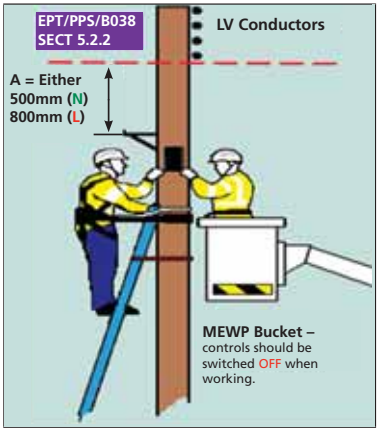
Probability of Injury:	
High	Very likely to occur
Medium	May occasionally occur
Low	Unlikely to occur

To be signed ONLY by those undertaking the initial site specific risk assessment

Residual Risk Rating	
Low	Carry out work in a methodical way, based on knowledge, skills, training & experience
Medium	Take initial on site action where appropriate and contact your line manager for advice
High	Stop work and inform your line manager

I can confirm that I am in charge of the site, the site is set up, is compliant and all individuals on site are authorised to be working.		We are familiar with the task to be undertaken and the precautions required, in order to complete the works without endangering ourselves or others.	
Site Leader Print Name:	Op Sign Name:	Op Print Name:	Op Sign Name:
Op Print Name:	Op Sign Name:	Op Print Name:	Op Sign Name:

Site Specific Risk Assessment



Plant must be either **500mm** from **NEUTRAL*** or **800mm** from **LIVE** conductor.* The **NEUTRAL** wire can be identified by the common drop off to each property.

The separating distances shown also apply when accessing overhead plant from a **bucket or ladder**.

You must not work on any line plant positioned closer than these distances

Keep your head and body below the lineplant at all times. (Occasionally your hands may need to be a bit closer so you can carry out your work.)

IMPORTANT NOTE – WHEN USING A MEWP

When manoeuvring or positioning the MEWP bucket it must never be closer than 1m (in any plane) from any LIVE conductor/s.

ALSO When you get the bucket to where you need to work, you MUST switch the bucket controls to OFF.

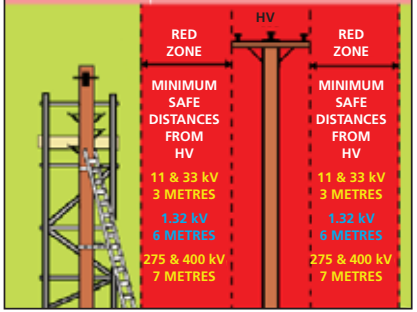
This stops you accidentally getting too close to the power (if you inadvertently knock or move the controls vertically or horizontally).

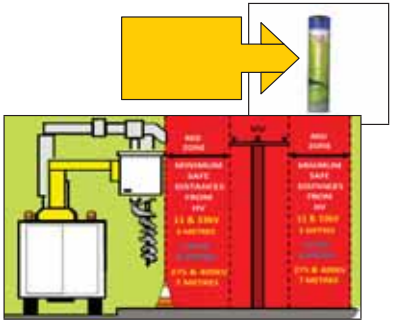
You don't have to be working on HV poles to get an electric shock. Just working in the vicinity puts you at greater risk and you need to do something different to minimise this. So how close is too close?

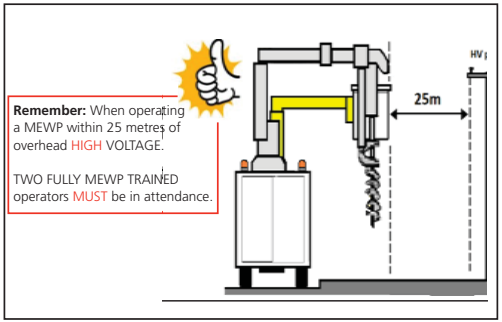
If ANY PART of the MEWP or PEU goes within 25m of High voltage you need to employ the SAFE SECTOR METHOD and document your findings and actions on the Risk Assessment form.

Then, depending on the voltage you've identified, your assessment will establish your MINIMUM safe working distance.

HIGH VOLTAGE	MINIMUM safe working distance
11 kV & 33 kV	3 metres
132 kV	6 metres
275 & 400 kV	7 metres







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Gas Test Record	GDU Calibrated and Working	Yes/No	Calibrated Date	
Chamber Number	Time	Positive	Negative	Signature

The person in charge of the site must carry out a site specific safety briefing to all persons working on/visiting the site and then it must be signed below to show understanding and agreement.

Print Name:	Sign Name:	Print Name:	Sign Name:
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Note:

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Site Specific Risk Assessment

Risk Assessment Completed by:

Job Number:
Date:
Day: M T W T F S S

Brief Description Of Works:

Persons Likely to be Affected by your Activities

Staff & Contractors ☐ Visitors ☐ Public & Motorists ☐ Other ☐

Confirm the following are in place: (to be completed by contract)

- All relevant information present, Job Pack, In date Utility plans/LSBUD
- Valid street works or Notice Permit
- Minimum of 1.2 metres unobstructed walkway present with kerb ramps in place where required
- Sufficient barriers to segregate the public from the works
- If excavation is deeper than 1.2 metres, the excavation assessment on the reverse must be completed
- All Competencies/training current and in date to undertake the task

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	Yes	No			Low	Medium	High
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ZOI Special Instructions: confirm that all specific instructions have been implemented.							
Protection of Works/Pedestrians and Vehicles (Red Book)							
Underground/Overhead Apparatus							
Excavation(s) (Ground Conditions, Positioning of Spoil etc) Excavation Assessment on reverse)							
Cable / Duct Laying							
Work Location (Sub-Station, Schools, Level Crossing, Shops and Pedestrian Crossing etc)							
Plant, Tools and Equipment Test Equipment, Instruments, Abrasive Wheel etc)							
Reinstatement (Backfill, Hot/Cold lay, Concrete, Modular Surfaces)							
Occupational Health (Manual Handling, HAVS, Noise, Dust, Materials and Substances)							
Environmental (Water Courses, Trees, segregation of materials and Weather etc)							
Confined Spaces/Working at Height							
Personal Protective Equipment (Circle those appropriate for the task)	Flame Retardant Coveralls, Safety Boots, Hi Visibility Vest, Safety Glasses/ Goggles, Face Visor, Safety Gloves, Ear Protection, FP3 Dust Mask, Hard Hat, Respirator, Safety Harness, Other				↓	↓	↓

Severity of injury	Low	Medium	High
High	M	M	H
Medium	L	M	M
Low	L	L	M

Probability of Injury

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To be signed ONLY by those undertaking the initial site specific risk assessment

Residual Risk Rating	
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Confined Spaces Guidance

NC1 Classification

Low risk shallow entry with adequate natural or mechanical ventilation, where access is simple and unobstructed and there is no likely risk of flooding. e.g: boxes/chambers.

Medium Risk

A medium risk confined space exists where there are access issues; a realistic expectation of encountering a specific risk; possible introduction of specified risks during the work activity.

NC2 Classification

Vertical direct unobstructed access with continuous attachment to a person riding hoist or similar mechanical rescue device.

NC3 Classification

When it is not possible to have persons permanently attached to a safety line. Usually it will be a team entry which moves away from the entry point, e.g: Man entry sewers, utility service subway tunnels, aqueducts and complex wet walls. Working without an attached rescue line and includes working away from the point of entry.

Escape Set (Self Rescue) breathing apparatus required to be taken into medium risk.

High Risk Confined Space

A high risk confined space exists when there is a specified hazard that cannot be controlled or eliminated.

NC4 Classification

Non standard entries involving complex operations which introduce additional risks and require specific controls and rescue arrangements, e.g: mechanical hazards, physical complexity of system introduced hazards, enhanced specific intrinsic hazards.

Fill breathing apparatus (working) required to be worn at all times in high risk.

Enter the category score for each Hazard and the total score for each excavation. For excavations with a score of 13 or greater, excavation support under a Permit to Work is required. Excavation support under a Permit to Work is mandatory for excavation of 1.5m or deeper. Stop work and inform your line manager who will arrange for competent personnel with appropriate equipment to undertake the work.

Record location and rating of each excavation. You can record up to 5 excavations on one Risk Assessment. Note: A single trench is classified as one excavation.

Ground Conditions	High	Medium	Low	1. Excavation Location	2. Excavation Location	3. Excavation Location
Ground Type	Soft 5	Semi Firm 2	Firm 1 →			
Potential for Instability	High 5	Medium 2	Low 1 →			
Potential for Undermining structures/street furniture	Yes 3		No 1 →			
Traffic Loading	Heavy 5	Medium 2	Light 1 →			
Safe Access/Egress	No 3		Yes 1 →			
Continual Dewatering Required	Yes 5		No 1 →			
Surrounding Structures (walls/poles/lamp columns etc)	Less than 500mm 3	Greater Than 500mm 2	Greater Than 1m 1 →			
Record of Excavation Inspection (inspections must be undertaken by a competent person and recorded every 7 days)			TOTAL			
			DATE			

Record all Positive and Negative Gas Tests Below

Gas Test Record	GDU Calibrated and Working	Yes/No	Calibrated Date	
Chamber Number	Time	Positive	Negative	Signature

The person in charge of the site must carry out a site specific safety briefing to all persons working on/visiting the site and then it must be signed below to show understanding and agreement.

Print Name:	Sign Name:	Print Name:	Sign Name:
Print Name:	Sign Name:	Print Name:	Sign Name:

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
3	All work activities	**Incorrect use / failure to use / care for Personal Protective Equipment**	Employees and other contractors	Assess risk / task. Can risk be designed out rather than use of Personal Protective Equipment (PPE)? Always wear the appropriate Personal Protective Equipment for each task, refer to client / MTS procedures, codes of practice, method statement, risk assessments and work instruction including the induction. - Personal Protective Equipment must be used correctly and worn in the correct manner. - It must be stored correctly when not in use and where it will not be damaged. - Any losses or damages shall be reported to your line manager. - Personal Protective Equipment must work well together; if more than one item of Personal Protective Equipment is being worn they must be compatible. - Comply with permissible flame retardant wash cycle and washing instructions for each garment.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
4	All work activities that involve the use of vibrating tools	**Hand Arm Vibration Syndrome (HAVS)** White then reddening of finger tips Pins and needles Pain in fingertips especially when cold Loss of sensation and ability to grip White fingertips	Employee using vibrating tool	- Reduce the need for using vibrating tools and consider using alternative methods or alternative tools. - Practice job rotation to share the exposure. - Keep hands warm – wear gloves. - Keep equipment in good condition and tools sharp. - Work to the information within the team pack. - Consider replacing old equipment for modern where applicable. - Record required details on your HAVS monitoring pad and submit to your line manager.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
11	Use of work equipment	**Work equipment** Incorrect use / selection of work equipment	Employees, other contractors and public	- Choose the correct work equipment for the task. - You must have been trained and competent to use equipment. - Inspect the equipment prior to use and report any defects to your Line Manager. - A competent person must maintain all work equipment. - Ensure all relevant guards are in place. Never use equipment with missing guards. - Ensure the manufacturers operating instructions / safety information is available and complied with at all times. - Ensure operating / safety controls are clearly labelled, functional, and known to team members - If possible segregate people from the work area. - No piece of electrical work equipment is to be used without being tested by a competent person. - Damaged / defective tools and equipment are to be replaced and removed from site immediately and labelled 'Do not use'. - Daily and weekly PUWER Inspections must be carried out and recorded. - Ensure appropriate Personal Protective Equipment is worn. - Only battery operated or 110 volt equipment to be used. **If in doubt contact your line manager**	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
12	All work activities involving the use of plant	**Plant** Contact with persons / structures Loss of load	Employees, other contractors and public	- Operators must be trained, authorised and competent. - Operators must hold the appropriate class of driving licence and / or training certificate. - Ensure that you are authorised to drive or operate equipment. Never allow unauthorised users to operate any items of plant. - Operators of any plant must carry out daily and weekly pre-user checks of their vehicles and report any defects found. - To prevent unauthorised use, plant should be immobilised and any keys removed when not in use. - Avoid reversing vehicles if at all possible. - Use a Banks Person whilst reversing any vehicles with restricted rear vision. - Exclude people from the area in which the vehicle is to be reversed into. - Ensure that reversing alarms / lights / cameras are maintained if fitted - Ensure operating instructions are available. - Extreme care must be taken when working in the vicinity of all mobile plant.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
13	Work in the public highway	**Street Works** Failure to adequately notify and protect the work area and activity from vehicles and pedestrians	Employees, other contractors and public	- At least one member of your team must be in possession of a current valid New Road Works and Street Works (NRWSA) operator's training card. - You must carry and adhere to the current Code of Practice (Red Book) and refer to it when setting up your site. - When completing an on-site specific risk assessment, additional hazards must be identified and recorded. E.g. schools, pubs, shops, hospitals etc. - Adequate pedestrian access should be maintained at all times. - Heras fencing and warning signs must be erected for deep excavations and sensitive areas. (e.g. Play Areas, Shopping Centres etc.) - Hi visibility clothing to be worn at all times.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
15	Working in the vicinity of underground apparatus / services	**Underground Apparatus / Services** Coming into contact with underground gas, electric, water, telecoms utilities	Employees, other contractors and public	Carry out site specific risk assessment: - Obtain appropriate utility plans for the entire area of work. Remember plans are not always accurate. - Ensure that Private Utility Network plans have been requested and checked. - Ensure that Oil Pipeline records have been requested and checked. - Ensure that information on high pressure gas pipelines have been requested and checked. - Check for street furniture e.g. stopcock / scars meter boxes etc. - Check for recently completed installation works that may not be on records. - ONLY a competent person is to use a calibrated CAT and Genny to identify underground services. Mark up all utilities and locate utilities. - Trial hole to establish position of underground services. - When excavating always use safe digging techniques. - Public to be excluded from areas of operation and access controlled to the work area. - Always wear appropriate Personal Protective Equipment. - Do not use mechanical excavation equipment within 0.5m of utility until the route has been proven.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
				Damages: - Report all damaged services. - Do not touch damaged electricity cables or look at end of fibre optics. - Make both the excavation and the site safe and secure. - Where gas is leaking, ensure the site is evacuated and made safe. - Additional guidelines can be located within the team pack. **Remember: No plans – No dig!**	
16	Working in the vicinity of overhead cables	**Overhead Cables** Coming into contact through improper use of plant / equipment	Employees, other contractors and public	- Full compliance with Health and Safety Executive Guidance Note GS6. - Carry out a site specific Risk Assessment. - Where practicable request the overhead cable height. - Be aware of different exclusion zones for pylons and poles. - Keep plant and equipment outside the exclusion zone. - Use goal posts and height restrictions for grab / excavator booms. - Be aware in damp or wet conditions because it will increase risk of arcing. - Make sure jib / boom are stowed before moving. - Be aware of vehicle height restrictions.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
17	All work activities involving excavations	**Excavations** Persons / Equipment falling into excavation Collapse of excavation	Employees, other contractors and public	- MTS Excavation Risk Assessment process to be completed. - Appropriate access / egress ladder(s) to be available if required 'do not' climb up the supports. - All excavations in highway to be guarded in accordance with NRSWA guidelines (Red Book) and the necessary signage displayed. - Excavation must be checked prior to entry at start of shift. Keep soil heaps back at least the depth of the excavation from the edge. - Never excavate near an adjoining structure (walls, telegraph / lamp posts etc.) unless authorised to do so, additional controls will be required. - All excavations must be supported (Shoring / Battered Back) when working in unstable ground conditions Excavations and other temporary works deeper than 2.5m will require assessment by a Temporary Works Co- ordinator. - Where practical batter edge of trenches to reduce risk of collapse. - Request standard shoring designs if you place trench support. - Appropriate competencies required for excavation shoring. - Ensure stop blocks are fitted when dumpers are tipping into excavations and that they are guided by a banks person or signaller. - Never throw tools or materials to someone in an excavation, pass hand-to- hand or lower them on a rope if too deep to pass.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
				- Any excavation that is suspected to contain foul air will be tested with a gas monitor. If readings are high the excavation will be treated as a confined space and a safe working method implemented. - Trench support must be monitored continuously and at the commencement of every shift by a competent person and results must be recorded. - If ground conditions require extra controls an Excavation Risk assessment must be carried out by a competent person prior to work commencing. - Whilst working in close proximity to an excavator the appropriate Personal Protective Equipment must be worn at all times. - Additional guidelines can be located within the team safety pack.	

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
18	Poor housekeeping	**Slips, Trips and Falls** Employees and others injuring themselves through poor housekeeping	Employees, other contractors and public	- All spillages to be cleaned up immediately – use spill kit. - Remove any waste materials from site immediately. - Do not leave tools and equipment lying about on the floor. - Store the minimum amount of materials needed on site, deliveries to be fenced off away from site so it does not cause unnecessary obstruction. - Route any cables and hoses where they do not create a tripping hazard. - Keep vehicles tidy. Keep boots, steps and ladders free from mud etc. - Take care getting in and out of vehicles and plant. - Climb down facing the vehicle, hold on, and do not jump down. - Use designated walkways/access routes. - Housekeeping to be maintained, area(s) to be kept clear and tidy, - Additional care may be required during adverse weather conditions.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
19	Work activities involving lifting, carrying, pulling and pushing operations	**Manual Handling** Injury through improper handling of loads (Pushing / Pulling / Lifting / Carrying)	Employees	- Operatives trained in manual handling techniques. To include assessment of the lifting task, the type of load to be moved, the environment in which the operation is being undertaken and the personal capabilities of the individual carrying out the task. - Walk route to identify obstructions or other hazards. - Good housekeeping is important and must be adhered to stringently. - As best practice mechanical lifting aids should be used in preference to manual handling where practicable. - Where manual handling is unavoidable then a good posture must be taken. - Identify the weight of heavy items and adopt team handling techniques if necessary. - Selection of the correct type of glove for the lifting / moving operation is essential. - When carrying out repetitive manual handling operations for long periods of time, it may be necessary to take regular short breaks to stretch muscles and keep safety awareness from faltering	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
21	Working in confined spaces / potential confined / enclosed spaces	**Confined Spaces** Injury through exposure to flammable, toxic, explosive gases If in doubt STOP and contact your line manager immediately You will require a detailed Method Statement and Risk Assessment for this type of work	Employees, other contractors and public	- Entry into a confined space should only be as a last resort. - Alternative ways of doing the job should be considered. For example: Inspection, sampling and cleaning operations can often be done from outside the space using appropriate equipment and tools. (Intrinsically safe torches, lighting, ventilation, camera's and equipment) - Ensure the task has a thorough risk assessment and operatives are competent to carry out confined space working. Follow the control measures identified including any permit requirements. - Make sure adequate emergency arrangements are in place before the work starts including safe access and egress and additional escape routes for emergency situations. - Entry into a confined space or suspected confined space shall only be by competent trained operatives who have the appropriate equipment and are complying with a safe system of work. - The atmosphere must be tested constantly using a gas monitor, gas monitors must be calibrated, and records kept. - If confirmed as a confined space a permit to work will be required.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
22	Any activity that involves working at height	**Work at Height** Falling from height	Employees other contractors and public	**If possible avoid working at heights.** - E.g. pre-assemble structures on the ground or use extendible equipment where possible. **If unavoidable:** - Use access towers, mobile elevated working platforms by competent personnel (MEWP's), guardrails and toe boards (where appropriate). Ladders will only be used for access and for short duration, low risk work. - An excavation is classed as Working from Height. - Appropriate personal fall arrest equipment will be considered but as a last resort. - Use appropriate harnesses, life lines and lanyards. - Wear appropriate Personal Protective Equipment.	Low
57	All work activities	**Dust** Respiratory problems / irritation to eyes	Employees, other contractors and public	- Eliminate the need to produce dust. - Ensure use of water based dust suppression equipment. - Appropriate Personal Protective Equipment and Respiratory Protective Equipment to be used. - Eye protection at all times. - Adequate ventilation and extraction to be used. - Screens to be used to contain dust where appropriate.	Low

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
71	Poling	**Poling – Working at Height**	Employees and other contractors	- Ensure the Land Owner has given permission for you and your vehicle. - Always check cable for damage prior to commencing work. - Always test poles before climbing. - Use mechanical access whenever possible. - Free Climbing not permitted at any time. - Do not carry equipment up ladders. - Do not over reach **Ensure the ladder is at the correct angle. Ensure the ladder is tied at the fourth rung and lashed at the top.**	Low
73	All work activities	**Testing of Underground Chambers** Potential for the presence of gas / low oxygen	Employees and other contractors	- Ensure availability and use of GDU (Gas Detection Unit). - Ensure monitor is calibrated and in date. - Perform gas test just under manhole covers. - Test again once cover is removed. - If chamber has standing water - gas test at water level. **Test on initial entry into every box and after break times if monitor has been removed for any reason. Test again at floor level once water has been removed.**	Low

Before any work activity commences you must ensure a comprehensive check of the area for the location of all utility networks, including pipeline owners.

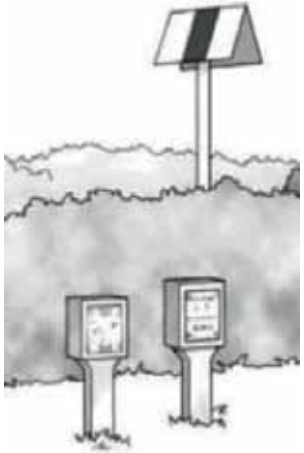
Some of the areas you will need to cover are:

- Marking out of pipeline locations with exclusion zones.
- Safe working practices / systems to be followed.
- Permitted working methods.

As a rule owners of high pressure pipelines require notification to carry out underground excavation work within **50 metres** of their pipeline.

In cases where excavations are within 3 metres (above, below or within on either side) of the pipeline it **MUST** always be carried out with on site supervision from a representative from the pipeline company.

Hand excavation methods will be required unless another method is specifically specified by the pipeline representative.



Be aware of cathodic protection systems that run close to the pipeline which could also be damaged and cause failure to the pipeline.

Damage can be catastrophic; all pipelines operate at high pressure typically in excess of 66 bar (100psi).

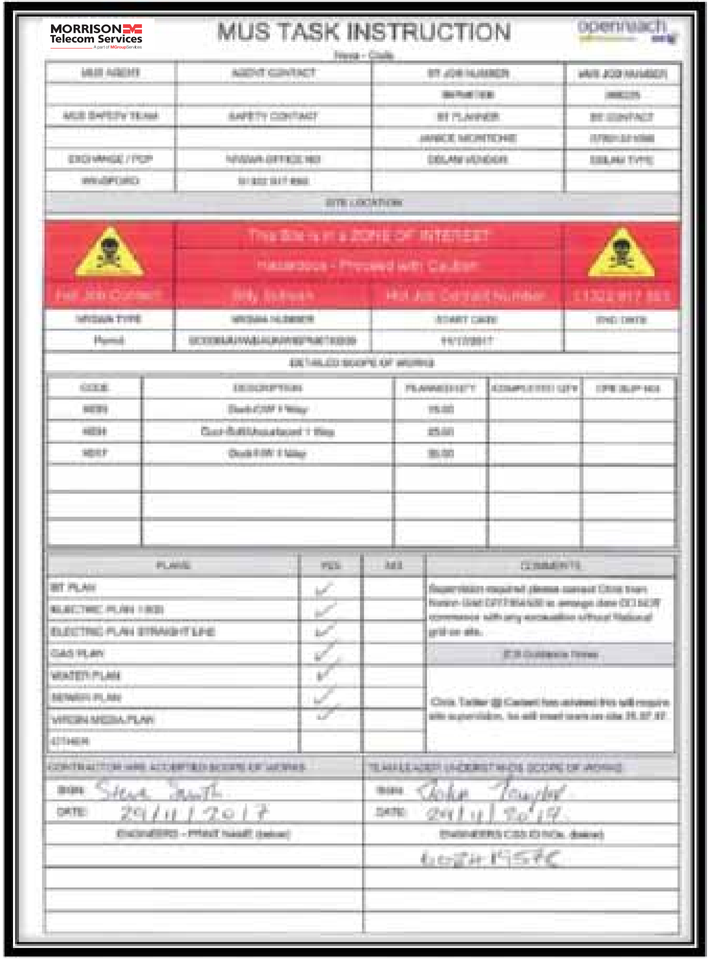
The pipes usually carry natural gas or ethylene or oil refined petroleum products such as gasoline and aviation turbine fuel.

LOOK OUT FOR PIPELINE MARKERS

- All Morrison job packs **MUST** be reviewed. Contact the asset owner to ensure site supervision has been arranged. Ensure the safe digs and LSBUD are all in date. The pack **MUST** then be signed off by the responsible Project manager/ Supervisor.

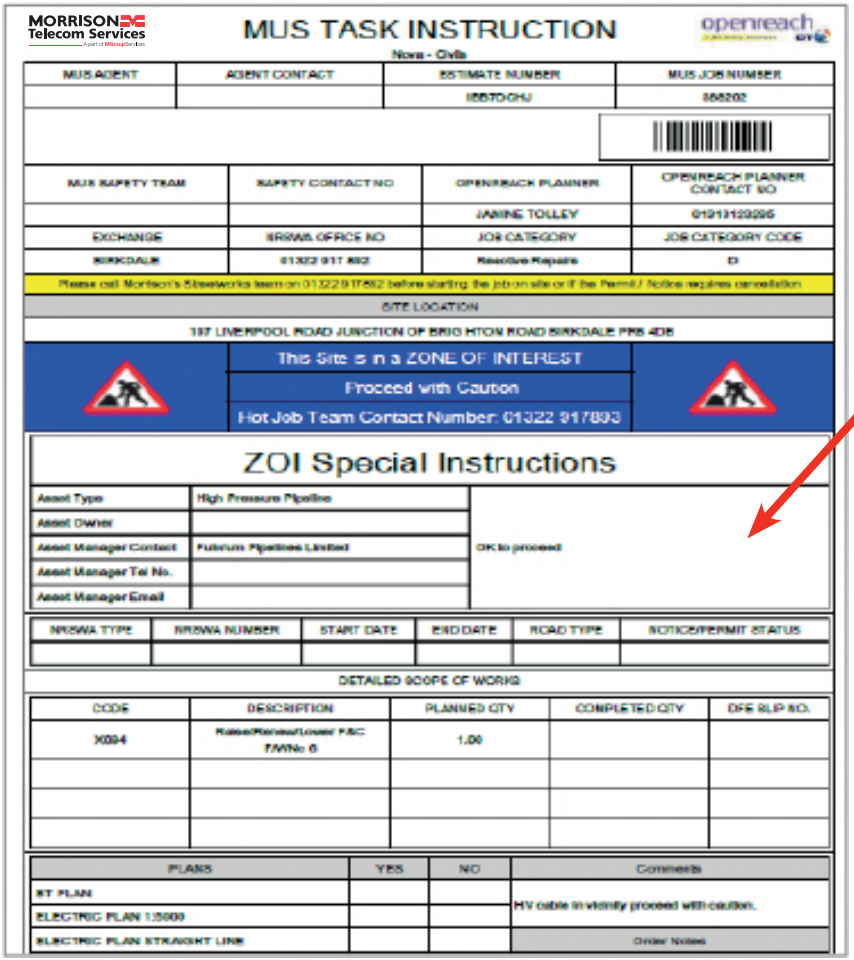
- The team leader **MUST** review the job pack content and sign to accept.

- **If you have any doubts then do not start work and contact either your line manager or the Hot Job Team for further advice.**


MORRISON Telecom Services

MUS TASK INSTRUCTION

openreach



MORRISON Telecom Services

MUS TASK INSTRUCTION

openreach

Nova - Civils

MUS AGENT	AGENT CONTACT	ESTIMATE NUMBER	MUS JOB NUMBER
		IB67DGHJ	366202

MUS SAFETY TEAM	SAFETY CONTACT NO	OPENREACH PLANNER	OPENREACH PLANNER CONTACT NO
		JANINE TOLLEY	01211122296
EXCHANGE	NRSWA OFFICE NO	JOB CATEGORY	JOB CATEGORY CODE
KIRKDALE	01322 917 892	Reactive Repairs	D

Please call Morrison's Streetworks team on 01322 917892 before starting the job on site or if the Permit / Notice requires cancellation

SITE LOCATION

197 LIVERPOOL ROAD JUNCTION OF BRIGHTON ROAD KIRKDALE PR8 4DB

This Site is in a ZONE OF INTEREST

Proceed with Caution

Hot Job Team Contact Number: 01322 917893

ZOI Special Instructions

Asset Type	High Pressure Pipeline
Asset Owner	
Asset Manager Contact	Fulcrum Pipelines Limited
Asset Manager Tel No.	
Asset Manager Email	

OK to proceed

NRSWA TYPE	NRSWA NUMBER	START DATE	END DATE	ROAD TYPE	NOTICE/PERMIT STATUS

DETAILED SCOPE OF WORKS

CODE	DESCRIPTION	PLANNED QTY	COMPLETED QTY	DFE SLIP NO.
X004	Raise/Renew/Lower F&C FWNo 6	1.00		

PLANS	YES	NO	Comments
BT PLAN			HV cable in vicinity proceed with caution.
ELECTRIC PLAN 11000			
ELECTRIC PLAN STRAIGHT LINE			Order Notes

- Task instruction notes Proceed with Caution and that an asset is in the vicinity.
- **You MUST follow all ZOI special instructions.**

PROCEED WITH CAUTION

MORRISON ZERO HARM

YOU CAN MAKE A DIFFERENCE

PROCEED WITH CAUTION: HIGH VALUE ASSET

MORRISON Telecom Services

MUS TASK INSTRUCTION

openreach

Build - BT

MUS AGENT	AGENT CONTACT	ESTIMATE NUMBER	MUS JOB NUMBER
		TEST1NO3	900003

MUS SAFETY TEAM	SAFETY CONTACT NO	OPENREACH PLANNER	OPENREACH PLANNER CONTACT NO
		WAYNE WEBSTER	0131 3008429
EXCHANGE	NRSWA OFFICE NO	JOB CATEGORY	JOB CATEGORY CODE
APPLEBY	01322 917 892	Customer Wideband Provision	A

Please call Morrison's Hot Job Streetworks team on 01322 917893 before starting the job on site or if the permit/notice requires cancellation

SITE LOCATION

APPLEBY EXCHANGE BATTLEBARROW APPLEBY IN WESTMORLAND CUMBRIA CA16 6XT

This Site is in a ZONE OF INTEREST

Proceed with Caution

Hot Job Team Contact Number: 01322 917893

ZOI Special Instructions

Asset Type	Electricity	Damaging this asset could hurt. Dig with Caution
Asset Owner	Test	
Asset Manager Contact	01234567890	
Asset Manager Tel No.		
Asset Manager Email		
Asset Type	Gas	Damaging this Asset is a costly action. Please take care
Asset Owner	GasCo	
Asset Manager Contact	01234567890	
Asset Manager Tel No.		
Asset Manager Email		

NRSWA TYPE	NRSWA NUMBER	START DATE	END DATE	ROAD TYPE	NOTICE/PERMIT STATUS

DETAILED SCOPE OF WORKS

CODE	DESCRIPTION	PLANNED QTY	COMPLETED QTY	DFE SLIP NO.

- Task instruction notes Proceed with Caution and that a high value asset is in the vicinity..
- **MUST follow all ZOI special instructions.**

MORRISON ZERO HARM

YOU CAN MAKE A DIFFERENCE

Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) are provided to protect you against one or a number of hazards whilst you are at work. Remember that PPE and RPE are considered to be the last resort.

Morrison Telecom Services work sites will require Personal Protective Equipment and Respiratory Protective Equipment to be available and worn when required.

This Personal Protective Equipment Must be Worn as a Minimum

Refer to your Risk Assessment, Method Statement and / or Work Instruction for specific requirements.

You **MUST** look after your Personal Protective Equipment, keep it clean and report any lost, damaged or worn items to your line manager.

Respiratory Protective Equipment that is adequate and suitable

Adequate — It is right for the hazard and reduces exposure to the level required to protect the wearers' health.

Suitable — It is right for the wearer, task and environment, such that the wearer can work freely and without additional risk due to the Respiratory Protective Equipment.

REMEMBER a Respirator will not protect you, unless you:

- ✓ Use the right mask (Face Fit Test)
- ✓ Use the right filters
- ✓ Have been trained to use it correctly
- ✓ Fit it properly (Face Fit Test)
- ✓ Replace filters when required
- ✓ Store and clean it properly
- ✓ Maintain it properly

IF UNSURE ASK YOUR LINE MANAGER

Slips, trips and falls are the most common cause of injury at work and are avoidable. Think about how slip, trips and falls could happen and who might be harmed.

Common causes

- Uneven Surfaces
- Obstacles
- Trailing Cables
- Wet or Slippery Surfaces
- Change in Ground / Floor Levels
- Lapse of concentration
- Using ladders incorrectly
- Taking short cuts
- Unsuitable footwear
- Carrying equipment over walls and fences

Types of hazard

- Uneven surfaces, uneven / broken paving slabs, broken ground, raised or damaged manhole covers, high or damaged kerbs and steps.
- Slippery surfaces as a result of wet leaves, moss, oil or ice.
- Flooding.
- Defective ladders, ladders too small for the task, ladders used on uneven ground.
- High walls or fences, barbed wire, hedgerows and ditches.

Always adopt sensible measures to control the risks associated with your working environment.

- Risk assess each individual situation.
- Wear appropriate footwear, keep clean and free from mud, replace when worn or damaged.
- Take additional care in poor light and use alternative lighting where appropriate e.g. torch, lamps etc.
- Use the correct ladders for the task; ensure that they are in good condition and within inspection dates.
- Be extra vigilant in poor weather or when walking across fields, construction sites, compounds etc.
- Keep pedestrian routes / walkways and work areas clear of obstructions e.g. trailing cables, hoses, tools and materials etc.
- Take care getting in and out of vehicles and plant. Climb down facing the vehicle; hold on, do not jump down.

NEVER attempt to carry heavy weights or loads over fences, walls or open fields, be wary of hedges and ditches.

REPORT ALL INCIDENTS AND NEAR MISSES

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries.

Reduce the hazard from manual handling by using mechanical aids, team handling, safe lifting techniques and positioning, etc.

PLAN YOUR LIFT... REMEMBER… T I L E...

T Task
I Individual
L Load
E Environment

1. Think before lifting / handling

Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

2. Adopt a stable position

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

3. Get a good hold

Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

4. Start in a good posture

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

5. Do not flex the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.

6. Keep the load close to the waist

Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

7. Avoid

Twisting the back or leaning sideways especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

8. Keep the head up when handling

Look ahead, not down at the load, once it has been held securely.

9. Move smoothly

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

10. Do not

Lift or handle more than can be easily managed There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

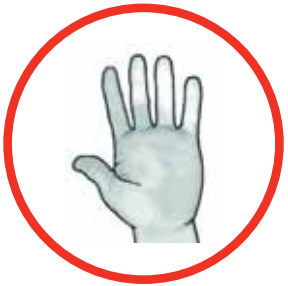
11. Put down, then adjust

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

KNOW YOUR CAPABILITIES AND NEVER EXCEED THEM

Hand Arm Vibration Syndrome also known as Vibration White Finger is an illness that can affect people who use vibrating tools frequently for long periods.

Recognise the symptoms of HAVS



If you experience any of the following symptoms you must report it to your Line Manager.

- Reddening on fingertips.
- Tingling pins and needles.
- Pain in fingertips, especially when cold.
- Loss of sensation and ability to grip.
- White fingertips.

The effect of HAVS is non-reversible, however it can be prevented.

- Reduce the need for using vibration tools and consider alternative methods and tools, where this is not practicable, use suitable low-vibration tools and always use the correct tool for the job.
- Practice job rotation, share the exposure.
- Keep hands warm by wearing suitable gloves and massage / exercise your fingers during breaks to encourage good blood circulation.
- Keep tools and equipment in good condition.
- Make sure cutting tools are kept sharp so that they remain efficient.
- Allow the equipment to do the work.

What else can I do?

- Learn to recognise the early signs and symptoms of HAVS.
- Report any symptoms promptly to your line manager.
- Adhere to the control measures put in place to reduce the risk of Hand Arm Vibration Syndrome (HAVS).

REMEMBER HAVS IS PREVENTABLE

MANAGING THE RISKS

Under the Control of Vibration at Work Regulations 2005 employers have a legal duty to protect their employees from the health risks which may result from hand-arm vibration (HAV) and to take certain actions, depending on the level of vibration an operator is likely to be exposed to. The Regulations set out action and limit values which define specific amounts of vibration exposure, measured using a formula known as an A(8) value – which is the average (A) exposure over an eight-hour (8) working day.

The Exposure Action Value (EAV) of 2.5 m/s² A(8) (100 HSE points) is a level of daily vibration exposure that if likely to be exceeded, requires a programme of controls to be introduced to eliminate the risk, or reduce exposure to as low a level as is reasonably practicable.

The Exposure Limit Value (ELV) of 5 m/s² A(8) (400 HSE points) is a level of daily vibration exposure that must not be exceeded.

Morrison Telecom Services (MUS) requires all employees to use this chart and other educational resources (found in your packs) to assess the risks and take action to reduce exposure to those risks. MUS also implement strict control measures regardless of the level of HAV exposure as this represents the best way of limiting the risks posed and importantly, preserving your good health. Typical risk control measures that MTS employ include:

- Designing out the need to use vibrating tools where possible.
- Enforcing job rotation to minimise your exposure to HAV.
- Procuring low-vibration tools and appendages that are suitable for the job.
- Ensuring that tools and appendages are well maintained and kept sharp.
- Ensuring that operators are trained and competent in HAV issues.
- Implementation of a robust system of HAV health surveillance.

HOW TO USE THIS WALLCHART

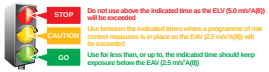
For simplicity this HAV wallchart categorises tools in terms of generic classification rather than by individual manufacturer make and model. The data provided by each column is as follows:

- Column A provides the tool classification.
- Column B provides the vibration magnitude obtained for the tool classification (as supplied by the original equipment manufacturer).
- Column C provides the HSE points that will be accrued per 15 and 60 minutes of tool use (trigger time).
- Column D provides the maximum time the tool can be used before the EAV of 2.5 m/s² A(8) is reached.
- Column E provides the maximum time the tool can be used before the ELV of 5 m/s² A(8) is reached.

TRAFFIC LIGHT GUIDANCE

The bar chart under the hours column (1-8 hours) is represented visually by the OPERC traffic light labelling scheme which uses the **red** amber and green.

Applying the traffic light system to the EAV and ELV (in theory)



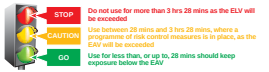
Do not use above the indicated time as the ELV (5.0 m/s²A(8)) will be exceeded

Use between the indicated times where a programme of risk control measures is in place as the EAV (2.5 m/s²A(8)) will be exceeded

Use for less than, or up to, the indicated time should keep exposure below the EAV (2.5 m/s²A(8))

Consider a Rammer - large foot BS60Y with vibration magnitude of 7.6 m/s²A(8). According to the Regulations, a worker can use this tool for 28 minutes (trigger time) before the EAV is reached (green) and up to 3 hrs 28 minutes (amber) before the ELV is reached, a time limit that then should not be exceeded (red). This information would be represented using the traffic light system as follows.

Applying the traffic light system to the EAV and ELV (in practice)



Do not use for more than 3 hrs 28 mins as the ELV will be exceeded

Use between 28 mins and 3 hrs 28 mins, where a programme of risk control measures is in place, as the EAV will be exceeded

Use for less than, or up to, 28 mins should keep exposure below the EAV

A	B	Hours								C		D	E
Tool classification	Vibration magnitude (m/s²)	1	2	3	4	5	6	7	8	HSE points (per 15 mins)	HSE points (per 60 mins)	Time to reach EAV	Time to reach ELV
CS451 Norton Clipper Floor Saw	1.90									1.805	7.22	8hrs 0mins	8hrs 0 mins
Airsaw Fein MOT - 18	14.40									103.68	414.72	0hrs 14mins	0hrs 52mins
Breaker AC TEX230 PE	4.20									8.82	35.28	2hrs 35mins	8hrs 0mins
Breaker AC TEX28 PE	4.80									11.52	46.08	2hrs 10mins	8hrs 0mins
Cold Water Pressure Washer Towable	2.50									3.125	12.5	8hrs 0mins	8hrs 0mins
Wacker Compaction Plate VP112	2.50									3.125	12.5	8hrs 0mins	8hrs 0mins
Compactor Plate Petrol Belle PCLX 320	2.42									2.9282	11.7128	8hrs 32mins	8hrs 0mins
Hitachi DH25DAL	16.70									139.445	557.78	0hrs 11mins	0hrs 43mins
Hitachi DH40MR	15.70									123.245	492.98	0hrs 12mins	0hrs 49mins
Hitachi DH24PC3	16.00									128	512	0hrs 12mins	0hrs 47mins
Makita HR400IC	12.50									78.125	312.5	0hrs 19 mins	1hrs 17mins
JCB HM25 Hyd Power Pack & Breaker	4.00									8	32	3hrs 8mins	8hrs 0mins
JCB Hydraulic Breaker L/Vib	1.60									1.28	5.12	19hrs 32mins	8hrs 0mins
Husqvarna k760 Petrol Disc Cutter	2.50									3.125	12.5	8hrs 0mins	8hrs 0mins
Petrol Disc Cutter Stihl	3.90									7.605	30.42	3hrs 17mins	8hrs 0mins
Atlas Copco Petrol Powered Breaker	3.80									7.22	28.88	3hrs 28mins	8hrs 0mins
Petrol Powergrit Saw	8.50									36.125	144.5	0hrs 42mins	2hrs 46mins
Rammer - Large Foot BS60Y	7.60									28.88	115.52	0hrs 28mins	3hrs 28mins
Wacker Rammer BS50-2	5.40									14.58	58.32	1hrs 43mins	6hrs 52mins
S/Drum 28" Vibrating Roller	3.60									6.48	25.92	3hrs 51mins	8hrs 0mins
Roller Drum Breaker	5.90									17.405	69.62	1hrs 26mins	5hrs 45mins
C51 Norton Clipper Floor Saw	6.02									18.12	72.48	1hrs 23mins	5hrs 31mins

BIRMINGHAM CITY University

MTS have worked in collaboration with OPERC and Birmingham City Universisty to produce this chart | For further information about specific tool makes and models either contact the original equipment manufacturer (OEM), conduct scientific testing to ISO 5349 or access freely available HAVTEC data found at: www.operc.com/havtec

OPERC

Whole Body Vibration also known as WBV is shaking or jolting of the human body through a supporting surface (usually a seat or the floor), for example when driving or riding on a vehicle along an unmade road, operating earth-moving machines or standing on a structure attached to a large, powerful, fixed machine which is impacting or vibrating

Recognise the symptoms of Whole Body Vibration.

If you experience any of the following symptoms you must report it to your line manager.

- Soreness of lower back.
- Persistent / Constant aching pain in the back area.

The effect of Whole Body Vibration can be severe, however it can be prevented.

- Adjust the seat position and controls correctly to provide clear line of sight, adequate support and ease of reach for foot and hands.
- Adjust the vehicle speed to suit the ground conditions to avoid excessive bumping and jolting.
- Steer, brake, accelerate, shift gears and operate attached equipment, such as excavator buckets, smoothly.
- Follow worksite routes to avoid travelling over rough, uneven or poor surfaces.
- Select the correct size of vehicle and machine with the appropriate power and capacity for the work and is suitable for the ground conditions.

What else can I do?

- Report any symptoms promptly to your line manager.
- Warm up / Stretch core muscles to avoid injuries.
- Avoid long periods of exposure in a single day and allow for rest breaks where possible.
- Plan your work to avoid being static in the same position for long durations.

REMEMBER WHOLE BODY VIBRATION IS PREVENTABLE

Continuous exposure to excessive noise could eventually damage your hearing permanently.

Keep noise to a minimum where possible by.

- Protecting you and your work colleagues and minimise disruption to members of the public.
- Move the noise away from the work area or move the work away from the noise.
- Do not keep machinery running, switch off when not in use.
- Keep sound proofing covers closed when in use e.g. compressor hoods.
- Always wear appropriate ear protection for the task being undertaken.
- Consider equipment selection and maintenance.

WHAT THE LAW SAYS: *Employers must make ear protection available to employees when the noise levels reach 80 dB(A), and the employee must wear ear protection when the levels reach 85 dB(A)*

Equipment	Typical Exposure Level dB(A)
Breaker – hand held	95-112
Breaker – excavator	110
Road Saw	95-105
Compactor	97-103
Disc Cutter	105
Vibrator Roller	96
Compressors	110
Dumpers Diesel Engine	118
Pump	103
Tractor	95

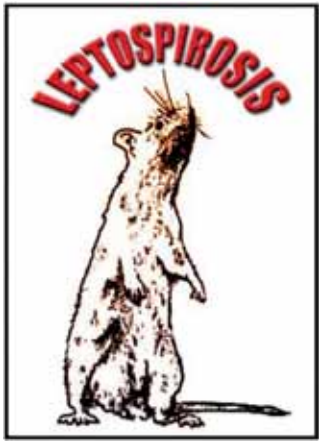
When using ear protection ensure

- You select the appropriate ear protection for the task, they are worn correctly and are compatible with other Personal Protective Equipment.
- If you have difficulty wearing ear defenders, report it to your Line Manager.

REMEMBER: The 2 metre rule, if you have to shout when you are 2 metres away from the person you are speaking to, then you will need hearing protection.

HEARING LOSS IS PERMANENT

Leptospirosis is a type of bacterial infection that is spread by animals. It is caused by a strain of bacteria called leptospira.



There are two main types of leptospirosis infection:

- **Mild Leptospirosis** is where a person develops flu-like symptoms, such as headache, chills and muscle pain.
- **Severe Leptospirosis** is where a person goes on to develop severe, sometimes life-threatening symptoms, including organ failure and internal bleeding. This is caused by the bacteria infecting major organs, such as the liver and kidneys.

You can catch leptospirosis by touching soil or water contaminated with the urine of wild animals infected with the leptospira bacteria.

The bacteria can get into your body through cuts and scratches and through the lining of your mouth, throat and eyes.

Animals known to be carriers of leptospira bacteria include:

- Rodents, particularly Rats
- Cows
- Pigs
- Dogs

How can I prevent it?

- Do not attempt to touch rats.
- Cover all cuts and broken skin with waterproof plasters before and during work.

Wear protective clothing.

- Follow Good Hygiene Practice.
- Always wash your hands prior to eating, drinking or smoking.
- Always wear the appropriate Personal Protective Equipment.

What else should I do?

Keep up to date with your immunisations and report any such symptoms / illness to your General Practitioner and line manager..

ALWAYS MAINTAIN GOOD LEVELS OF PERSONAL HYGIENE

Asbestos is a fibrous naturally occurring mineral of which there are three types: **Blue** (crocidolite), **Brown** (armosite) and **White** (chrysotile).

Asbestos can be found in many places including but not limited to: corrugated roofing, gaskets, wall tiles, artex, floor tiles, pipe lagging, meter boards, underground pipes and underground ducts.

Damaging or breaking asbestos containing materials can release fibres and it is the fibres that are harmful. Asbestos fibres can enter the body through the eyes, respiratory system, digestive system and skin.

There are four diseases relating to asbestos and the effects may not become known for many years following exposure:

1. Mesothelioma (a cancer of the lining of the lungs; it is always fatal and is almost exclusively caused by exposure to asbestos).
2. Asbestos-related lung cancer (which is almost always fatal).
3. Asbestosis (a scarring of the lungs which is not always fatal but can be a very debilitating disease, greatly affecting quality of life).
4. Diffuse pleural thickening (a thickening of the membrane surrounding the lungs which can restrict lung expansion leading to breathlessness).

IF YOU ENCOUNTER ASBESTOS STOP WORK AND CONTACT YOUR LINE MANAGER - NEVER DISTURB ASBESTOS

Disposal of asbestos is classed as hazardous waste and **MUST** be undertaken by a specialist contractor. There are some circumstances whereby you can work on asbestos (non-licensed work) but you must have the appropriate information, instruction and training. Your line manager will discuss this with you if required.

If you are authorised to undertake non-licensed work, you **MUST** follow the agreed asbestos safe system of work and pay particular attention to:

- Avoid cutting / breaking the asbestos with any mechanical tools; use hand tools and don't break it unnecessarily.
- Keep the section of asbestos that has to be cut damp / wet at all times.
- Restrict access to the working area to prevent contamination of others.
- Wear the correct personal protective equipment / respiratory protective equipment whilst handling / breaking / cutting the asbestos material. Dispose of after use if heavily contaminated.
- Remember to clean all contaminated tools after use.
- Asbestos waste is to be double bagged, labelled and disposed of as hazardous waste at a licensed facility.

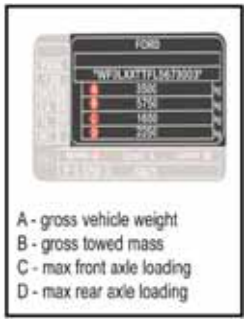
Be aware of your surroundings and wherever possible, use a banks person when reversing.

YOU are responsible for correctly attaching any towed plant to your vehicle e.g. compressor, winch, pipe, cable and excavator trailer etc.

ENSURE you have the relevant categories on your driving licence to tow.

Any fines or points on your licence are your responsibility, so **CHECK** that the towed plant is:

KNOW YOUR PLATE



- Roadworthy and is within the specified weight limit.
- Securely attached to the vehicle (check tow bar is securely fixed to vehicle).
- Defect free, with no visible damage.
- Fitted with an operable jockey wheel to assist with hitching and unhitching.
- Fitted with a breakaway cable that is defect free.
- Fitted with working lights and indicators.
- Displaying the correct number plate – this must be black letters on a reflective yellow background and must be illuminated at night.

Secure your load

- Ensure all loads are secured using the designated anchor bolts.
- Excavators **MUST** be secured according to the trailer type and training received.
- Ensure load is positioned in the centre of the trailer.
- Do not overload the trailer with additional equipment.
- Ensure there are no protruding objects.

Drive with care when towing

- Observe speed limits: 60mph Motorway – 50mph Dual Carriageway.
- Remember you are **NOT** allowed in the third lane of a motorway when towing.
- Avoid breaking suddenly.
- **NEVER** take corners too quickly as this could result in the load becoming unstable.

IF UNSURE ASK!

NEVER operate any plant unless you have been properly trained, authorised and hold the appropriate class of driving licence or competence certificate.

- Operators **MUST** carry out a daily visual pre-user check of their equipment / vehicle and report any defects found.

- **NEVER** operate any item of plant that is defective.
- A**LWAYS** wear your seatbelt and appropriate Personal Protective Equipment.
- To prevent unauthorised use, plant **MUST** be immobilised when not in use.

NEVER leave the keys in any item of plant or vehicle that is not in use – even for a short period.

ALWAYS provide designated routes to prevent people coming into contact with moving plant and where practicable implement one way systems.

ALWAYS exclude non-essential people from the work area during vehicle manoeuvres.

ALWAYS avoid the need to reverse and assess the need for a banks person in the following situations:

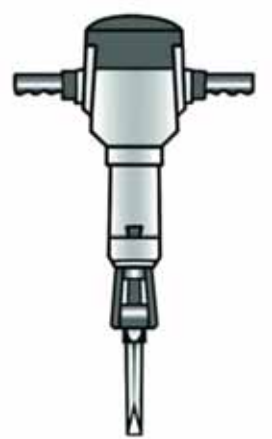
- Plant and vehicles have restricted rear vision.
- Movement of excavators between street works.
- Restricted site access and egress.
- When working within the vicinity of over head lines.
- When working near structures.
- All reversing operations.
- Complex manoeuvres / operations.

ENSURE THAT REVERSING ALARMS / LIGHTS AND CAMERAS IF FITTED ARE MAINTAINED.

You **MUST** ensure that any work equipment intended for use is suitable for
the task, where it will be used and that it is maintained and inspected.

Choose the correct work equipment for the task.

- You are competent and authorised to use the equipment. This includes ensuring you have the correct skills, knowledge, experience, and risk awareness and are physically suited to undertake the task.
- Ensure that you have the operating instructions and are familiar with the item of work equipment.
- Visually inspect the equipment prior to use and record findings.
- Report any defects to your line manager.
- Ensure operating controls are clearly labelled.
- Ensure guards are in place and safety devices are working.



- **ALWAYS** ensure appropriate Personal Protective Equipment / Respiratory Protective Equipment is available and worn.
- **NEVER** remove guards or override safety devices that have been put in place to ensure the safety of the operator.
- **ALWAYS** secure items of work equipment that are not in use.
- Refer to Hand Arm Vibration Syndrome (HAVS) guidance.
- **NEVER** wear dangling chains, loose clothing, and rings or have loose long hair that could get caught up in moving parts.

IF IN DOUBT, DO NOT USE AND CONTACT YOUR LINE MANAGER

PROVISION and USE of WORK EQUIPMENT REGULATIONS 1998

Employers Duty - To provide work equipment that is safe.
Employees Duty - To use equipment as instructed and in a safe manner.

Carry out Daily Checks of all plant and vehicles to ensure they are in a good and safe condition AND record the findings.

Report ANY and ALL Damages.

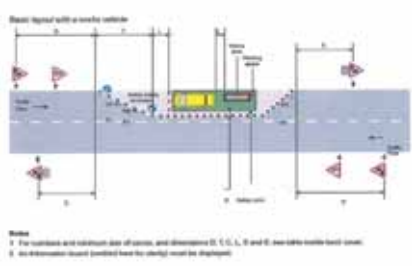
Do Not Overload.

To prevent any Accidents or Fines as the driver, ensure you are Prepared for the Journey and Weather.

Ask yourself this question:

"Will someone coming along the road or footway from any direction understand exactly what is happening and what is expected of them?"

At least one person on site must have a valid / in-date New Roads and Street works (NRSWA) operators training card (with the appropriate units) on site.



You must carry your Code of Practice (Red Book) and refer to it when setting up your site. Do not presume you can remember all the information in the book; even some of the basic layouts can be forgotten.

If you are unsure that your work site complies with the Code of Practice, consult your line manager for guidance.

ENSURE YOU HAVE THE NECESSARY EQUIPMENT BEFORE YOU START WORK.

In areas of increased risk e.g. schools, high streets, outside public houses etc. additional fencing may be required. Identify these on your site specific risk assessment and inform your line manager if extra controls are identified.

Sign, light, guard and maintain your works safely at all times, ensuring the safety of yourself and others who pass near or through the works. Give particular consideration for those with visual impairments, pushchairs, wheelchairs and mobility scooters.

THINK ABOUT THOSE WHO MAY BE AFFECTED BY YOUR WORK ACTIVITIES!

Wherever your works are you must ensure that you provide a clear and unobstructed walkway of 1.2 meters, using the relevant equipment to safely guide pedestrians past your works.

Where you cannot maintain 1.2 meters unobstructed you must contact your line manager before commencing work.

Use of Footway Boards, Kerb Ramps and Road Plates

The use of **Footway Boards and Road Plates** shall be avoided as far as possible by no-dig methods, permanent or temporary repair, reinstating or barriering-off the excavation and providing a diversionary route for footpath and road users.

Footway Ramps shall be the last option considered and preference shall always be given to temporary or permanent reinstatement or signing, lighting, guarding of excavations as appropriate.

Consideration must be given to reducing the amount of time footway boards, ramps or road plates are used.

Footway Boards, Kerb Ramps and Road Plates shall only be used after a site-specific risk assessment has been undertaken and before the equipment is used.

Footway Boards

Footway boards and kerb ramps should be used to assist members of the public. Ensure that they are fit for purpose and used for the job they were intended.

All footway boards and kerb ramps shall be secured where required and have rubber edging to prevent unnecessary movement.

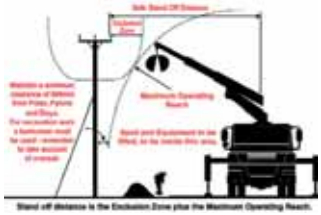
Every year people at work are killed or seriously injured when they come into contact with live overhead electricity power lines. These include but not limited to:

Machinery: Excavators, cranes, lorry loader cranes and tipping trailers etc.

Equipment: Mobile elevated work platforms, scaffolding tubes, ladders and trench sheets etc.

Work Activities: Excavating, loading, unloading and lifting etc.

The following guidance describes the steps required to prevent contact



- Carryout a site specific risk assessment and record findings.
- Be aware of different exclusion zones for pylons and poles.
- Keep plant and equipment outside the exclusion zone.
- Ensure excavated materials to be removed is stored beyond the exclusion zone as grab lorries will not be able to access it.
- Use goal posts and height restriction for excavator booms where required.
- Be aware that in damp or wet conditions, electricity can jump large distances and earth via cranes / plant.
- Make sure JIB / BOOM is stowed before moving.
- Excavator booms may require height restrictors to be fitted.
- Contact landowners / Distribution Network Operators for site specific information.

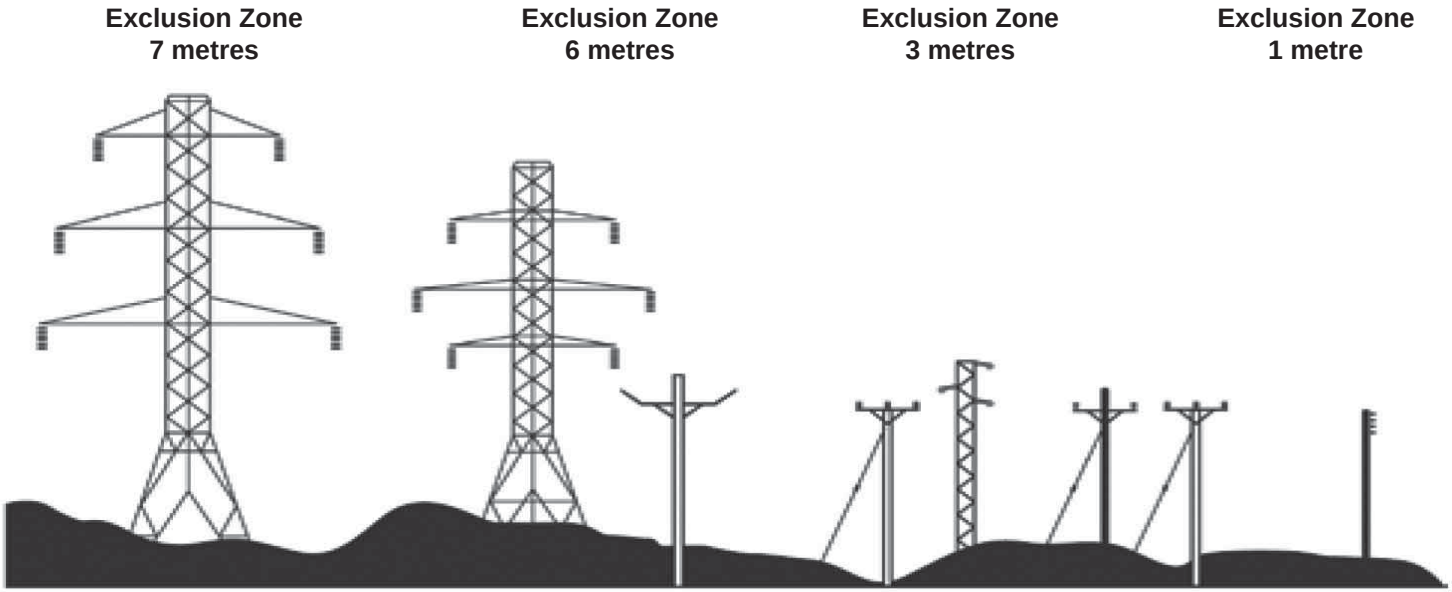
Emergency Action if there is an Incident

- Never touch an overhead line.
- Never assume lines are dead.
- When a machine is in contact with an overhead line, electrocution is possible if anyone touches both the machine and the ground.
- Stay in the machine and lower any raised parts if in contact or drive the machine out of the lines if possible.
- If you need to get out to summon assistance or due to fire, jump out as far as you can without touching any wires or the machine. Keep upright and get away.
- Get the electricity company to disconnect the supply. Even if they line appears dead, do not touch it. Automatic switching may reconnect the power.

ANY CONTACT WITH OVERHEAD LINES MUST BE REPORTED EVEN IF THERE IS NO LOSS OF POWER OR INJURY.

There is a legal minimum height for overhead lines which varies according to the voltage carried. Generally, the higher the voltage, the higher the wires will need to be above ground. Equipment such as transformers and fuses attached to wooden poles and other types of supports will often be below these heights.

Exclusion Zone is the minimum safe working distance from overhead conductors or equipment



ALWAYS LOOK UP AND LOOK OUT

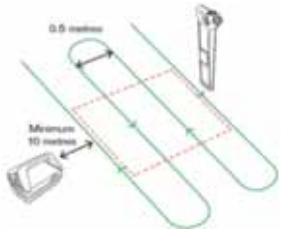
Excavation work **MUST** be carried out carefully by following recognised safe digging practices.

All utilities **MUST** be treated as LIVE until proven otherwise.

Ensure that you have all available drawings, including any relevant sectional drawings; they are in date, legible and cover the work area to be excavated.

Remember utility drawings are not always accurate with services not always shown so serve you only as a guide.

The drawings **MUST** be used at the work area (not left in the vehicle) in conjunction with the cable locating equipment (CAT and Genny) to mark the whereabouts of existing utilities. Use existing scars, manhole covers, stopcocks and meter boxes to assist you. Sweep the area with the cable locator with a steady and deliberate motion as shown in the picture.



Mark all located utilities with bio-degradable paint or chalk. Once the locating tools (CAT and Genny) has been used to determine position and route, excavation may proceed, with trial excavations dug using suitable hand tools as necessary to confirm the position of any buried services. Special care **MUST** be taken when digging close to the assumed line services. Encroachment lines **MUST** be marked out to clearly identifying areas where power tools **MUST** be prohibited until the service or route has been proved.

Hand-held power tools and mechanical excavators **MUST** not be used within 500mm of underground services until the route has been proven and all underground apparatus exposed.

- Select appropriate hand tools to undertake the task.
- Never excavate directly on top of known apparatus, start from one side working your way inwards.
- The purpose of a trial hole is to prove the location of the service by excavating around it not damaging it.

During the course of your excavation you **MUST** use your cable locator every 100mm-200mm in depth to verify no other utilities are laying beneath those that you may have already exposed.

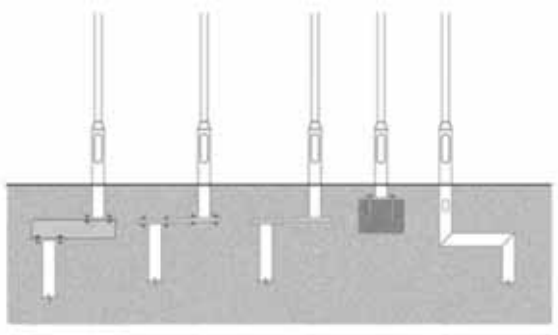
If you discover concrete and you believe that electric cables may be encased, stop work and inform your line manger, never break out until a safe method can be established.

NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY

During the course of your excavation work you will come across existing structures such as walls, poles, street lighting columns, and electricity / BT poles.

Before excavating adjacent to these structures you **MUST** satisfy yourself that it is unlikely to fall over or collapse.

An excavation risk assessment must be completed for all sites and must identify control measures to prevent structures (street furniture and walls) becoming unstable.



Street lighting columns have non-standard root designs. You should familiarise yourself with these designs to assist you in ensuring the columns stability.

NEVER CUT THE SUPPORT AT THE BASE OF COLUMN

All wooden poles have a scarf mark somewhere on them as a standard.

Locate the scarf mark approximately 1.2 metres from ground level with approximately 1.8 metres being below ground, this equals 3 metres in total.

Examples of things you **MUST** consider:

- Is the pole in good condition?
- Is there a pole condition notice attached?
- Use the scarf mark to establish depth below ground?
- Is it vertical or leaning over?
- Are there any foundations around the wall?
- Weather conditions e.g. strong winds etc?
- What type of root design does the column have?

Scarf Mark indicating 3 metres to base of pole.

Total length of pole (10M)

Warning Notice There is no uniform system. Companies use different codes. This one represents 'Decayed'.

IF YOU ARE IN ANY DOUBT ABOUT THE STABILITY OF A POLE, WALL OR STREET LIGHT COLUMN STOP AND SEEK ADVICE!

Every year people are killed or seriously injured while working in excavations and are at risk from:

- Excavations collapsing and burying or injuring people working in them.
- Materials falling from sides into excavation.
- People or plant falling into excavations.

What you need to do:

- An excavation risk assessment must be completed for all sites and MUST identify control measures for excavations.
- All excavations must be supported (shoring / battered back) when working in poor ground e.g. unstable.
- If required use ladders for access and egress, NEVER climb supports, or buried services.
- Install appropriate barrier system around excavations to protect employees and the general public, regardless of depth of excavation.
- Never go into an unsupported excavation where there is a risk of collapse or work outside the protection of trench boxes / trench supports.
- Keep spoil heaps away from the edge of the excavation at least the depth of the excavation from the edge as a minimum.
- When dumpers are tipping into excavations, ensure a banks person is guiding and stop blocks are fitted on the trench side.
- NEVER throw tools or materials to persons in an excavation, pass hand-to-hand or lower them using a rope.
- At the start of each shift, after adverse weather or any event, which may have affected the strength or stability of the excavation, all excavations must be checked prior to entry.
- Excavations must be inspected weekly by a competent person and the findings recorded on the appropriate form.
- Before excavating adjacent to walls, poles, street light columns etc, you MUST satisfy yourself that it is unlikely to fall over or collapse.
- If excavation work is required to a depth greater than 1.2 metres you will need to carry out a deep excavation risk assessment.
- Depending on the outcome of this assessment the need for additional control measures may be required.
- At 1.5 metres the need for a permit is required and the excavation will require shuttering ***(refer to MUS-GD-S-003 Excavation shoring designs).***

REMEMBER NO GROUND CAN BE RELIED UPON TO STAND UNSUPPORTED IN ALL CIRCUMSTANCES

For lifting operations to be carried out safely, the work must be planned, organised and carried out by a competent and authorised person.

ALWAYS

- Routine lifts can be undertaken in accordance with a risk assessment and method statement or a generic lifting plan that sufficiently considers the risks, control measures and method of lift.
- Non-routine lifts (infrequent or greater risk) are to be undertaken in accordance with a task specific lifting plan that sufficiently considers the risks, control measures and method of lift.
- Non-routine lifts are to be undertaken under the control of an Appointed Person.
- Review the method statement, risk assessment and lifting plan of any lifting operation to be undertaken by the supply chain.
- Ensure an exclusion zone is present around the lifting operation.
- Ensure personnel are suitably trained and competent before using any mechanical lifting equipment or carrying out any mechanical lifting operations.
- Report any lifting failure to your line manager.

NEVER

- Use an excavator to carry out a vertical lifting operation unless it is certified for lifting, has a designated lifting point and the Safe Working Load (SWL) displayed.
- Undertake any lifting operations if you are not trained, competent and authorised to do so.
- Undertake any lifting operation(s) if there is no documentation to support it.
- Undertake any lifting operation without it being supervised by an authorised and competent person.
- Let unauthorised, unqualified or untrained personnel use lifting equipment.
- Access any areas where lifting operations are being undertaken and do not enter any exclusion zones whilst work is taking place.

REPORT ANY LIFTING FAILURE TO YOUR LINE MANAGER

Lifting equipment is any work equipment used for lifting and lowering loads (including people) and includes any accessories used in doing so (e.g. attachments to support, fix or anchor the equipment).

Examples of lifting equipment / accessories

- Overhead cranes and their supporting runways.
- Tele-handlers and forklifts.
- Vehicle tail lifts and cranes fitted to vehicles.
- Motor vehicle lifts.
- Building cleaning cradle and its suspension equipment.
- Goods and passenger lifts.

Lifting Accessories - You **MUST** ensure that:

- All lifting equipment / accessories are certified with its Safe Working Load (SWL) marked on it, a unique reference / identity marking to identify it.
- It has a current in date certificate of test and inspection before use.
- The correct lifting accessory is suitable, sufficient and compatible with the lifting equipment.
- It is of sufficient strength to carryout the required lift including all necessary down rating of its Safe Working Load and be stable and secured before commencing any lift.
- It is positioned to minimise any risk(s) to personnel, other equipment / plant, general public and not used near overhead lines without consultation.
- All lifting equipment is clearly labelled with its Safe Working Load and within its statutory inspection date, in accordance with the following table:

Type of equipment	6 months	12 months	Examination scheme
Accessory for lifting	✔		✔
Equipment used to lift people	✔		✔
All other lifting equipment		✔	

NEVER USE UNTESTED OR OUT OF DATE EQUIPMENT OR ACCESSORIES

Before undertaking any working at height activities you **MUST** ensure that you have sufficient skills, knowledge, and experience.

Working at height hierarchy

AVOID working at height if possible e.g. pre-assemble structures on the ground or use extendable equipment.

PREVENT working at height, assess the risk and consider the following control measures to prevent falls e.g.

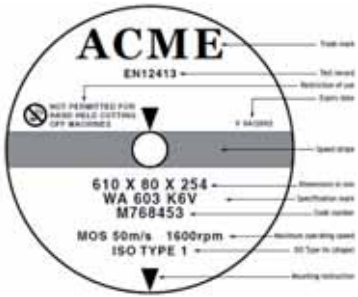
- Use access towers, mobile elevated work platforms (MEWP's) and only if you have been trained to do so.
- Guardrails and toeboards (where appropriate).
- Only use ladders for access and for short duration, low risk work.
- Prevention should include the possibility of falling into an open excavation.

MINIMISE the potential for a fall to occur by considering the following when planning work at height.

- Risk assessments provide information that will allow you to select the most suitable equipment i.e. that which provides the maximum level of protection without limiting mobility.
- Use personal fall arrest equipment but only as a last resort.
- Take account of weather conditions as this could compromise your safety.
- Check that the place where work at height is to be undertaken is safe.
- Stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh to stop materials falling off.
- Store materials and objects safely so they do not cause injury if they are disturbed or collapse.
- Plan for emergencies and rescue, e.g. agree a set procedure for evacuation.
  ALWAYS Think about foreseeable situations and make sure everyone within the working party is briefed on the emergency procedures. Do not just rely entirely on the emergency services for rescue in your plan.

ALWAYS AVOID WORKING AT HEIGHT IF POSSIBLE

If used correctly and safely abrasive wheels can be a useful and effective tool for carrying out a variety of cutting / grinding activities. However, because of the nature of the equipment it is important that you adhere to the following points when using any abrasive wheel.



ALWAYS

- Ensure you are suitably trained, competent and authorised to remove, mount and use abrasive wheels.
- Wear the appropriate Personal Protective / Respiratory Protective Equipment when operating abrasive wheels (e.g. Safety Goggles not Safety Glasses).
- Check the tool and wheel for signs of damage before use.
- Use the correct grade / type of wheel for the work to be carried out.
- The speed of the machine must not exceed the maximum permissible speed of the wheel.
- Adjust guards to expose the minimum wheel surface necessary for the operation.
- Ensure all equipment has a suitable emergency stop facility and easy to locate and operate on / off controls.
- Prevent loose garments from possible contact with a revolving wheel.
- Make sure that the work area around the wheel is free from obstruction and that the surrounding working area is free from trip hazards.
- Have a good foothold and a firm work position before operating any abrasive wheel.
- Ensure other people and flammable substances are protected from flying grit and any hot metal fragments.
- Store abrasive wheels in a clean and dry environment.
- Report any defects or instability in speed.

NEVER

- Operate an abrasive wheel without the wheel guard being operable and in place.
- Exert undue pressure on the wheel or force the wheel against the workpiece.
- Use a wheel that is not suitable for the material being cut.
- Leave equipment running when not in operation.

THE USE OF ABRASIVE WHEELS CAN PRODUCE HIGH LEVELS OF VIBRATION THAT IS TRANSMITTED INTO THE HANDS AND ARMS

A carriageway is the part of - any Street or Road (which is not nationally designated as a High Load route), either Public or Private, which is used for any form of vehicular access.

The minimum install requirement here is **5.9m** for dropwire/CAD55M and **5.6m** for aerial cable and the minimum re-tension height is **5.5m**.

Bridleways, towpaths, walkways, footpaths and cycle paths - The **minimum** install requirement here is **3.7m** for drop wire/CAD55M and aerial cable.

Entrances to fields from carriageways with unrestricted vehicular access - The minimum install requirement here is **5.9m** for dropwire/CAD55M and **5.6m** for aerial cable and the minimum re-tension height is **5.5m**.

Alongside roads - The requirement is **3.0m** minimum unless other crossing types are involved, in which case the highest of those crossing height requirements MUST be met.

The minimum requirement on the private property being served is for installation to be at safe heights and foreseeable hazards MUST be avoided.

The minimum requirement when serving a customer by **crossing over a neighbouring property** is for installation to be at least 3 metres above ground (over neighbouring property) and additionally at least 2 metres away from any building over which it passes. Also the installation MUST be at safe heights and foreseeable hazards MUST be avoided.

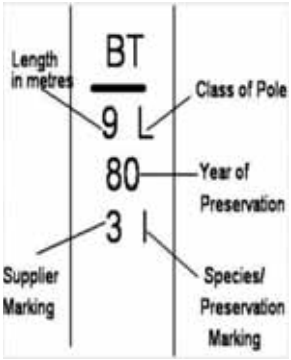
The final dropwire span over **private drives** on individual's property where only vehicular access is into garage/garaging space, where it is for cars and/or MPV's, as opposed to larger vehicles. Install dropwires and aerial cables as high as reasonably practicable on customers property/building.

Check Heights of Wires/ Cables at lowest point over carriageway/vehicle access.

- The dates to be checked have changed with effect from April 2013
- Look for the 3 metre mark
- The year of preservation shows how old the pole is.

A pole that has a year of preservation between 2000–2012 can be climbed if it passes its pre climb check.

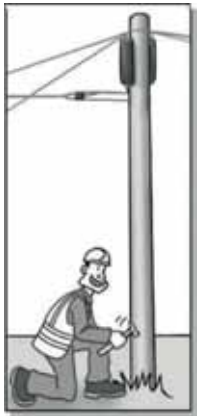
A pole that was preserved in 1999 or before needs to be checked for when it was last tested.



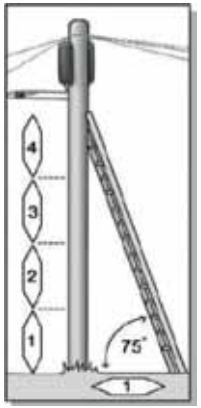
OKAY	STOP
	

- Check the A558 label on the pole
- The month the pole was tested is shown by a hole punched out of the numbers along the top
- The year the pole was tested is shown by a hole punched out of the numbers along the middle
- The left picture is an A558 label showing that this pole was last tested July 2010 and can be climbed if it passes your pre climb check The right picture is an A558 label that shows this pole was last tested December 1996 and **MUST NOT** be climbed
- Cycle **11** labels cover period 01.01.2003 – 31.12.2013 and are coloured **Sky Blue**
- Cycle **10** labels cover period 01.01.1997 – 31.12.2002 and are coloured **White**
- Cycle **9** labels cover period 01.01.1991 – 01.12.1996 and are coloured **Dark Green**
- The right picture is an A558 label that shows this pole was last tested December 1996 and **MUST NOT** be climbed

REFERENCE EPT/OHP/B058 POLE- GENERAL INFORMATION AND LAYOUT POLICY



- Ensure the Land Owner has given permission for you and your vehicle.
- Always check cable for damage prior to commencing work.
- Always test poles before climbing.
- Use mechanical access when ever possible.
- Free Climbing not permitted at anytime.
- Do not carry equipment up ladders.
- Do not over reach.



MAKE SURE THAT THE LADDER IS AT THE CORRECT ANGLE.

MAKE SURE THE LADDER IS TIED AT THE FOURTH RUNG AND LASHED AT THE TOP

REFERENCE EPT/OHP/B058 POLE- GENERAL INFORMATION AND LAYOUT POLICY

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Examples of this could be as follows

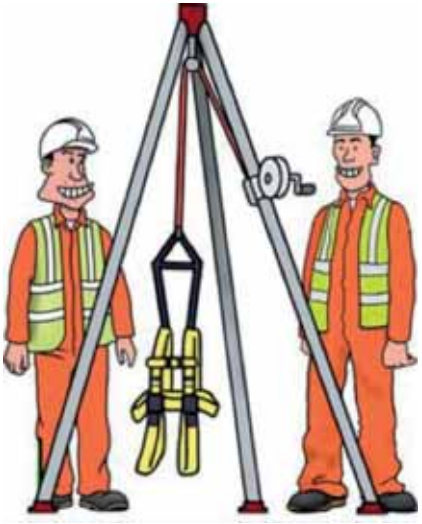
- Tank's / manholes
- Pipelines
- Boreholes
- Sumps
- Enclosed equipment

REMEMBER entry into a confined space **MUST** only be as a last resort. Look at alternative ways of doing the task; for example: inspection, sampling and cleaning operations can often be undertaken from outside using appropriate equipment and tools.

ALWAYS

Plan / discuss emergency escape routes; safety documents, equipment and personal protective equipment to be available or used, roles of responsible people during an emergency' and where necessary:

- Test and trial the emergency procedure with everyone so that they know what to do.
- Any gas alarms or incidents must be reported to the Incident Line and Line Manager as soon as reasonably practicable following the event.



NEVER enter a confined space or enclosed area if you are:

- Not trained and competent.
- Lone working.
- Without the documentation being present, correct and fully completed.
- Without an approved gas monitor and planned escape routes.
- Using a mobile phone or other device.
- Smoking.

NEVER ENTER A CONFINED SPACE IF YOU ARE NOT TRAINED, COMPETENT AND AUTHORISED

TEST ON INITIAL ENTRY INTO EVERY BOX AND AFTER BREAK TIMES IF MONITOR HAS BEEN REMOVED FOR ANY REASON.

Footway Box Key

Carriageway

Lifter TEST AGAIN AT FLOOR LEVEL ONCE WATER HAS BEEN REMOVED.

Gas test just under cover

Cover removed

Gas Test at water

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Remember - Entry into a confined space should only be as a last resort. Look at other ways of doing the job. For example: Inspection, sampling and cleaning operations can often be done from outside the space using appropriate equipment and tools.
Dangerous concentrations of gases and vapour can arise from sources both within and from outside the confined space, examples of which include:-

Gas or vapour entering from an adjoining area.
Fumes/gas emitted when sludge or other deposits are distributed. Exhaust fumes entering the working area.

Ensure the task has a through risk assessment
and you are familiar with it.
Always follow the control measures identified including any permit requirements.
Make sure adequate emergency arrangements are in place before the work starts.
You may only enter a confined space or suspected confined space IF you have had appropriate training, have the proper equipment and are complying with a safe system of work.

IF there is any doubt, do not enter - contact your supervisor.

Always check the quality of the breathable atmosphere within the confined space before entry and continuously monitor whilst working within the confined space. Appropriate equipment must be made available and be within calibration/ tested regularly. If you notice any faults in the equipment, do not use, contact your supervisor immediately.

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