



THE INSPECTION SPECIALISTS

## Inspectahire Instrument Co Ltd Health & Safety Policy

APRIL 2013

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## **1. FOREWARD**

The Mechanical Engineering, Construction, Environmental and Marine Industries cover a vast and diverse range of activities, hazards, materials, techniques, employment patterns and contractual arrangements. In these circumstances, good safety management of these projects is needed from conception through to execution if health and safety standards are to be maintained within the Inspectahire Instrument Company.

The key to achieving healthy and safe working conditions is to ensure that the health and safety issues are planned, organised, controlled, monitored and reviewed. Inspectahire Instrument Company Ltd accepts that everyone in its employment has the duty to control its work and has health and safety responsibilities to themselves workmates and any others that may be affected by their actions. Inspectahire employees and Management will ensure that working conditions comply with the current Health and Safety at Work etc act 1974 and any known updates to this act, before work begins and ensure that proposed work is not going to put anyone at risk. This therefore requires a reasonable degree of planning and organisation to achieve this objective.

The management of Inspectahire Instrument Company Ltd acknowledge that companies who are successful in achieving high standards of health and safety have health and safety policies that contribute to their business performance, while meeting their responsibilities to people and the environment in a way which fulfils both the spirit and letter of the law. The company policies are aimed at being cost effective whilst achieving the preservation and development of physical and human resources, whilst minimising financial losses and liabilities. This safety plan and the company's incorporated safety policy influences all its activities and decisions, including those to do with the selection of resources and information, the design and operation of working systems, the design and delivery of products and services, including control and disposal of waste.

Inspectahire Instrument Company Ltd has a visible and active leadership of its senior managers to develop and maintain a culture supportive of health and safety management.

Its aim is not simply to avoid accidents, but to motivate and empower people to work safely and comply with legislation.

[HSE The Law.pdf](#)

Effective health and safety management is not merely achieved by common sense. It is based on a common understanding of risks and how to control them, brought about through analysis and good management.

## **2. SAFE SYSTEMS OF WORK**

In compliance with the Health and Safety at Work Act 1974 is the responsibility of the owner or occupier of the premises where any work activity is to be carried out (e.g. the main contractor in a normal contract) to establish and maintain a "safe system of work" for his employees and also to ensure that all persons subcontractors and others working on his "premises" (or site) shall operate according to a safe system of work. Key to this safe system of work is the preparation and the compliance with Method Statements and Risk Assessments.

In accordance with the Safety Policy of the company, supervisors at all levels shall ensure that all operations are carried out in accordance with a pre-planned system and comply with all statutory regulations.

HS & E Policy Folder 2012\Managment of Health and Safety at Work Regs 1999.pdf

The following Safety Documents are mandatory safe working procedures for Inspectahire regardless of the size or complexity of the task.

## **2.1. METHOD STATEMENT**

Inspectahire follow best practice as set out in the OP 18 Docs in shared documents:

[.OP 18 Method Statement.doc](#)

The company produces method statements for all work activities or in circumstances where there is a statutory duty or contractual obligation. Method statements produced by the company will identify the safe working philosophy to be followed by those undertaking the work. The method statements could be simple one page instructions to employees where the work is simple & repetitive. More detailed documents will be required for more hazardous operations.

The following points will be considered:

- **Activities known to be hazardous e.g. use of cranes and transport, surveying rotating machinery, live plant or gas lines, process lines in operation, harbours or those activities which are unfamiliar or unusual.**
- **The need to provide suitable plant or equipment to minimise the hazards e.g. Lifting equipment and hoists**
- **The nature, timing and where necessary, the segregation of the activities of subcontractors to ensure that the activities of one subcontractor will not create hazards for another.**
- **The need to provide information, instruction and where appropriate, training on general safety, on hazards specific to a contract and within certain procedures. Such matters would include the use of restricted zones, permit to work systems, electrical equipment and use of lifting appliances. This may be covered by the induction training of personnel before they start to work on site.**
- **The need to deal with emergencies, e.g. fire, rescue, medical aid, along with the necessary environmental monitoring and surveillance.**
- **The risk during construction to or from nearby buildings, plant or people. Particular attention should be paid to risks to members of the public, including children and precautions might include fencing, barriers or security arrangements.**
- **The need for safe access for vehicles and pedestrians. The layout of the project should allow for this.**
- **The need to provide safe working places at all areas of the site.**

## 2.2. RISK ASSESSMENTS

The company acknowledges that under the Management of Health and Safety at Work Regulations 1998 it has duty to make suitable and sufficient assessment of the risks to health and safety of its employees whilst at work. It also considers the risks to health and safety of persons not in its employment but who may be affected by its undertakings.

The company recognises that each of its places of business is unique in terms of the nature of what is done, the materials and plant in use, and the people carrying out the work whether they are company employees or not. The detailed action necessary at each place must therefore be specific to that place and site management must carry out an appraisal to highlight those parts of the work which involve identifiable hazards to health and safety.

Inspectahire follow best practice as set out in the HSE Guidance Note:

[indg163 Risk Assessments Guide Five Steps.pdf](#)

Inspectahire have introduced formal Risk Assessment procedure for all their principal activities specific to each of their areas of work.

### **Level 1: Risk Assessment:**

This assessment shall be compiled by one of the Inspectahire Management Team or Technician Level 01 with formal training in Risk Assessment and reviewed by a second member prior to issue. Level 1 Risk Assessments are for simple tasks involving limited hazards and routine work. Guidance on OP 27 doc:

[OP 27 Level 1 Risk Assessment Procedure.doc](#)

### **Level 2: Risk Assessments:**

This assessment shall be compiled by a work group which will consist of Inspectahire Management, Work Party as a minimum of 3 people. Level 2 Risk Assessments shall be mandatory for all tasks deemed to be hazardous: Guidance on OP28 doc:

[OP 28 Writing a Risk Assessment Level 2 Procedure.doc](#)

- **Working in Explosive Hazardous Areas**
- **Working at Height including Rope Access**
- **Confined Space**
- **Use of hazardous materials**
- **Working over or on water**
- **Working with Ionising Radiation**

The Level 2 Risk Assessment shall be reviewed & approved by the Inspectahire Person in charge of HS&E prior to issue or task starting.

A Step Change in Safety Form will be issued with the work pack and completed by the Inspectahire Team Leader prior to the on site work stating paying close attention to the control measures and any isolations etc. that have been put in place to negate the hazards.

All employees of the company are encouraged to review specific risk assessments applicable to their activity.

An Inspectahire Management review will be carried out on all Risk Assessments on an annual basis and after any Incident/Accident report or any change to the Risk Assessment format.

### **3. SAFETY ADMINISTRATION (CDM)**

On award of a new contract the Construction (Design & Management) Regulations 1994 (CDM) place duties on contractors to plan, co-ordinate and manage health and safety throughout all stages of a construction project.

The company will co-operate with the Principal Contractor and provide relevant information on the health & safety risks created by its work and identify how they will be controlled.

Where it is appropriate our design personnel will ensure they carry out their duties as defined within the scope of the CDM regulations, normally the company works to clients' design procedures and drawings. In those circumstances where Inspectahire Instrument Company Ltd carry out this function, they will apply the following criteria:

- **Design the work activity to avoid risks to health and safety**
- **Review with others the risks at source**
- **Reduce or control the risks by other means with the aim of protecting those who may be exposed**

The company Design Engineer(s) would make suitable arrangements through periodic design reviews and approval verification procedures to ensure designs and detailed drawings take account of installation and work methods at all stages, and that special considerations are suitably highlighted.

Inspectahire Instrument Company Ltd are committed to managing their work so that they comply with the guidelines laid down in a client's health and safety plan along with the appropriate directions from the Principal Contractor on contracts where CDM apply.

The company will provide information for the health and safety file, notify the Principal Contractor about injuries, dangerous occurrences and ill health. Provide information to their employees including self – employed personnel about issues which affect their work activities.

When new contracts commence the Safety Manager/Senior Manager will visit the site as early as possible and will ensure that the necessary site registers, safety information, abstracts etc. have been displayed or maintained. He will advise as necessary on such matters as fire fighting equipment, safe working procedures, method statements, risk assessments, COSHH etc.

Where it is considered necessary following a site safety inspection a site safety report will be issued. It will detail observations and safety infringements along with appropriate remedial action. The senior company representative on site will take whatever action is deemed necessary to comply with the requirements of the safety report, and ensure compliance with statutory regulations, codes of practice including the provisions of the company Safety Policy document.

## **CONTROL AND SUPERVISION**

Health & Safety Guidance Doc:

### **Managing Health & Safety.pdf**

Good supervision is essential to monitoring healthy and safe conditions. Inspectahire Instrument Company Ltd employ suitably competent and trained supervisors who are fully aware of what they are expected to do and how they are expected to do it. They acknowledge that the greater the risk, the greater the degree of control and supervision required.

No work will be carried out otherwise than under competent supervision. Supervisors and others with managerial or supervisory responsibilities will be trained and experienced in the operation for which they are responsible. They will also be aware of relevant health and safety legislation which applies to the work for which they are responsible, including being conversant with appropriate safe methods of working.

Supervision will be familiar with current legislation applicable to CDM Regulations, risk assessments and manual handling. The Company has a standard procedure for fulfilling its obligation on this issue. The use of Method Statements and Risk Assessments will form an important part of the Supervisors role in controlling the work place environment. He will audit his areas in line with the guidelines contained in such documents. Site Supervision will ensure that written work procedures, Method Statements, Risk Assessments, COSHH Assessments, etc. are fully complied with at all times, where applicable this will be in line with best practice or CDM safety file procedures if in place.

## **4. SAFETY COMMUNICATION**

Efficient and effective communications are vital if the safety objectives specified in this Safety Management System are to be successfully achieved. It is a requirement that a structured approach to receiving and disseminating safety information in clear unambiguous terms be operated.

Communications shall be in two forms, written and fact-to-face. Written communications shall consist of:

- Managing Director's Health and Safety Policy Statement
- Inspectahire Safety Management System
- Company Safety Rules – Basic rules that are to be followed by employees.
- Health and Safety Handbook – An CD based document issued to all staff summarising key points contained within the Safety Management System
- Safety Bulletins & Staff Meetings – To impart safety information to staff. Typical usage would involve disseminating learning points identified during accident or near miss investigations.
- **Method Statements** – These are to be prepared for all activities and give a step by step breakdown of the task
- **Risk Assessments** – These are to be prepared for all services and activities carried out at all work locations.



- **Audit & Review-** An audit and review of all the processes and documents above shall be carried out by Inspectahire Management on an annual basis.

Structured safety meetings shall be held to facilitate the transfer of safety information to and from staff. Safety issues that cannot be resolved at local level shall be passed up for discussion at the next senior level of safety meeting. Matters requiring changed in policy shall be discussed at the monthly safety meeting chaired by the Operations Director or a Management member of staff delegated to stand in for him.

## **5. TRAINING IN HEALTH AND SAFETY**

The requirements for training in matters of health and safety are well established in legislation. Inspectahire Instrument Company Ltd acknowledge the duty placed on them by the Health and Safety at Work, etc Act 1974 to ensure that employees receive the necessary the necessary instruction, information and training to enable them to perform their functions correctly. The Management of Health and Safety at Work Regulations 1998 expanded this requirement to link training with the capability to perform the individual's particular work task. The CDM Regulations 1994 supplement the above and endeavour to ensure training is co-ordinated and in place to satisfy the overall safety training culture.

The company currently looks at three categories of training:

### **5.1. MANAGEMENT (includes Directors, Project Managers)**

The company provides a general course, designed to provide management with an understanding of their responsibilities for health, safety and welfare. It includes:

- Legal obligations**
- Health and Safety planning**
- Safety Management**
- Common health and safety issues – Manual Handling**
- Personal Protective Equipment**
- First Aid provisions**

### **5.2. FIRST LINE SUPERVISION (includes CCTV Technician Level 1)**

The training for first line supervision provides an understanding of current standards of accident prevention and the avoidance of occupational ill-health. It also includes a fundamental detailed knowledge of good working practices. They attend a similar course to site management but specifically aimed at the control on site of the hazards associated with day to day activities i.e.

- Site Safety Management**
- Working at height**
- Manual Handling**
- Risk Assessments**
- Accident Prevention**

Supervisors may also attend the Managing People Safely Course Level 02 run by the British Safety Council or IOSH.

### **5.3.EMPLOYEES**

On recruitment, site operatives receive a health and safety induction which alerts them to all the significant risks associated with their work. It outlines the management systems in place to identify and eliminate or minimise those risks. It includes the means by which operatives can communicate any issues they have a concern about. Overall it explains the company philosophy for safety as detailed in its safety policy document.

**CBT** (Compulsory Basic Training) Offshore training is also carried out as a standard for CCTV Technicians and this includes, Risk Assessment, Manual Handling, COSHH, Working at Height STOP training to a basic user level.

Further in-house training courses are run dealing specifically Inspectahire Risk Assessments and hazards that can be encountered whilst carrying out CCTV Inspection core tasks.

The company actively participates in the CSCS and PTS with a significant proportion of its personnel including supervision registered as having successfully completed the training.

On a regular basis the company holds 'toolbox talks' to maintain an on-going information/training culture, therefore expanding employee's safety awareness and knowledge.

Where necessary the following further training will be given to company personnel.

- HP Water Jetting**
- Safe Working at Heights**
- Confined Space Entry**
- Explosion Proof CCTV**
- Mobile Elevating Platforms**
- Rigging & Slings**

### **5.4.COMPANY INDUCTION**

The company site management will make arrangements for an induction course for all employees including any sub contractors to cover the following aspects.

#### **5.4.1. Employer's Duties**

- Safety Policy
- Safe Working Provisions
- Availability of Safety Equipment
- First Aid & Welfare Facilities

#### **5.4.2. Employees' Duties**

- Safe Working Practices
- Safe Systems of Work
- Utilisation of Safety Equipment
- Housekeeping / Working Practices

#### **5.4.3. Personal Protective Equipment**

Safety Helmets  
Safety Footwear  
Hearing Protection  
Eye Protection  
Respiratory Equipment

#### **5.4.4. Accident Reporting**

Reporting of Incidents  
Accident Book Entry (Location)  
Company Reporting Procedure  
Client's Reporting Requirements  
Lost Time Accidents

#### **5.4.5. First Aid Facilities**

Location of First Aid box  
Client's First Aid Procedures  
Emergency Phone Numbers  
Procedure for Summoning Assistance  
First aid at Work.pdf  
HSE\_First\_Aid\_at\_Work\_Guidance.pdf

#### **5.4.6. Emergency / Fire Procedures**

Emergency Telephone Numbers  
Emergency Assembly Points  
Details of Alarms (if applicable)  
Basic Site Fire Precautions

#### **5.4.7. Safety Hazards**

Working at Height  
Safe Systems of Working  
Handling Materials  
Housekeeping

#### **5.4.8. Site Transport**

Authorised Drivers  
Speed Limits  
Carrying Passengers  
Maintenance Checks

#### **5.4.9. Fork Lift Trucks**

Certified Drivers  
Reversing Alarm  
Flashing Light  
Maintenance Checks

#### **5.4.10. Lifting Equipment**

Weekly Inspections  
Method Statements  
Working Practices  
Competent Rigging Personnel

#### 5.4.11. Risk Assessments

Company Procedure  
Typical Assessments

#### 5.4.12. Manual Handling

Guidelines for Lifting & Lowering  
(Discuss HSE Guidelines)

**Note:** All personnel are to receive specific information applicable to the hazards associated with their activities whilst working in Zoned or hazardous areas under the DESAR Regulations to see a copy of these regulations click on this hyperlink:

[DESAR ACOP & GUIDANCE.pdf](#)

## 6. POLICIES

### 6.1. ACCIDENT REPORTING

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Reporting accidents at work.pdf](#)

HS & E Policy Folder 2012\RIDDOR REGS UPDATED 2012.pdf

To enable Inspectahire to carry out its responsibilities under current regulations (RIDDOR- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999), the following procedures will apply:

The injured person, or someone acting on their behalf, **must report every injury** resulting from an accident at work to the person in charge of the place where the accident happened, as soon as possible after the occurrence so that this can be recorded on a company Accidents Incident sheet QMF 18.

Details of the occurrence **must be recorded in the accident book** by the injured person, or someone acting on their behalf, completed Accident/ Incidents report forms are to be forwarded to Aberdeen Office within 24 hrs.

The same reporting structure will apply in the event of a near miss or dangerous occurrence at a work site or so called near miss.

A Temporary worksite with a duration of more than two weeks will be supplied a second accident incident book for use at that site during the lifespan of the workscope.

Details of any accident or near miss must be reported to the Safety Manager as soon as possible after the accident/incident occurs.

Accidents resulting in **more than 07 days absence** are to be reported as soon as it is known the absence will be more than 07 days from April 2012.

Accidents resulting in death, major injury or admission to hospital for more than 24 hours must be reported to the HSE without delay by telephone or the quickest possible means.

The company accident/incident report form QMF 18 is to be fully completed in reporting all accidents/incidents and to confirm verbal reports. Reports should include statements from the person in charge, witnesses and the injured person if possible, and also a sketch of the location of the occurrence and make, type and identification of any moveable equipment involved. The Safety Manager will complete and submit the Statutory Report (F2508) to the enforcing authority upon receipt of the above information.

## **6.2. FIRST AID**

Inspectahire follow best practice as set out in the HSE Regulations & Guidance Note:

HS & E First Aid REgs 1981.pdf

**First Aid ACOP.pdf**

The company will provide first aid boxes at its premises. Site boxes will be provided where appropriate; many large industrial complexes have their own on site medical facilities. These boxes will be replenished or replaced as necessary to ensure compliance with the Health & Safety (First Aid) Regulations 1981. When appropriate trained first aiders will be assigned to project under normal circumstances Supervisors will fulfil this role.

Where the number of employees on site is less than 50, and a trained first aider is not provided, an “appointed person” shall be nominated to take charge of the situation should a serious injury or major illness occur.

The company nominates the engineer/supervisor in charge of sites, as the “appointed person” by virtue of his ability to handle an emergency, summon assistance e.g. (ambulance) and also be responsible for first aid equipment.

## **6.3. EMPLOYEE CONSULTATION**

The company’s commitment to health & safety is with the full co-operation of all employees so that no person is exposed to unnecessary risk to aid in this a Safety Representative (Mark MacLennan) shall be elected by company employee’s vote. Employees are encouraged by the management to fulfil their responsibilities and may at any time suggest new policy with respect to improving the working conditions of all employees.

## **6.4. STAFF TRAINING**

Inspectahire maintains a policy of continuous training and development for employees, tailored to the needs of the individual. This policy is based upon the following principles:-

- Identification of the needs and requirements of our customers, in order to achieve appropriate training and certification standards for our personnel.
- Compliance with statutory regulations and guidelines, according to the area the employee is working in.
- Maintenance of up to date records for each employee, with copies of certificates, to enable rapid selection of the right person and documentation to the client. Expiry dates for survival and medical certificates are to be recorded and computerised database to facilitate course learning.

- Application of North Sea training standards to personnel working world wide, to achieve both a uniformly high standard of training and flexibility of deployment.
- Regarding training as an on-going process, including “on the job” instruction where possible.
- Consideration of the needs and abilities of each individual, in order to provide a progressive career for all personnel.

## **6.5. YOUNG PERSONS/ NEW STARTS**

Inspectahire follow best practice as set out in the HSE Guidance Note:

### [Young Persons at work.pdf](#)

All employees have duty under the Health & Safety at Work Act to take reasonable care of their own safety and the safety of other persons. Employees are asked to pay particular regard to the safety of new employees and young persons.

Separate Risk assessments taking into consideration strength and knowledge will be undertaken when employing new starts and young persons.

A mentor will be appointed to look after this person for a period of time on starting length of mentor period will be decided on person’s ability and merit.

## **6.6. EXPECTANT MOTHERS**

Inspectahire as an employer has a duty of care to all new & expectant mothers. Due care an attention will be given to these individuals in allocating there tasks working hours etc, The HSE Guidelines will be followed.

### [20110629 EDQ035 V1 RA New Expectant Mothers1.pdf](#)

### [The law new & expectant mothers.doc](#)

Pregnant Workers & Risk Assessment.doc

Management of Health and Safety at Work Regs 1999.pdf

## **6.7.DRUGS / SMOKING / ALCOHOL**

The company maintains a strict stance on the possession, use and consumption of drugs or alcohol.

Employees must not present themselves for work under the influence of drugs or alcohol. The possession or use of any drugs unless medically prescribed by a doctor is strictly prohibited on board any installation or vessel, railway or when on Inspectahire business. Regarding prescribed and over-the-counter medications, it is the responsibility of the employee to inform their pharmacist/medical practitioner of the nature of their job, and to discuss known possible side effects of medication with their Medic or responsible person at the client site where it has implications for health and safety relating to the employee’s duties at work.

The unlawful distribution of any drugs when engaged on Inspectahire business is strictly prohibited. Personnel are made aware that anyone found unlawfully in possession of, abusing the use of, or handling or distributing drugs will be summarily dismissed, and reported to the appropriate authorities where they may also face prosecution under applicable national or international law. Possession and sale are criminal offences under the Misuse of Drugs Act 1971.

Consumption and / or indiscriminate use of alcohol can put the safety of individuals and plant at risk. Employees of Inspectahire are required therefore to conform to a policy of non-consumption of alcohol whilst on Client sites and undertaking company business.

When an employee's health, attendance or work performance is affected by an alcohol or drug-related problem, he or she will be dealt with under the relevant procedure for managing performance.

Misconduct related to consumption of alcohol and / or drugs will be dealt with under the relevant disciplinary procedure, which may lead to dismissal.

This policy, in relation to drugs and alcohol, is designed to achieve the following:

- **A working environment free from the effects of alcohol and drugs**
- **Encouragement of employees who suspect or know they have an alcohol or drug-related problem to seek help voluntarily**
- **Reduce the personal suffering of employees, with alcohol or drug-related problems, and their dependants**
- **Provide practical guidance to management and employees on how to deal with all alcohol or drug-related problems effectively**
- **Promote a climate which will reduce the tendency to conceal or deny alcohol or drug-related problems.**
- **Inspectahire promotes a smoke free policy in all its premises and on sites.**

The above alcohol, drugs and no-smoking policy will also apply to other persons working for, or on behalf of, Inspectahire. This includes agency workers and sub-contractors.

HS & E Guidance: [Alcohol at work.pdf](#) & [Drugs at work.pdf](#)

## **6.8. EMERGENCY PROCEDURES**

### **6.8.1.Fire**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Emergency Procedures.pdf](#)

**Office RA Level 02 Fire Risk Assessment.doc**

A suitable and sufficient Fire Risk Assessment has been completed for the Office & Workshop facilities at Whitemyres Business centre, all staff are logged in by a T card system on the wall and all visitors are made to sign the visitors book and given a short fire brief as in what to do in the event of a fire on the premises. The Assessment is reviewed and kept up to date with any changes to the Fire Regulation changes. Fire Drills are carried out on a 3 monthly basis to test the systems in place and review if required.

### **6.8.2. Fire at site location**

The Client's company procedures will be implemented in their entirety and their expectations during an event outlined to the Team Members during inductions and or Tool box talks.

### **6.8.3. First Aid**

Inspectahire follow best practice as set out in the HSE Guidance Note:

#### [First aid at Work.pdf](#)

The company will provide first aid boxes at its premises. Site boxes will be provided where appropriate; many large industrial complexes have their own on site medical facilities. These boxes will be replenished or replaced as necessary to ensure compliance with the Health & Safety (First Aid) Regulations 1981. When appropriate trained first aiders will be assigned to project under normal circumstances Supervisors will fulfil this role.

Where the number of employees on site is less than 50, and a trained first aider is not provided, an "appointed person" shall be nominated to take charge of the situation should a serious injury or major illness occur.

The company nominates the engineer/supervisor in charge of sites, as the "appointed person" by virtue of his ability to handle an emergency, summon assistance e.g. (ambulance) and also be responsible for first aid equipment.

## **6.9. COSHH ASSESSMENT**

Inspectahire follow best practice as set out in the HSE Guidance Note:

#### [indg136 COSHH.pdf](#)

#### [COSHH Regs.pdf 2002](#)

The management takes all reasonable steps to ensure that a suitable and sufficient assessment is made with regard to work connected with hazardous substances with which employees may come into contact. In return, employees are required to make full and proper use of any control measures put into place and report any defects in any of these control measures.

At site it is the duty of care of the client to provide MSDS sheets and COSHH assessments of any hazardous substance that Inspectahire employees may come into contact with this information should be supplied prior to the task Risk Assessment taking place but the Inspectahire Team leader has the right to ask the client for this information if any change to workscope.



## 6.10. PERSONAL PROTECTIVE EQUIPMENT

Inspectahire follow best practice as set out in the HSE Guidance Note:

### [PPE Regulations 1992 Guide.pdf](#)

PPE Regulations 1992 (as amended).pdf

hsg53\_respiratory\_protective\_equipment\_at\_work.pdf

The company acknowledges its responsibility under the Management of Health and Safety at Work Regulations 1998 to assess risks at work. Where a risk cannot be controlled adequately by other means, they have a duty to provide suitable PPE. The general requirements for the provision and use of PPE are outlined in the Personal Protective Equipment at Work Regulations 1992.

Each employee is provided free of charge with PPE as considered necessary by the responsible manager / supervisor or as is required by specific conditions on a contract and a locker in which to store this equipment when not in use.

A one for one PPE replacement program operates if the equipment is lost or damaged in the case of loss due to misconduct the employee will be charged for the replacement of the lost equipment.

Inspectahire Instrument Company Ltd operates a scheme where employees acknowledge their responsibility for compliance with utilising personal protective equipment. This aspect is also covered within the safety induction training and highlighted as being a fundamental part of the assessments undertaken to review work activities. Where necessary specific or detailed training will be given to those personnel who have to wear PPE i.e. face fit for half mask of full mask BA.

## 6.11. MANUAL HANDLING

Inspectahire follow best practice as laid out in the HSE Guidance Note:

### [Manual Handling.pdf](#)

No person shall be required in the course of their work to lift, carry or move a load, so heavy as to be likely to cause him or her injury.

There are two types of Manual Handling Risk Assessments currently in use with Inspectahire.

[Rapid Manual Handling Risk Assessment](#) QMF 31 this is a quick assessment supplied in the workshop and in all work packs that cover most Manual Handling tasks encountered during normal workscopes.

1. [HS & E MAC Assessment](#) : is carried out by an Inspectahire Team leader or management supervisor when there are any extra Manual Handling activity's identified during the task Risk Assessment.

## **6.12. FORK LIFT TRUCK**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Fork Lift ACOP.pdf & Safety in working with lift trucks guidance.pdf](#)

Use of the Fork lift truck at Inspectahire workshop facility is confined to trained Fork Lift operators only. A Fork Lift Risk Assessment has been carried out for general tasks for use of a fork lift. The fork lift is checked on a daily (as used) basis as well as undergoes monthly checks by trained operator, an annual check is carried out by an independent certified body to ensure compliance with current HS& E Regulations.

## **6.13. NOISE**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Noise at work.pdf](#)

In the office environment the company does not operate any plant or equipment that may be defined as producing excessive noise.

Whilst visiting a Client's site Inspectahire employees will observe all notices on the site that may refer to noise and wear the relevant ear protection provided by the company or the Client. They will strictly comply with any noise level or working hour restrictions, which have been imposed upon the undertakings of the works.

Inspectahire supply both helmet fitted ear defence and moulded internal hearing protection to all Offshore employees.

## **6.14. ELECTRICITY**

Inspectahire works towards the Electricity at Work Regulations 1989 and guidelines notes at all times a copy of which can be found in shared documents

[The electricity at work regulations 1989.doc](#)

Also a guideline document Electricity at work: safe working practices can be found here:

[hsg85.pdf](#)

Company employees will take reasonable precautions with regard to electrical appliances. Ensuring that all connections, power points, cables etc. are in a safe working condition and that any faults are immediately reported and repairs or replacements carried out. The company provides circuit breakers in order to protect appliances such as computers and associated hardware.

Qualified Inspectahire employees will perform routine inspection of portable electrical equipment

All persons operating and working with electrical equipment shall be trained to apply the correct treatment for electric shock.

## **6.15. DEMOLITION/EXCAVATION**

The company does not operate any demolition or excavation activities. Should company employees be in the locality of either of these activities during the course of their work they will observe local notices and take reasonable precautions and complete a Level 02 Risk Assessment prior to any work starting.

## **6.16. WORKING WITH IONISING RADIATION**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[ACOP Working with ionising radiation.pdf](#)

[Ionising Radiation Regulations 1999.](#)

Inspectahire have an appointed RPA Mr Brian Heaton, Aberdeen Radiological Protection Services who acts as a consultant on behalf of the company when employed to carry out this type of work task.

The standing Method Statement and Risk Assessment as outlined above will take place in regard to tasks involving ionising radiation and will come under Level 02 status for Risk Assessment but will be carried out by Inspectahire qualified RPS (Radiological Protection Supervisor) and checked by John Rennie Operations Director prior to issue.

## **6.17. TRACKSIDE WORKING**

Inspectahire follow best practice as set out in the ORR Guidance Note:

[trackside-safety-red green-zone.pdf](#)

Inspectahire have qualified PTS (personal Track Safety) trained personnel and part of the core business for the company is to supply personnel and equipment for working trackside under the Track Possession System where the line is under control to allow for different tasks to be undertaken.

All Inspectahire employees working on trackside work will have PTS training in date and carry there PTS cards and log books to all worksite and work under the guidance of the COSS (Control of Site Supervisor). They will also don appropriate PPE for working trackside this is Orange boiler suits, Jackets or waistcoats with EN Class EN471 but also the Railway Group Standard GO/RT 3279.

Inspectahire standard HS & E policies will apply also to all trackside tasks ie Method Statement and Risk Assessments specific other rail enquiries can be found in the shared documents server under HSE INS Risk Assessment.

## 6.18. CONFINED SPACES

Inspectahire follow best practice as set out in the HSE Guidance Note:

### [Confined Space Safe Working.pdf](#)

No persons employed by the company shall be required to enter a space that by its dimensions, access and egress is defined as a confined space, unless qualified by training and in the possession of the required certification.

During the planning stage of a project that may require entry into a confined space all alternatives methods of carrying out the work are fully investigated. All personnel required for supervision, attendants and rescue would also be fully trained and competent to carry out their role.

All necessary equipment to enter a confined space and attend an entry is provided by the company. As due to the hazardous nature of confined space entry a Stage 2 Group Risk Assessment comprising the Team due to make the entry and a senior member of Inspectahire Management will take place to ensure that all hazards have been identified and all control measures possible are in place prior to the task being carried out.

## 6.19. UNDERGROUND / OVERHEAD SERVICES

Inspectahire follow best practice as set out in the HSE Guidance Notes:

Under Ground: [Under Ground Working.pdf](#)

Over Head Services: [Overhead Services Safety.pdf](#)

Where a project requires site works checking for underground and overhead services forms part of the planning procedures. All available sources of information including utilities and owners of services are contacted and liaised with. All services are located prior to commencement of works and safe methods of work are implemented during the works. On no account are any assumptions made as to the number, type or exact location of services.

## 6.20. CRANAGE – Mobile Access Platforms & Cranes

Inspectahire follow best practice as set out in the HSE Guidance Note:

**MEWP** (Mobile Elevated Working Platforms):

[MEWP Safety.pdf](#)

**Cranes:** [towercranes.pdf](#)

Inspectahire do not usually usage cranes to carryout normal or routine work activities. However to gain access to sites in remote locations on plant it may be necessary for cranes or mobile access platforms to be used. They are the preferred means of lifting on many client sites and where required should be sought from the client. The company does not employ anyone competent to operate a crane or mobile platform however an awareness of the approach to be taken when around them is appropriate.

The client is required to show the Inspectahire Team leader the certification for the mobile platform / crane prior to use and all other appropriate documentation ie operator certification, method statement and risk assessment for the task.

## 6.21. **LIFTING OPERATIONS and EQUIPMENT**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[LOLER 1998 Guideline.pdf](#)

**HS & E Policy Folder 2012\LOLER REGS 1998.pdf**

Inspectahire will do not employ riggers specifically but those involved in moving equipment by lifting will be competent rigging personnel or Rope Access Technicians who are experienced in the types of work that they have to undertake. Their credentials will be checked and their capabilities assessed as appropriate.

The Statutory Provisions which apply to lifting operations are contained in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Every lifting operation will be properly planned. Where appropriate the plan will be in writing, with either a method statement or risk assessment or both.

All statutory inspections and thorough examinations of ropes, strops, and lifting gear will be carried out prior to any equipment arriving on site. Copies of the test inspection certificates/records will be available.

All equipment used for camera lift & lower only will be stored in a proper manner. It will be visually inspected on a 12 monthly basis by a qualified Technician or outside Inspection Company to identify any wear and tear or damage. Records of all equipment held on site will be maintained.

All equipment used for man lift & lower only will be stored in a proper manner it will be visually inspected on a 06 monthly basis by a qualified Technician or outside Inspection Company to identify any wear and tear or damage. Records of all equipment held on site will be maintained.

## 6.22. **WORKING AT HEIGHT**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Working at Height Reg 2005.pdf](#)

When planning for work at height Inspectahire will consider where the work will be done, the nature or duration of the work and this will influence what working platform is most appropriate. Traditionally much work has been done from scaffolding, however, other means of access such as mobile elevating work platforms, tower scaffolds, ladders or abseil offer advantages and disadvantages.

All work at working at height shall have a Working at Height Risk Assessment Level 02 carried out copies are in the job work pack and in the workshop and are available on shared documents:

[.Working at Height \(Workshop\) Risk Assessment Rev 04.doc](#)

The following guidelines are used by the engineers/supervisors to assess the steps to be taken before allowing work at heights to take place:

Can the working at height task be carried out in another way to avoid the hazard if not carry out the following:

- **Check there is a safe method of getting to and from the work area.**
- **Decide what particular equipment will be suitable for the job and conditions on the project.**
- **Make sure working platforms have suitable edge protection.**
- **Check that equipment is within certification and in good condition.**
- **Supervise those who use the equipment to ensure that they use it properly.**
- **Areas below work locations will be suitably barriered off to minimise the risk of personnel being injured from falling material.**

*When selecting a means of access they will note:*

- **Only when it is not practicable to provide a work platform with guard rails should other means of access be used**
- **Only use harnesses and lines to provide safety as a last resort. They only provide protection for the person using the harness in the event of a fall, they do not prevent falls.**

## **7. ROPE ACCESS WORK**

Inspectahire will work ACOP and employ this as standard:

[ropeaccess.pdf](#)

All rope access work will comply with IRATA standards and only by IRATA Trained personnel under the supervision of a qualified Level 3 Rope Access Technician offshore Level 02 Technicians can carry out this function on on-shore works.

Equipment for the work task shall be issued from the Inspectahire store by the PPE trained competent person (Mark Murray) and checked prior to issue to ensure it is within date and in a good state of repair.

At the end of the work task all equipment returned to Inspectahire will be checked in by the PPE competent person and any damaged equipment shall be put in the quarantine bin provided in the rigging store.

### **7.1. SCAFFOLDING**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Scaffolding Info Sheet.pdf](#)

When scaffolding is required Inspectahire Ltd will ensure that all scaffolding is erected, maintained and dismantled in accordance with the requirements of the Construction (Health, Safety and Welfare) Regulations 1996.

All scaffolds will be inspected weekly by a competent person on behalf of the employer whose employees are using this will be carried out on behalf of the company by the scaffold contractor.

The inspections will be recorded on an appropriate report form a “scaff tag” or similar system will be adopted by the scaffold contractor undertaking the erection work.

The scaffold contractor will identify the person responsible for scaffold inspections and nominate this person in writing to the company; all weekly inspection reports will be retained and audited by the Company Safety Manager/Adviser.

The scaffolding contractor will be instructed to erect all scaffold in such a manner as to ensure a safe system of working is adopted at all times, where applicable, written procedures will be requested. It is expected that scaffolders will be familiar with the NASC Guidance SG4:00

Mobile tower scaffolds will be used in accordance with the recommendations contained in the information document from the HSE.

HS & E Policy Folder 2012\HSE Guidance Tower Scaffolds.pdf

The company will assess personnel erecting such assemblies as competent; their proficiency will be nominated in writing. Training will be given to those individuals without the necessary skills.

## **7.2. VEHICLES AND MOBILE PLANT**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Workplace Transport Safety.pdf](#)

The company acknowledges that vehicles and mobile plant must be properly maintained and managed whilst they are on a project or within its operations bases. This will reduce the risk of

potential injury to vehicle operators and employees. All personnel operating such plant and equipment will be trained either internally or by independent training organisations.

Company Vehicle checks are carried out on a weekly inspection basis and a visual check shall be carried out by the driver of the vehicle prior to any journey.

## **7.3. CONTROL OF THIRD PARTIES**

All third parties which include sub-contractors and visitors will be given adequate information on health and safety, explaining the Company rules and regulations as well as information issued by clients and or main contractors.

All non-employees will be expected to report to the site supervisor when they enter the premises or site and must conform to the rules and regulations set down in the information provided.

Contractors must also submit appropriate information before commencing work to ensure their safety procedures are compatible.

#### **7.4. STATUTORY TESTS/ EXAMINATION AND INSPECTION OF EQUIPMENT**

Under the HSE guidance note the PUWER regulations are followed with all working equipment.

HS & E Policy Folder 2012\PUWER Pegs 1998.pdf

A number of items of plant require to be tested and examined, other rely on regular inspection. The following system has been introduced to ensure that plant remains in a safe condition.

- The statutory testing and examination of electrical equipment, lifting appliances and tackle will be carried out in accordance with current statutory requirements and appropriate records kept.

An up to date inventory of all plant which requires be testing and examining will be kept and defects mentioned in subsequent reports, prioritised and action to minimise risk. Remedial work will be recorded to show the steps taken to deal with the particular problems.

#### **7.5. TOOL BOX TALKS**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[communications-toolbox-talks.pdf](#)

The culture of doing a Tool box talk prior to carrying out a work task is supported by Inspectahire and all Technicians Level 1 and or Supervisors are instructed the use of this part of the safe system of work and the benefits. At any time any member of the Inspectahire work party can stop the job if he is unsure of the task, thinks the task is being carried out in an unsafe manner or the task is exposing them and or others to undue risks.

The individual involved will be supported by all levels of Inspectahire supervisors and others and action will take place to make the situation safe this may even just be a better explanation of the task by the supervisor or further control measure being required.

#### **7.6. MANAGEMENT CONTRACTORS**

Inspectahire follow best practice as set out in the HSE Guidance Note:

[Managing Subcontractors.pdf](#)

Under the terms of their contract they are obliged to comply with the requirements of Health & Safety at Work Act 1974, with the Inspectahire Health & Safety Policy and any rules applicable within the Project Safety Plan, related Method Statements and Risk Assessments.

An informal audit of the contractors will be undertaken at the soonest possible opportunity to check that they have the correct documentation and certification in place prior to work tasks starting.



## 8. MONITORING SAFETY PERFORMANCE

HSE Guide:

### [Monitoring Safety Performance Guide.pdf](#)

Planned General Inspections (PGIs) are carried out, these are health and safety inspections in order to verify that operating conditions do not adversely affect the health and safety of employees and others, Planned General Safety Inspections QMF 34 are carried out routinely by Inspectahire management in the office, workshop and work sites when possible.

Snap Safely Inspections also take place to ensure that site controls and safety procedures are being complied with.

From these inspections any recommendations are distributed to key personnel with an appropriate action column to ensure remedial work is progressed. These reports are reviewed by the appropriate Director to verify that all recommendations have been satisfactorily implemented

Accident / Incident records from all employees will be collated by the Safety Manager as soon as possible and reviewed.

The purpose of this is:

- **To identify common causes of accidents / incidents.**
- **To recognise trends in accident / incident rates and to trigger corrective action.**
- **To compare actual performance with the objectives set.**
- **To identify good performance and enable it to be publicised.**

In addition to the above, safety performance on individual customer sites shall be recorded and collated

## 9. AUDITING

Full and periodic auditing of the Safety System will take place in accordance with Inspectahire Quality Management System OP 29:

### [OP 29 Internal Auditing.doc](#)

- **To ensure that procedures / arrangements are in place to meet the objectives of the system.**
- **To monitor compliance with the requirements of the system.**
- **To ensure that workplace activities are being conducted safely.**

Various levels of audit shall be conducted ranging from full safety assurance Audits to safety walks in workshops.

## 10. ENVIRONMENTAL STATEMENT

Inspectahire applies the following environmental principles to all its activities:

- We are committed to continual improvement of our environmental performance, in areas including :
  - Efficient use of energy.
  - Efficient use of packaging and minimisation of solid wastes.
  - Effective management of our consumption of non-renewable resources.
  - Management and minimisation of our solid wastes.
- We are committed to reviewing each project for means of minimising its environmental impact.
- We involve our staff fully in reviewing their work and the downstream implications in terms of environmental considerations. Our staff shall receive training, where appropriate, to manage or respond to environmental risks.
- Wherever practicable recyclable materials are incorporated in our processes and services
- We shall ensure adequate procedures and provisions are made to control land, air and water pollution, waste, litter and noise.
- We are committed to working in accordance with the principles of BS 7750/ ISO14001.
- We encourage the understanding of our environmental policy and objectives by all those whom we interface.
- We are committed to providing the resources to enable us to implement our environmental policy.
- We help prevent or minimise environmental impact to agricultural farmland, waters and wetlands, plant and wildlife habitats, Sites of Special Scientific/Scenic Interest (SSSI) or sites where Tree or Hedgerow Preservation Orders have been established.
- Suitable arrangements shall be made for the correct disposal of waste, including equipment, materials, substances and scrap under the Environmental Protection (Duty of Care) Environmental Protection Act 1990:
- [waste-man-duty-code.pdf](#)

Policy Reviewed:

John Rennie  
Operations Director  
April 08<sup>th</sup> 2013