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1.0 GENERAL INTRODUCTION

1.1 ACTION PLAN

The Action Plan contains recommendations for improvement in a workplace in order to minimise the risks of injuries and ill health, protect the environment and comply in general with the H&S Regulations 1992 and the subsequently amendments that have been introduced since then by HSE

1.2 NOTICE OF LIABILITY

The information contained within these manuals is correct to the best of our knowledge. However, since RMI Health & Safety is reliant upon the supply of information from the company relating to personnel details, health and safety, COSHH (control of substances hazardous to health) and environmental issues demanded by legislation, **it is important that you check this information thoroughly.**

In the event that much of the required data is void, we cannot take any responsibility for the non-supply of critical information.

The RMI will not be responsible for any errors or omissions, direct or consequential, imposed as a consequence of the failure to supply information requested, or for the accuracy of such data.

1.3 Industry Background

Every year over 2000 accidents in garages and vehicle repair workshops are reported to the Health and Safety Executive (HSE) and to local authorities. Many more go unreported. As well as accidents, there is also widespread potential for work related ill health in garages and also the possibility of fines and penalties for health and safety offences. Many of the substances used require careful storage, handling and control. Alongside this is the problem caused by polluted emissions to the atmosphere.

RMI Health & Safety Systems, the RMI's compliance system has been designed to cater specifically to the motor trade and associated industries in meeting their obligations for the major aspects of Health and Safety and environmental legislation and also the protection of their staff.

1.4 The RMI HEALTH & SAFETY System

RMI Health & Safety system provides a structured audit framework which addresses the requirements of the relevant legislation to assess risks and take preventative measures to

protect staff and others. The system enables the client to document this process and provides ready reference for review.

Implementation and subsequent audits are carried out under the supervision of RMI, but the client company retains responsibility for the day to day management of the system. RMI HEALTH & SAFETY SYSTEM is not a bureaucratic exercise because poor systems that merely collect information may well result in meaningless mountains of paper.

The layout of each section has been designed for ease of use and each section will request information to be documented in nine individual sections. This will assist the user to determine the real hazards of the workshop area and in certain circumstances highlighting a need for reassessing procedures in the current working processes of the bodyshop.

1.5 Applicable Legislation

i. The Health and Safety at Work Act 1974 (HASAWA)

HASAWA is probably the most important of a number of pieces of legislation concerned with safety and imposes a general duty on employers, the self employed, employees, suppliers and owners of premises, to ensure that their workplaces are safe and offer no risk to health.

ii. Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Using chemicals or other hazardous substances at work can put people's health at risk, causing diseases including asthma, dermatitis or cancer.

The COSHH regulations require employers to control substances that can harm workers' health

iii. Management of Health & Safety at Work Regs 1999

These require a risk assessment to be carried out to identify the nature and levels of risk associated with a work activity. Appropriate precautions need to be taken to eliminate or control these risks. A proportionate response according to the risk is required. The higher the level of risk identified through the assessment, the greater the measures that will be needed to reduce it. Risk assessment provides the basis for safe systems of work to eliminate or reduce risks as far as possible. Safe systems of work are formal procedures which should be followed to ensure that work is carried out safely. They are necessary where risks cannot be controlled adequately by other means. Employers must ensure that the systems of work to be followed are properly implemented and monitored, and that details have been given to those at risk

iv. **Safety Representatives and Safety Committees Regs 1977**

v. **Health & Safety (Consultation with Employees Regs 1996**

vi. **Health & Safety Information for Employees Regs 1989**

vii. **Personal Protective Equipment at Work Regs 1992**

Employers have basic duties concerning the provision and use of Personal Protective Equipment (PPE) at work

PPE is defined in the Regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety', e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these Regulations because other regulations apply to them. However, these items need to be compatible with any other PPE provided.

Cycle helmets or crash helmets worn by

viii. **Health & Safety (First Aid) Regs 1981**

ix. **The Confined Spaces Regs 1997**

x. **Workplace (Health Safety and Welfare) Regs 1992**

xi. **Manual Handling Operations Regs 1992**

xii. **The Lifting Operations and Lifting Equipment Regs 1998 (LOLER)**

Lifting Equipment is required to be Thoroughly Examined in accordance with a scheme of examination to comply with LOLER 1998 and PUWER 1998. An approved, Competent Thorough Examiner can carry out these Thorough Examinations. This may include dealers as long as they meet the minimum requirements and have the correct qualifications and experience.

xiii. **Provision and Use of Work Equipment Regs 1998 (PUWER)**

The Regulations require risks to people's health and safety, from equipment that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998

- xiv. **The Supply of Machinery (Safety) Regs 1992**
- xv. **Electricity at Work Regs 1989**
- xvi. **Regulatory Reform (Fire Safety) Order 2005 (RRO)**
- xvii. **The Chemicals (Hazard, Information and Packaging) Regs 2009 (CHIP)**
- xviii. **Health and Safety (Display Screen Equipment) Regs 1992**
- xix. **Control of Noise at Work Regs 2005**
- xx. **Ionising Radiation Regs 1999**
- xxi. **Reporting of Injuries Diseases and Dangerous Occurrences Regs 1995 (RIDDOR)**
- xxii. **The Environmental Protection Act 1990 (EPA)**
- xxiii. **The Environmental Protection (Duty of Care) Regulations 1991**

2.0 HEALTH AND SAFETY MANAGEMENT

Section two states the steps the company has taken and intends to take in order to protect the well-being of its employees. There is a health and safety policy statement which should, ideally, be on display to all employees. There is also a more complete health and safety policy and a chart showing the line of responsibility for health and safety within the company. A site plan and risk assessment completes the section.

2.1 OVERVIEW

This lays down the responsibilities that the employer has in ensuring the health and safety of the employees. This includes areas such as safe systems of work, the provision of information and training, the provision of a safe means of access and egress and the provision of a safe working environment.

Along with this, the health and safety policy also lays down the obligations that the employee has such as working in a safe manner, the use of protective clothing/equipment, not misusing any equipment and reporting plant defects and accidents.

All employees should be given a copy of the company's Health and Safety Policy Statement and asked to sign saying they have read and understood the policy statement.

2.2 HEALTH AND SAFETY POLICY STATEMENT

CSN Autos Ltd.

This company recognises and accepts its responsibility as an employer to provide a safe and healthy working environment for all its employees by ensuring, so far as is reasonably practicable, that it makes appropriate arrangements for:

- the provision and maintenance of plant and systems of work that are safe and without risks to health
- ensuring the safety and absence of risks to health in connection with the use, handling storage and transport of articles and substances
- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees
- the maintenance of any place of work in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress that are safe and without such risks
- the provision and maintenance of a working environment for all employees that is safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work

We also accept our responsibilities for the health and safety of other people who may be affected by our activities.

The objectives outlined above will only be effectively pursued and achieved by the joint efforts of management and employees. To this end, this company will:-

- consult with employee representatives, where appropriate
- expect employees to fulfil their legal obligations by ensuring that:-
 - i) They work in a manner which secures their own, their fellow workers' and any other person's safety.
 - ii) They co-operate with management in its attempt to provide a safe workplace by observing safety rules, wearing protective clothing/equipment and using safety devices where provided.
 - iii) They do not interfere with or misuse any equipment etc. provided to secure their safety.
 - iv) They report hazards arising from defects in plant, equipment etc. and the working environment and all accidents to their immediate superior.

Disciplinary action will be taken against any employee, regardless of status, who wilfully or deliberately disregards or who is consistently negligent in conforming to the Company's policy on health, safety and welfare. Where any employee commits any act which puts the health and safety of himself, other employees, members of the public or other persons invited on to the company's premises at risk, that employee may be instantly dismissed.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

DATE

DIRECTOR

2.3 HEALTH AND SAFETY POLICY

CSN Autos Ltd.

2.3.1 FIRE PRECAUTIONS

It is essential that every employee is familiar with the company and departmental fire procedures. this should include the understanding of fire extinguisher types and methods of handling, fire drill procedures, fire alarms, fire exits and fire assembly points.

2.3.2 FIRE EXTINGUISHERS ON PREMISES

Colour of Panel	Water RED	Foam CREAM	CO ₂ Gas BLACK	Powder BLUE	Fire Blanket
Class of Fire					
A - Solids Paper, Wood, Textile, Fabric	✓	✓		✓	
B - Flammable Liquid Paraffin, petrol, oil etc.		✓	✓	✓	
C - Flammable Gases Propane, butane, methane				✓	
D - Metals Aluminium, magnesium				Special ✓	
E - Electrical Electrical Apparatus		✓	✓		
F – Hot Liquids Cooking oil & fat				✓	✓

Fire extinguishers are to be checked and serviced at prescribed intervals and extinguishers that have been used must be recharged immediately.

2.3.3 FIRE DRILL PROCEDURES

In the event of a genuine fire alarm or a fire drill leave the building by the nearest exit and make your way to the assembly point where a roll call will be made. A fire drill notice is posted on each departmental notice board.

***** READ IT - IT MIGHT SAVE YOUR LIFE *****

Fire Alarms or Fire warning signals: Are to be tested at regular intervals as required by the Fire Certificate and recorded in the Factory Register or other statutory document.

Fire Exits: Know the position of the fire exits, keep them clear at all times. You may need to use them in an emergency - know how to open the doors.

Fire assembly point: The designated safe areas for employees to assemble for roll call under emergency and drill conditions. Know where to assemble.

SMOKING – CSN AUTOS LTD. has a **No Smoking policy** in place and smoking is only allowed in designated areas.

2.3.4 FIRST AID

First aid facilities are provided for the treatment of all minor cuts, abrasions and other injuries or illnesses. A trained first aid person is employed At **CSN AUTOS LTD.** and alternatively a responsible person is available at all times. First aid boxes are provided to comply with existing Regulations. Never neglect minor cuts and abrasions etc.; report them and get first aid; neglect can cause infection.

2.3.5 ACCIDENT REPORTING

All accidents, injuries and identifiable diseases must be recorded in the accident book. Further records will be kept of all accidents and dangerous occurrences, whether injury is involved or not, and the steps taken to prevent further occurrences. At **CSN AUTOS LTD.** the accident book is within the Service reception area.

Regulations provide for the reporting of specific injuries, diseases and dangerous occurrences to the Health and Safety Executive.

2.3.6 PERSONAL PROTECTION

The Company issues personal protective wear to all employees who require them to undertake specific work processes. Each employee has a legal duty and responsibility to wear this equipment as directed and to maintain it in a good working order. All issues are made free of charge and your signature is obtained in receipt of this equipment.

2.3.7 HEAD PROTECTION

Hard hats will be provided or made available where required. Employees with overlong hair who work on moving machinery must wear the appropriate protective head apparel.

2.3.8 EYE PROTECTION

Eye protection equipment is issued to all employees who require it. Goggles are provided by **CSN AUTOS LTD.** and should be used when using equipment such as grindstones, angle grinders etc.

Remember you have a statutory duty under the Protection of Eyes Act and the Abrasive Wheels Act etc. to wear eye protection.

2.3.9 HEARING PROTECTION

Hearing protection in the form of ear protectors (muffs) or plugs are issued to everyone who requires them. Employees are required to use such protection in defined 'noisy' areas.

2.3.10 HAND PROTECTION

Hand protection involves the protection of hands and of the skin. Gloves are made available to everyone who requires them.

Barrier cream is available and should be used to protect the hands from substances that may possibly aggravate the skin causing dermatitis and other skin diseases. A three stage skin protection programme is recommended for employees working in workshop type areas, and is provided by the company where necessary:

- a. Use a suitable barrier cream before work commences.
- b. Use a suitable cleanser after work.
- c. Use an "after work" cream to help maintain the skins natural oils.

Mineral and hydrocarbon oils, inks, glue and phenol-based materials should be guarded against by barrier creams and with some cleansing agents; aprons and gloves must also be used. Proprietary cleaning agents (genklene and methyl ethylketone) produce toxic vapours and should only be used in well-ventilated conditions. (Refer to the specific handling instructions provided by the manufacturer of the cleaning agents).

Remember, that when intending to use the toilet, your hands should be washed first, re-washed and barrier cream applied before restarting work.

Avoid direct contact to the skin by compressed air from airlines.

Any sign of skin disease should be reported to your own doctor and your departmental manager immediately.

2.3.11 FOOT PROTECTION

Never wear canvas or plimsoll type footwear. They are dangerous and prohibited as they offer little or no protection to the wearer's feet. Industrial type footwear with protective toecaps is recommended to be worn in all risk areas.

2.3.12 PROTECTIVE CLOTHING

Dirty, oily or greasy overalls and clothing should be changed/cleaned without delay. Oily rags are not to be placed in pockets. Serious skin disease can be caused by prolonged contact with such hazards. Never wear loose clothing, neckties or any article, which could catch in moving machinery. Rings and watches etc. should always be removed prior to commencing work.

***** It is dangerous to dust off clothing with compressed air from compressed air lines *****

2.3.13 RESPIRATORY PROTECTION

Respiratory protection is provided to all employees who are required to wear this equipment to the specified British Standard for the applicable work processes.

All **CSN AUTOS LTD.** employees are reminded that they have a legal duty to wear any protective equipment issued to them; furthermore, they are responsible for maintaining this equipment in good condition and must not interfere with or misuse anything provided for their safety, health or welfare. Failure to comply will result in disciplinary action being taken.

2.3.14 PERSONAL BEHAVIOUR

Section 7 of the Health and Safety at Work etc Act 1974 states:

- a. to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- b. As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with so far as is necessary to enable that duty or requirement to be performed or complied with.
- c. No person shall be allowed to partake of alcohol or drugs on any part of the premises. Neither shall anyone under the influence of alcohol or drugs be allowed to carry on with his occupation whilst in such a condition.
- d. If you are given medication by your doctor, you must ask if this will impair your work, and if so, report this to your manager.
- e. Do not leave unwanted food lying around - this attracts vermin and disease. Place such scraps in the rubbish bins provided.

All **CSN AUTOS LTD.** employees must make it their duty to keep toilets and washrooms clean and tidy and leave them in a fit condition for others. The habit of spitting is strictly forbidden.

Do not stand on insecure objects - always get proper steps or a ladder for things out of your reach and see they are properly positioned and safe. If you are required to work above ground or in any hazardous position you must notify the Safety Officer or departmental manager.

Skylarking or horseplay is prohibited throughout the area of the company premises. Running in the body shop or service Dept or in any other premises belonging to **CSN AUTOS LTD.** is also prohibited. The playing of games on the Company's premises is prohibited.

Remember when you are away from the main premises, whether it be at college, working on another company's premises, car or other transport or at any place where you may be

required to carry on with your job, you are in law "at your place of work" and must accordingly abide by such rules and regulations made by this Company and/or laid down by Acts of Parliament. You must have with you and use your protective equipment as dictated by circumstances.

Familiarity, boredom, tiredness, guesswork, lack of confidence, over confidence, cutting corners, loss of temper, momentary lack of thought, are all causes of accidents. Guard against that unguarded moment!

2.3.15 ASSISTANCE

Always seek assistance if you are unable to carry out a task on your own because of weight, size etc.

At no time should less than two persons be working in the workshops or offices. If there is an accident you may need urgent assistance.

2.3.16 USE OF COMPANY/CUSTOMER VEHICLE

When you are driving Company or customer vehicles ensure that they comply with the law in all respects. Seat belts must be worn in accordance with current regulations.

2.3.17 STAFF OWNED TRANSPORT

Staff owned transport, including motorcycles and cycles is allowed on site in a designated area.

2.3.18 WORK INSTRUCTIONS AND HOUSEKEEPING

PREMISES

Doorways and passages and fire exits **MUST** be kept clear from obstructions. Approaches to fire alarms and extinguishers must also be kept clear and no rubbish or other items should be allowed to collect in these areas.

Floors must also be kept clear of hazards, portable tools, electric leads and airlines. If these items are not required again for immediate use they must be placed in a position that will not cause an obstruction or danger.

Unauthorised persons must not be invited on to the premises. Where a visit has been authorised the visitor must be properly conducted and equipped with the correct safety protections.

Oil or any spillage on the floors or elsewhere is to be cleaned up immediately so that slipping may be avoided.

GENERAL HOUSEKEEPING

The concept of good housekeeping is a place for everything and everything in its place. This concept should be applied to every work situation so providing a safe place of work, a safe system of work and safe entry and exit within the place of work.

Waste materials must be disposed of or stored in properly designated containers and areas. Never stand or prop objects against walls or other places - they can slip and cause injury. Keep all hiding places - such as under benches and stairwells etc. free from rubbish - where rubbish collects it can be a fire risk. Do not carelessly discard cigarettes or matches. Do not leave cut or discarded banding material lying on the floors. Remember **CSN AUTOS LTD.** has a non-smoking policy.

Cautionary notices - Where cautionary or instructive notices are displayed they must be obeyed by everyone. Check your department procedure.

OFFICES

Tidiness - keep floor areas tidy and free from boxes, paper, etc.; which could cause someone to trip and fall. Waste paper baskets must be emptied every day. Ensure cigarettes are properly extinguished and discard them in proper trays.

Safes, filing cabinets, drawers and lockers - Always use the handles provided to open and close and keep hands and fingers away from apertures. Remember not to have all the filing cabinet drawers open at one time - the cabinet could fall forward on top of you. Never move equipment if it is too heavy for you to do so. Close drawers and cupboards when not in use.

Electrical equipment - Ensure all cables are sound and are of adequate length, and also ensure plugs and sockets are in good condition. Do not tamper with electrical equipment that appears to be faulty but report the defects. Remove all electrical plugs from their sockets at the end of each day. Always ensure electric fires are properly guarded from clothing, paper, etc.; to prevent fires.

Display Screen Equipment - In our offices today most work is done using Display Screen Equipment. As well as computers this includes word processors, process control screens and microfiche viewers. The screen should display a stable image, be glare and reflection free, and be positioned at eye level or slightly lower. The keyboard is to be usable, adjustable, detachable and legible.

There should be a space in front of the keyboard to support the hands during pauses in writing. There should be adequate lighting and also no glare, aided by blinds. All distracting noise should be minimised and there should be space for a change in posture. Drafts from around the equipment should be minimised and temperature levels should be monitored to prevent excesses of cold or heat.

2.3.19 CSN AUTOS LTD. General

General: All dangers cannot be removed from the workshop; in many cases it is up to you to recognise them and take precautions for your own safety.

Housekeeping: the vehicle you are working on is your work area; keep it tidy as you go. Remove unwanted materials and components, spilled oil and grease. Place toolboxes, wheel nuts, trailing leads and airlines out of the way.

Working on vehicle: Disconnect the battery wherever possible; prevent fires and burns from short circuits. Insulate the top of the battery.

Use of jacks: Under no circumstances work on a vehicle whilst it is supported only by a jack.

***** A JACK IS ONLY A LIFTING DEVICE *****

The vehicle must be placed on stands and the wheels chocked to prevent rolling. Always ensure stands are placed in the proper load bearing points on a vehicle.

Automatic transmission - Vehicles with automatic transmission may move unexpectedly under engine test because of a fault in the transmission. Before engine testing, raise the driving wheels on to stands. If this is not possible, check the transmission from the driving seat with the engine running at test speeds. Control any movement with the foot brake and rectify any fault that appears before proceeding with the engine test. Chock the wheels to control vehicle movement.

Even if there is no apparent fault in the transmission, engine testing should still be carried out from the side of the vehicle whenever possible.

An inhibitor switch prevents the engine of an automatic vehicle being started from the ignition switch if the vehicle is still in gear. The inhibitor switch may be bypassed if the starter motor is actuated by manual operation of the starter solenoid or by jumper leads direct to the starter motor. The vehicle would then shoot forward if it had been left in gear.

***** NEVER LEAVE AN "AUTOMATIC" VEHICLE IN GEAR IN THE WORKSHOP *****

Vehicle Lifts: The vehicle weight must be distributed as evenly as possible on the lift. Use portable chocks to prevent the vehicle moving and overriding any fixed stops. When moving a vehicle by hand on a lift, control it with chocks.

Before lowering the lift, make sure that tools, airlines, etc.; are cleared away, that no one is underneath and that your own feet are clear.

Compressed Air: Compressed air can be lethal if abused, causing very serious injury. Handled with care it is a very useful workshop facility. Check regularly, hoses, fittings and tools. Only air tools supplied or approved by CSN AUTOS LTD. must be used on the premises.

NEVER dust off your overalls with an airline and **NEVER** direct the air at your own or anyone else's face or body.

Radiators: Avoid scolding yourself when checking oil or water levels. If it is necessary to release the radiator cap whilst the cooling system is hot, cover the cap with a thick rag, release the cap slowly at arm's length and turn the head to prevent steam and hot water scalding the face.

Batteries: Avoid splashes from the battery when topping up. Remove the stoppers at arm's length because bubbles may form and burst as the stoppers are removed.

Spillages: Spillage must be avoided wherever possible. If petrol is spilled on to clothing, do not smoke or get near heaters until you have changed your clothes or until they are completely dry

Fuel Lines: Many motor vehicle fuel lines are made from plastic type materials, which can melt if heat is applied, i.e. by welding torch, causing intense fire. Therefore exercise great care when working on such vehicles.

Fuel Tanks: Should it be necessary to modify the size of a fuel tank or repair it, the tank must be sent to the appropriate contractor who specialises in this type of work.

The testing of tanks by air pressure is **STRICTLY FORBIDDEN.**

Hand tool: Hand tools account for approximately 1 in 10 of all accidents in motor vehicle workshops. Many of these accidents are due to defective or unsuitable tools, or the vehicle space in which to use tools is often restricted. Defective or unsuitable tools used on worn or corroded nuts and bolts only increase the risk of injury

Wherever possible pull a spanner or torque wrench. Pulling makes it easier to keep your balance and reduces the risk of trapping your knuckles. If you have to push a spanner keep the hand open.

Maintain your own tool kit in good condition and replace tools that are damaged or deformed.

Homemade hand tools must be used only on the agreement of the CSN AUTOS LTD. management.

Portable electric tools: A great deal of portable electric tools is used in the motor vehicle workshop. Unless it is double insulated to BS specification it should be earthed through a 3-core cable, 3-pin plug and socket.

Do not allow vehicles and equipment to run over cables. Damaged insulation and strained joints are a source of electric shock.

***** REMEMBER, MAINS ELECTRICITY CAN KILL *****

Treatment for Electric Shock: Every workshop should have a placard illustrating how to apply emergency resuscitation in the event of electric shock. **READ IT.** *Better still get trained in first aid.*

Aligning Holes: Components are being assembled can slip or move. Check alignment of boltholes with a metal rod,

***** NOT YOUR FINGER ***.**

Brake/Clutch is de-dusting: Brake/clutch linings may contain some asbestos, and breathing the dust could be dangerous. Remove it by using a special dusting appliance or damp cloth or brush and always wear an appropriate facemask. Remove large quantities in a properly closed receptacle. Never blow dust off with an airline.

Local authority regulations govern the disposal of asbestos contaminated dust and regard must be taken to comply with these regulations.

Lifting Gear: Always examines ropes, slings or chains for damage or excessive wear and make sure they are adequate for the load imposed. If any lifting apparatus is suspected of being, or found to be faulty, you must stop its use and report to your supervisor or Safety Officer immediately.

The chain block and wire rope gantries must never be loaded beyond their maximum safe working load. When any object is being lifted by any means no one should be allowed to stand or sit directly underneath. Safety helmets should be worn during these operations. Appraise an object for weight before attempting to lift it manually. If the weight is considered excessive or clearly beyond the recommended limit you are allowed to lift - get assistance or use mechanical means.

Learn how to lift properly - that is with a straight back and with the lifting strain being taken by the legs.

The use of untested chains and ropes is prohibited as they usually consist of lengths of chains or rope loosely connected with nuts and bolts etc. and none of this equipment has been load tested to define the safe working load and, it is therefore uninsured.

Welding Equipment: Before using any welding equipment and materials you must refer to the manufacturer's special instructions and heed all safety requirements.

Welding equipment users must make certain all gauges, pipes and controls are operating correctly and are free from leakage or other damage. The setting and nozzles should be correct for the work being carried out. Only gas cylinders actually in use are allowed in the shop - spare bottles must be kept in a designated area and secured in an upright, safe position. Gas bottles should be stored away from fluorescent lights at a distance of not less than 18 inches. Acetylene bottles should be stored 3 metres away from other bottles.

Never use welding or brazing fluxes in confined spaces - the gases generated can be lethal. Smoking must cease during the use of these materials.

Do not carry out gas or electric welding in confined spaces as fumes arising from these operations are almost certain to be hazardous to health. Fume extraction equipment is to be used in the recommended manner and seen to be operational.

Plant and machinery: All emergency stop buttons, which should be 'mushroom headed', should be checked periodically. If they are not operational the machines must not be used.

No triggers on machines, self-breaking switches or any isolating switches are to be taped or fixed in the "on" position.

Guards on machines must not be removed by unauthorised persons. Where guards are fitted to machines they must be used.

Disciplinary action will be taken against any employee abusing the switching mechanism or safety guards on any machinery.

Grinding Machines: The three most common causes of accidents are:-

1. Burst wheel; often caused because of incorrect fitting or the fitting of an incorrect wheel. Only persons who are authorised and have been trained to do this should mount new wheels.
2. Particles in eyes; goggles must be worn in addition to any transparent screen fitted to the machines.
3. Trapped work piece; the work rest should be adjusted as close to the wheel as possible. Maximum clearance should not exceed 3mm or 1/8".
See section on grinding wheels.
4. Wire Wheels; these will not burst but particles can break off.

***** WEAR GOGGLES *****

Drilling Machines: Accidents are caused when clothing or hair become entangled with a revolving spindle, chuck or drill.

1. Spindles, chucks and drills should be guarded.
2. Ensure that neckties and other loose clothing are secure.
3. Whenever possible clamp the work piece to the machine table.

Compressors: All belt drives should be completely enclosed. Reservoirs should be marked with the safe working pressures and the safety valves should be in working order. Periodically the reservoirs should be drained of condensation and oil.

If the compressor fails to work do not pull on the belts to start it, it may start suddenly and trap the fingers. Before making any adjustments remove the fuses, or switch off the compressor at the main switch box. The belt guard should not be removed until this has been done.

Road Testing Vehicles: Before road testing any vehicle, REMEMBER:

1. The owner or driver may not have reported all the defects.
2. Someone else may have been working on the vehicle and not tightened wheel nuts etc.
3. The vehicle brought in by the customer may not fully comply with requirements of the law and you could be prosecuted for taking it on the road in an unlawful condition.

Before taking a vehicle on the road - CHECK:

1. That it is road worthy. E.g. wheel nuts for tightness, foot and hand brakes for satisfactory operation, condition of tyres and lights, etc.
2. That it carries a current road fund licence, or you have the authorised use of trade plates.

As soon as possible after moving off - CHECK:

1. Brakes.
2. Steering.
3. Automatic transmission, if appropriate.

Always abide by the Highway Code and the law, having regard for other road users at all times.

2.3.20 FLAMMABLE SUBSTANCES

Many highly flammable substances are found or used in the workshop. Some vapours and gases are lighter than air, others are heavier than air. These are listed below:

Lighter than air, will raise	Density
Hydrogen	0.09
Town Gas	0.50
Acetylene	0.91
Air	1.00

Heavier than air, will fall

Methanol	1.11
Oxygen	1.11
Propane	1.55
Butane	2.11
Petrol Vapour	2.50

Vapours from petroleum based adhesives and spirit based under body coatings are also highly flammable and heavier than air. Do not smoke or cause sparks in the presence of these gases and vapours. Do not use a match/cigarette lighter to check electrolyte levels.

Do not keep petrol and thinners in open tins.

Do not drain petrol tanks/fuel systems over pits.

Do not clean pits with petrol, paraffin or other flammable solvents.

2.3.21 CALOR GAS OR LIQUID PETROLEUM GAS (LPG)

A dry powder type fire extinguisher must always be readily available in case of fire. Follow the code of practise laid down by the Liquefied Petroleum Gas Industry Technical Association (issued to all Calor Gas installation dealers).

Due to the increasing number of vehicles being fitted with L.P.G. (Liquid Petroleum Gas) conversions (Bi-Fuel) new and different types of risk have evolved. It is imperative that all special precautions listed below are adhered to when working on such a vehicle.

Vehicles fuelled with LPG may be parked, serviced and repaired inside garages provided that the following conditions are observed:

- a) Only trained and competent personnel on the use of LPG as a road vehicle fuel are allowed to work on LPG aspects of the vehicle engine or fuel system.
- b) There are no leaks in the fuel system.
- c) Fuel tanks are not to be filled beyond 80% maximum level.
- d) Vehicles are not parked within 3m of sources of heat, open flames or other sources of ignition.

- e) Unless the fuel is required for engine operation the fuel tank(s) liquid outlet shut-off valve is (are) closed and the LPG fuel in the service line exhausted by running the engine or, if this is not possible, by disconnecting, in the open air, where the LPG cannot accumulate. (Note: Some fuel tanks have electrically controlled shut off valves. These should be closed by disconnecting their supply cables.)
- f) All work carried out on the gas circuit must be carried out in a well-ventilated area. LPG in its gas state is heavier than air. Never work on an LPG system below ground level or in a basement.
- g) The technician must not wear acrylic clothing, as this can produce static electricity.
- h) There must be no flame, sparks or lit cigarettes near the LPG operations.
- i) When working on a tank, the battery must be disconnected and the vehicle earthed using the vehicle earthing cable.
- j) Never attempt to remove the multi-valve without first degassing the tank (risk of explosion).
- k) In the event of a major leak of LPG from the tank, move the vehicle into the open air, away from any residential buildings. The intervention of the emergency services may be necessary if the situation cannot be brought under control. If available, a water jet may help to disperse the layer of LPG.
- l) **WARNING:** In GAS mode, the fuel pump is always operating. Therefore, never run the engine with the fuel tank empty (fill up as soon as the low fuel warning light comes on).
- m) The handling of LPG requires the use of perfect condition unions and high quality seals resistant to hydrocarbons. The hose and ducts carrying LPG must be LPG compatible (synthetic rubber).
- n) A leak test under pressure must be carried out for each union using a suitable leakage detector.
- o) The various safety measures to be taken in the proximity of a LPG installation centre on the risks of leaks and expansion caused by temperature changes.
- p) Skin contact with LPG can cause frostbite. The use of gloves and protective goggles is recommended when working on any part of the circuit which might contain gas in its liquid state.

Vehicle Scrapping

LPG fuel tanks must be removed from a vehicle before the vehicle is sent to be scrapped and must be destroyed in accordance with BS5430 by or under the supervision of a competent person and in a manner rendering them unserviceable for holding gas.

Hot work

No hot work, e.g. welding, cutting or bending should be carried out on vehicles unless the risk of affecting LPG tank or system has been eliminated. This may require the removal of the tank or system.

2.3.22 CSN AUTOS LTD. Parts Department (N/A)

Manual Handling: All work operations where it is reasonable to remove manual handling aspects have been suitably addressed. However, where employees are expected to manually handle loads, the correct lifting techniques are adopted.

Racking/Binding: Racking should always be levelled when installed to ensure load bearing uprights are vertical. racking should be secured to either a wall or in series with other racks/bins.

Always build in a front panel to shelving to prevent items rolling off. Never allow items to protrude outside the line of racking or binding. A protruding item can easily cause eye or bodily injury.

Stacking: Always stack pallets, crates, and drums with great care ensuring they are keyed together. Stack cartons, drums etc. with the heaviest articles nearest the ground, the lightest on top.

Gangways: Always practise good housekeeping and keep gangways clear of all goods and rubbish. Rubbish should be cleared and removed regularly

Strapping: Exercise extreme care when breaking or making up steel or plastic strapping. Always use gloves if handling and be careful that loose ends do not fly into your own or someone else's face.

Flammable liquids and gases: Dangerous substances - extreme care must always be taken when handling and storing such items, ensuring no damage or contact with heat. If in doubt contact your supervisor or Safety Officer.

Always be on the lookout for leaks, spillage, loose caps on cans etc. and take appropriate action to properly clear up any affected shelf or floor areas. Never climb racking or binning to obtain parts. A pair of steps should always be available to reach high locations.

2.3.24 MAINTENANCE OF EQUIPMENT AND NEW INSTALLATIONS

ALL equipment and machinery must be maintained to the highest standard and records kept of service and repair work carried out.

All defects must be reported and remedial action taken.

The safety officer will make regular checks of all equipment.

When new installations take place the safety officer must be consulted, and proper training must be given in operating the equipment or machinery.

A qualified maintenance man or an electrical contractor must carry out all electrical work, apart from minor repairs.

Any tampering with electrical fittings, motors, fixed wiring etc. is strictly forbidden and any faults that do arise must be reported at once and the faulty equipment removed from service until repaired.

ABRASIVE WHEELS

An abrasive wheel is a wheel, cylinder, disc, or cone made of abrasive particles that have been bonded together using organic or inorganic substances. Abrasive wheels serve an ever-wider range of purposes within industry, from grinding and dressing to cutting, and on a wide range of materials.

Abrasive wheels should be fit for purpose. They should only be operated with the correct type of tool and should not exceed maximum operating speed: doubling the speed increases wheel stress by four times, which increases the risk of the wheel bursting.

All tools that drive abrasive wheels need to be regularly examined.

Wheels to BS EN 12413 and BS ISO 525 will be marked to indicate specific restrictions for use, which are:

- RE1 Not permitted for hand-held machines and manually guided grinding
- RE2 Not permitted for hand-held cutting off machines
- RE3 Not permitted for wet grinding. Abrasive product only suitable for dry grinding
- RE4 Only permitted for totally enclosed working area
- RE6 Not permitted for face grinding.

Risk assessments should consider variables such as those given below to ensure adequate protection for operators.

Poor storage or wheel selection, improper mounting, extreme out-of-balance conditions, or speed, grinding machine defects, or misuse in the grinding operations are all factors that can result in breakage.

Operators must have adequate training and be competent in handling and mounting the wheel and correct speed selection as one of the main causes of wheel breakage is improper mounting or excessive rotational speed of the wheel. It is also important to note that if a wheel breaks, it is likely to shatter, throwing out pieces at high velocity in all directions.

Grinding alloys or metals such as aluminium can “clog” the wheel, causing localised heating and stress in the wheel, frequently resulting in wheel shattering.

Instances of wheel breakage should be carefully investigated to establish the cause and to enable suitable actions to prevent recurrence.

Adequately strong guards should cover as much of the wheel as practicable as many ejected particles are likely to have sharp edges, be dangerously hot, and have a high energy of ejection.

The extent to which the guard covers the wheel is likely to be greater with a fixed wheel rather than one that is used as a portable hand tool, such as an angle grinder.

Guards can be fixed in position or can be adjustable and should ensure that the wheel is enclosed to the greatest extent possible, keeping the opening size minimised, by compensating for wheel wear. In addition, it is typically necessary for users to wear eye protection as determined by a risk assessment.

While eye protection complying to a relevant British Standard will protect against most of the smaller ejected particles, it may not protect the user against larger ejected pieces broken off from the wheel or the workpiece. In these cases, protection against ejected material can be achieved by a properly constructed and used transparent guard.

Ejected materials can take many forms, including:

- ground-off fragments of the workpiece
- sparks — the heat generated from the friction of the wheel on the workpiece is likely to be sufficient to ignite even ferrous metals
- small particles from the wheel that are broken off during the abrasive action on the workpiece.

Supervisors must encourage the use of the guards.

Frequent maintenance of the guards should be carried out.

For the wheel to be used, there must be an area of it exposed to enable contact with the workpiece. However, it is important that this unprotected area of the wheel is kept at the smallest amount practicable.

The following hierarchy of control measures in the Provision and Use of Work Equipment Regulations 1998 (PUWER) should be applied:

- fixed guarding
- moveable guarding, such as interlocked
- means to keep the operative away from the danger, such as using jigs or holders
- procedural means of risk control, including adequate instruction, information, and training.

The measures are to be taken in order “to the extent that it is practicable to do so” before considering the next adequate measure.

The guarding used to protect the operator from ejected particles will control some of the risk of contact with the wheel, but not all.

Summary of operating precautions: train the operators to maintain, assemble, and use the equipment safely, maintain the surrounding floor in good condition and free from obstruction, do not exceed the maximum speed, and report immediately any defects.

The Personal Protective Equipment should include *BS EN 166-168 personal eye protection, BS EN 149 respiratory protective devices, and noise defenders.*

The information on Abrasive Wheels above was obtained from Safety in the Use of Abrasive Wheels Reg 1992, the HSE Supply of Machinery (Safety) Regulations 1992 as amended. and is in line with PUWER 1998, which applies to all workplaces and work situations subject to the Health and Safety at Work etc Act 1974 (HSW Act).

In the context of the use of an abrasive wheel, the written copy of the risk assessment should show that each of these means of risk control has been considered.

EMERGENCY BREAKDOWN VEHICLE RECOVERY

On arrival at the site and before starting work, review the dangers and consider the precautions required. Should the broken down vehicle not be clear of the road, contact the police for help and advice in controlling/directing traffic. If the vehicle has to be raised, use stands or blocks for support do not rely on jacks. Ensure that the ground will support the weight and chock the ground wheels.

Inspect crash vehicles for stability, stabilise as necessary before attempting to work on them. Check for special fire risks (spilled petrol, nature of load); call the fire brigade as necessary. Prevent persons from smoking in the vicinity of the wreck. Use all of your senses in assessing the dangers - sight, smell, sound etc.

Should it be necessary to use a winch, crane or hydraulic jack, ensure they are of adequate capacity. Remove handles from hand winches before hauling out the lifting rope, check that the pawl is in position before winding in. If a power winch or crane is used ensure co-ordination between operator and any helper.

Should the breakdown crew arrive on site before the police, fire or medical services arrive, injured persons should not be moved unless they are in imminent danger. Keep them warm, never give stimulants (hot tea, alcohol) or sedatives, control severe bleeding by means of a pad and bandage, but otherwise, leave first aid until qualified help arrives. The breakdown vehicle can sometimes be used to protect injured persons. Flashing beacons/hazard warning lights should be in operation to warn approaching traffic.

WEAR HIGH VISIBILITY CLOTHING

Persons working against broken down vehicles can easily merge with shadows and background.

CONTRACTORS

Prior to any work commencing the contractors, sub-contractors or their representatives should provide a valid copy of their Insurance Liability, the detailed Method of Statement for the particular work or task and the Employee's Accreditation / Certification who is to carry out the specific task. The Company – CSN AUTOS LTD. – will provide a sign-in book, H&S Instruction and will assign a responsible person to report to. Any additional risks will be explained verbally. A banksman will also be available if required by the task. CSN AUTOS LTD. will then issue the "Permit to Work" which will be specific for the task and date/time undertaken.

2.3.24 **CONCLUSION**

Suggestions, recommendations or ideas which you consider could assist the health and safety performance of CSN AUTOS LTD. are welcomed and will be given close attention by the safety officer and management. The employer and employee have obligations at law and it is necessary to remind everyone that a breach of the Health and Safety at Work Regulations could result in court action, with the possibility of heavy fines and/or imprisonment levied against the Company or individual who is found to be guilty.

Ignorance of the law and the regulations is no excuse and will not exonerate anyone from the consequences of being adjudged guilty.

We are required to realise that the whole concept of health and safety at work is evolutionary and that there will be a continuance of new observations, amendments, cancellations, the publishing of codes of practise, etc. and that it will be subject to whatever alterations and additions as may be necessary to keep our activities within the meaning of the Act at any one time.

2.4 SUMMARY OF HEALTH & SAFETY RESPONSIBILITIES

CSN AUTOS LTD.

2.4.1 Overall & final responsibility for Health & Safety in the company rests with:

Name:

Job Title:

2.4.2 Responsibility for the policy being carried out at the above premises rests with:

Name:

Job Title:

2.4.3 CONSULTATION

Consultation between management and employees is provided by:

Name:

Job Title:

2.4.4 For advice and information on the following specific issues please contact:

Safety Training: CSN AUTOS LTD. & RMI (on request)

Safety Inspections: CSN AUTOS LTD. & RMI

Investigating Accidents: CSN AUTOS LTD. & RMI

Maintenance of plant and equipment:

2.4.5 ACCIDENTS

Trained First Aiders:

Name: Valid to:

Job Title:

Name: Valid to:

Job Title:

First Aid Box:

Location:

Maintained by:

Accident Book:

Location:

Maintained by:

2.4.6 FIRE SAFETY

The person responsible for routine checks of the following is as shown below:

Escape routes:**Fire extinguishers:****Fire alarms:** N/A**Other equipment:****Maintenance Company contact details:****Local fire authority contact details:**

2.5 SITE PLAN (To be provided by the member)

This is included in the manuals to fulfil a number of purposes

- Display of where the different processes are located within the premises. This is useful when assessing employees' exposure. Those located by a particular process but not necessarily working there will still be affected by the chemicals and the plan helps to assess the risk.
- The plan also shows where the emergency exits and the fire extinguishers are located. It is to be put on display so that all employees have a better chance of safe escape during an emergency.
- Also shown are all the flammable and explosive areas such as the location of oxy-acetylene bottles. If the fire services have been called out, the plan is to be handed in to a fire officer on duty to help them judge where the most dangerous areas are.

3.0 STATUTORY DOCUMENTATION

3.1 First Aid Training

The Health and Safety (First Aid) Regulations 1981 sets out the essential aspects of the first aid, those employers have to address. The employer should ensure that sufficient first-aid personnel and facilities are available to give immediate assistance with common injuries and to summon an ambulance or other professional help.

As the vehicle industry sector is considered higher risk there needs to be a higher number of people trained to deal with it. If a company has fewer than 5 employees, it needs at least one **appointed person**, for those that have between 5-50 employees at least one **first aider**, and for those above 50 there has to be one additional first aider for every 50 employed.

A first aider must hold a valid certificate of competence in first aid at work, issued by an HSE approved training centre. A first aid at work certificate currently runs for three years and employers need to arrange refresher courses. If an employer decides a first aider is not necessary, the minimum requirement is that a person is appointed to take charge of the first aid arrangements including looking after the first aid facilities and calling the emergency services when required. An appointed person must be available to undertake duties at all times when people are at work.

3.2 Abrasive Wheel Certificate

Section 6 of the HSWA places a duty on designers, manufacturers, importers and suppliers of abrasive wheels to ensure, so far as is reasonably practicable, after carrying out any necessary research and by providing relevant information that they are safe and without risks to health when properly used.

Regulation 9 of the Abrasive Wheels Regulations 1970 requires that thorough, practical training is provided in all aspects of the abrasive wheel. The training should include approved advisory literature, hazards arising from the use, methods of marking, storing, handling, transporting, inspecting and testing. It should also include the functions of all components, the proper method of dressing a wheel, the adjustment of the rest and the functions of the regulations themselves.

Regulation 9 also requires the employer to appoint a competent person to mount certain types of abrasive wheel and to record the appointments by means of signed and dated entries in a register. All entries must specify the class or description of the wheels which the appointed person may mount, and the person appointed must be provided with a copy of the entry or certificate.

Certificates of appointment are not supplied by the HMSO, but employers can make their own. It has to note the name of the appointed, the types of wheels appointed for, signature of an agent and the date. It will also have a place for the agent to sign and date, when the certificate is revoked.

3.3 Explosives Certificate

This applies to those garages which handle and store airbags and seat belt pretensioners at a weight over the prescribed amount. The first thing to do is to find out from the supplier the UN hazard classification of their products. If any are classed as UN Hazard Class 1 (the explosives class) and they have to be kept on the premises they will need to be registered for a Mode B Registered Premises with the local authority under the Explosives Act 1875.

The department dealing with registration varies from region to region, but is usually the fire brigade, trading standards or the environmental health. At this point, it should also be noted that it is illegal to dispose of explosives as normal waste and domestic/commercial waste bins must not be used for disposing of un-deployed airbags or seat belt pretensioners in Class 1.

3.4 Risk Assessments

Section four (Volume 1) assists the user to determine the real hazards of the workshop area and in certain circumstances highlight a need for reassessing the necessary controls of procedures in the current working processes of the workshop.

Includes: Generic Risk Assessment, COSHH, Task and Manual Handling Assessment

Volume 2 records the service and maintenance of the equipment. There is a list of the equipment within the workshop and the bodyshop as well as a record of all the maintenance carried out on the equipment.

The confidential section (Volume 4) begins with a list of personnel. It determines all staff duties, what substances they are exposed to and records of health surveillance carried out on the staff that perform particular hazardous processes as well as documenting what competence level the staff has been trained to in the use of the equipment and products related to their duties. Also taken into consideration is Personal Protective Equipment (PPE), in use against airborne substances, fume inhalation, high velocity particulate and noise.

The Volume 5 contains the list and the MSDS (Material Safety Data Sheets) that are in use within the working environment of this business.

3.5 Accident Reporting and Recording

Section five documents an accident or dangerous occurrence that may happen on the premises. In the event that the occurrence is a fatality or three day old injury, this must be reported to the local authority by law. This section will be able to “audit trail” from the following sections, the involved operator’s duties, hazard exposure, the control of that

hazard and the operator's competence in the use of any equipment involved. It will also highlight the maintenance level of equipment that may have been used at the time of the occurrence, thus demonstrating the company's safety and environmental credentials for compliance to all of the main three legislative requirements discussed herein.

3.6 The Environmental Protection Act 1990

Volume 3 documents the level of V.O.C. (Volatile Organic Compounds) that the bodyshop may produce in emissions to the atmosphere. This is essential for all EPA registered bodyshops that have to submit an upgrade programme to their local authority and give an accurate account of their emissions from the spraying process. This section also documents who is authorised to take away the special and controlled waste produced by the bodyshop with proof of collection and consignment as required by the Duty of Care Regulations.

4.0 RISK ASSESSMENTS

4.1 Overview

Regulation 2 of the Management of Health and Safety at Work Regulations 1992 states that 'every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work as well as the risks to the health and safety of persons not in his employment arising in connection with his undertaking.'

Many employers already carry out risk assessments on a day-to-day basis during the course of their work in which they will note changes in working practices, recognise faults as they develop and take the necessary corrective action. This regulation however requires that employers should undertake a systematic general examination of their work activity, and those with five or more employees should record the significant findings of that risk assessment.

A risk assessment usually involves identifying the hazards present in any undertaking and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken. Risk therefore reflects both the likelihood that harm will occur and its severity.

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the relevant statutory provisions. This phrase covers the general duties in the Health and Safety at Work etc Act 1974 and the more specific duties in the various Acts and Regulations associated with the HSW Act. In essence, the risk assessment guides the judgement of the employer as to the measures they ought to take to fulfil their statutory obligations.

There are no fixed rules about how a risk assessment should be undertaken. The assessment will depend on the nature of the undertaking and the type and extent of the hazards and risks. In some cases, a single exercise covering all risks in a workplace or activity; in other cases separate assessment exercises for the risks arising from a particular operation or groups of hazards may be more effective.

The Regulation requires employers to review and modify their risk assessments since assessment should not be a once-and-for-all activity. The nature of work changes, the appreciation of hazards and risks may develop. Adverse events may take place even if a suitable and sufficient risk assessment has been made and appropriate preventive and protective measures taken.

All employers are required to carry out a risk assessment but the Regulation requires that employers with five or more employees must **record** the significant findings of their risk assessment. This record should represent an effective statement of hazards and risks which then leads management to take the relevant action to protect health and safety.

The employer also has to pay special consideration if he or she employs either young people or pregnant women. Where there are women of child-bearing age and the work is of a kind that could involve risk to a new or expectant mother, the employer has to consider the risk when making a Risk Assessment.

Every employer should also ensure that young persons employed by him or her are protected at work from any risks to their health or safety which are a consequence of their lack of experience, of absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

Where an employer is assessing a work situation or activity for the first time, a first rough assessment may be particularly useful in identifying those aspects of the work where a more detailed risk assessment may be needed in accordance with other Regulations. The overall risk assessment under this Regulation might then consist of separate risk assessments covering particular duties under other Regulations plus a further risk assessment covering aspects of the work not covered elsewhere.

5.0 FIRE SAFETY

5.1 OVERVIEW

Every year people die or are seriously injured due to fires at work. Besides human loss, fires cost British business millions of pounds. Many fires are avoidable by taking precautions and where fire does break out, the effects can be minimised by having effective controls and procedures in place. Fire safety is now governed by The Regulatory Reform (Fire Safety) Order 2005, which brought together many strands of Fire Safety legislation into one Order.

In order to fulfil legal requirements all businesses must carry out the following:-

- Carry out a fire risk assessment identifying any possible dangers and risks.
- Consider who may be at risk
- Get rid of or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk lift.
- Take other measures to make sure there is protection if flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and, in most cases, keep a record of your findings, and
- Review your findings.

5.2 Fire Legislation

5.3 The Regulatory Reform (Fire Safety) Order 2005

www.opsi.gov.uk/si/si2005/20051541.htm will provide the full document.

5.4 Fire Prevention

The best way to reduce the risk of damage caused by fire is to prevent a fire starting in the first place. This involves controlling the potential sources of ignition and sources of fuel. The risk of fire caused by employees smoking may be reduced by having a no smoking policy on site, or allowing smoking only in areas isolated from sources of fuel.

The risk of fire caused by electrical equipment may be reduced by:

- Regular maintenance of wiring and equipment
- The use of fuses, circuit breakers and residual current devices
- Switching off all equipment and systems when they are not in use
- Training staff on how to avoid overloading systems and how to position equipment away from sources of ignition.

5.5 Fire Extinguishers

Fire extinguishers are an essential means of controlling a fire and reducing the damage caused. They must be sited at suitable locations, contain an appropriate medium for the likely type of fire and they must be well maintained. Portable fire extinguishers should be inspected at least once a year by an external specialist. However, more frequent, less extensive tests should be carried out by a responsible, trained person.

There are five main types of portable fire extinguisher that may be found on the premises; water, foam, carbon dioxide powder. Different types of extinguisher are suitable for different types of fire and all new fire extinguishers must comply with European standard BS EN 3, which requires the body of all extinguishers to be red.

All staff should be trained in when to use portable fire extinguishers and how to use them, and should understand the consequence of misuse of any fire fighting appliance. In addition to portable extinguishers, many premises have installed extinguisher systems, such as automatic sprinklers and gas systems. These systems also need to be well maintained by a specialist.

5.6 Fire Exits

There must be a means of escape, should a fire break out anywhere in the building. As fire could block an exit, potentially trapping people, there should always be an alternative escape route, such as fire exits at opposite ends of every area. In a multi storey building, the fire exit will include stairways, as lifts must not be operated in the event of a fire.

Suitable fire exits will be set out in the fire certificate and should have been designed into the building when the premises were constructed or altered as a workplace. Fire escape routes must be kept clear at all times to allow unimpeded evacuation as quickly as possible. Staff should be instructed to keep fire exits clear, and the relevant person should carry out regular checks to make sure these instructions are being followed.

Fire doors are an important consideration as they slow down the spread of smoke and fire, allowing time for evacuation. There should be procedures in place for informing all staff, including contractors that it is an offence to prop fire doors open, even for a short time, and there should be regular checks by supervisors to make sure these instructions are being followed.

Fire exit doors must open outwards, i.e. in the direction of escape. They should never be locked or bolted if there are people working on the premises, as this will prevent them from escaping in case of fire. Fire exits must be marked and the signs should have an independent power source (i.e. batteries), to ensure they are easily visible if the main power source is shut off. All staff should be aware of the fire exits available to them.

5.7 Fire Alarms

If a fire breaks out there must be some way of warning the occupants of the building and the fire certificate will specify what alarms are required. Fire alarms may be operated manually, such as 'break glass in event of fire' or automatically, such as smoke or heat detectors. In some cases, the alarm system is linked directly to the fire brigade, to speed up the response time for help.

Fire alarm systems need to be regularly tested and maintained. BS 5839, Part 1, recommends daily, weekly and monthly fire alarm tests giving details of what checks should be carried out.

5.8 Fire Safety Signs

Fire safety signs should be used to inform staff and anyone else on the premises of the fire arrangements. Fire safety signs needed on the premises include:

- signs directing the way to the nearest fire exit
- signs for fire fighting equipment
- signs instructing what to do if a fire is discovered, including whether to tackle it or sound the alarm
- signs instructing what action to take if the fire alarm is sounded
- signs indicating the fire assembly points

Fire safety signs must comply with specifications set out in the Health and Safety (Safety Signs and Signals) Regulations 1996.

5.9 Evacuation Procedure

All companies should have procedures for evacuation in case of an emergency. Everyone on the premises, e.g. staff, contractors, visitors must receive instruction on evacuation procedures.

Certain, named members of staff will have additional roles in the event of an evacuation including:

- calling the fire brigade
- helping disabled people to evacuate
- checking their area of the premises is empty
- making sure the visitors' book and all lists of who was present on site, are at hand
- keeping order at the fire assembly points
- giving a roll call at the fire assembly points to make sure everyone is there
- co-ordinating the roll calls if there are several assembly points
- liaising with the fire authority
- co-ordinating a return to the building when it is safe

5.10 Emergency Lighting

Emergency lighting is required when normal lighting may be shut off by a power failure cause by fire. It is only needed if the absence of normal lighting would impede evacuation and fire certificates often contain a requirement for the provision of emergency lighting. Emergency lighting requires regular checks and maintenance. BS 5266 Part 1 stipulates that checks should be made on emergency lighting daily, monthly, six monthly and three yearly.

5.11 Records

There are a number of records which businesses should keep including:

- Record of risk assessments for fire hazards
- Record of measures put in place for controlling the risk of fire
- Maintenance records (a fire safety log book) for:
 - Portable fire extinguishers
 - Installed fire extinguishing systems
 - Checks on fire doors and fire exits
 - Fire alarm systems
 - Emergency lighting
 - Checks on adequate provision of fire safety signs
- Details of fire training and instruction provided
- Details of fire drills carried out, including the date they were conducted on, evacuation times and any problems encountered.

5.12 Information for Staff

The RRO (Fire Safety) 2005 states that persons employed to work on the premises must receive appropriate instructions or training in what to do in case of fire and that record must be kept of this instruction and training.

Employees new to the premises should be instructed on fire safety as part of their general induction training.

6.0 MAINTENANCE OF EQUIPMENT AND LOCAL EXHAUST VENTILATION (L.E.V.)

6.1 OVERVIEW

This is the section that logs all the maintenance and calibration details on all the equipment that the business uses. Under Section 2 of The Health and Safety at Work etc Act 1974 the employer has a general duty to provide and maintain, so far as is reasonably practicable, machinery, equipment and other plant that is safe. They must also ensure that, so far as is reasonably practicable, the systems are safe.

Employers have a duty to ensure that items of work equipment provided to their employees and the self-employed working for them complies with these regulations. The self-employed must comply with the same duties in respect of work equipment they use at work. The Section also covers not only the normal situation where employers provide work equipment for their employees, but also cover the situation where employers allow their employees to provide their own work equipment.

Regulation 9 of the Management of Health and Safety at Work Regulations amended 1999 (MHSWR) places stress on the employer and the self employed to work together. It requires them to co-ordinate their activities, co-operate with each other and share information to ensure that each complies with their responsibilities under health and safety legislation.

Regulation 5(1) of the MHSWR states that equipment must be suitable by design, construction or adaptation, for the actual work it is provided to do. This should mean in practice that when employers provide equipment they should ensure that it has been produced for the work to be undertaken and that it is used in accordance with the manufacturer's specifications and instructions. If employers choose to adapt equipment then they must ensure that it is still suitable for its intended purpose.

Regulation 5(2) requires employers to assess the location in which the work equipment is to be used and to take account of any risks that may arise from the particular circumstances such as equipment used in a wet or flammable atmosphere. Such factors can invalidate the use of equipment in a particular location which would be perfectly adequate to do the work in other locations.

This would be the case of electrically powered equipment in wet or flammable atmospheres, in which case the employer would have to consider choosing pneumatically or hydraulically powered equipment.

Regulation 5(3) states that the employer must ensure that the equipment is suitable for the process and conditions of use. A crane already in use would not be suitable for any

particular operations where the load to be lifted exceeded its rated load; knives with unprotected blades are often used for cutting operations where scissors or other cutting tools could be used with risk of less serious injury.

Regulation 6 deals with the obligation to maintain equipment and is thus, connected with Section 2 of the Health and Safety Work Act. The Regulation states that ‘every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.’ It is important that equipment is maintained so that its performance does not deteriorate to the extent that it puts people at risk. Any maintenance work should be only done by those who have received adequate information, instructions and training relating to that work.

Regulations 8 and 9 deal with information, instructions and training whereby the employer has to provide adequate health and safety information and, where appropriate, written instructions. Information can be verbal where this is considered sufficient and need only be written where it is more complicated, usually involving instruction sheets, manuals, instruction placards, warning labels and training manuals. The employer is also obliged to ‘adequately’ train not only those using work equipment but also those supervising or managing them.

The requirements of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations are extended by another piece of legislation that came into force in December 1998, namely the **Provision and Use of Work Equipment Regulations (PUWER 98)**.

Amongst its 39 Regulations, it states that ‘every employer shall ensure that work equipment is as constructed or adapted as to be suitable for the purpose for which it is used or provided.’ Employers have to take into account any risks involved in the use of the equipment including ergonomics. This means that the size and shape of the human body should be considered and any designs should be compatible with human dimensions.

Equipment should only be used for the operation for which it is suitable and every employer has to ensure that the work equipment is maintained in an efficient state, in efficient working order and in good repair.

It is also the duty of every employer to ensure that where the safety of work equipment depends upon the installation conditions, it is inspected after installation and before being put into service for the first time. Where equipment is exposed to deteriorating conditions, liable to result in dangerous situations, it is inspected at regular intervals and the result is kept until the next inspection.

PUWER 98 also applies to mobile work equipment to ensure that the risks to employees are reduced as far as possible. This includes the possibility of roll-over, often reduced by fitting Roll-over Protective Structures. They are normally fitted on mobile work equipment which is at risk from 180 degrees or more roll-over.

The normal criterion for the fitting of ROPS is that they should reduce the overall risk of injury to people operating, driving, or riding on mobile work equipment. For example,

ROPS may not be appropriate in workplaces with low roofs because they could increase the risks to workers.

Local Exhaust Ventilation (LEV) in motor vehicle repair is provided to control both flammable and toxic risks. Ventilation in spray booths and ovens prevents the exposure of people outside to fume and vapour given off. It also helps to control levels of spray, mist droplets, fume and vapour in the breathing zone of the vapour.

Regulation 7 of the Control of Substances Hazardous to Health (COSHH) Regulations 1994 requires that the exposure of employees to substances hazardous to health be either prevented or adequately controlled. In Schedule 9 of the Regulation deals with the special provision relating to biological agents. The regulation is supported by the COSHH Approved Code of Practice which makes specific mention of enclosure, partial enclosure with LEV, LEV and sufficient general ventilation.

Regulation 9 also specifies that records shall be kept of the results of the tests including details of any repairs carried out as a result of the examinations and tests. These records have to be kept for at least 5 years.

There is also other regulation that needs to be taken into consideration at this point. The Management of Health and Safety at Work Regulation 1992 require an employer to make appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures which includes LEV systems.

The Control of Asbestos at Work Regulations 2002 and the Control of Lead at Work Regulations 1980 also impose specific requirements for the provision of and maintenance, examination and testing of LEV. Furthermore, the Workplace (Health, Safety and Welfare) Regulations 1992 require the maintenance of general ventilation systems.

One of the pieces of associated equipment is the vehicle finishing unit usually known as the spray booth and they may be separate or combined with drying and curing ovens. To minimise toxic and flammable risks in spray booths they should be checked and maintained regularly.

- Ensure that airflow or air pressure differential switches are working to warn if designed exhaust ventilation flow rates are not maintained
- Maintain any interlocks between spray guns and exhaust ventilation
- Repair damaged spray booth panels to maintain the fire resistance of the unit
- Ensure that air intakes are not obstructed and that discharge vents are correctly situated and in good repair

The drying and curing ovens, whether separate or combined, should have restricted access when the ovens are working. Checks should be made that an adequate exhaust flow rate is maintained by monitoring the position and condition of dampers and the effectiveness of interlocking switches and warning devices. It should be ensured that the manufacturers and suppliers of all spraying and drying booths have provided enough information on hazards and safe information to enable booths to be used safely and maintained properly.

Ventilation rates should be monitored at all times. In side draught booths for the spraying of highly flammable liquids HSE recommends a minimum air velocity of 0.7m/s at the working opening, but this may need to be increased to 1.5m/s if particularly toxic materials are used. The figures should be interpreted to be the minimum mean velocities at the booth face.

In down draught booths air speeds should be measured at 10 points around the vehicle, three on each side and two at each end, at 0.5m from the vehicle and at a height of 0.9m. The mean of these 10 values should be greater than or equal to 0.4m/s with a minimum measured value of 0.3m/s.

Similarly, other areas must have local exhaust ventilation for enclosures. Extraction fans should be included in areas where there are tins of opened solvents, paints and primers. Dust extraction units, both fixed and mobile, should be used in polyester filled panels that are to be subsequently sanded.

7.0 EPA AND DUTY OF CARE

7.1 The Law

The Environmental Protection Act (EPA) was introduced in 1990 and it enables the provision of improved control over various previous pieces of legislation. Within the motor industry these included: The Control of Pollution Act, The Clean Air Act, The Radioactive Substances Act, COSHH, The Water Act, Control of Pollution Act, Food and Environmental Protection Act 1985.

However since 1990, further additional legislation has come into being these are listed below:

- Environment Act (1995)
- Environmental Protection (Prescribed Processes and Substances) Regulations (1991)
- Environmental Protection (Duty of Care) Regulations (1991)
- Controlled Waste Regulations (1992)
- Special Waste Regulations (1996)
- Waste Management Licensing Regulations (1994)
- Landfill Tax Regulations (1996)
- Water Resources Act (1991) and Water Industry Act (1991)
- Control of Substances Hazardous to Health Regulations (2002)
- Noise and Statutory Nuisance Act (1993)
- Clean Air Act (1993)
- Noise at Work Regulations (1989)
- Producer Responsibility Obligations (Packaging Waste) Regulations (1997)
- Radioactive Substances Act (1993) and Ionising Radiation Regulations (1999)

7.2 Your Responsibilities

<u>Type of Activity</u>	<u>Requirements</u>
Waste Management And Disposal	Transfer Notes, Consignment Notes, Pre-notification Notices, Trade Effluent Consent Compliance, Wastes Awaiting Recycling are Controlled Wastes, Taxes must be paid for disposal of waste to landfill, Reduce waste to landfill and increase recycling, Ensure waste disposal site has relevant certification.
Wash Deck	Trade effluent Consents compliance, Do not knowingly allow pollution of a body of water, including groundwater.

Bodyshop	Registration as a LAPC prescribed process if more than 1 (soon to be 0.5) tonne of solvent per year are used. Evaluate risks of substances used and gather information of these. Use of spray guns fitted with radioactive material cartridges.
Petrol storage and dispensing	Make sure that leakage of petroleum from underground storage tanks does not result in controlled waters being put at risk, or the potential for harm to be caused. Exposure to petroleum vapour should be limited.
General Activities	Protect employees from excessive noise. Limit nuisances caused by operations. Maintain COSHH manual. Smoke control

7.3 Hazardous Waste Regulations (HWR)

The HWR, which replaced the Special Waste Regulations 1996, provide an effective system of control for those wastes that are harmful to human health or the environment, or are difficult to handle.

The main features of the HWR are:

- The term “Hazardous Waste” as defined in the EC Hazardous Waste Directive replaced “Special Waste”. The Environment Agency will inspect hazardous waste producers, and in particular the sites where hazardous waste is produced.
- In order to help the process above, it is proposed that all but the lowest risk sites where hazardous waste is produced are notified to the Environment Agency
- In order to help reduce hazardous waste at source, and to improve the opportunity to recover hazardous waste, the mixing of different categories of hazardous waste or the mixing of hazardous waste with non-hazardous waste is prohibited
- The removal of the current requirements to pre-notify individual movements of hazardous waste to the Environment Agency. Instead, there will be various record keeping requirements in relation to the movement of hazardous waste.

The only exceptions to this requirement are certain types of businesses who produce less than 200kg of hazardous waste in any twelve-month period at specified premises.

This is the section of the manuals to place all documentation that is concerned with registration under the Hazardous Waste Regulations.

7.4 Authorisation / Permit

The following sections contain all the relevant paperwork concerned with environmental compliance. This could include documents, correspondence from the local authority and the forms that require to be completed to comply with EPA registration.

7.5 Photocopies of Waste Contractors.

Operating licences is to be filed in this section.

7.6 Waste Disposal Records

8.0 ACCIDENT RECORDING AND REPORTING

8.1 Overview

The recording and reporting of accidents is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. They require the employer to report an accident to the local office of the HSE and it refers to the self-employed as well as to the employed.

You must report immediately by phone if the following happens, as a result of your work:-

- Someone dies
- Someone receives a major injury
- Someone is seriously affected by such things as an electric shock or poisoning
- There is a dangerous occurrence which does not necessarily lead to any of the above

This must be followed by a written confirmation within ten days if the first seven have occurred. The employer must also send a written report, within seven days of the accident, an injury which obstructs an employee from doing their normal job for more than three days, report certain diseases suffered by workers who do specified types of work and report events involving flammable gas.

8.2 REPORT AND RECORD OF AN INJURY OR DANGEROUS OCCURRENCE

GENERAL

To report to the enforcing authority about events covered by Regulation 3 or 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, please visit [www.hse.gov/riddor/reports/](http://www.hse.gov.uk/riddor/reports/)

Alternatively call RIDDOR Incident Contact Centre on 0345 300 9923.

If you do not know who the appropriate enforcing authority is, then send the form to the nearest office of the Health and Safety Executive (HSE). They will pass it on if necessary.

A. SUBJECT OF REPORT

The tick boxes in Section A cover the different kinds of event which must be reported under Regulations 3 and 6.

BOX 1. Tick this box if someone has died as a result of an accident arising out of or in connection with work.

BOX 2. Tick this box if someone has suffered one of the following major injuries or conditions as a result of an accident arising out of or in connection with work:

- Fracture of the skull, spine or pelvis;
- Fracture of any bone except a finger, thumb or toe
- Amputation of a hand or foot, or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed
- The dislocation of a shoulder, hip, knee or spine
- The loss of sight of an eye, a penetrating injury to an eye or a chemical or hot metal burn to an eye
- An injury (including burns) either requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury leading to hypothermia , heat induced illness or unconsciousness , or requiring resuscitation, or which results in the person injured being admitted immediately into hospital for more than 24 hours.

BOX 3 Tick this box if an employee of yours, a person to whom you are providing training for employment, or a self-employed person working in premises under your control (or you, if you are a self-employed person in your premises) received an "over-3-day" injury at work, i.e. an injury which was not one of those listed above, but resulted in incapacity for work for more than 3 days.

BOX 4 Tick this box if there has been one of the dangerous occurrences listed overleaf. If a reportable injury was caused you should also tick box 1, 2 or 3, whichever is appropriate.

BOX 5 Tick this box if you are a supplier of flammable gas through a fixed pipe system or a filler, importer or supplier of LPG in a refillable container and you are reporting a fatal injury or one of those listed above, which arose from an incident involving that gas (but not if the incident was connected with a work activity).

BOX 6 Tick this box if you are a supplier of flammable gas through a fixed pipe system and you have found out that a connected gas fitting in a user's premises is or has been faulty and dangerous in one of the ways specified by the Regulations.

B. PERSON OR ORGANISATION MAKING THE REPORT

Just who must report the events covered by boxes 1.4 in Section A depends upon the circumstances and upon who, if anyone, is killed or injured. The onus to report might be placed on, for example: the employer of an injured person; a self-employed person;

someone in control of premises where work is carried on, or someone who provides training for employment. Detailed guidance on this be found in HSE booklet HS(R)23.

C. DATE, TIME AND PLACE

In addition to entering the date, time and address where the reportable event happened (if different from that of the person making the report), you are asked to state:

Precisely where on the premises or site the event happened, e.g. workshop, spray booth, canteen, office, etc. and what type of work activity is normally carried on there (or was being carried on at the time) as part of your business or undertaking, if not already clear from your description of the place.

D. THE INJURED PERSON

A few examples may help to show what is needed in the employment status and trade, occupation or job title parts of this section, if the injured person were:

- (a) A painter employed by you; then you would tick box 3 and write "painter" in the space provided for trade, occupation etc.;
- (b) A self-employed painter, then you would tick box 4 and write "painter";
- (c) An employee of yours receiving formal training in painting either as a YTS trainee or as an apprentice then you would tick box 3 and either box 5 or 6 as appropriate and write "painter";
- (d) A YTS trainee in panel beating, then you would tick box 5 and write "panel beating";
- (e) A school pupil, college student, or customer in a forecourt shop, then you would tick box 7 and write "pupil", "student" or "customer" in the space provided for trade, occupation, etc.

E. KIND OF ACCIDENT

If the accident involved a sequence of two or more of the events listed here, then tick the box for the one which happened first (only one box should be ticked in this section).

If the accident did not involve any of these as the primary event, then tick box 15 and give as much detail about the accident as you can in Section H of the form, after you have completed Section F.

F. AGENT(S) INVOLVED

Having classified the kind of accident in Section E of the form, you are asked here to describe just what thing or hazard was actually involved - the principal agent or factor.

You should do this firstly by indicating which of the listed broad categories the agent or factor fits into and secondly, by describing it more precisely in writing - giving its name, type and/or purpose.

You can tick more than one box if more than one of the listed agents was involved a written description of each should be given. Tick box 17 if none of the other boxes cover the accident which you are reporting.

Example: if the reported injury is a burn arising from an accident involving the ignition of a flammable liquid escaping from a fractured pipe in a chemical plant, then you should tick box 11 in Section E and boxes 2 and 6 in Section F and your written description in Section F should refer to the pipe and its use and to the flammable substance involved.

G. DANGEROUS OCCURRENCES

The list of reportable dangerous occurrences contained in Part 1 of Schedule 1 of the regulations is reproduced by the HSE. Enter the appropriate paragraph number in the box provided on the form.

Example: for an incident involving the overturning of a road tanker containing petroleum and the escape of petroleum from the tank, enter the paragraph number 13(1)(b)(i).

DANGEROUS GAS FITTINGS

A coding system for use when reporting dangerous gas fittings is available to piped gas suppliers on a separate leaflet.

H. ACCOUNT OF ACCIDENT, DANGEROUS OCCURRENCE OR FLAMMABLE GAS INCIDENT

What is needed in every case is a description which gives a clear picture of the event being reported and how it happened.

8.3 LIST OF DANGEROUS OCCURRENCES

Schedule 1 Part 1 - The Reporting Of Injuries Diseases & Dangerous Occurrences Regulations 1995

- The collapse, overturning or failure of a load-bearing part of a lift, hoist, crane, derrick, or mobile platform, or an excavator, or a pile-driving frame with an operating height of more than seven metres
- The explosion, collapse or bursting of any closed vessel
- An electrical short circuit or overload causing fire or explosion
- Any fire or explosion resulting in the suspension of work for more than 24 hours
- The collapse or partial collapse of any scaffold over 5 metres high
- Any unintended collapse of any building under construction, alteration or demolition involving a fall of more than five metres or of a wall or floor in a place of work
- The sudden uncontrolled release of one tonne or more of highly flammable liquid
- An uncontrolled or accidental release or escape of any pathogenic substance from any apparatus or equipment
- Any unintentional ignition or explosion of explosives
- The bursting, explosion or collapse of a pipeline
- Any incident in which a road tanker overturns or suffers serious damage, catches fire or causes the release of dangerous substances
- Any incident in which a dangerous substance being conveyed by road is involved in a fire or where there is an uncontrolled release or escape of the substance
- Any incident where breathing apparatus malfunctions in a way as to deprive the user of oxygen
- Any incident in which plant or equipment comes into contact with overhead power lines exceeding 200 volts

9.0 EMPLOYEE RECORDS

9.1 Overview

All employers are obliged to keep personnel records for 40 years, however long the employee worked for them. The details include name, address, emergency contact number, date of birth, sex, NI number, job title and the dates of commencement and termination of employment. This section also details PPE details and any health surveillance done.

There are some elements of the personnel details that are kept as confidential information, stored in a separate manual and kept privately. These may include such information as driving and criminal convictions, drug use and alcohol consumption.

Personal Protective Equipment (PPE) is defined, under the Personal Protective Equipment at Work Regulations 1992, as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health and safety, and to any addition or accessory designed to meet that objective.

Included in this definition are such pieces of equipment as masks, gloves, goggles, visors, ear defenders, bodysuits and suitable footwear.

The Management of Health and Safety at Work Regulations (MHSWR) 1992 require employers to identify and assess the risks to health and safety in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined. There is in effect a hierarchy of control measures, and PPE should always be regarded as the 'last resort' to protect against risks to health and safety; engineering controls and safe systems of work should always be considered first.

There are a number of reasons for this approach. Firstly, PPE protects only the person wearing it, whereas measures controlling the risk at source can protect everyone in the workplace. Secondly, theoretical maximum levels of protection are achieved with PPE in practice, and the actual level of protection is difficult to achieve. Effective protection is only achieved by suitable PPE, correctly fitted and maintained and properly used. Thirdly, PPE may restrict the wearer to some extent by limiting mobility or visibility, or by requiring additional weight to be carried.

In order to provide PPE for their employees, employers must do more than simply have the equipment on the premises. The employees must have the equipment readily available, or at the very least have clear instructions on where they can obtain it. Most PPE is provided on a personal basis, but in certain circumstances items of PPE can be shared, for example where they are only required for limited periods. Also, Section 9 of the Health and Safety at Work Act 1974 states that no charge can be made to the worker for the provisions of PPE which is used only at work.

Employers should ensure that any PPE they buy complies with the UK legislation implementing European Community directives. Also, an effective system of maintenance of PPE is essential to make sure the equipment continues to provide the degree of protection for which it was designed. Maintenance is required under the Regulations and includes, where appropriate, cleaning, disinfection, examination, replacement, repair and testing.

The responsibility for carrying out maintenance should be laid down, together with the details of the procedures to be followed and their frequency. Where appropriate, records of tests and examinations should also be kept. The maintenance programme will vary with the type of equipment and the use to which it is put.

The Regulations require employers to provide suitable information, instructions and training for their employees, to enable them to make effective use of the PPE provided to protect them against workplace hazards to their health and safety. Users must be trained in the proper use of PPE, how to correctly fit and wear it and what its limitations are.

The employer needs to ensure that accommodation is provided for PPE so that it can be safely stored or kept when not in use. Accommodation may be simple such as pegs and carrying cases, so long it protects from contamination, loss or damage by (for example) harmful substances, damp or sunlight. Employers should make arrangements to ensure that their employees can report to them, the loss of or defects in PPE. Employees must take reasonable care of PPE provided and report any loss or defects immediately.

The MHSWR require *that every employer shall ensure that such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment.* The regulation reinforces the Health and Safety at Work etc. Act Part 1.

Under Regulation 11 (2) (b) of the Control Of Substances Hazardous to Health (Amended) 1999, there is a regulation of health surveillance for occupational asthma. Isocyanate is present in the vapour and mist that occurs during the spraying of 2-pack paints. Certain individuals may become sensitised and develop occupational asthma, via the active ingredient, Hexamethylene Di-isocyanate. Surveillance for occupational asthma applies to spray painters, panel beaters and technicians.

Under COSHH the requirement also applies to surveillance for Dermatitis, a disease caused by the skin coming into contact with a large number of substances commonly encountered in the bodyshop. These include 2-pack paints, epoxy resins, cyanoacrylate, thinners, solvents, abrasives, body fillers, hardeners, heat, UV radiation and latex. Mineral oils and soluble oils may also cause dermatitis and folliculitis as well as being carcinogenic.

Painters, panel beaters, mechanics, labourers should undergo hand inspections for dermatitis and other skin conditions. One of the reasons that dermatitis is so dangerous is that once damaged, the skin is likely to be adversely affected by almost any substance including soap and water. Recognition of dermatitis at an early stage is of paramount importance.

Under Regulation 5 of the MHSWR health surveillance also applies to employees if there is an identifiable disease related to the work, techniques are available to detect indication of the disease, there is a likelihood the disease may occur under the conditions of work or that surveillance is likely to further the protection of health of the employees concerned.

When noise levels are above one of three action levels specified in the Noise at Work Regulations 1989, hearing is likely to be damaged. Technicians working with powered grinding equipment or tools powered by compressed air such as chisels and impact wrenches are likely to be exposed to noise in excess of the Peak Action Level. Under such conditions, audiometric assessment is required by the MHSWR and will identify workers with hearing impairment. Panel beaters are at special risk of hearing damage, as are other technicians working near loud noise.

Power grinders, hammer drills, riveters, chisels and rip saws driven by compressed air cause vibration. This may result in damage to blood vessels and nerves, particularly those supplying the fingers and hands, leading to Hand Arm Vibration Syndrome. The symptoms are blanching of the ends of the fingers accompanied tingling and numbness, particularly noticeable in cold weather. The effects are progressive and in some cases, gangrene may occur. Means by which vibration can be reduced should be investigated and workers using vibrating tools should undergo health surveillance.

As has been previously stated, Regulation 3(1) of The Management of Health and Safety at Work Regulations requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees whilst at work. Where this general assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the **Manual Handling Operations Regulations (1992)** should be followed.

Regulation 4(1) of the Regulations establishes a clear hierarchy of measures:-

- Avoid hazardous manual handling operations so far as is reasonably practicable- this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury from those operations so far as is reasonably practicable- particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

However, it is not sufficient simply to make changes and hope that the problem has been dealt with. Steps taken to avoid manual handling or to reduce the risk of injury should be monitored to check that they are having the desired effect in practice. If not, alternative steps should be sought.