

Section 1 General



Health and Safety Instructions

Section 1

General

- 1 First Aid
- 2 Fire
- 3 Smoking Policy
- 4 Alcohol and Drugs
- 5 Noise and Lighting
- 6 Accident / Incident Reporting
- 7 Manual Handling
- 8 Personal Protective Equipment (PPE)
- 9 Office Equipment
- 10 Waste

Section 1 General 1 First Aid

RA Ref: RA 1-1

Risks: Lives can be lost or an Injury can be exacerbated if prompt first aid is not applied

PPE: None

Only trained first aiders shall be allowed to apply first aid

Before First Aid is Required

- Ensure that you know where the First Aid kit is kept
- Ensure that you know who are the appointed First Aid persons
- Ensure you know the procedures when required to call the emergency services

When there is an accident

- Do not move the casualty unless in immediate danger
- Were the casualty has to be moved from the hazard ensure it is safe to do so
- If an electrical shock isolate the power source before touching the casualty
- Call for help (first aider or ambulance)
- Remain with the casualty and give reassurance
- Do not give drinks or food

Reporting Accidents or Incidents

- Ensure details of any accident or incidents are recorded in the Accident Book
- When in doubt always ask for assistance

First Aid Kits in Vehicles

- Ensure the you have a First Aid Kit in the vehicle and that it is complete
- If you use any item ensure it is replaced as soon as possible

DO NOT

- **Hesitate to ask for first aid**
- **Fail to report an injury**

Section 1 General 2 Fire

RA Ref: RA 1-2

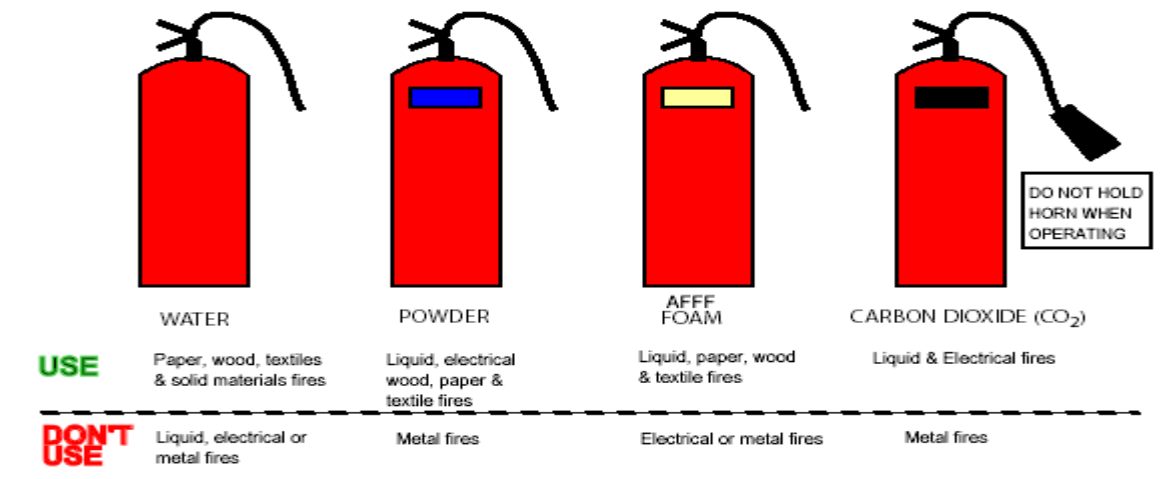
Risks: Injury or death from fire or explosion

PPE: None

Fire Precautions

- Make sure you know what to do in case of fire
- Make certain you know your escape routes
- Keep fire doors clean and unobstructed
- Do not obstruct access to fire extinguishers

Fire Extinguishers



If you discover a fire

- Raise the alarm
- Evacuate the premises
- **IF SAFE TO DO SO** attack the fire

If you hear a fire alarm evacuate the premises in an orderly fashion by the nearest exit route and report to your designated assembly point. For further information, see detailed instructions contained in the ACTION NOTICES posted throughout your location.

DO NOT

- **Run**
- **Panic**
- **Collect your belongings**

Section 1 General

2 Fire

Fires in Vehicles

- Stop the vehicle
- Switch off engine
- Release bonnet But **Do Not** Open it.
- Get everyone out of the vehicle.
- Get far away from the vehicle and stay away, keeping onlookers and others away.
- Dial 999 and call the fire brigade.
- Warn oncoming traffic, if safe to do so.

If and only if you believe it is safe to do so attempt to put out the fire with a dry powder or foam extinguisher.

If you have an engine fire in a Vehicle do not raise the bonnet but direct the fire extinguisher through the radiator grill.

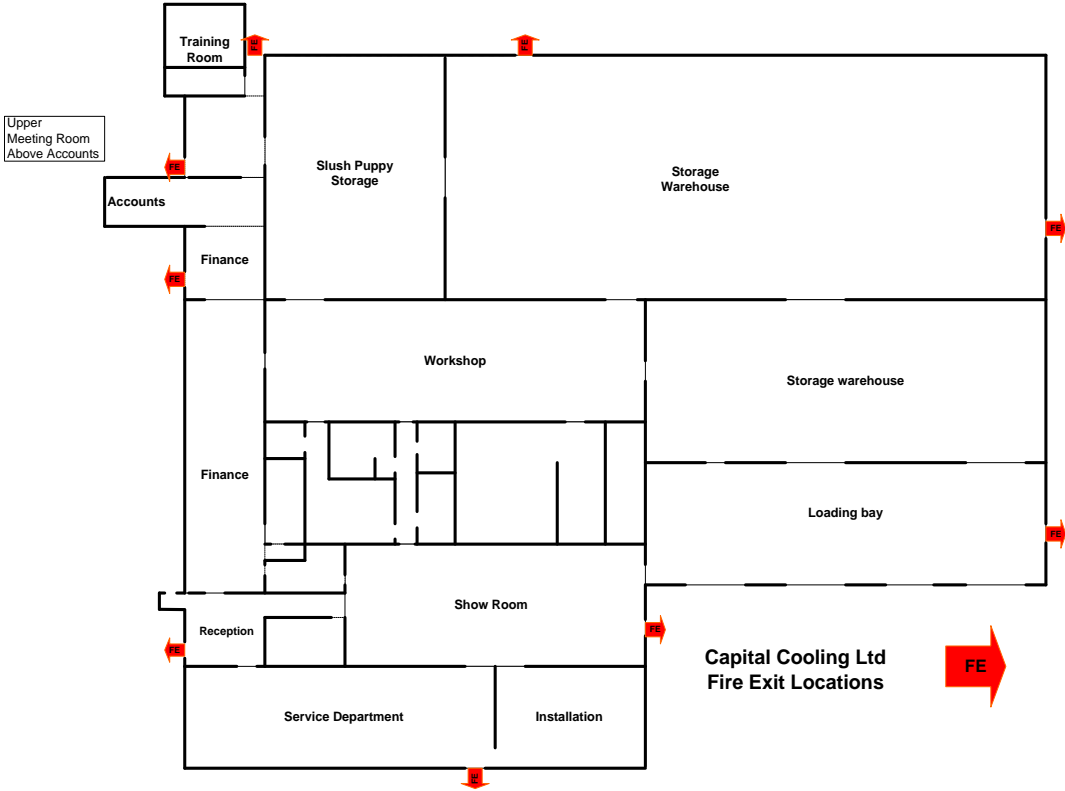
If you have a fire within a Vehicle direct the fire extinguisher directly onto the source of the fire.

DO NOT

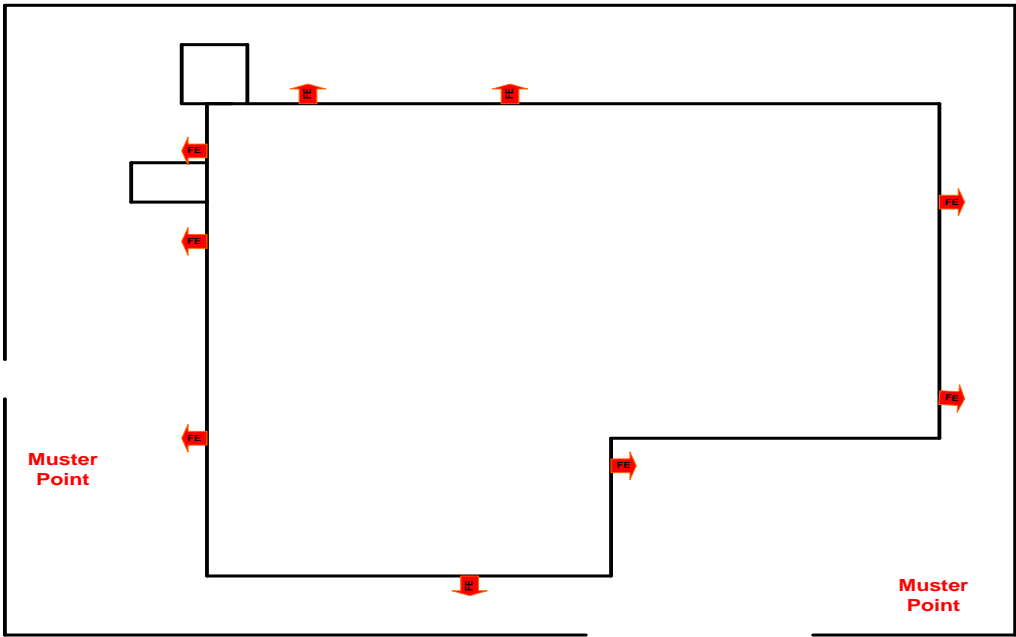
- **Run**
- **Panic**
- **Collect your belongings**
- **Use water or foam fire extinguishers on electrical fires**
- **Use water fire extinguishers on vehicle fires**

Section 1 General 2 Fire (Continued)

Fire Exits Head Office Broxburn



Fire Muster Points Head Office Broxburn



Section 1 General

3 Smoking Policy

RA Ref: RA 1-2

Risks: Death or injury through starting fires or explosions in areas of flammable materials or gases

PPE: None

Smoking is permissible only in designated smoking areas

In Scotland no smoking is allowed in any confined public area including works vehicles

Capital Cooling Ltd is committed to maintaining safe places of work. It is recognised that smoking in certain parts of the premises may cause fires leading to potential explosions, so smoking is only permitted in designated areas. Smoking outside of these designated areas is regarded as gross misconduct, liable to disciplinary action which include summary dismissal.

Designated Areas at the Main Office Broxburn

- Rear of building outside the main vehicle access
- Outside the training offices

Restricted Areas Where Smoking is Totally Banned

- All offices and work areas
- Gas bottle storage
- Chemical Storage
- Installations
- Customer's premises

DO NOT

- **Smoke or take ignitable items such as matches or lighters into restricted areas**
- **Smoke outside of allocated areas**

Section 1 General

4 Alcohol and Drugs

RA Ref: RA 1-4

Risks: Injury to yourself and others through being under the influence of alcohol and drugs

PPE: None

General

- Alcohol is a depressant drug which depresses parts of the brain function
- Un-prescribed drugs can have detrimental effects on the brain which can interfere with rational thinking
- Prescribed drugs may also affect the way you think and act
- Remember when under the influence of alcohol and drugs you are not only putting yourself at risk of an injury but also others
- Drinking heavily the night before can leave you tired and still under the influence of drink (it takes approximately one hour for the body to dispel one unit of alcohol - half pint of beer or one small measure of spirit)

Alcohol and Drug Policy

Capital Cooling Ltd is committed to maintaining safe places of work. It is recognised that alcohol or drug abuse by any employee or contractor may expose others as well as the abuser to unacceptable risk. Alcohol and drug use is regarded as gross misconduct, liable to disciplinary action which include summary dismissal.

- The use, possession, distribution or sale of alcoholic beverages on Company premises without prior consent of a Director is strictly forbidden ;
- The use, possession, distribution or sale of illicit or un-prescribed drugs on Company premises is strictly forbidden ;
- The misuse of prescribed drugs on Company premises is strictly forbidden ;
- Being unfit to perform your duties through alcohol or drug misuse will result in you being immediately removed from the premises.
- It is the duty of the employee to report any alcohol or drug dependency or use of prescribed, controlled drugs
- Any employee who feels that they may be having difficulties with use or abuse of alcohol or drugs should bring this to the attention of their immediate Manager or Director.

DO NOT

- **Work under the influence of alcohol or drugs**
- **Work with others under the influence of alcohol or drugs**

Section 1 General

5 Noise and Lighting

RA Ref: RA 1-5

Risks: Potential deafness from a noisy environment
Potential accidents and injury through poor lighting

PPE: None

Noise

- Ensure ear protectors are worn in areas of high noise levels (A noisy environment is one where you have to shout in order to talk to someone close by)
- When noisy equipment is not in use switch it off
- When using ear muffs, ear plugs ensure they fit and seal correctly and are in good condition

Lighting

- Ensure that the light in the work area provides clear visibility
- Report any defective lighting to your supervisor or manager
- When using an extension light ensure the bulb is protected by an outer cage

DO NOT

- **Do not make unnecessary noise**
- **Do not use cotton wool for ear protection it is not effective**
- **Do not work in areas of excessive noise without ear protectors**
- **Do not work in areas of poor lighting**

Section 1 General

6 Accident / Incident Reporting

RA Ref: RA 1-6
Risks: Injury to yourself and others through illnesses or problems
PPE: None

Reporting

In the event of an accident or a dangerous occurrence which may have caused injury or harm to an employee, management or visitor the details shall be entered into the Accident / Incident Book

Date of the accident

Time of the accident

Details of the Injury or health problem (potential if a dangerous occurrence)

Site / Area of the accident / dangerous occurrence

Who was involved

Conditions prevailing at the at the time

Details of what happened

Signature and name of the person who entered the details in the accident book

These Accident / Incident Reports are located at the Health & Safety Notice Board. Where accident occurs on site details must be entered onto an Accident / Incident Report as soon as possible. You must also report other instances and situations which may affect the well being of others

Reportable Major Injuries

- Fractures other than fingers, thumbs or toes
- Amputations
- Dislocations of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to eye or penetrating injury to the eye
- Injury resulting from electrical shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Reportable Dangerous Occurrences

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Failure of any freight container in any of its load bearing parts
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause intended collapse, projection of material beyond a site boundary, injury caused by the explosion
- Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use

DO NOT

- **Work with a known condition which may harm you or others**
- **Fail to report an incident or accident**

Section 1 General 7 Manual Handling

RA Ref: RA 1-7

Risks: Injury to self or others through poor handling

PPE: None

General Lifting and Carrying Techniques

- Position feet apart close to the item with the leading leg forward as far as it is comfortable
- Bend legs
- Grip item and lift
- Stand up smoothly ensuring the back is kept straight

Shoulder lift

- Position feet apart close to the item with the leading leg forward as far as it is comfortable
- Bend legs
- Grip item and lift onto shoulder
- Readjust grip at the base of the item and take the weight of item on the shoulders
- Stand up smoothly ensuring the back is kept straight

Carrying

- Keep the load close to the body when carrying the item
- If item is found to be too heavy or your grip is failing bend knees keeping back straight and allow item to slide onto the floor or table

Pushing Large Items

- Before pushing items into position ensure area is clear
- Place back against item and push using legs

DO NOT

- **Jerk when lifting**
- **Twist trunk when turning to the side**
- **Attempt to lift when the weight of the item prevents easy movement and carrying**
- **Attempt to lift when the item is uneven and may result in over balancing**
- **Attempt to lift when the item prevent clear visibility when carrying**

Section 1 General

8 Personal Protective Equipment (PPE)

RA Ref: RA 1-8

Risks: Injury due to no or damaged PPE or incorrect use

PPE: As required

- Ensure correct PPE is used for the job in hand
- Ensure PPE fits correctly
- Store PPE correctly when not in use to prevent damage
- Report any defects

	Hazards	PPE Selections
Eyes	Chemical or metal splash, projectiles, gas or vapour, radiation	Glasses or face screens
Head or Neck	Impact from falling objects, bumping of head, hair entanglement	Helmets, bump caps, hats, caps, sou'westers, hair nets
Breathing	Dust, vapour, gas, low or deficient oxygen atmosphere	Filters, face pieces, respirators, air lines, breathing apparatus
Body	Temperature extremes, adverse weather, Chemical or metal splash, projectiles, gas or vapour, radiation, spray from pressure guns, entanglement of own clothing	Overalls, boiler suits, body armour, chain mail, aprons, high visibility clothing
Hands and Arms	Abrasion, temperature extremes. Cuts, punctures, impact, skin infections, electric shock, contamination, vibration	Gloves, gauntlets, wrist cuffs, armlets
Feet and Legs	Wet, electrostatic build up, slipping, cuts and punctures, Chemical or metal splash, falling objects, abrasion	Safety boots or shoes, leggings, spats

DO NOT

- **Ill fitting PPE**
- **Use damaged or defective PPE**
- **Attempt to repair defective PPE**

Section 1 General

9 Equipment (General)

RA Ref: RA 1-9

Risks: Injury through misuse of equipment or defective equipment

PPE: As required

Office equipment, test equipment etc

Portable Appliance Testing (PAT)

All portable electrical equipment is subject to periodic electrical testing and must have a PAT Test Label showing that the test was carried out and the date of the next test. Equipments covered include:

Photocopiers, computers, printers, laminators, battery charging equipment, kettles, fans, portable hand tools

Equipment Maintenance Checking

All fixed or mechanical equipment is subject to periodic safety checks which must be recorded showing that the check was carried out and the date of the next test. Equipments covered include:

Before using equipment

- Check that the equipment is subject to checking and maintenance on a regular basis
- The date it was last checked
- Check the equipment for any signs of damage

Using the equipment

-
- Follow the manufacturer's operating instructions

DO NOT

- **Use defective equipment**
- **Use equipment which has not been checked or the check is overdue**
- **Attempt to repair equipment**

Section 1 General 10 Waste Handling

RA Ref: RA 1-10
Risks: To the environment
PPE: As per COSHH Sheet

Waste products and materials fall under 2 categories

Inert waste

Packaging, cardboard, paper, wood

Special or Hazardous Waste

Refrigerant gases, fluorescent light tubes, chemicals and oils

Removal of waste from sites

Inert waste

Place waste in assigned containers or waste skips

Special or Hazardous Waste

Take waste to a licensed Waste Handling Site, or arrange for collection by a licensed Waste Carrier.

Always carry a copy of the Capital Cooling Ltd's Scottish Environmental Protection Agency (SEPA) Waste Carriage licence.

DO NOT

- **Mix inert and special waste**
- **Dispose of waste other than at licensed waste management sites**