

OPERATIONS

HEALTH AND SAFETY POLICY

WATER MANAGEMENT ALLIANCE

Last Review Date: 20 March 2018

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Version 3

The Board has a legal duty to carry out its work safely under the Health and Safety at Work Act 1974. This Policy explains in detail the formal lines of accountability and the health and safety responsibilities of the Board and every employee within the organisation.

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DELEGATION OF RESPONSIBILITIES AND LINES OF ACCOUNTABILITY

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1. HEALTH AND SAFETY POLICY STATEMENT

1.1 Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors and agency staff working on our behalf. In addition we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers and other members of the public.

1.2 We will achieve this policy, in part, by:

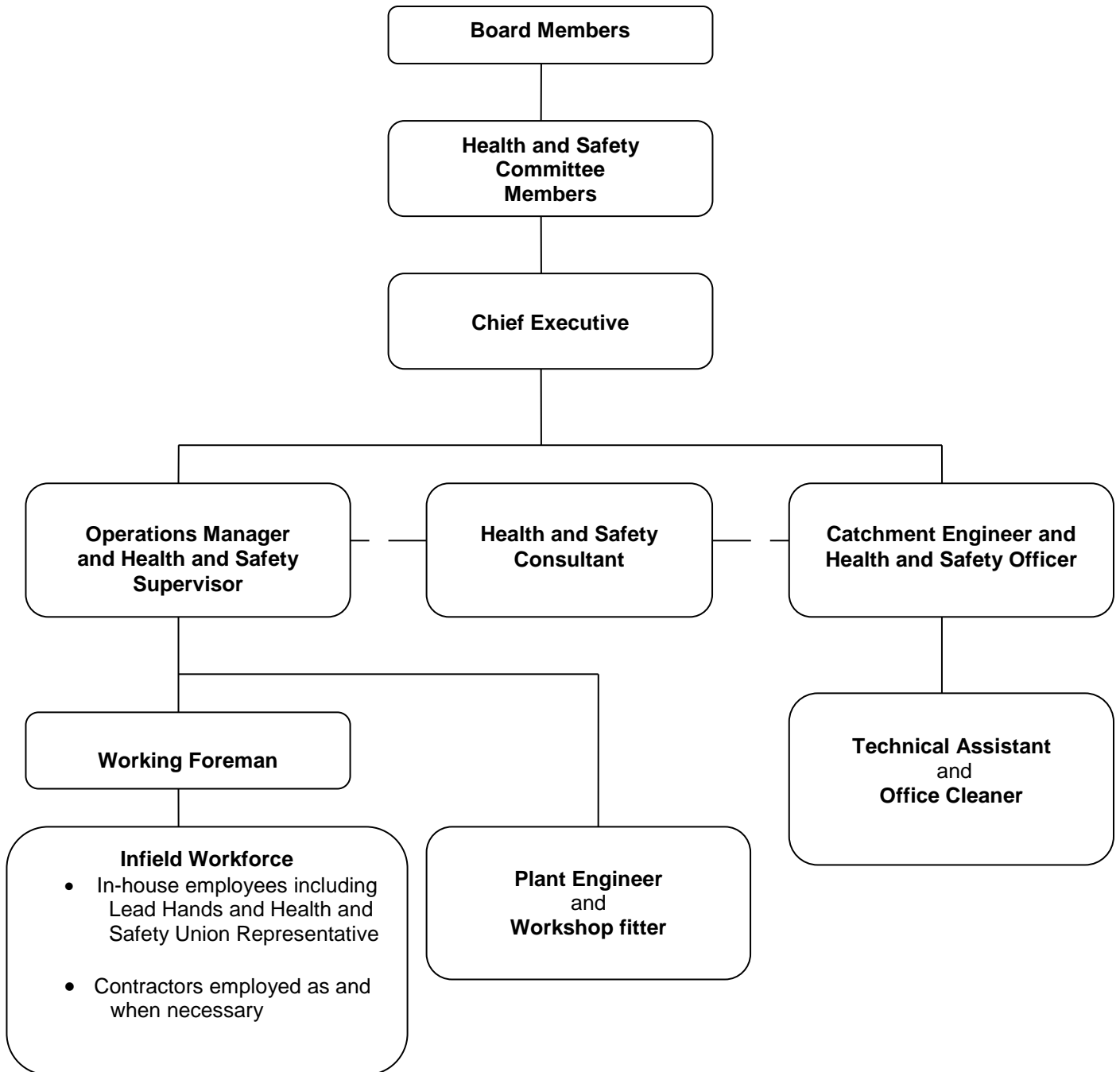
- (i.) Appointing competent managers who are responsible for health and safety in their respective areas;
- (ii.) Ensuring that adequate controls for health and safety risks arising from our work activities are in place;
- (iii.) Consulting with all our employees on matters affecting their health and safety and providing information, instruction and supervision, as appropriate;
- (iv.) Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
- (v.) Monitoring and reviewing all of the health and safety arrangements, which are put in place at least every twelve months to determine their effectiveness;
- (vi.) Setting goals and following action plans to ensure continuous improvement in health and safety performance.

1.3 This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

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2. REPORTING HIERARCHY AND LINES OF ACCOUNTABILITY



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Notes:

- **In the absence of the Health and Safety Supervisor, the Working Foreman will fulfil the Health and Safety Supervisor's role.**
- **In the absence of the Working Foreman, the Lead Hands will fulfil the Working Foreman's role.**
- **In the absence of both the Health and Safety Supervisor and Working Foreman, the Lead Hands will fulfil both roles. (This would be a short term unplanned absence as the Health and Safety Supervisor and the Working Foreman should not plan to be absent at the same time).**

3. BOARD'S HEALTH AND SAFETY RESPONSIBILITIES

3.1 The Board recognise and accept their overall responsibility for health and safety, and will ensure that the following arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the Board's operations and undertakings.

3.2 The general responsibilities are to:

- (a) Ensure adequate resources are provided to allow the organisation's safety policy to be effective.
- (b) Ensure the Chief Executive carries out the following responsibilities (amongst other things):
 - (i.) Understand, initiate, and monitor the effectiveness of the implementation of the Health and Safety Policy.
 - (ii.) Ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions.
 - (iii.) Ensure that all tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions.
 - (iv.) Ensure first aid, fire fighting and any other relevant emergency equipment is provided and readily available.
 - (v.) Take appropriate action when statutory and/or corporate standards are breached.

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4. HEALTH AND SAFETY COMMITTEE'S RESPONSIBILITIES

4.1 The [Health and Safety Committee](#) has no plenary powers to take decisions on behalf of the Board. It is therefore an Advisory Committee that makes recommendations to the Board on various matters.

4.2 The Health & Safety Committee shall:

- (a) Monitor delivery of the Board's maintenance programme to ensure compliance with health & safety legislation/best practice and make recommendations to the Board accordingly.
- (b) Monitor safety performance: conformance, compliance, lines of accountability/responsibility, policies and procedures and make recommendations to the Board accordingly.
- (c) Investigate all reportable accidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and make recommendations to the Board accordingly.
- (d) Consider any other related matter that the Board or the Chief Executive may reasonably from time to time determine and make recommendations to the Board accordingly.

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5. CHIEF EXECUTIVE'S HEALTH AND SAFETY RESPONSIBILITIES

5.1 Health and Safety Management qualifications required:

- (a) Masters Degree in Business Administration (MBA)
- (b) Chartered Director (CDir FloD)

5.2 In addition to the normal health and safety responsibilities of an employee, the Chief Executive Officer has the following health and safety duties:

- (a) Ensuring that the Board's Health and Safety responsibilities are fulfilled, both by his own actions and by delegating authority to others in the organisation with Health and Safety responsibilities (please see the lines of accountability that are set out in the above hierarchy and the delegation of these responsibilities to all of the Board's employees set out below).
- (b) Ensuring those employees with delegated authority are competent to undertake the task.
- (c) Understanding, initiating, and monitoring the effectiveness of the implementation of the Health and Safety Policy.
- (d) Ensuring that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions.
- (e) Ensuring that all tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions.
- (f) Ensuring first aid, fire fighting and any other relevant emergency equipment is provided and readily available.
- (g) Taking appropriate action when statutory and/or corporate standards are breached.
- (h) Being ultimately responsible to the Board for Health and Safety compliance within the organisation.

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6. HEALTH AND SAFETY OFFICER'S RESPONSIBILITIES

6.1 Health and Safety qualifications required:

- (a) NEBOSH National General Certificate in Health and Safety

6.2 In addition to the normal health and safety responsibilities of an employee, the Health and Safety Officer has the following health and safety duties:

- (a) Liaising with the Board's Health and Safety Consultant regarding six monthly inspection visits and maintaining the Board's Health and Safety Policy and documentation.
- (b) Preparing generic risk assessments and safe systems of work for issue to the workforce, to be implemented by the Health and Safety Supervisor, and updating these as and when required.
- (c) Preparing and presenting the Board's annual Health and Safety Committee report.
- (d) Notifying the Health and Safety Executive (HSE) of reportable accidents, diseases, and dangerous occurrences under RIDDOR.
- (e) Organising Health and Safety training in conjunction with the Health and Safety Supervisor.
- (f) Preparing Health and Safety plans for Capital Works for implementation by the Health and Safety Supervisor.
- (g) Undertaking internal accident investigations and assisting in external investigations by the HSE when necessary.

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7. HEALTH AND SAFETY SUPERVISOR'S RESPONSIBILITIES

7.1 Health and Safety qualifications required:

(a) NEBOSH National General Certificate in Health and Safety

7.2 In addition to the usual health and safety responsibilities of an employee, the Health and Safety Supervisor has the following health and safety duties:

7.3 Liaising with the Board's Health and Safety Consultant regarding six monthly inspection visits and implementing discussed changes / undertaking such actions to fulfil photographic risk assessments created during the inspection.

7.4 Supervising Health and Safety in the Workshops, Infield workforce, and contractors used by the Board.

7.5 Establishing a Health and Safety culture within the workforce, both direct labour and external contractor.

7.6 Implementing Health and Safety throughout all of the Board's operations and sites.

7.7 Reacting to emergency situations whenever they might occur, and ensuring that emergency cover is provided at all times, particularly at weekends and during holiday periods. Those undertaking emergency cover must be competent to do so, and any additional labour required during an emergency event must be pre-trained in the Board's Health and Safety procedures, risk assessments, and safe systems of work etc.

7.8 Ensuring that in the planned absence of the Health and Safety Supervisor, the Working Foreman is present, and vice versa. However, as unplanned absences may occur, i.e. in cases of sickness, a Health and Safety hierarchy for the absence of both has been formulated, but this should be used only as a backup if an unplanned absence occurs. This situation should exist not only during the working week, but also at weekends and during holiday periods.

7.9 Providing information for, and attending The Board's Health and Safety Committee meetings.

7.10 Assisting the Health and Safety Officer with any issues relating to Health and Safety at Work.

7.11 Ensuring that risk assessments, safe systems of work and safe working practices are communicated and explained to the workforce, and ensuring that these are complied with.

7.12 Carrying out spot checks on the workforce, and recording that these have been done, to ensure risk assessments and safe systems of work are being followed.

7.13 Ensuring that on-site risk assessments are carried out, if the generic risk assessments do not adequately cover the hazard, and that these risk assessments are carried out before work

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commences on site, and signed by all members of the workforce who will work on that site. Also to ensure that the Health and Safety Officer receives a written copy of the assessment.

- 7.14 Ensuring that if sufficient risk assessments have not been carried out for the job, or if an unsafe situation arises, the job is stopped and not allowed to restart until these problems have been addressed.
- 7.15 Communicating feedback from the workforce to the Health and Safety Officer regarding Health and Safety Procedures, and informing the Health and Safety Officer of any weaknesses within the system.
- 7.16 Informing the Health and Safety Officer of training requirements and identifying skill gaps in the Board's workforce, and organising Health and Safety training in conjunction with the Health and Safety Officer.
- 7.17 Notifying the Health and Safety Officer, in good time, of the commencement of any capital works so that the relevant Health and Safety plan can be drawn up before work commences.
- 7.18 Ensuring that hazards are communicated to employees on site, and in the case of capital works, ensuring all those on site are familiar with the Health and Safety plan and have signed the document before work commences.
- 7.19 Undertaking regular "Toolbox talks" with employees to refresh employees' memories about various risk assessments, safe systems of work, and hazards associated with the work, and record that this has been done.
- 7.20 Ensuring that when employees are assigned to a job, only employees with the relevant training and competence are selected for that job.
- 7.21 Ensuring that only professional, trained, and fully competent contractors are used by the Board, and that risk assessments and/or safe systems of work are produced to a satisfactory standard for the work to be undertaken. Copies of these risk assessments/procedures, and any qualifications should be obtained before work commences. Also that any plant used, whether it be Board's, contractor's or hired, is fully tested and certificated, and copies of the certificates obtained.
- 7.22 Recording accidents and dangerous occurrences in the accident book, and near misses on the spreadsheet on the shared drive, and reporting these to the Health and Safety Officer at the earliest opportunity. Ensuring that statements are taken from the employee involved and any witnesses in the case of a serious reportable incident under RIDDOR, and that a copy of both these and the accident book entry is given to the Health and Safety Officer.
- 7.23 Assisting in accident investigations if called upon to do so by the Health and Safety Officer.
- 7.24 Ordering, procuring, and issuing personal protective clothing and equipment to the workforce and replacing damaged clothing and equipment as and when necessary, see guidance below in appendix.

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- 7.25 Recording the issue of this Personal Protective Equipment (PPE), and obtaining signatures of receipt from the workforce along with dates of issue. Copies of these records to be given to the Health and Safety Officer.
- 7.26 Maintaining a rolling record of what PPE has been issued to each employee and when.
- 7.27 Replenishing the contents of employees first aid kits as they are used or reach their expiry date, and ensuring the contents of all first aid kits are checked by a competent person on a six monthly basis. These checks are to be recorded, and copies of these records given to the Health and Safety Officer.
- 7.28 Ensuring quarterly workshop inspections are carried out and recorded, and any defects rectified. Copies of these records to be given to the Health and Safety Officer.
- 7.29 Ensuring six-monthly towing gear inspections are carried out and recorded, and any defects rectified. Copies of these records to be given to the Health and Safety Officer.
- 7.30 Ensuring that all lifting gear is regularly tested by the Board's insurers, and that all lifting gear is present for the inspection. Also ensuring that any lifting gear that does not pass inspection is destroyed and taken off the lifting gear log, and that any lifting gear that for any reason is not present for inspection is not allowed to be used again until it has been inspected.
- 7.31 Maintaining an up to date list of lifting gear showing serial numbers and safe working loads, to be displayed next to the lifting gear in the workshop.
- 7.32 To ensure fire safety precautions are followed in the workshop, including keeping the fire exit routes obstruction free.
- 7.33 Ensuring all Board's vehicles are equipped with fire extinguishers, and that all extinguishers are present for the annual test and inspection.
- 7.34 Arranging the re-filling/replacement of any fire extinguishers used in the workshop, and also reporting the use of an extinguisher to the Health and Safety Officer.
- 7.35 Ensuring all Health and Safety equipment on all of the Board's plant and machinery is maintained in working order, and that Operatives return a weekly plant sheet for the item of plant they are using, and that the inspection/condition part is properly completed.
- 7.36 Maintaining records of Tetanus injections amongst the workforce, and providing a copy of this record to the Health and Safety Officer.
- 7.37 Ensuring defects found by the Board's Health and Safety Consultants, or by the regular in-house inspections, are rectified in a timely manner.
- 7.38 Measuring overhead cable heights before machinery is used in the vicinity and recording these measurements.

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- 7.39 Ensuring service location plans are consulted before sending plant to site. Plans showing locations of underground or overhead services should be given to those on site, and safe working and digging practices must be followed including cable location, bearing in mind that the plans are not always accurate, and private spurs off the main service will not be shown.
- 7.40 Producing and issuing Permits to Work where necessary, and ensuring the procedures detailed in the permit are followed. A copy of the permit to be supplied to the Health and Safety Officer.
- 7.41 Organising and supervising work on or adjacent to roads and/or highways in accordance with the law.
- 7.42 Checking the Driving Licences, Insurances and Vehicle Check Forms signed by the Board's operatives on an annual basis and reporting any endorsements or other changes to the Group's Data Manager.
- 7.43 Acting as the Board's Health and Safety Officer in the absence of the Health and Safety Officer.

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8. WORKING FOREMAN'S HEALTH AND SAFETY RESPONSIBILITIES

8.1 Minimum health and safety training requirements:

- (a) Safety Awareness (1 day)
- (b) Health and Safety Risk Assessment Procedures (1 day)
- (c) Managing Health and Safety (1 day)

8.2 In addition to the usual health and safety responsibilities of an employee, the Working Foreman has the following health and safety duties:

- (a) Supervising Health and Safety in the Infield workforce, and any operations carried out as part of the infield operations.
- (b) Supervising contractors used by the Board and ensuring that they comply with the Board's health and safety risk assessments, safe systems of work etc.
- (c) Establishing a Health and Safety culture within the workforce, both direct labour and external contractor.
- (d) Implementing Health and Safety throughout all of the Board's operations and sites.
- (e) Providing information for, and attending the Board's Health and Safety Committee meetings, when required.
- (f) Ensuring that risk assessments, safe systems of work, and safe working practices are communicated and explained to the workforce, and ensuring that these are complied with.
- (g) Ensuring that on-site risk assessments are carried out, if the generic risk assessments do not adequately cover the hazard, and that these risk assessments are carried out before work commences on site, whether the work is carried out by direct labour or contractor, and signed by all members of the workforce who will work on that site. Also to ensure that the Health and Safety Supervisor receives a written copy of the assessment to give to the Health and Safety Officer.
- (h) Stopping the job if sufficient risk assessments have not been carried out for the job, or if an unsafe situation arises, and not allowing work to restart until these problems have been addressed.
- (i) Communicating feedback from the workforce to the Health and Safety Supervisor regarding Health and Safety Procedures, and informing the Health and Safety Supervisor of any weaknesses within the system.
- (j) Informing the Health and Safety Supervisor of training requirements and identifying skill gaps in the Board's workforce.

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- (k) Ensuring that hazards are communicated to employees on site, and in the case of capital works, ensuring all those on site are familiar with the Health and Safety plan and have signed the document before work commences.
- (l) Ensuring that when employees are assigned to a job, only employees with the relevant training and competence are selected for that job, and that they are familiar with the relevant risk assessments, safe systems of work, etc.
- (m) Reporting accidents and dangerous occurrences to the Health and Safety Supervisor so that they can be recorded in the accident book.
- (n) Assisting in accident investigations if called upon to do so by the Health and Safety Officer, or any third party.
- (o) Assisting the Health and Safety Supervisor in all matters of health and safety, as and when required by the Health and Safety Supervisor.
- (p) Recording the issue of this Personal Protective Equipment (PPE), and obtaining signatures of receipt from the workforce along with dates of issue. Copies of these records to be given to the Health and Safety Supervisor, to give to the Health and Safety Officer.
- (q) Measuring overhead cable heights before machinery is used in the vicinity and recording these measurements.
- (r) Organising and supervising work on or adjacent to roads and/or highways in accordance with the law.
- (s) Acting as Health and Safety Supervisor in the absence of the Operations Manager/Health and Safety Supervisor.

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9. PLANT ENGINEER'S HEALTH AND SAFETY RESPONSIBILITIES

9.1 Minimum training requirements:

- (a) Safety Awareness (1 day)
- (b) Health and Safety Risk Assessment Procedures (1 day)
- (c) Managing Health and Safety (1 day)

9.2 In addition to the usual health and safety responsibilities of an employee, the Plant Engineer has the following health and safety duties:

- (a) Assisting the Health and Safety Supervisor in all matters of Health and Safety, as and when required by the Health and Safety Supervisor.
- (b) Carrying out recording quarterly workshop inspections. Copies of these records to be given to the Health and Safety Supervisor, to give to the Health and Safety Officer.
- (c) Carrying out and recording six-monthly towing gear inspections. Copies of these records to be given to the Health and Safety Supervisor, to give to the Health and Safety Officer.
- (d) Carrying out and recording annual oxy-fuel equipment inspections, rectifying any defects, and providing copies of these records for the Health and Safety Officer.
- (e) Carrying out and recording annual PAT testing in the office and workshops and rectifying any defects found.

9.3 When working with other employees or contractors, as the senior employee on site will also have the following additional health and safety duties:

- (a) Supervising contractors used by the Board and other Board's employees, and ensuring that they comply with the Board's Health and Safety Risk Assessments and Safe Systems of Work etc.
- (b) Establishing a Health and Safety culture within the workforce, both direct labour and external contractor.
- (c) Ensuring that risk assessments, safe systems of work, and safe working practices are communicated and explained to the workforce, and ensuring that these are complied with.
- (d) Ensuring that on-site risk assessments are carried out, if the generic risk assessments do not adequately cover the hazard, and that these risk assessments are carried out before work commences on site, whether the work is carried out by direct labour or contractor, and signed by all members of the workforce who will work on that site. Also to ensure that the Health and Safety Supervisor receives a written copy of the assessment to give to the Health and Safety Officer.

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- (e) Stopping the job if sufficient risk assessments have not been carried out for the job, or if an unsafe situation arises, and not allowing work to restart until these problems have been addressed.
- (f) Communicating feedback from the workforce to the Health and Safety Supervisor regarding Health and Safety Procedures, and informing the Health and Safety Supervisor of any weaknesses within the system.
- (g) Informing the Health and Safety Supervisor of training requirements and identifying skill gaps in the Board's workforce.
- (h) Producing and issuing Permits to Work where necessary, and ensuring the procedures detailed in the permit are followed. A copy of the permit to be supplied to the Health and Safety Officer.

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10. EMPLOYEES HEALTH AND SAFETY RESPONSIBILITIES

10.1 Minimum health and safety training requirements sought:

- (a) Safety Awareness (1 day)
- (b) Manual Handling
- (c) First Aid
- (d) Fire Safety

10.2 It is the responsibility of all employees to co-operate in the implementation of the Board's Health and Safety arrangements. All employees have a legal duty to ensure their own safety and the safety of others (for example their fellow workmates, contractors working on the same premises or site, and members of the public in the vicinity of the site) under the Health and Safety at Work Act 1974. Employees must therefore:

10.3 Always work in a safe manner and take the safety of those around you in to consideration. Report all safety hazards to your supervisor so that action can be taken to rectify the problem. Ensure that appropriate action is taken to rectify unsafe systems or actions.

10.4 Employees must read and understand the Board's risk assessments and safe systems of work, and comply with these at all times. If there are certain things you do not understand, or you think could be improved upon, then you should seek advice from your supervisor. If you are found to be not following these risk assessments and safe systems of work, you may be issued with a Health and Safety Non-compliance notice, which for serious incidents can lead to disciplinary action and termination of your employment.

10.5 If you are working on a site or in a situation where hazards are present which are not covered in the Board's generic risk assessments, you should contact your supervisor who will be able to carry out an on-site risk assessment for that particular situation. This will highlight any control measures that need to be put in place to make the job more safely.

10.6 If you have any feedback regarding Health and Safety you should pass this on to either the Working Foreman or Operations Manager/Health and Safety Supervisor.

10.7 If you think you require additional training to carry out any parts of your job you should discuss this matter with the Operations Manger/Health and Safety Supervisor.

10.8 Report all accidents, near misses, injuries, and dangerous occurrences to the Operations Manager/Health and Safety Supervisor, or the Working Foreman, so that they can be recorded and the Health and Safety Officer informed. In the case of an accident you will have to fill in a personal accident form and if necessary write out a statement as part of the accident investigation (please see the First Aid and Accident Reporting Policy). In the case of a dangerous occurrence, you will need to make out a statement for the internal investigation as soon as possible after the incident.

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- 10.9 Do not misuse anything provided in the interests of Health and Safety. You should wear your Personal Protective Equipment (PPE) in a proper manner and keep it in good condition. If any item of PPE requires replacement due to damage or wear, you should report this matter immediately to your supervisor.
- 10.10 If you use any of the contents of your personal first aid kit, or those located in machines or workshops/office, you should inform your supervisor immediately so that the used items can be replaced. Also if you notice that any of the contents have passed their use by date, you should report this to your supervisor.
- 10.11 If you receive a driving ban or an endorsement, you should notify your line manager or supervisor immediately.
- 10.12 If you develop a medical condition or are experiencing any personal difficulties, which may affect your ability to carry out your work safely, you should also notify your line manager or supervisor immediately.
- 10.13 You should always follow and comply with all health and safety policies and procedures, as detailed in the Employee Handbook.

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APPENDIX

11. ISSUE OF PERSONAL PROTECTIVE EQUIPMENT TO WORKFORCE

11.1 There follows a table indicating the personal protective equipment requirements of the workforce. The table does not include any specialised protective equipment, ie protective helmets and visors, gloves, and trousers used in conjunction with chain saws, welding fume masks, gloves and shields used in welding operations, fall arrest harnesses and lanyards used during sluice maintenance operations, and general workshops consumables such as goggles, ear defenders etc., all of which will have to be purchased as and when needed. All issues are to be recorded by the Health and Safety Supervisor and the record form given to the Health and Safety Officer.

ITEM	NO PER PERSON	FREQUENCY OF ISSUE*	ISSUED TO:- I - INFIELD W – WORKSHOPS M – MANAGEMENT (OPS & ENG)
Safety Helmet	1	As required but no longer than 3 years between issues	I, W, M
Hi-Vis Overcoat	1	As required	I, W, M
Hi-Vis Body warmer	1	As required	I, W, M
Hi-Vis Vest	1	As required	I, W, M
Overalls	3	As required	W
Work Jacket	2	As required	I
Work Trousers	2	As required	I
Safety Boots *	1	As required	I, W, M
Safety Shoes	1	As required	M
Personal First Aid Kit **	1	As required but no longer than 5 years between issues	I, W, M
Barrier Cream Hand Cleaner Skin Sanitiser	1	As required	I, W, M
Sun Cream	1	As required	I, W, M
Leather Rigger Gloves	1	As required	I, W, M
PVC Coated Gloves	1	As required	I, W, M

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APPENDIX (CONT.)

Notes:

* Safety boots to consist of:

- (a) Safety/Super Safety Waders
- (b) Safety/Super Safety Knee Wellingtons
- (c) Safety Rigger Boots or Safety Dealer Boots or Safety Ankle Boots

All boots should have steel toe caps and where possible steel mid-soles, although this may not be practical for employees whose work involves repeated climbing/descending of drain batters, where a more flexible sole may be more appropriate.

Footwear should be issued so that eventually every employee has a pair of leather boots, waders, and knee Wellingtons.

** First aid kits to be checked every 6 months, and individual items replaced as they are used.