The rules contained within this document are designed to ensure that any risks from site operations are minimised. These rules apply to all operations on site and supplement existing health and safety regulations, instructions and safe work procedures and do not replace them. It is an offence not to comply with these rules or any other instruction (verbal or written) given by the manager or his appointed assistants.

**PPE**

Standard safety helmets must be worn by all personnel whilst on site unless you are within mobile plant, control rooms or amenity areas. High visibility jackets or vests are to be worn at all times on site. Protective gloves must be worn when there is a potential for injury to the hands ( the type of glove is to be assessed by the individual e.g. heavy duty gloves with knuckle protection for more security, a lighter glove for dextrous work etc), rubber coated gloves suitable for fuel handling should be worn when in contact with fuel, oil and greases.

Eye protection must be worn in adverse weather conditions, additional eye, protection will be required when carrying out activities where there is a greater risk to injury to the eyes. Some examples are :

* Chipping concrete scale using hands or power tools.
* Hammering cold chisels, wedges or any article that can splinter.
* Sawing metal with a power tool or abrasive disc.
* Any work that generates flying particles.
* Any welding or burning work.
* Grinding work.

Please note that this not an exhaustive list, it is down to the individual to assess the risk and take suitable precautions. It should be noted that you are still at risk when others are carrying out work and you approach them. You must be aware of your current eye protection at that time.

Unless any dust or fume is controlled at source you must wear a respirator for:

* Maintenance or cleaning in areas where dust accumulates, and the dust is disturbed by you activities.
* Handling chemicals, pigments or any other materials when the container or health and safety data sheet requires protection to be used.

Ear defenders re provided for use in designated areas. It is advisable to wear hearing protection when carrying out working involving short, high level noise emissions such as hammering, grinding or sudden releases of air.

Regulation lace up safety footwear is to be worn at all times.

In low light conditions, retro reflective striped clothing shall be worn.

PPE should be checked on a regular basis to ensure that it is:

* In good order and not damaged
* Visible

All PPE is issued to provide personal protection from hazards identified around the site and therefore should not be modified or defaced in any way. PPE is available from the quarry office, anyone wishing to receive PPE should inform the site manager who will order it through the office. The PPE will be signed out to the manager and the person requesting it. PPE Audits will be conducted monthly by the site manager to ensure all staff have the correct PPE for their job role.

**Guards**

Guards must not be removed unless the equipment has been isolated. All guards must be replaced before the equipment is restarted.

**Vehicles and Machinery**

Machinery and plant guards must always be replaced securely in position before machinery is started. Guards are to be fixed using tight nuts and bolts not by any other means.

No person shall clean any moving machinery if it involves removing guards. No person shall grease or lubricate any moving machinery except through extension pipes which pass outside the guards or fixed greasing points outside the guard area.

No person shall work on any machine unless the machinery has been locked off and/or the fuses have been removed and a permit to work issued where appropriate. Individual locks and lock guards are provided to all employees. Fuses are to be removed and replaced by an approved electrician.

Employees and contractors may only operate plant or machinery for which they have received training for and have been authorised by the site manager to use.

**Accident and Incidents**

All accidents, incidents and near misses shall be reported to management as soon as practicable, before leaving site.

In the event of serious accident, the site of the accident must not be disturbed. Unless such disturbance is necessary for the safety of employees.

**Hazardous Substances**

Hazardous substances must always be used in the correct manner and according to instructions on the label.

Hazardous substances must be stored in the correct area and be kept in the correct containers and clearly identified.

**Fire Extinguishers**

Take the time to know where the extinguishers are kept and what the colour markings are on each extinguisher refers to, and what type of fire it may be used on.

Do not obstruct fire extinguishers.

Do not use and extinguisher on a fire for which it is not intended (i.e water fire extinguisher on an electrical fire).

**Working at Height**

No person is to work above 2 metres without a full prevention system in place. All work under 2 metres must be assessed by the site manager.

Never climb the structure of the plant or use the bucket of a loading shovel or forklift truck as a means of access.

Remember that to work at height where you are not protected by proper handrails you must be trained and authorised to wear a harness.

If you need to gain access to a position where there is no safe working platform you must arrange to be protected at all times. If in doubt agree a safe system of work with the site manager. Portable ladders are a means of access and should not be used as a working platform above 2 metres unless they are specifically designed for this purpose with a platform and handrails in place or fall prevention measures.

Always check the ladders before use and never use a ladder if it is damaged. All ladders deemed safe are marked with an inspection date, a re inspection due date and the signature of the competent person appointed to do the inspections.

Ensure the ladder is secured or, it is not possible, footed by a second person. Beware of the danger of overhead lines.

**Electricity**

Testing on live equipment is not permitted.

Only authorised employees may carry out electrical work.

All live electrical equipment shall be mechanically locked in suitable panels. Only approved electricians will undertake work inside an electrical panel.

**Isolation and Permit to Work**

The Managers Isolation and Permit to Work procedure will be adhered to at all times.

This not only involves electricity but also involves hydraulic systems and pneumatic systems, static head and physical stored energy.

**All personnel including contractors must read the Isolation Procedure.**

**Manual Handling**

Always use the correct method of lifting. No manual task shall be undertaken unless a competent person has assessed the risks. If in doubt about the weight of an item, or your ability to lift it please ask for assistance from a competent person who will assess the risks.

**General Conduct**

No one shall bring illegal drugs or alcohol onto the site.

No one shall attend work under the influence of drugs or alcohol.

No one shall intentionally or recklessly misuse any equipment provided for your safety.

Employees shall co operate with their employer with any requirements relating to Health & Safety.

No Employee shall leave the site in company time without informing the management. In this circumstance the employee must clock out and back in again.

**Visitors**

Visitors are to abide by the visitors Rule and Procedures at all times.

**Access and Egress**

One of the most common causes of accidents is unsafe means of access. Everyone has a responsibility to ensure accesses to workplaces are kept clear from obstructions and that equipment or spillage does not interfere with free and safe movement of access of person or vehicles.

Conveyors and plant walkways are to be kept free of obstructions and spillage, to ensure safe access to all areas of the plant.

Where ladder access is necessary, ensure that it is of sound construction, securely tied and safe for use.

Emergency equipment, i.e. fire extinguishers, fire exits/doors etc are to be kept free from obstruction at all times.

Gangways, corridors and exits in offices and workshops are to be kept clear to enable free and safe passage.

**Offices**

One of the most underestimated places of work where injuries occur is the office.

 Always comply with sensible fire precautions and seek to find out the local fire evacuation instructions.

Never temper with electrical fittings or equipment, call an electrician.

Keep offices and corridors tidy and free from rubbish and obstruction. Fire exits must not be obstructed. Immediately clean up any spilt liquids.

Do not allow leads connected to telephone or electrical equipment to trail across floors or doorway.

**Confined Spaces**

 Personnel that enter confined spaces can (if the procedures are not followed) find themselves in difficulty and every year death occur in our industry. It is therefore extremely important that risks are not taken.

Before entering a confined space, all other options must be ruled out. Entry into a confined space is a permit to work activity.

Prior to entry into a confined space risk assessments and method statements will be prepared. Entry into confined spaces is restricted to trained and authorised personnel.

Where harmful atmospheres may be present, testing equipment must be used to test the atmosphere, there this is not available STOP.

Be aware of what may go wrong and the emergency response to suit, these may be found in the offices or in the workshops.

Approved by

Mr M Ketcher

Director

The following rules/ procedures will be enforced by the Site Managers and the Directors.