

SYNCHRO PLANT & COMMERCIALS

SECTION 1 COMPANY POLICY COMPREHENSIVE HEALTH & SAFETY POLICY DOCUMENT

HEALTH & SAFETY POLICY STATEMENT

April 2022

Synchro Plant & Commercial recognises its responsibilities as an employer to ensure the health, safety and welfare of all employees whilst at work and prevent injury and ill health. We also recognise our responsibilities in ensuring that the rights of other individuals are not adversely affected by our work activities.

Synchro Plant & Commercial is committed to a system of continual improvement with regard to its Health & Safety performance that is based upon the setting, achieving and reviewing of objectives and targets which ensure that, at least, they achieve compliance with the statutory obligations incumbent upon them. In so doing, they recognise the importance of the Hazard Identification and Risk Assessment processes in the objective-setting activities and a proactive Health & Safety management approach.

Synchro Plant & Commercial also recognise the importance of involving their staff in the management processes and undertake both to involve them in issues that affect Health & Safety and inform, train and supervise them with regard to their responsibilities under current Health & Safety Legislation.

Overall responsibility for the maintenance and development of the Management System however rests with senior management of the organisation and the regular setting and reviewing of objectives and the provision of adequate resource to allow those objectives to be achieved.

All aspects of Synchro Plant & Commercial Health & Safety Policy are subject to regular management review and all related processes and procedures are subject to on-going audit. In this way, each and every individual has a vital and specific role in maintaining Synchro Plant & Commercial safety standard.

Where necessary, Synchro Plant & Commercial will seek professional and competent advice on the conduct of its Health & Safety programme.

Synchro Plant & Commercial will ensure that its Health & Safety Policy is relevant to the purpose of the business, including a commitment to comply with all relevant Legislation and any other requirements that the company may subscribe, match industry best practices and to continually improve its Occupational Health & Safety Management System's effectiveness.

Signed: _____ *Joe Sanders* _____

Joe Sanders

Proprietor 02/04/2024

SECTION 2

BUILDINGS

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BUILDINGS

CLEANLINESS

All offices, reception areas, fitting bays, workshops, storage areas, staff rooms and toilets will be kept in a clean and tidy condition. Scrap packaging, casings and rubbish will not be allowed to accumulate in work areas. All floors and stairs will be cleaned at least once each week by sweeping or washing. Toilets, wash basins and sinks will be cleaned daily and kept in a clean and hygienic condition.

Walls will be kept clean and free of dust. Dust traps in the form of signs and banners will be kept clean. .

Furniture, furnishings, work benches and fittings will be kept clean and tidy and free of dust.

LIGHTING

All parts of the building will be adequately lit. Broken bulbs, tubes and light fittings will be replaced immediately by a competent person. Light fittings should not cause a hazard.

All windows and sky-lights will be kept clean and free of obstruction.

HEATING

All staff rooms and offices will be heated to a minimum of 16 degrees Centigrade (60.8 degrees Fahrenheit) within one hour of work starting.

People employed to work in a room in which the maintenance temperature of 16 degrees Centigrade is not reasonably practicable, for example a fitting bay, will be provided with an accessible method of personal heating, such as additional overalls to wear over their working clothes. In addition, in such cases, the staff room will be kept to a temperature of at least 16 degrees centigrade at all times and will be available for the purpose of allowing the staff to warm themselves.

No method of heating will be used that allows poisonous or offensive fumes to escape into work areas.

A thermometer will be kept in a conspicuous place in the main office at all times.

VENTILATION

All work rooms, offices and staff rooms will be adequately ventilated. If this is not possible forced ventilation will be provided and kept switched on at all times.

Washrooms and toilets will be adequately ventilated or have intervening ventilation before work areas.

TOILET AND WASHING FACILITIES

Toilet facilities will be kept in a clean and properly maintained condition.

Toilet cubicles will be capable of being locked. Separate facilities are required for male and female employees unless each facility has a lockable door and can only be used by one person at a time.

Wash basins will be kept in a clean and hygienic condition at all times, with a supply of clean running hot and cold or warm water.

A supply of soap, solvent hand cleanser, clean towels or a roller towel will be provided.

A supply of appropriate cleaning materials will be kept available for cleaning toilet and washing facilities.

Toilet and washing facilities will be adequately ventilated and lit by natural or artificial light.

STAFF ROOMS

The staff room will be kept in a clean and tidy condition and adequately lit and ventilated. Facilities provided for the use of employees in the form of seating, equipment for the preparation of food and drink etc., will be kept clean and in good condition.

A supply of piped drinking water will be provided and marked 'drinking water' and cups or glasses will be kept available.

Accommodation will be provided in the staff room or adjacent to it for employees' clothing not worn during working hours.

Facilities will be provided for drying clothing.

The staff room will not be used to store stock or supplies or for any other purpose other than that for which it

is intended.

OFFICES

Offices will be adequately furnished with sufficient desks and chairs available for the people employed there. Furniture, fittings and office equipment will be kept clean and in a good state of repair. The size of the office will be sufficient to accommodate employees normally employed to work there without overcrowding.

Offices will be kept to a temperature of 16 degrees centigrade within one hour of work starting.

A thermometer will be provided and kept in the main office.

The office will be kept free, as far as possible, of trailing electrical and telephone wires.

The office will be adequately lit and ventilated and kept in good decorative order.

Offices will be kept free, as far as possible, of stock, plant and equipment associated with the main work of the depot.

STORAGE

All storage areas, stockrooms and racking will be adequately lit by either artificial or natural light.

Ladders used to reach upper tiers of stock will be sound and capable of being properly secured whilst in use.

Portable step ladders should be avoided. Any work at height will be subject to risk assessment.

Heavy items of stock that are stacked in racks will be kept at waist level. Mechanical means should be provided for moving stock stored at floor level.

Passageways and gangways will be kept clear of obstruction.

Floors will be kept in a sound condition.

Damaged racks, cracks or pot-holes in floors and slippery surfaces will be remedied as soon as possible.

Items of stock will be kept clear of fire exits and fire extinguishers.

Dangerous substances will be clearly identified and the regulations concerning their storage will be followed.

Hoists and mechanical lifting or moving aids will be adequate and properly maintained. The safe working load of mechanical lifting devices will be clearly shown and all such devices will be regularly inspected and serviced.

GENERAL

Floors and floor covering will be kept in good repair and as free as possible of any hazard likely to cause people to slip or fall.

Stairs will be fitted with a substantial handrail and pits in the workshops will be clearly indicated with yellow paint borders.

All repairs, alterations, rebuilding or redecoration work to buildings will be carried out only by contractors who have been subject to a thorough appraisal of their competence to carry out such work.

Extended alteration work may be subject to the requirement of CDM.

SECTION 3

PLANT AND EQUIPMENT

SECTION 3

WORK EQUIPMENT

1. All work equipment provided will comply with the Provision and Use of Work Equipment Regulations 1998 and, where relevant, the Lifting Equipment and Lifting Operations Regulations 1998.
2. Staff will ensure, so far as is reasonably practicable, that all machinery and work equipment is safe and that work systems involving the equipment are safe, satisfactory and efficient in terms of health and safety.
3. All work equipment provided will be regularly maintained and assessed for its continuing suitability to carry out the functions for which it was developed, and records kept.
4. All work equipment proposed for use will be assessed and tested in a work environment before its purchase to ensure that it is suitable for its intended purpose and that it can be used without risk to health and safety.
5. Equipment for use will be purchased only from reputable suppliers who are able to provide a satisfactory after sales support and maintenance service.
6. Work equipment will be checked at appropriate periods to ensure that it is safe, undamaged, fit for its intended purpose and that any safety related features are operating correctly. All such checks should be recorded.
7. Work equipment will be used only by those employees who have been specifically trained in its operation.
8. Written instructions on the use of work equipment installed in the tyre bay will, as far as is reasonably practicable, be accessible to all staff. Where written operating instructions are not available the workshop manager or another suitably qualified senior employee will be available to give verbal instructions on the safe use of the equipment.
9. Access to any dangerous part of work equipment will be prevented by suitable and adequate fixed guards or protective devices.
10. The use of such equipment will be subject to risk assessment. Any potential risks to health and safety arising from the use of work equipment and their control will be made known to employees. Adequate information, instruction and training will be provided to all employees who are required to use the equipment.
11. Each item of powered work equipment will be provided with controls for starting and stopping the equipment. Wherever practical, equipment guards will be fitted with an interlock device which will prevent starting until the guard is in place and which will immediately stop the equipment if the guard is raised or moved.
12. Powered work equipment will be fitted with a readily accessible emergency stop control.
13. The manufacturers or distributors of all new work equipment ordered for use will be required to supply the following documents with each item of equipment: -
 - complete installation instructions
 - operating instructions
 - maintenance recommendations
 - service/repair recommendations
 - safety instructions
 - written evidence of testing
 - calibration certificate (if appropriate)

COMPRESSORS AND AIR RECEIVERS

Each compressor will be clearly marked with the safe working pressure and will -

- a. be so constructed that the air receiver is able to safely withstand the maximum pressure that can be obtained in the compressor.
- b. be fitted with a safety valve that will allow air to escape from the receiver as soon as the safe working pressure is exceeded.
- c. be fitted with a pressure gauge showing the pressure in the receiver in pounds per square inch or bar.

Each air receiver will be cleaned and examined at least once in every period of twenty-six months by a competent person and a report of the results will be kept entered in the general register.

In the case of an air receiver of solid drawn construction, the person making the examination may specify a period exceeding twenty-six months but not exceeding four years within which the next examination may take

place.

Air compressors wherever possible will be enclosed and adequately insulated against excessive noise and vibration.

Compressor pulleys and vee belt drives will be adequately guarded.

Pressure gauges and compressed air metering devices will be checked and calibrated against a master pressure gauge, the accuracy of which can be traced to national standards. Calibration certificates will be held for each compressor.

Where there is a disparity in the pressures required, e.g. between air lines used for inflating tyres and lines used to power hand tools, separate lines will be used via reducing valves. High pressure air lines will be clearly marked with a notice warning against the connection of low pressure hand tools.

The operator must be suitably trained.

TYRE CHANGING MACHINERY

All tyre changing machinery will be adequately maintained and serviced.

Tools and equipment for use with tyre changing machinery will be suitable for that purpose and in an undamaged condition.

Employees will be properly trained in the use of tyre changing machinery.

WHEEL BALANCING MACHINERY

Wheel balancing equipment will be adequately maintained and serviced.

Electrical leads to wheel balancing equipment will be sound and undamaged and properly connected to the equipment and to a suitable electrical plug.

Wherever practicable the moving parts of wheel balancing equipment will be adequately guarded.

Employees will be properly trained in the use of wheel balancing machinery.

Eye protection and appropriate PPE will be available for use by staff whilst operating mobile wheel balancing equipment.

ELECTRICAL EQUIPMENT

All electrical equipment available for use will be undamaged with a sound, adequately insulated cable properly connected to a fused plug. Where appropriate each item of electrical equipment supplied via a permanent cable will have its own isolator to disconnect it from the electricity supply.

Electrical equipment will be regularly inspected for damage and repairs will be carried out only by a competent electrician.

Electrical equipment or cables that have been temporarily repaired by insulating tape will not be used.

Care will be taken to ensure that cables are kept off the floor and out of the way of other people as much as possible. Cables will not be allowed to trail through oil or water spillage.

VEHICLES

All company owned vehicles will be kept in a road worthy condition and serviced in accordance with the vehicle manufacturer's recommendations.

Only employees who hold a current drivers license are permitted to drive while at work. Driving licenses will be checked at recruitment and then annually thereafter.

A daily visual check will be made of the oil, water and fuel levels of each vehicle. A weekly check will be made of tyre condition and pressure, brakes, steering, lights and the general vehicle condition. The weekly check should be recorded.

It is the Workshop Manager's responsibility to ensure that the vehicle is serviced in accordance with the manufacturer's recommendations and that all essential repairs are carried out at once.

It is the vehicle driver's responsibility to check the roadworthiness of the vehicle before he takes it onto public roads, and report any problems with the vehicle as soon as they occur.

All vehicles used for breakdowns and repairs will be equipped as laid down in the NTDA Recommendations for Dealing with Roadside Breakdowns.

It is a condition of employment that employees use the safety equipment provided when engaged on duties away from their depot.

It is a serious offence for employees to drive a Company vehicle without permission or to carry unauthorised passengers or to allow any other person who is not an employee of the Company to drive a Company vehicle.

ABRASIVE WHEELS

Abrasive wheels should be marked with the maximum permissible speed. The machine on which the wheel is mounted will have a notice showing the maximum working speed of the spindle.

Employees who mount abrasive wheels will be competent in the correct method in accordance with the Provision and Use of Work Equipment Regulations 1998.

A notice which sets out the precautions to be followed when operating abrasive wheels will be displayed at all times.

Adequate and suitable eye protection and PPE will be provided for use with abrasive wheels.

No young person will be allowed to operate abrasive wheel equipment until they have been instructed in all the dangers and precautions to be followed and has received sufficient training.

Electrical connections to abrasive wheel equipment will be made to the main supply through a fused and earthed three-pin plug. Electrical leads will be sound and undamaged and correctly wired to the equipment.

All bench mounted abrasive wheels must have a fitted guard.

POWERED DRILLS AND BUFFERS

All electrical equipment will be periodically examined. Any faulty equipment should be removed from service and either repaired at once by a competent electrician or replaced.

Temporary repairs using installation tape will not be made.

Electrical equipment will be connected to the mains through a fused and earthed three pin plug. Electrical leads will be sound and undamaged and correctly wired to the equipment.

Reduced voltage equipment will be used where it is deemed necessary.

SOLVENTS, SOLUTIONS, ETC.

Solvents, solutions and other chemical substances authorised for use that contain toxic materials will be clearly marked as such as per COSHH hazard data sheet.

Substances that give off toxic or inflammable fumes will not be used in confined spaces and will be kept in airtight containers when not in use.

Staff will be instructed in the use of such substances and precautions to be followed.

The containers of substances containing Trichloroethylene will be clearly marked and will show the precautions to be followed during its use.

Stocks of potentially toxic or inflammable substances will be kept in appropriate storage away from heat sources.

Data sheets will be available where the substance is to be used or nearby and all staff are aware of this. COSHH assessments will be carried out and reviewed on an annual basis.

VEHICLE JACKS

Vehicle jacks will be sound and capable of lifting vehicle weights without danger. Trolley jacks will be available for use for lifting cars and light vehicles. Heavy duty bottle jacks will be available for heavier or laden vehicles.

Vehicle jacks will be examined regularly for signs of damage, corrosion and oil leakage and tested to ensure that they are capable of lifting and supporting the weight for which they are rated.

Care will be taken to ensure that oil seals are sound and that oil levels in the jacks are kept above the minimum recommended by the manufacturer.

Staff will be instructed on the correct vehicle jacking point. Jacks will not be used on sloping, damaged or uneven floors.

Staff will not be allowed to work underneath a vehicle in a jacked position unless adequate, properly adjusted axle stands or timbers have been placed under the raised axle. Any axle stands used will also need to be thoroughly examined by a competent person on an annual basis.

SECTION 4

HEALTH AND SAFETY ARRANGEMENTS

SECTION 4

HEALTH AND SAFETY ARRANGEMENTS

WORKSHOP MANAGER'S RESPONSIBILITIES

To assist in meeting the objectives of the health and safety policy, and in particular:

1. To ensure that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
2. Risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
3. To ensure that the arrangements for fire, first aid, accidents and emergencies are implemented.
4. To ensure that the health and safety management system is implemented.
5. To ensure that appropriate procedures are in place for the maintenance and use of work equipment.
6. To ensure that outside contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
7. To implement the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
8. To ensure that the arrangements for communication, cooperation and consultation are maintained.
9. To ensure that accident and incidents have been reported, recorded, notified and investigated as appropriate, and records are maintained.
10. To monitor health and safety standards on site at regular intervals and ensure remedial action is implemented.
11. To ensure that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
12. The Business Proprietor is promptly informed of any significant health and safety failure.
13. The Business Proprietor is provided with regular reports on health and safety performance, including recommendations for improvements.
14. To ensure that health and safety records and documentation are complete and are systematically stored.

SAFETY OFFICER'S RESPONSIBILITIES

1. Provides advice and guidance to company management on health and safety matters.
2. Recommends procedures to management that will develop and improve the company health and safety policy.
3. Investigates all accidents including those that are reportable under the Reporting of Injuries or Dangerous Occurrences Regulations and make recommendations for avoiding or eliminating similar accidents or dangerous occurrences in the future.
4. Ensures all employees receive copies of the safety guidance literature.
5. Maintains records of all accidents and reports figures to company management on a regular basis.
6. Ensures that all work locations have an up to date copy of the Synchro Plant & Commercial Health & Safety Policy Manual.
7. Carries out regular safety audits at all work locations and makes recommendations for improvements to work practices, equipment, employee safety and training that will have the effect of minimising safety hazards. Carries out an assessment of any risks he may become aware of and reports them to company management.
8. Ensures that the six monthly health & safety surveys of all work locations are carried out. Keeps the company Manager aware of all safety recommendations that are made and once these have been agreed by him ensures they are fully actioned.
9. Records all action sheets completed by workshop managers and ensure the action is taken by the target date.

STAFF TRAINING

All staff must be trained in health and safety under the Management of Health and Safety Regulations 1998 in the following instances:

- Starting with the company
- Being exposed to new and increased risks
- Changing responsibilities
- Introduction of new work equipment or change to existing work equipment
- Introduction of a new system of work

Induction training should take place before a person is allowed to start working in the workshop or office and the health and safety section should cover the following subjects:

- Fire – Emergency Exits, Fire Fighting Equipment, Emergency procedures
- Tour of workshop
- Safety – Clothing, Equipment, Manual Handling, Compressed air
- Accidents – reporting, First Aid box, Accident book
- Security
- Who is trained and authorised to use tools and machinery
- COSHH

A record will be kept of this and all subsequent training and signed by the employer and the employee. Regular refresher training should be planned. Re-training may also be necessary following accidents and incidents. Staff must be updated should any changes arise and this will also need to be documented

RECORDING AND REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES

ACCIDENTS

The details of all work related accidents involving employees, self employed people working on company premises or a customer visiting company premises must be recorded. To meet the requirements of the Data Protection Act, completed accident report forms need to be kept in a separate folder.

All reported accidents must be fully investigated by the safety officer. Following the investigation the Safety officer must take or recommend action that will prevent or minimise the risk of a similar accident happening again.

The accident investigation report form must be completed by the safety officer.

The Safety Officer will in turn notify the insurers, carry out any further investigation that is considered necessary and put in place any recommended action that is agreed that will prevent or minimise the risk of a similar accident happening again.

If there is a work related accident and an employee, a self employed person working on company premises is killed or suffers a major injury (including as a result of physical violence), the company Manager or company Safety Officer must be told at once. They in turn will notify the health and safety enforcing authority.

Major injuries that must be reported at once are: -

- fracture other than to fingers, thumb and toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admission 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 substance 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

INJURY RESULTING IN THREE DAYS OR MORE ABSENCE FROM WORK

Any work relating accident (including an act of physical violence) involving an employee or a self employed person working on company premises that results in absence of three days or more (including weekends) must

be reported to the company Manager or company Safety Officer at once.

INJURIES TO CUSTOMERS AND MEMBERS OF THE PUBLIC

Where a customer or member of the public has an accident while on your premises which is 'out of or in connection with work' and they are taken to hospital for treatment – then this reportable under RIDDOR. 'Out of or in connection with work' means that there must be a causative agent. For example someone falling over a trailing cable will be reportable, however someone having a heart attack will not normally be.

DISEASES

If an employee is suffering from a work related disease confirmed by a doctor the company Manager or Safety Officer must be told at once. Reportable diseases are:

- certain poisonings
- skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- lung disease including occupational asthma, farmers lung, pneumoconiosis, mesothelioma
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and listeria
- other conditions such as occupational cancer, some musculoskeletal disorders and hand-arm vibration

DANGEROUS OCCURENCES

These are potentially dangerous events which must be reported to the company Manager or Safety Officer even if they do not cause injury. Reportable dangerous occurrences are: -

- collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- explosion, collapse or bursting of any closed vessel or associated pipework
- failure of any freight container in any of its load bearing parts
- plant or equipment coming into contact with any overhead power lines
- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of scaffold which is over five metres high
- unintended collapse of any building or structure under construction, alteration or demolition, a wall or floor in a place of work
- explosion or fire causing suspension of normal work for over 24 hours
- accidental release of any substance which may damage health

REPORTING

The company Manager, Safety Officer or appointed person will report all fatal accidents, major injuries, over three day absence injury, diseases or dangerous occurrences that come within the scope of the RIDDOR 95 Regulations either to the relevant enforcing authority or the Incident Contact Centre, based in Caerphilly. This can be done by

- Telephoning the incident centre at: **0845 3009923**
- Completing the form online by visiting **www.riddor.gov.uk**.
- Faxing the completed form to **0845 300 9924**

An F2508 form needs to be completed for injuries or dangerous occurrences and an F2508A form needs to be completed when reporting a reportable disease. A record needs to be kept of the completed form and a photocopy is sufficient.

INVESTIGATION OF ACCIDENTS AND DANGEROUS OCCURENCES

All accidents and dangerous occurrences that are reportable under the Reporting of Injury or Dangerous Occurrences Regulations and all accidents and dangerous occurrences that result in injury requiring medical treatment to any person, whether or not employed by the company, will be fully investigated.

The investigation will be carried out by the company Safety Officer or any other responsible manager appointed by the company Manager.

The report on any investigation will include the following facts: -

- The name, age, sex and occupation of the injured person.
- Whether he or she is employed or self-employed. If employed the name and address of the employer.
- The date, time and place of the accident or dangerous occurrence.
- Details of the accident or dangerous occurrence and information on how it occurred.
- The nature of the injury or condition and details of the medical treatment that was received.
- Names, address and occupations of other people who may have been involved or witnessed the incident.

- The nature of any plant, tools or equipment that may have been involved in the accident and the nature of any fault that may have been found.
- A written statement describing the accident or dangerous occurrence from each witness.
- Recommendations for avoiding or eliminating similar accidents or dangerous occurrences in the future.

WHAT TO DO WHEN INVESTIGATING AN ACCIDENT

1. Make a sketch of the area involved in the accident and take photographs of the accident scene and all tools plant and equipment that was being used at the time of the accident. Note any changes to the location that have occurred before and after the photographs were taken.
2. Make a written record of any defects there may be in plant equipment, materials e.g. tyres, wheels etc, safety equipment, premises, general location etc. You should also note the weather conditions if this is a factor.
3. Take possession of any damaged or defective tools or equipment. Isolate damaged or defective plant from its power source (if it is safe to do so).
4. Contact the injured employee. Take a written statement of all the events surrounding the accident. Take a note of all the injuries suffered by the employee as the result of the accident.

DO NOT ADMIT LIABILITY FOR THE ACCIDENT TO ANYONE ESPECIALLY THE EMPLOYEE.

5. Make a record of any changes arising from the accident. Changes may be to:
 - Work systems
 - Job instructions
 - Training
 - The accident location
 - Any machinery involved etc.
6. You should review any risk assessments which relate to the incident, update them if necessary and inform the relevant employees of these changes.
7. You should also carry out any re-training which is necessary as soon as is practical and record this training..
8. The completed investigation information should be attached to the accident report form and systematically filed, ie:
 - Witness statements
 - Sketch and photographs
 - Investigation report
 - Training records
 - Work equipment maintenance records
 - Risk assessments

SECTION 5

FIRST AID

SECTION 5

FIRST AID

HEALTH & SAFETY (FIRST AID) REGULATIONS 1981

1. The Health & Safety (First Aid) Regulations and the Approved Code of Practice requires employers to carry out a formal assessment if the hazards likely or foreseeable present in the work place. The criteria that must be considered are: -

1.1 the number of employees at each work location

1.2 the nature of the undertaking

1.3 the size of the establishment and the distribution of the employees

1.4 the location of the establishment and the location(s) to which the employees go to in the course of their job

1.5 the distance from outside medical services

2. A formal assessment of first aid requirements will be carried out in each work location and a responsible person will be appointed who will take charge in any emergency situation and who will also be responsible for first aid materials.

3. A suitable person who holds a current first aid certificate issued by an organisation approved by the Health & Safety Executive will be appointed at those locations where the assessment reveals this requirement.

4. A copy of the assessment will be kept with the Health & Safety Policy Manual.

ASSESSMENT OF FIRST AID REQUIREMENTS

GUIDANCE NOTES

1. The assessment of first aid requirements should be carried out by the manager who has the best knowledge of the work done at the workshop and the availability of local medical services.

2. If the survey shows that there is a particularly serious risk of injury to personnel or customers, for example, the workshop has customers whose vehicles regularly transport hazardous chemicals or waste material the situation must be discussed with the company safety officer who may recommend the appointment of a trained first aider.

3. If the workshop is located in a rural position and medical facilities are not available within a period of about 30 minutes either by ambulance or company transport the situation must be discussed with the company safety officer who may recommend the appointment of a trained first aider.

Take care not to become a casualty yourself while administering first aid. Be sure to use protective clothing and equipment where necessary. If you are not a trained first-aider, send immediately for the nearest first-aider where one is available.

If the assistance of medical or nursing personnel will be required, send for a doctor or nurse (where they are employed in the workplace) or ambulance immediately. When an ambulance is called, arrangements should be made for it to be directed to the scene without delay.

NOTE

1. The suitable person is a first aider who holds a current first-aid certificate issued by an organisation approved by the Health and Safety Executive. The Certificate is valid for three years and must be followed by a refresher course of at least two days to obtain re-certification.

2. An appointed person is responsible for the care of first aid equipment and for taking charge in any situation (e.g. to call an ambulance) if a serious injury/illness occurs in the workshop.

The appointed person is the Manager and in his/her absence either of the workshop managers.

MINIMUM CONTENTS OF FIRST AID BOXES

Minimum contents of First Aid Box for work places employing: -
(All kits will be plainly marked - FIRST AID)

1 x Tamperseal Label
40 x Assorted Washproof Plasters
1 x Burn Dressing
1 x Conforming Bandage
2 x Eye Pad Dressings
2 x Finger Dressing
2 x HSE Dressings (medium)
2 x HSE Dressings (large)
1 x Foil Blanket
6 x Gloves (pair)
1 x Guidance Leaflet
1 x Microporous Tape
1 x Resuscitation Face Shield
1 x Universal Shears
20 x Cleansing Wipes
2 x Triangular Bandages

The contents of the box should be replenished as and when necessary and the contents should be regularly checked by the responsible person to guard against deterioration.

THERE MUST BE NO PILLS OR PRESCRIBED DRUGS KEPT IN THE FIRST AID BOX OR OTHERWISE ISSUED TO EMPLOYEES OR CUSTOMERS.

SECTION 6

FIRE PRECAUTIONS

SECTION 6

FIRE PRECAUTIONS

The Regulatory Reform (Fire Safety) Order 2005 supersedes all previous fire regulations. Fire certificates are no longer valid and all companies whatever the size will be required to carry out a risk assessment. .

By law smoking is not permitted in any enclosed space, ie only in external designated areas. .

Inflammable solvent containers will be kept away from any heat source and only enough stock for daily requirements will be kept in direct work areas.

Scrap casings and other rubbish will not be allowed to accumulate in work areas or the scrap compound.

Casings will be carefully stacked away from buildings and kept as secure as possible from sources of heat or ignition and vandalism.

Rubbish and scrap tyres, tubes, batteries, etc., will not, under any circumstances, be disposed of by burning.

Vehicle fuel tanks will not be filled or emptied inside buildings.

Vehicles taken into workshops will not be left with the engines running.

Oil stocks will be stored away from heat sources in a NO SMOKING area.

Oil spillages will be adequately cleaned up at once.

Fire exits will be clearly marked and kept free of all obstruction at all times. Signs will indicate the correct way a person should run to escape.

Fire doors will be kept unlocked whilst buildings are occupied and will be capable of being opened quickly and easily.

Passageways and gangways will be kept clear at all times.

Staff will be instructed in the correct procedures to follow in the case of fire.

All fire extinguishers will be readily accessible and inspected every month and tested by fire appliance engineers at least once every twelve months. A record will be kept of each annual test.

IN THE EVENT OF A FIRE

Raise the alarm. This could be a simple shout of FIRE.

Telephone the Fire Brigade.

If it is safe to do so tackle the fire with the correct extinguisher. **DON'T TAKE RISKS.** If there is a doubt about the extent or severity of the fire or the escape route is threatened by fire or smoke leave the building at once, if possible closing doors and windows after you. Do not run, shout or panic.

IF YOU HEAR A FIRE ALARM

Leave the building by the quickest available route. Don't go back for personal belongings. Make sure you know the location of fire exits. Go to the assembly point and report to your superior. The Fire Brigade will assume that any missing people are trapped inside the building, so don't put their lives at risk if you are already safe. Only fight the fire if you are told to do so by a superior and even then only if there is no danger to yourself.

FIRE EXTINGUISHERS

Portable fire fighting equipment will usually be adequate in workplaces with low or normal fire risk. In general at least one 9 litre water extinguisher or equivalent should be provided per 200 square metres of floor space, with a minimum of one extinguisher on each floor. Fire extinguishers that are provided for a specific hazard (e.g. fires involving oils, electricity), should be sited close to that hazard and should be wall mounted on a stand.

Fire extinguishers are red and have a coloured label on the side to indicate the contents of the extinguisher:
Red Contents – Water activated by carbon dioxide or pressurised air.

Suitable for wood, paper and textile fires and other carbonaceous material

Blue Contents – dry powder activated by carbon dioxide or pressurised air.

Suitable for wood, paper, textiles, etc. and other carbonaceous materials, petrol oils, fats, paints, electrical hazards, vehicle protection

Black Contents – Liquid carbon dioxide which becomes carbon dioxide gas.

Suitable for any type of fire including petrol, oils, fats, paints, electrical hazards, etc. but not very suitable for outdoor use as the gas can be blown away.

Cream Contents – Foam

Most widely used on liquid fires such as petrol and oil.

AFFF Contents – AFFF foam spray

Suitable for most types of fire including petrol, oils, fats, vehicle protection, mixed risk office areas.

May be used in proximity of electricity in accordance with BS5306 part 3.

SECTION 7

SAFETY INSTRUCTIONS

SECTION 7

SAFETY INSTRUCTIONS

SAFETY GUIDANCE

Accidents bring pain and suffering to the individual, and to their family they sometimes bring tragedy. They also interfere with production causing disorganisation and waste of time and money. Their prevention is vital. As an employee you have a duty under the Health and Safety at Work Act to take reasonable care of your own health and safety at work and for other people who may be affected by what you do in the course of your employment. You also have a duty to co-operate with the Company in the performance of its duties regarding health and safety at work so that the law is not broken.

The following instructions will assist in ensuring that accidents do not happen at your place of work.

1. Keep your eyes open for causes of potential accidents. You have the opportunity and the responsibility to spot and report potential dangers.
2. Try to see the work place from the point of view of new people. What is familiar to you will be new to them and need explaining.
3. Warn new people of the dangers in their work and make sure they are shown the correct and safe way of working.
4. Remember that new people need additional supervision as well as training. They may be clumsy and awkward or, being new to the job, may not have grasped the meaning of instructions. They may be a danger to others as well as themselves.
5. By your own example encourage others to comply with the safety rules. This applies particularly to wearing protective clothing and eye protection whilst working with any hazardous materials, hot works and abrasive wheels.
6. If someone persistently disobeys the safety rules, make sure that he or she knows the rules, and if necessary, tell your workshop Manager so that they can point out the correct and safe way of working.
7. Remember that tidiness is essential for the prevention of accidents. Tidy up regularly and encourage others to do the same.
8. All tools, machinery and equipment are looked after and maintained in a safe condition. Equipment should be checked for defects before used. Do not try to work with defective or unsuitable equipment. Report all defects so that they are put right as soon as possible.
9. Do not obstruct walkways and emergency exits. They must be kept clear at all times. Be sure that you know what to do if fire breaks out.
10. Have all cuts and scratches and other injuries attended to at once. More serious injuries must receive proper medical treatment as a matter of some urgency.
11. If you have any allergies, skin complaints, dermatitis, that can be affected by contact hazardous materials, etc. you must tell the manager at once.
12. Keep your staff room, toilet and washing facilities clean and tidy. Do not allow rubbish and old clothing to accumulate and encourage others to help keep the place clean.
13. You have a duty to work safely and, as far as possible, prevent accidents. Make it your business to suggest to your Manager ways of reducing the risk of accidents.

REMOVAL, FITTING AND INFLATION OF TRUCK, TRACTOR AND EARTHMOVER TYRES

The removal, fitting and inflation of tyres is a highly dangerous operation if safety precautions are ignored. Most accidents can be avoided and these instructions are issued in the interests of your safety and the safety of your colleagues and customers.

SAFETY PRECAUTIONS WHICH MUST BE FOLLOWED

1. Before removing any wheel from a vehicle remove the valve core and make sure the tyre is deflated.
2. Before starting work on any loose tyre/wheel assembly remove the valve core and make sure the tyre is deflated.
3. Do not attempt to start work on a divided wheel if the detachable locking ring and flanges show any sign of wear or damage until the valve core has been removed and the tyre is fully deflated.
4. Take care not to distort loose flanges and locking rings when dismantling tyres.

5. Thoroughly clean all flanges, locking rings and rim gutters.
6. Carefully examine the wheel, all flanges, locking rings and rim gutters; if they are damaged, distorted, cracked, broken or corroded, they must not be re-used.
7. Thoroughly examine the tyre inside and outside and satisfy yourself that it is in a sound condition. Take particular care with a punctured tyre/wheel assembly. Check it carefully for damage. The assembly may have been run flat causing structural damage to the tyre, which may not be immediately obvious. If the tyre is damaged in this way it may explode at any time after it has been repaired and inflated.
8. Ensure that the correct size and type of tube, flap, flanges and locking rings are used.
9. The correct tyre bead lubricant must be used when fitting.
10. Once a wheel and tyre have been re-assembled and before any inflation, check the positioning of loose flanges and locking rings.
11. Before any inflation check, confirm the correct inflation pressure for the size and ply rating strength of tyre.
12. The tyre should be gently inflated to not more than 15 p.s.i. Check that the tyre is properly centred on the rim. Check that the flanges and locking rings are correctly seated.
13. Do not inflate above 15 p.s.i. until you are satisfied by a thorough external examination that the assembly appears to be in a safe condition.
14. Before inflation above 15 p.s.i. of any giant tyre/wheel assemblies, the following practical safety precautions must be taken -
 - a. the loose tyre/wheel assembly must be put into a safety cage or a portable safety device.
 - b. at all times, when inflating assemblies mounted on a vehicle hub, you must stand well clear of the area in front of the assembly.
15. Check the pressure frequently during inflation and never over inflate above the maximum pressure allowable for the size and ply rating strength of the tyre.
16. Air lines must be fitted at least 9 feet (3 metres) of hose between the clip-on chuck and air line control and personnel must stand well clear of the assembly during final fitting inflation. The pressure should be reduced to normal working pressure before the assembly is removed from the tyre cage or safety device.
17. Never allow anyone to lean over, sit or stand on, or in front of a tyre during inflation.
18. An unattended air line must never be left attached to a valve.
19. You must ensure that all pressure gauges and air metering devices used for inflation have been checked against a master pressure gauge at least once per month.

REMOVAL, FITTING AND INFLATION OF CAR, VAN MOTORCYCLE AND OTHER SMALL TYRES

The following procedure must be followed in the removal and fitting of passenger and other small vehicle tyres.

1. A check must be made that the vehicle handbrake is on before the vehicle is jacked.
2. Vehicles may be jacked only on level, undamaged floors with a trolley or bottle jack rated to lift the vehicle weight safely.
3. Only the correct vehicle jacking position must be used. Some vehicles can be seriously damaged if the wrong jacking point is used. The jack should be used only for raising the vehicle prior to placing axle stands in the correct position beneath the vehicle.
4. Before starting work on a wheel on which a tyre change or repair is to be made the valve core must be removed to ensure that the tyre is fully deflated. It is highly dangerous to deflate a tyre by breaking the bead seal.
5. Only a pneumatic tool with a socket end of the correct size or a suitable wheel brace may be used to remove wheel nuts.
6. Levers and tools for use with pneumatic tyre changing equipment must be undamaged.
7. The correct lifting techniques must be used to avoid back injuries when lifting a wheel from a vehicle axle.
8. Remove the valve from the wheel by cutting it off with a knife or hacksaw.
9. Bead lubricants must be used when removing and fitting a tyre to a wheel rim.
10. Care must be taken to avoid damage or distortion of the wheel rim when breaking the bead seal.
11. A check must be made that the wheel is sound, clean and undamaged before a tyre is re-fitted.
12. A check must be made that the correct size and type of tyre or tube is used before it is fitted to the wheel. Never fit a used tube with a new tyre, the tube is highly likely to crease and fail resulting in a rapid deflation.
13. Care must be taken that tyres with asymmetric tread patterns are fitted to the wheel correctly.
14. Check the manufacturer's recommended pressure for the size of tyre before beginning inflation. The tyre pressure for the size and ply rating of the type must not be exceeded.
15. It is not necessary to put car, van, motorcycle and other small tyres that are inflated to pressure of less than 40 p.s.i. in a tyre cage but air lines must be fitted with a minimum of 6 feet (2 metres) of hose

between the clip-on chuck and the air line control and operators must stand well clear of the wheel during inflation.

16. Unattended air lines must never be left attached to a valve.

AGRICULTURAL TYRES

Agricultural wheels can be in a very poor condition. They are often seriously affected by rust and corrosion caused by mud and farm chemicals and may not be capable of holding the pressure recommended for the size and ply rating of the tyre fitment.

The following procedures must be followed before fitting a new tyre or re-fitting the existing tyre to any form of agricultural wheel.

1. Thoroughly examine the wheel for rust and corrosion. Divided wheels must be carefully checked around the bolts or rivets that hold the two parts of the wheel together for rust and corrosion. If there are any doubts about the condition of the wheel and its ability to hold pressure it must be referred to the Workshop Manager. If the wheel is considered to be unsafe in any way it must not be refitted with a tyre.
2. If, after examination of the wheel, it is considered sound then a tyre may be fitted. Before inflation above 15 p.s.i. the following safety precautions must be taken:
 - a. The loose tyre/wheel assembly must be put into a safety device, or a portable device.
 - b. If it is not possible to put the tyre/wheel assembly into a safety device, or the tyre is being inflated whilst the wheel is mounted on a vehicle hub, you must stand well clear of the area in front of the assembly.
 - c. Check the pressure frequently during inflation and never over-inflate above the maximum pressure allowable for the size and ply rating of the tyre.
 - d. Agricultural tyres are heavy, particularly if they are water filled. Care should be taken when moving tyre/wheel assemblies and the correct lifting and handling techniques should always be used. If the tyre/wheel assemblies are too heavy to move alone you should always get help.

RE-GROOVING

The re-grooving of giant tyres is a relatively straight forward process. There are some safety hazards, however, and the following procedures should be followed when re-grooving tyres.

1. The blade of the re-grooving tool is sharp and care should be taken when fitting or adjusting the blade.
2. The equipment can get hot whilst in use and the blade should not be touched with bare hands.
3. Re-grooving tools should be fitted with a correctly fused 3-pin plug. The electrical lead must not be allowed to train through water or oil spillages.
4. The tyre should not be soaked before starting re-grooving. A wet tyre is slippery and the re-grooving tool can easily slip.
5. When re-grooving always keep the free hand behind the tool. If the tool slips, and the free hand is holding the tyre in front of the tool, injury can result.
6. Make sure that the regroover is not on too high a setting as it will give off excessive rubber fume.
7. Never handle swarf from regrooving without gloves as the hot rubber can be carcinogenic.

REMOVAL, FITTING AND INFLATION OF TUBELESS TRUCK TYRES FITTED TO A DROP CENTRE WHEEL

1. Fully deflate the assembly by removing the valve core. Take care, the air pressure may force the valve core out as soon as it is fully unscrewed. Avert eyes from the escaping air which can be at a pressure in excess of 100 p.s.i.
2. Remove any balance weights and replace the valve cap.
3. Break both beads with the bead breaker. Take care, the bead breaker is heavy and unwieldy.
4. Place the wheel on a solid flat surface with the narrowest bead seat uppermost. Lubricate the bead and wheel rim flange using bead lubricant.
5. Remove the bead using undamaged tyre levers. Take care to avoid stomach and back strain.
6. Once the first tyre bead is free turn the tyre/wheel assembly over. Use the correct lifting methods to avoid back strain. If the tyre/wheel assembly is too heavy get help with the lift.
7. Lubricate the second bead and re-lubricate the wheel rim.
8. Lever the rim out of the tyre using the correct tyre levers taking care to avoid back or stomach strain.
9. If the tyre is to be re-fitted examine it carefully for damage. Take particular care if the tyre has been punctured. The assembly may have been run flat causing structural damage to the tyre. If the tyre is

damaged in this way it may explode at any time after it has been re-fitted and inflated.

10. Before inflating the tyre confirm the correct inflation pressure for the size and ply rating of the tyre.
11. Inflate the tyre gently to 15 p.s.i. and check that the assembly is in a safe condition.
12. Before inflating the tyre above 15 p.s.i stand well clear of the assembly during inflation.
13. Never over-inflate the tyre above the maximum pressure for the size and ply rating of the tyre.
14. Never allow anyone in the vicinity of a truck tyre whilst it is being inflated.
15. Never leave an unattended air line attached to the valve of a truck tyre assembly as air seepage may over-inflate the tyre.

VEHICLES WITH AIR SUSPENSION

Many coaches and some trucks are fitted with air suspension systems. With the vehicle engine stopped the suspension will settle and the vehicle chassis will become lower and closer to the road than the chassis of a conventionally sprung vehicle. This is often the case with DAF, Ford, Leyland and Volvo heavy vehicles and PSV's. As the result of the low chassis it may be difficult to jack one of these vehicles.

The procedures to be followed are: -

1. Whilst the vehicle engine is running the suspension will self level. Ask the driver to switch the engine off and make sure that he understands that he must not start up the engine whilst it is in a jacked position.
2. Wait until the suspension has fully levelled before attempting to jack the vehicle. Do not reach under the vehicle until it has fully self levelled.
3. Tell the driver that he must not under any circumstances start the engine until you tell him it is safe to do so.
4. Make sure the jack is standing on firm flat ground.
5. Chock the wheels remaining on the ground.
6. Make sure that you use the correct jacking points. Take care not to jack under the air suspension or any link to the suspension.
7. Before raising the wheel slacken the wheel nuts a few turns.
8. Using the jack raise the vehicle just enough to get the wheel off the ground and put the axle stand in position.
9. If it is safe to do so ask any passengers to leave the coach before the work is started. If the coach is on a motorway, the passengers are children or the weather is bad the passengers must remain on board whilst the work is being carried out.
10. Under no circumstances allow coach passengers, especially children, to leave the coach and stand on a motorway hard shoulder or a trunk road. If the circumstances are such that passengers have to leave the coach telephone the Police before they do so.
11. Never crawl under any vehicle fitted with air suspension.

ATTENDANCE AT BREAKDOWNS

SERVICE VEHICLES

Service vehicles should be clearly marked with high visibility/reflective material within the statutory provisions both front and rear. Reflective markings are considered to be of greater importance than high visibility. A 5-inch wide horizontal strip of lime, amber or red reflective material should extend the length of the vehicle on either side. The rear of the vehicle should be marked with a 5-inch strip of red reflective material only. It is also recommended that the inside of doors or tailgates should be treated in the same way so that clarity is not lost when doors are opened or tailgates dropped.

Service vehicles must be kept clean at all times - especially the lights and reflectors.

Service vehicles must be equipped with an unobstructed revolving/pulsating warning beacon or strips of sufficient light emission to be distinct both day and night. Some warning beacons require a diffuser for night-time operation to avoid dazzle to oncoming vehicles.

SERVICE VEHICLE EQUIPMENT

Service vehicles should carry the following equipment:

1. A minimum of 8 ballasted traffic cones fitted with clean reflective sleeves.
2. A high visibility reflective coat for each member of the recovery crew. The coat should be large enough to fit over a heavy coat in winter. The coats should comply with British Standard 6629/1985.
3. Suitable lighting equipment for the illumination of the recovery area. Either a pivoting search light or a hand lamp with a minimum of 60 feet of lead. (White lights must not be shown in the face of oncoming traffic, in anyway that can cause a hazard to oncoming vehicles.)

4. An air line and an air line extension that, together, should provide a minimum length of 60 feet.
5. A 12-ton hydraulic bottle jack.
6. 12 ton axle stands or timbers.
7. A full set of high visibility waterproof clothing.
8. A fire extinguisher and first aid kit.

FITTING STAFF

Only senior tyre fitters, who have been given specific training on how to undertake roadside breakdowns, should be asked to attend to roadside breakdown work. There may even be a requirement to hold a licence for this in the future.

Tyre fitters must wear the high visibility reflective coat at all times whilst working at the roadside. A full set of high visibility waterproof clothing should also be available.

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BEFORE ATTENDING A BREAKDOWN

Before attending a breakdown on a motorway or trunk road the Highways Agency must be informed. Depending on their resources available at the time they will attend the breakdown and position their vehicle as an additional warning. The police must be told of a broken down vehicle on any other road where the broken down vehicle is in a dangerous position.

ROADSIDE PROCEDURES

1. On all roads approach the broken down vehicle from the rear.
2. On motorways move onto the hard shoulder well before the scene of the breakdown, brake and display hazard warning lights only when on the hard shoulder.
3. Position the service vehicle between 20 and 25 feet behind the broken down vehicle with the recovery vehicle at an angle pointed away from the carriageway with the steering turned to the left on full lock. This provides greater protection for fitting staff since it is more difficult to shunt a vehicle that is at an angle on than directly from the rear. The service vehicle must not impinge on the nearside carriageway.
4. The revolving amber roof light and the vehicle hazard flashers must be displayed at all times whilst the vehicle is on the hard shoulder.
5. Reflective and, if necessary, waterproof clothing should be put on before getting out of the service vehicle. If it is practicable, always leave the service vehicle on the nearside.
6. Traffic cones should be placed at an angle between 20 and 30 yards behind the service vehicle on the hard shoulder. Do not place traffic cones on the carriageway.
7. If, when arriving at the breakdown, the situation appears to be in any way dangerous, especially when the vehicle requires an off side wheel change, the Highways Agency must be contacted so they can put out a more effective coning screen, for example on the nearside lane of the motorway, or position a vehicle as additional warning to oncoming traffic. If the broken down vehicle can be moved to a safer position, without further damage, notify the Highways Agency and request additional protection whilst the operation is being carried out. Keep off the carriageway at all times.
8. If the broken down vehicle is carrying a dangerous load the Highways Agency must be informed and their advice obtained before starting any work apart from displaying warning lights and putting out traffic cones.
9. Because of the hazards involved in working at the roadside, and the time it can take to locate and repair damage to tubes and tyres, puncture repairs must not be attempted. A replacement tyre should always be fitted to match other tyres on the vehicle. If the damaged tyre is repairable it must be left with the vehicle driver, unless previously agreed otherwise with the customer.
10. The vehicle tailgate or rear doors must not be left lowered or left open. The tailgate left in this position will mask the rear lights and hazard flashers. If a compressor cover is fitted to the vehicle the lid must be left lowered to avoid masking the cab mounted warning beacon.
11. Work on the removed wheels should only take place at the nearside of the broken down vehicle or in the gap between the broken down vehicle and the service vehicle but always as close as possible to the nearside.
12. The driver of the broken down vehicle should be asked to act as a look out and to shout a warning in any situation that appears to be dangerous.
13. Remember the turbulence caused by fast moving vehicles. Men working at the roadside have been known to be blown off balance by the turbulence caused by passing vehicles and it has been known for light and high sided vehicles that are in a jacked position to be blown over.

ON COMPLETING THE BREAKDOWN

1. On completing the breakdown the repaired vehicle should move off first.
 2. Ensure that all tools and debris resulting from the work carried out are collected and placed in the service vehicle. Tyres that are capable of being repaired should be given to the vehicle driver, unless previously agreed with the customer. Scrap tyres should be taken back the depot.
 3. Do not attempt to remove debris from the carriageway. If there is tyre debris on the carriageway notify the police.
 4. On leaving the scene of the breakdown, and before re-joining the carriageway, always build up speed on the hard shoulder and make sure that the inside lane is clear before moving onto it.
- Please note that if you work in an area where the Highways Agency are not operating in this manner, contact the local police for advice and support.*

USE OF COMPRESSED AIR

1. Air lines must be fitted with a minimum of 6 feet (2 metres) of hose between the clip-on chuck and pressure gauge for car tyre inflation and personnel must stand well clear of the wheel assembly during final inflation.
2. Wheel assemblies must not be inflated beyond 15 p.s.i. without a clear safe area being established by the tyre technician.
3. Never allow anyone to lean over, sit or stand on, or in front of a tyre during inflation.
4. Never jam the pressure gauge in the open position and never leave an unattended air line attached to a valve.
5. All pressure gauges and compressed air metering devices must be checked against a master pressure gauge each month and a record kept of the check.
6. Compressed air cylinders must be safely stored away from extremes of heat and cold must be handled carefully at all times.
7. Compressed air must not be used to clean up filings, chippings, dust etc. Particles are thrown up and the pressure necessary to remove them from the bench or machine will be strong enough to blow them into the eyes, ears and skin of people nearby.
8. Compressed air must never be used to dust oneself down. There is a danger of accidental injury to the eyes, ears, nostrils and rectum. If the air enters a scratch or cut in the skin, however small, it can cause a limb or affected part to swell and this can cause severe pain.
If compressed air enters the bloodstream, it can burst small blood vessels and if this takes place in the brain, death can result.
9. Never fool with compressed air. Pressures as low as 10 to 15 p.s.i. have been known to cause severe injury.
10. Pneumatic hand tools must be connected only to air lines where the pressure has been reduced via a reduction valve to a pressure compatible with the tool. High pressure air lines are clearly marked and must not be connected to pneumatic hand tools.

STORAGE

1. Adequate lighting and the avoidance of deep shadow are essential for safety in the storage and movement of stock and other materials. All light failures or deficiencies must be reported immediately.
2. Properly secured steps and ladders only must be used to reach upper tiers of stock. Heavier items must be stored on lower racks. Stock must not project into gangway space and must not be stacked higher than is safe especially on raised flooring. Under no circumstances should racks be used to climb upon.
3. Where storage is on floors above ground level requiring the use of hoists and other mechanical aids, the safe working load must not be exceeded. Damaged gates, switchgear or equipment must be reported at once.
4. The regulations concerning the storage of dangerous substances must be followed at all times. The precautions relating to the storage of oil, acid and highly inflammable substances must be carefully observed.
5. All items of stock must be kept clear of fire appliances and fire doors.
6. Deficient or exhausted fire extinguishers must be reported at once.
7. The movement of stock must be handled with care. Heavy items must be lifted in the correct manner to avoid back injuries. Other items must not be thrown or rolled across work areas.
8. Upper storage levels must be fitted with a fence 1100mm high and be of suitable construction so that items cannot be pushed under the fence onto the area below.

ELECTRICAL EQUIPMENT

1. Damaged electrical equipment must not be used under any circumstances. It must be disconnected from the main electrical supply and sent for repair at once.
2. All electrical equipment must be correctly connected to a three-pin plug or fixed connection. Plugs may be connected only to the correct three-pin socket.
3. If a fuse blows either in a three-pin plug or the fuse board check for the cause. Make sure that equipment connected to the plug or connected to the circuit is undamaged. Replace the fuse only with one of the correct amperage and rating. **IT IS HIGHLY DANGEROUS TO REPLACE A FUSE WITH ANY METAL OBJECT IN ORDER TO COMPLETE AN ELECTRICAL CIRCUIT.**
4. Electrical tools must be regularly checked for damage, especially the cable at the point of entry to the plug and to the tool itself. Defects must be reported at once and the tool must not be used until a repair has been made. Electrical equipment and electrical cables must not be tampered with. Repairs may be carried out only by a competent electrician. Tools or cables that have been temporarily repaired or repaired with insulating tape are dangerous and must not be used.
5. Electrical cables must be kept off the floor and out of the way of other people as much as possible. Cables must never be allowed to trail through oil or water spillage.
6. Make sure you know where the main power switch is located so that it can be turned off quickly in an emergency.
7. Electric heaters must not be left unattended. Clothing must not be left to dry in front or on top of heaters.

LIFTING AND HANDLING

Lifting and handling involves anything that has to be moved from one place to another. This includes not only tyres, wheels, batteries, engine parts, plant machinery parts etc., but also the tools and equipment used in the normal course of our work. Some of the accidents associated with handling materials can be classified as falling materials or as excessive muscular effort - sometimes a little of both. For instance, a tyre lever may fall from a bench onto somebody's foot, or it may fall and the person who caused it to fall may make a sudden attempt to catch it and wrench his back.

Excessive muscular effort also arises when someone tries to lift an object that requires two people to lift. All employees who carry out manual handling will receive information on the outcome of manual handling assessments, the use of mechanical lifting equipment and training on the correct lifting techniques. The following brief guide supports that training:

Essentials of correct lifting and handling:

1. The correct hold - a firm grip with the full hand underneath the object.
2. A straight back - if the back is straight, stresses run through to the legs. The back muscles are then used for stabilising rather than lifting.
3. Proper feet position - hip width apart, one foot slightly forward.
4. Arms to the body - reduces strain on the arms, shoulders and back, and knees bent - prevents bending the back and puts the load on the legs.

The effects of incorrect lifting and handling:

1. Twisted and torn muscles, dislocations, even bone fractures caused by -
 - unusual movement
 - insecure hold
 - discomfort
 - lack of balance
2. Slipped disk caused by strain on the back either through lifting incorrectly or by unusual or unnatural movement.
3. Hernia caused by excessive contraction of the muscles of the lower part of the abdomen and upper part of the groin.
4. Fatigue.

Employees will not be asked to lift weights that are too heavy having regard to their age, physique, health etc.

HOUSEKEEPING

Most accidents at work are caused by people falling - not from great heights but from tripping and falling over items left lying on the floor. It is in everyone's interest that work areas, offices, staff rooms, storage areas, washing and toilet facilities are kept in a clean and tidy condition at all times.

1. Work in an orderly manner and replace tools and equipment after use. Encourage others to do the same.
2. Keep floors as free as possible of tools, air lines, tyres, tubes, etc. and clean up spillages of oil, water,

etc. at once.

3. Keep work benches and areas clear of tools that are not in use and free as possible of dust, dirt and spillages of oil, repair solution etc.

4. Stocks of tyres and any other heavy parts or machinery should be placed in the racks with large, heavy items at ground level. Do not allow tyres or other parts to project into gangways and passages.

5. If scrap tyres, parts or scrap have to be stored inside the depot, make sure that they are safely stacked. They should not be allowed to accumulate in large numbers and they must be kept clear of exits, particularly fire exits.

WHEEL BALANCING

MOBILE WHEEL BALANCING EQUIPMENT

1. Care must be taken when moving balancing machinery. It is heavy and can cause injury to others, particularly if the machine is pushed in to their feet or legs.

2. The weight of the equipment is sufficient to damage vehicles and care must be taken to ensure that it is not allowed to strike against jacks that are supporting vehicles. The movement of the jack may be enough to dislodge the vehicle with potentially serious consequences for anyone working on the vehicle

3. Care must be taken not to strain the electrical connection to the equipment. It must be connected only to a properly fused and earthed electrical connection.

4. The electrical lead must not be allowed to trail through oil or water spillage.

5. Before using the machine check that the vehicle is safely jacked and supported by axle stands or timbers.

6. Wear the eye protection provided before using the machine to spin the wheel. Make sure that other people are clear of the vehicle.

7. Before using the machine to spin the wheel to be balanced, check that there are no stones in the tyre tread that may be thrown out when the wheel spins and make sure that all tools, levers and any other objects are clear of the area. Make sure your own and other peoples' hands and feet are clear.

8. Wait for the vehicle wheel to stop completely before attempting to touch it.

9. Do not leave the machine in the work area when you have finished with it. Remember to return it taking care not to run the machine over its electrical lead.

10. Remember that balance weights contain a compound of lead. Lead is toxic and you should ensure that you wash your hands after handling the weights before eating and at the end of a working shift.

STATIC WHEEL BALANCING EQUIPMENT

1. Make sure that the wheel is securely attached to the spindle before switching on the machine.

2. Always use the machine safety guard if one is fitted.

3. Remember that any water or mud on the tyre or any stones embedded in the tyre tread will be thrown off the tyre by centrifugal force when the wheel spins.

4. Make sure that you and others do not stand in front of the wheel whilst it is spinning, stand clear and make sure that loose clothing does not become caught up whilst the wheel is spinning.

5. Wait for the wheel to come to a complete stop before attempting to attach the balance weights.

Check that balance weights are tightly secured to the wheel rim.

VEHICLES

1. All company owned vehicles will be serviced in accordance with the manufacturer's recommendations. It is the driver's responsibility to ensure that the vehicle is roadworthy in every respect before it is taken onto public roads.

2. Before driving any company owned vehicle the driver must be in possession of a valid, current licence allowing him to drive that type of vehicle and have the permission of a senior staff member to do so.

3. Passengers who are not company employees or the employees of customers must not be carried in a company commercial vehicle at any time.

4. The driver must check that the vehicle is properly equipped with -

- a portable safety device
- reflective jacket
- waterproof clothing
- 8 ballasted traffic cones
- the correct vehicle jack
- adequate tools
- 20 ton bottle jack

- portable lighting
 - air line and extension providing a minimum 60 feet
 - the correct size tyre, tube and flap for the work to be done
5. Company vehicles must be kept as clean as possible. This applies especially to the windscreen and front and rear lights.
 6. Tyres, tools and compressed air cylinders carried on the vehicle must be properly secured and not liable to fall off when braking or accelerating.
 7. Drivers must observe speed limits, including restricted speed limits on private roads on customers' premises.
 8. All road accidents, no matter how slight, must be reported immediately to a member of management.
 9. Care must be taken parking the vehicle when working at the roadside. The vehicle must be parked behind the vehicle to be serviced, the hazard flashers and/or the cab roof warning light must be left on and traffic cones must be placed over a distance of thirty yards behind the vehicle.
 10. The reflective jacket must be worn at all times at the roadside.
 11. Drivers of company vehicles must drive safely and show courtesy to other road users at all times. They must report all the circumstances to a member of management if stopped by the police for any reason.
 12. Company service vehicles must not exceed their maximum payload. This payload must not be exceeded. Remember that items normally carried on the vehicle, e.g. tools, jacks, traffic cones, compressors etc. can weight up to 5 cwt. and will reduce the payload.
 13. Company service vehicles may be used only on journeys on or in connection with company business and the use of such vehicles for private purposes is strictly forbidden unless written authority has been obtained in advance from the manager.

ABRASIVE WHEELS

1. An abrasive wheel must not be used by employees unless they have been specifically trained in the operation and have been instructed in the cause and prevention of accidents relating to its use.
2. Wherever practicable abrasive wheel assemblies will be fitted with an adequate guard. The guard must be kept in the correct position at all times whilst the wheel is in motion.
3. If it is not practical to fit a fixed guard, eye protection must be worn at all times by the operator whilst the wheel is in use.
4. Employees must not mount an abrasive wheel unless they have been specifically appointed by a member of management to carry out this duty and have been adequately trained.

CHEMICAL SOLVENTS, SOLUTIONS AND LUBRICANTS

1. Chemical solvents and solutions used for buffing, cleaning and repairing tyres and tubes can be both poisonous and highly inflammable.
2. The following precautions must be observed when storing and handling these products.
3. Chemical products must not be used in confined spaces, the fumes given off can cause vomiting and even unconsciousness.
4. The fumes from products containing Trichlorethylene are particularly dangerous. Where possible these substances should be replaced with ones which are less hazardous.
5. Containers must not be left open when not in use and staff must avoid breathing the fumes.
6. Spillage must be cleaned up at once and any skin contact must be thoroughly washed off as soon as possible. A supply of absorbent material should be kept readily available.
7. Repair solutions are highly inflammable. Stocks must be kept in a steel cabinet away from heat sources and only enough stock for daily requirements should be kept on the work bench.
8. Containers must not be left open when not in use.
9. Smoking and naked lights must not be allowed in the vicinity of any chemical products.
10. Bead lubricants are usually oil-based products that have been known in some cases to cause skin irritation. Bead lubricants should be applied only with the brush provided. Skin contact should be avoided.

VEHICLE HOISTS AND LIFTS

Vehicle hoists provide a safe, simple and convenient method of raising a vehicle to allow work to be carried out underneath. Any accident involving a vehicle hoist can be extremely serious and easily result in severe injuries or even loss of life.

The following safety rules must be followed at all times when operating vehicle hoists or when working on

vehicles on hoists.

1. Vehicles must be placed centrally on the hoist with the wheels centred on the runways. The handbrake must be applied and vehicles with automatic gearboxes left in 'park'. Vehicles with manual gearboxes must be left in the first gear.
2. If the hoist is equipped with portable wheel chocks these must be placed in position before the lift is raised.
3. If automatic chocks are fitted a check must be made whilst the hoist is being raised that these have risen to the correct position.
4. Before starting work under a vehicle hoist a check must be made that the pawl or locking device has engaged correctly.
5. Head protection in the form of a bump cap and eye protection must be worn when working beneath a vehicle hoist.
6. Take care that the vehicle does not become unstable when one or more wheels are raised from the hoist platform.
7. Before a vehicle is lowered the floor below must be cleared of tools, parts, cables and air lines.
8. Except for tests required when carrying out MOT preparation work, vehicle engines must not be started up or kept running once the hoist is raised.
9. Employees are not allowed to operate a vehicle hoist unless they have been trained in its operation.

TYRE CHANGING EQUIPMENT

CAR TYRES

Car tyre/wheel assemblies can weigh up to 40 lbs. The correct lifting and handling techniques must be used. Before starting work on a car tyre/wheel assembly remove the valve core and ensure that the tyre is fully deflated. It is dangerous to deflate the tyre with the use of the pneumatic bead breaker or by pulling the valve from the wheel by use of the valve pulling tool.

Ensure that the bead breaker is correctly placed to avoid damage to the wheel rim and the tyre bead and make sure that the tyre is fully deflated before operating the pneumatic bead breaker.

Before attempting to remove or fit a tyre to a wheel ensure that the wheel is properly secured to the tyre changing machine.

AUTOMATIC EQUIPMENT

1. Ensure that the lever is correctly placed on the machine spindle and under the tyre bead.
2. Make sure that the floor around the machine is clear of obstruction.
3. Keep hands clear of the tyre/wheel assembly whilst the machine is in operation.
4. Always use the correct bead lubricant.

MANUAL EQUIPMENT

1. Make sure that the floor around the machine is clear of any item e.g. old valves, levers, etc. that could cause a fall whilst moving around the machine.
2. Always use the correct bead lubricant.
3. Make sure that the tyre lever is correctly placed under the tyre bead.
4. To avoid back strain, keep the back straight and use the arms, shoulders and body weight to move the lever.

GIANT TYRES

1. Before starting work on any tyre/wheel assembly remove the valve core to ensure that the tyre is fully deflated.
2. Remove the flange and locking rings and check that they are sound and undamaged.
3. A giant tyre/wheel assembly is heavy and the correct lifting techniques must be used when lifting the assembly onto the machine bed. If the weight is more than can be easily handled by one man, help must be obtained.
4. Employees must not attempt to operate tyre removing equipment until they have been trained in its use and have been instructed on the cause and prevention of accidents.
5. Care must be taken to use the correct tools and settings before the machine is operated.

VEHICLE JACKS

1. We use two main types of vehicle jack in our business. Trolley jacks for lifting cars and lighter commercial vehicles and heavy duty bottle jacks for lifting heavier or laden vehicles.
2. Before jacking any vehicle check that the vehicle handbrake is on and that the vehicle is in first gear and cannot move. Remember that on some vehicles the handbrake operates on the front wheels.
3. Before using any type of jack check that it is rated to lift and support the weight of the vehicle.
4. Do not use any jack that shows signs of oil leakage.
5. Do not attempt to jack a vehicle on sloping, damaged or uneven ground.
6. Always use additional vehicle support in the form of axle stands or timbers on a jacked vehicle.
7. Serious damage can result from the use of the wrong jacking point on cars and vans. If you are in any doubt about the correct jacking point always use the jack supplied with the vehicle.
8. Always treat jacks with care, never drop bottle jacks from vehicles and do not allow them to become excessively greasy or dirty.
9. Take care when moving trolley jacks, do not try to push them over objects left on the floor. They must not be left outside where they can become wet and liable to rust.

DEMOUNTABLE RIM WHEELS

Demountable rim wheels are fitted as original equipment to all Fiat trucks and some British made trucks. It is important that wheels with demountable rims are fitted and removed from vehicles in the correct sequence to avoid danger to fitting staff and the possibility of subsequent wheel assembly failure. The following procedure must be followed when fitting or removing demountable rim wheels.

A. REMOVING

REAR WHEELS

Loosen, **DO NOT REMOVE**, the locking nuts at the end of the wheel spider. (Do not loosen or remove any nuts securing the spider to the vehicle). Release the nuts by several turns taking care not to remove them completely, this will allow the wedge shaped clamps to be loosened using the rim dismantling lever. In use, the edge shaped clamps are under tension and may fly off when the securing nuts are removed. If the nuts are left on until the clamps are loosened there is no risk. Only when all the wedge shaped clamps are loose should the securing nuts be removed. The wheels and wheel spacer can now be removed.

FRONT WHEELS

Proceed as for rear wheels.
The clamps are different in shape to those of the rear wheels and are not inter-changeable. There is only one wheel and, therefore, no wheel spacer.

B. REMOUNTING

REAR WHEELS

Before remounting the wheel ensure that all facing surfaces are clean and free of oil, grease, paint and road dirt.

If the facing surfaces are not clean the seating of the wheel and spacer on the spider will not be tight enough to prevent misalignment and creeping of the rim in relation to the spider.

When mounting the inner wheel, ensure that the valve is located between any two spokes of the spider.

When replacing the spacer check that the lugs on the spacer straddle the spokes and that the dimples on the inner surface of the spacer rest on the spokes. When replacing the outer wheel check that the valve is not adjacent to the valve of the inner wheel and that it lies between the spokes.

Ensure that the clamps are clean and undamaged. Initially tighten the securing nuts by hand making sure that the valve remains central.

Tighten the nuts with a torque wrench set to the torque recommended by the vehicle manufacturer.

Tighten the nuts going round the rim, NOT in a diagonal sequence, this centralises the wheel and prevents uneven stresses in the spokes and rim.

Check the wheel alignment against a chalk mark or lever on the ground whilst the wheel is rotating.

FRONT WHEELS

Proceed as for rear wheels except that there is only one wheel and no wheel spacer.

The torque wrench setting may be different to the setting for the rear wheels. Check the vehicle manufacturer's recommendation.

GENERAL

THE RETAINING NUTS MUST BE CAREFULLY CHECKED AFTER APPROXIMATELY 60 MILES WHEN IT MAY BE NECESSARY FOR THEM TO BE TIGHTENED. THE VEHICLE DRIVER MUST BE TOLD THAT IT IS HIS RESPONSIBILITY TO ENSURE THAT THE NUTS ARE CHECKED.

ALUMINIUM ALLOY WHEELS

1. Aluminium wheels are expensive and can be easily damaged. The following procedure must be followed when fitting and removing tyres from aluminium wheels.
2. Some types of tyre fitting machine have not been designed for use with aluminium wheels. In such cases tyres should be fitted to aluminium wheels by hand.
3. It is essential that sound, undamaged tyre levers and a bead lubricant are used.
4. Aluminium wheels are usually wider than standard wheels and often have a double hump on the bead seats. The tyre bead must be kept in the wheel well, if it is not the extra leverage required to fit the tyre can cause damage to the rim and subsequent tyre failure.

TYRE REPAIRS

1. In the repair of Scooter/motorcycle, car and truck tyres, a tube is NOT to be used as a repair material in the place of an appropriate repair patch applied internally.
 2. In a tubeless wheel and tyre assembly IF the need arises, a tube may be fitted, provided the vehicle/wheel/tyre manufacturer permits this.
- Additionally, the surface of the rim against which the tube rests, must be smooth and not liable to chaff the tube and cause a deflation.

PROTECTIVE CLOTHING

The company provides protective clothing for all those duties that are likely to soil and damage employees' clothes and for those duties that involve a personal hazard. It is the responsibility of the employee to wear the clothing provided.

Personal Protective Equipment (PPE) should not be used as an alternative to physical controls. It should be seen as a last resort,

The protective clothing provided by the company includes:-

welding apron, gloves, goggles,
overalls or work coat,

eye protection for use when working with battery acid and beneath vehicle hoists

eye protection for use with bench grinders

waterproofs for use when working at the roadside

reflective jacket or waistcoat for use at all times when working at the roadside

safety helmets for use on customers' premises where the use of safety headgear is required

PREVENTION OF ACCIDENTS INVOLVING CUSTOMERS, DRIVERS AND MEMBERS OF THE PUBLIC

If a customer is nervous about manoeuvring their vehicle anywhere at the workshops, especially when driving on to a vehicle pit, staff should always offer to do it for them, provided they are qualified drivers and covered by company insurance.

Manoeuvring a vehicle in a confined space can be difficult and anyone doing so must be supervised and directed by a member of staff.

Staff must not stand immediately in front or behind a vehicle but always to one side when directing drivers.

When at the workshops the following rules must be followed:-

1. Do not allow customers, drivers and members of the public in the fitting bays. Ask them to go to the waiting room if one is available or alternatively to the office.
2. Do not allow the customers' children in the fitting bays at any time. Do not allow unsupervised children to wait in the depot compound, car park or near commercial vehicles.
3. Never, under any circumstances, allow customers or drivers to assist or become involved in vehicle jacking, wheel removal, tyre removal and/or fitting or work on their vehicle of any kind. They are not insured against accidents or injury whilst engaged or helping with this type of work.
4. Keep floors as free as possible of obstruction. People not used to the area are likely to trip and fall over air lines, levers, tyres, wheels etc.

TRAILER AND BARROW WHEELS

Trailer and barrow wheels can be in a very poor condition. They are often seriously affected by rust and corrosion caused by mud, salt water, cement, fertilisers etc. and not capable of holding the pressure recommended for the size and ply-rating of the tyre fitment.

The following procedures must be followed before fitting a new tyre or refitting the existing tyre to a barrow or trailer wheel -

1. Thoroughly examine the wheel for rust and corrosion. Divided wheels must be carefully checked around the bolts or rivets that hold the two part of the wheel together for rust and corrosion. If there are any doubts about the condition of the wheel and its ability to hold pressure it must be referred to the workshop manager. If the wheel is considered to be unsafe in any way it must not be refitted with a tyre.

2. If, after examination of the wheel, it is considered sound then a tyre may be fitted. On no account should the following pressures be exceeded.

a) Well Based Wheels

Maximum pressure 25 p.s.i. or 1.75 bar regardless of the ply-rating, size or application of the tyre.

b) Flat Based Wheels (Divided Type)

2-ply rating

Maximum pressure 40 p.s.i. or 2.8 bar

6-ply rating

Maximum pressure 60 p.s.i. or 4.1 bar regardless of the size or application of the tyre.

c) Wheelbarrow Tyres

These must never be inflated above 26 p.s.i. or 1.75 bar.

d) Divided Wheels

Invalid carriages are usually fitted with divided wheels. The two parts of the wheel are usually bolted together but the bolts are not designed to withstand pressures in excess of the pressure of the recommended tyre fitment. The bolts can also be weakened by the effects of rust.

3. All divided wheels must be re-fitted to the barrow, trailer or invalid carriage before inflation. If the wheel fails during inflation the wheel retaining nuts will hold the wheel together and in place and prevent it from being blown apart.

4. Fitters must always stand well clear of wheels during inflation. There must be a minimum of six feet (two metres) of hose between the clip-on chuck and air line control.

5. Because of the size and relative ease of fitting tyres to barrow and trailer wheels the work is often given to the younger and less experienced fitters. All fitters who are asked to work on barrow and trailer wheel assemblies must be made aware of these procedures and supervised by an experienced staff member until they are proficient.

6. The manufacturers recommended tyre only should be fitted. It is not permitted to upgrade the tyre size and ply rating or to exceed the recommended tyre pressures.

GENERAL PRECAUTIONS

The operation of oxygen and acetylene equipment is restricted to employees who have been fully trained in its use.

When using oxygen and acetylene equipment, care must be taken to protect fuel tanks, fuel pipes, cables, brake pipes, oil leaks, underbody coatings and interior floor coverings from the effects of heat and sparks.

A heat-resistant guard must be used between the site of the welding or cutting operation and the underside of the vehicle. A heat-absorbing paste should also be used at either side of the operation to reduce the transfer of heat along the system.

A liquid carbon dioxide or BCG Halon fire extinguisher should be attached to the equipment cradle or kept adjacent to the vehicle hoist.

Oxygen and acetylene cylinders should be kept well away from space heaters and other heat sources and when not in use, all valves should be switched off and hoses should be purged of gas.

Oxyacetylene cutting and welding, or any hot work should never be carried out on any part of a wheel or in the vicinity of the wheel when a tyre is fitted to the wheel. Even if the tyre is deflated there is a serious risk that the heat will vaporise bead lubricants and inner tyre surfaces and produce an explosive mixture. If the tyre is inflated the heat will cause the tyre pressure to rise to a level where the tyre may explode.

The risk increases with the size of tyre and tractor and earthmover tyres are particularly vulnerable.

VEHICLES (TANKERS), HEAVY GOODS VEHICLES, WASTE SKIP VEHICLES AND TIPPERS

Tankers

(a) Fuel Tankers

Fuel tankers and their associated fittings may be full or empty when requiring tyre service. It must be remembered, however, that the vehicles will be carrying, or will have carried, petroleum products, and may not have been de-gassed.

Motor spirit (petrol) is a highly flammable liquid and vaporises in all normal temperatures.

Motor spirit will flash at all normal temperatures encountered in the UK, and even small amounts of petrol will form a flammable mixture with air. Heat will cause pressure to rise within a closed tank, with a risk of bursting and subsequent explosion.

Before starting work on any fuel tanker, it must be parked in a safe working area. No work which could produce a spark or hot surface may be carried out on the vehicle. Smoking must not be allowed near the vehicle.

If any form of work that could produce a spark or heat has to be carried out on the vehicle, or near the vehicle, the work must not be carried out unless an effective gas-freeing process and certification procedure has been carried out by an authorised competent person. It must be remembered that a gas-free certificate is valid for only a maximum of 24 hours from its time of issue.

(b) Chemical Tankers

Some chemicals are highly inflammable, and under some conditions, can be as volatile and explosive as petrol. The same precautions must be taken with all chemical tankers as for petrol tankers with regard to work involving heat or sparks. As a general rule, smoking must not be allowed near the chemical tanker.

Chemical tankers may also carry corrosive or toxic chemicals. Any liquid that leaks from a chemical tanker must be treated as dangerous and washed off immediately with clean water. Clothing or overalls splashed with liquid from a chemical tanker should be removed at once and thoroughly washed before being used again.

Wherever possible, work on all tankers should be carried out in the open, and care should be taken to avoid breathing any fumes that may come from a tanker.

Wherever possible, the Branch Manager or the fitter required to work on the tanker should ask the driver or contact the operator of the vehicle to ascertain the load carried or if the tanker is empty, the load last carried.

(c) Heavy Goods Vehicles

Heavy goods vehicles, particularly skip carriers and tippers, may be carrying, or have been carrying, harmful or poisonous products, e.g. - toxic industrial waste, refuse, farm slurry, waste products etc. Whilst fitting staff may not come into contact with a vehicle load, parts of the vehicle, particularly the tyres, wheels and underside of the vehicle, may be contaminated with the harmful or poisonous product.

If there is doubt about whether the tyres and wheels are contaminated with any harmful product, they should be thoroughly hosed or washed with clean water before work is started. As an added precaution, overalls should be changed after working on a vehicle which is carrying a poisonous or harmful load and hands must be thoroughly washed.

MANOEUVRING VEHICLES IN THE WORKSHOPS

Customers might drive their vehicles into our workshops when they require repair or servicing.

Manoeuvring a vehicle in the confined space of a workshop can be difficult and drivers must be supervised and directed by a member of staff.

Staff must not stand immediately in front or behind a vehicle but always to one side when directing drivers.

Customers must not be asked to drive their vehicle on to a vehicle hoist or pit. This must always be done by a competent staff member and always under the direction of another member of staff.

VEHICLE EXHAUST GASES

Vehicle exhaust gases are highly toxic. Even limited exposure to vehicle exhaust gases can cause headaches and dizziness. Prolonged exposure can kill. On work involving the fitting of exhaust systems and MOT preparation work it is necessary to keep vehicle engines running whilst testing braking systems and the correct fit of components. It is essential that whilst these operations are being carried out that exhaust gases are able to escape to the outside. It is essential that vehicle engines are not kept running in workshops for any longer than is necessary and that exhaust gases are not allowed to build up in fitting bays.

TYRE WORK AT CUSTOMERS' PREMISES, SITE AND FARM BREAKDOWNS

The majority of breakdown work and some truck tyre work is done at customers' premises in a transport yard or workshop. Other work may be required on construction sites, farms, quarries, factory loading areas etc. Whilst these environments may not carry the same risks as working on a vehicle at the roadside or a motorway hard shoulder, care must be taken to avoid risk to yourself and to others. The following safety precautions must be taken at all times: -

1. Customers' premises

Transport yards are always busy with vehicles constantly arriving and manoeuvring in sometimes very confined spaces. Always wear the reflective clothing. Park the service vehicle as close as possible to the vehicle you are working on and leave the warning beacon and hazard flashers on at all times. Put out traffic cones to warn other drivers.

When changing tyres, always leave the warning sign that states; **WARNING DO NOT MOVE - TYRE CHANGING IN PROGRESS** - on the steering wheel of an unattended vehicle before starting work.

In the case of an uncoupled trailer leave the sign where it can be easily seen on or near the trailer coupling or draw bar.

Always make sure the vehicle hand brake is on and that the front and rear wheels are chocked.

If the vehicle is unlocked remove the ignition keys.

Never jack a vehicle that is parked on sloping, damaged or uneven ground.

Never rely on a bottle or trolley jack alone to support a vehicle. Always use axle stands or substantial timbers to support the vehicle weight. Always be aware of other vehicles moving about. Their drivers may not be aware of your presence. Keep alert and out of their way.

2. Construction sites and quarries

A safety helmet must be worn at all times when working on a building or construction site or a quarry.

The same precautions must be taken as when working on other customers premises. In addition care must be taken when jacking any vehicle that may be parked on soft or uneven ground. If the vehicle cannot be moved always place the jack on a substantial length of hard wood before attempting to jack the vehicle. Always use axle stands or timbers to support the weight of the vehicle.

All construction sites are dangerous places. Be alert to what is going on around you and do not put yourself at risk.

3. Farms

The same precautions should be taken as when working on other customers' premises. In addition farm vehicles often run on oversized wheels and tyres. They will be heavy, particularly if they are water ballasted. Care must be taken when moving tyre/wheel assemblies and the correct lifting and handling techniques must always be followed. If a tyre/wheel/part is too heavy to move alone you must always get help.

Wheels used on farm and construction vehicles can be seriously corroded by chemicals, cement, mud etc. Always examine divided and multi piece wheels carefully before fitting the tyre. If you have any doubt about the ability of the wheel to hold the recommended pressure for the tyre fitment to not fit the tyre.

Remember that farm vehicles may be contaminated by slurry, animal waste products and farm chemicals. Have any cut or abrasion properly treated with antiseptic and covered. Wash your hands and remove overalls that may be contaminated. Ensure your tetanus protection is fully up to date.

RISKS FROM OTHER VEHICLES

An increasing amount of tyre fitting work and vehicle component inspection is done on customer's premises, car parks and the roadside. In these environments there is a risk to the safety of fitting staff from the movement of other vehicles when drivers may not be aware of their presence. The risk is greater at night when lighting levels may be low. The following safety precautions must be taken at all times.

Always wear the reflective clothing at all times. Park the mobile tyre fitting vehicle as close as possible to the vehicle you are working on and leave the warning beacon and hazard flashers on at all times. Put out the traffic cones to warn other drivers.

Always leave the warning sign that states **WARNING DO NOT MOVE - TYRE FITTING IN PROGRESS** on the windscreen of an unattended vehicle before starting work.

If possible make sure the vehicle handbrake is on. Chock the wheels.

If the vehicle is unlocked remove the ignition keys.

Never jack a vehicle that is parked on sloping damaged or uneven ground.

Never rely on a bottle or trolley jack alone to support a vehicle. Always use axle stands or substantial timbers to support the vehicle weight. Always be aware of the movement of other vehicles. Their drivers may not be aware of your presence. Keep alert and out of their way.

If it is necessary to work beneath the vehicle always use a crawling trolley. Put cones all round the area where you will be working as a warning to others. Wear the protective equipment bump cap, goggles and gloves.

Always wait for a hot engine and exhaust to cool down before starting any work in these areas.

SECTION 8

HEALTH & SAFETY POLICY RELATING TO CONTRACTORS AND THEIR EMPLOYEES

SECTION 8

HEALTH AND SAFETY POLICY RELATING TO CONTRACTORS AND THEIR EMPLOYEES

Contractors who visit or are employed upon the premises of the Company are required to ensure, as far as is reasonably practicable, that during the conduct of their business the health, safety and well being of their employees, employees of the Company and any other people who may be affected by their acts or omissions, is maintained at all times.

Contractors are required to ensure that their supervisory and management staff are aware of their responsibility to prevent accidents and personal injuries and, as far as possible, to eliminate hazards to health during the conduct of the business. The Company is required under law to satisfy itself that the contractor has the necessary knowledge and skills to ensure that its employees can work safely, and this make take the form of asking for safe systems of work to be demonstrated before the work starts.

Contractors are required to follow their statutory obligations by -

- providing and maintaining satisfactory plant, equipment and work systems
- avoiding risk to health and safety during the use, storage, handling and transfer of items of stock, plant, equipment and other articles and substances
- providing and maintaining appropriate and protective clothing, safety equipment and adequate safeguards for the well being of their own employees and any other people who may be affected by their activities

- providing all necessary instructions, training and supervision

Contractors are required to ensure that -

- the safety requirements of every job are fully carried out
- instruction and training in job safety is provided to all their employees
- all their employees follow the safety requirements of both the Contractor and the Company
- they check regularly that their statutory obligations and the health and safety regulations of the company are being met and that all their employees are aware of the safety policies and permits to work
- all injury and damage accidents are reported, at once to the Company and that effective remedial action is taken

It is the duty of all Contractors' employees to -

- take reasonable care of the health and safety of both themselves and of other people who may be affected by their acts or omission at work, to wear the protective clothing and use the safety equipment that is provided
- report every damage and injury accident to a supervisor, as soon as possible, after its occurrence
- report to a member of their management and to a member of management of the Company any potential hazard to health or safety
- work in accordance with the established work systems and adhere to good safety practice at all times
- co-operate with their own management and the management of the Company in the implementation of statutory duties regarding health and safety at work

It is a serious offence, which could lead to prosecution by the enforcing authorities for the Contractor or his employees to -

- disregard the company safety requirements and permits to work
- interfere with or misuse anything provided by the Company or the Contractors in the interests of health and safety or welfare
- operate any electrical, mechanical or other equipment unless they have been authorised to do so
- disregard the fire precautions, particularly those related to smoking in prohibited areas

SECTION 9

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

SECTION 9

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH - 2002

Substances that are hazardous to health include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive). They also include any other substance such as substantial quantities of dust and any other material, mixture or compound used at work arising from work activities which can harm people's health.

The Hazard Data Sheet lists the substances and products that may be used in this industry and identifies the health hazards that may be associated with them and the general precautions that should be taken when using the products. It also describes the first aid measures that should be taken and methods of disposing of the product.

COSHH ASSESSMENT

The principles of COSHH are to eliminate substances which are harmful or substitute with a less harmful alternative. The Company will carry out a COSHH assessment in line with the legislation using the following eight steps:

Step 1 Assess the risk

Step 2 Decide what precautions are needed

Step 3 Decide ways to prevent or control the exposure

Step 4 Ensure that the control measures are used and maintained

Step 5 Monitor the exposure

Step 6 Carry out health surveillance if required

Step 7 Prepare a plan to deal with accidents, incidents and emergencies

Step 8 Ensure that employees are properly informed, trained and supervised.

The first step is to complete an inventory of all hazardous substances used on site. Information on the hazards and protective measures is provided on the Data Sheets and labels. Further information can be obtained from the manufacturer or supplier.

The COSHH assessment will take account of the specific way that the substance is used on site and determine what level of instruction or training is necessary.

Ensure that where the substance has a Workplace Exposure Limit (WEL), exposure does not exceed that standard. WEL's will be identified in the suppliers' hazard datasheets.

Where a substance has a WEL, you may need to instruct a competent person to carry out exposure monitoring on a regular basis to ensure control measures are effective

Where employees may be subject to an identifiable disease as a result of exposure, a competent person (occupational health specialist) will need to carry out regular health surveillance.

Ensure employees are aware of emergency procedures and that procedures are in place for dealing with leaks and spillages.

Provide and maintain first aid and eye wash facilities where necessary, i.e. identified in the risk assessment or hazard data sheets.

Where the COSHH assessment identifies that a task is not safe to proceed, then work should not commence until appropriate control measures have been identified and implemented.

Explain the contents of the COSHH assessment to employees carrying out the relevant work. Ensure they sign the form to confirm they understand the contents.

Store hazardous substances in line with manufacturer recommendations and in a well ventilated area. Display hazard data sheets and COSHH Assessments in areas where hazardous substances are used/ stored.

Ensure hazardous substances are stored in their specified containers and not in unmarked or misleading containers. Avoid accidental mixing of incompatible substances by storing them in separate areas.

Secure storage areas and restrict access to authorised employees and competent contractors

Completed risk assessments should be systematically filed and kept for a minimum of three years.

Each assessment should be reviewed annually and amended as appropriate.

THE HAZARD WARNING SYMBOLS

FLAMMABLE A substance which is liquid having a flash point of equal to or greater than 21 degrees Celsius and less than or equal to 55 degrees Celsius, except a liquid which no symbol when tested at 55 degrees in the manner described in Schedule 2 to the Highly required Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 (a) does not support combustion.

VERY TOXIC

A substance which is inhaled or ingested or if it penetrates the skin, may involve extremely serious, acute or chronic health risks and even death.

TOXIC

A substance which if it is inhaled or ingested or if it penetrates the skin, may involve serious or chronic health risks and even death.

HARMFUL

A substance which if it is inhaled or ingested or it penetrates the skin, may involve limited health risks.

CORROSIVE

A substance which may on contact with living tissues destroy them.

IRRITANT

A non-corrosive substance which, through immediate prolonged or repeated contact with the skin or mucous membrane can cause inflammation.

EXPLOSIVE

A substance which may explode under the effect of flame or which is more sensitive to shocks or friction than dinitrobenzene.

OXODISING

A substance which gives rise to highly exothermic reaction when in contact with other substances, particularly flammable substances.

EXTREMELY FLAMMABLE A liquid having a flash point of less than 0 degrees Celsius and a boiling point of less than or equal to 35 degrees Celsius.

HIGHLY FLAMMABLE A substance which –

- (a) may become hot and finally catch fire in contact with air at **FLAMMABLE** ambient temperature without any application of energy;
- (b) is a solid and may same as flammable readily catch fire after brief contact with a source of ignition and which continues to burn or to be consumed after removal of the source of ignition;
- (c) is gaseous and flammable in air at normal pressure;
- (d) in contact with water or damp air, evolves highly flammable gases in dangerous quantities; or
- (e) is a liquid having a flash point below 21 degrees Celsius.

SECTION 10

ELECTRICAL SAFETY

SECTION 10

ELECTRICITY

Electrical work should only be completed by a competent electrician. Employees should not be permitted to maintain or repair electrical systems or equipment unless they are suitably trained and qualified.

The fixed electrical installation (ie fixed wiring) should be examined, and where necessary tested on a five yearly basis by a competent electrician. Any remedial work should be implemented within the specified timescales.

Where there are new systems or extensions to existing systems then a writing commissioning certificate should be provided by a competent electrician.

Portable electrical appliances should be regularly inspected, and where necessary, tested by a competent person as per the schedule below:

1.1 Frequency of Tests for Portable Electrical Appliances

Equipment User Checks Formal Visual Inspection Combined Inspection and Testing

The Health & Safety Executive provides no set rule on PAT testing frequency, only that testing should be done regularly to ensure preventative maintenance. The reason that there is no set frequency is because different situations arise that call for different measures. There are a number of factors that affect PAT testing frequency and it is up to each individual to determine when testing should be carried out.

In order to determine how often you should have your appliances tested, you should bear in mind a few different factors:

1. Equipment that is used more should be tested more frequently. This equipment is likely to suffer less damage than that used regularly.
2. If people using equipment report any damages as they become noticeable, there is less chance of a major hazard. If equipment regularly receives damage or abuse that is not reported then inspections and testing are required more frequently.
3. The type of equipment in question is a major factor in determining PAT testing frequency. Hand held appliances are more likely to become damaged than those that are stationary. Class 1 appliances carry the greatest risk of danger and should be tested more often.

Although there are no requirements for PAT testing frequency, there are recommendations:

Offices – Class 1 equipment including stationary and IT equipment should be tested every 48 months. Moveable equipment such as extension leads and portable equipment should be tested every 24 months. Handheld equipment should be tested every 12 months.

Public Use Equipment – Stationary and IT equipment such as computers should be tested every 12 months. Moveable, Portable and Handheld equipment falling into Class 2 should be tested every 12 months. Moveable, Portable and Handheld equipment falling into Class 1 should be tested every 6 months.

Construction – All 110V equipment used on construction sites should be tested every 3 months.

Industrial – All industrial sites, including commercial vehicle workshops should have Portable and Handheld equipment tested every 6 months. Stationary, IT and Moveable equipment should be tested every 12 months.

Records of electrical examination and testing should be maintained along with evidence of any necessary remedial work.

ELECTRICAL EQUIPMENT

The safe working limits of electrical equipment will not be exceeded in such a way as to give rise to danger.

The construction and protection of electrical equipment will prevent, as far as is reasonable practice, any danger arising from foreseeable adverse exposure. This exposure will include mechanical damage, the effects of weather and other natural hazards - for example temperature, pressure, wet, dusty, dirty or corrosive conditions and flammable or explosive substances.

CONDUCTORS

All Conductors in the system will be either properly insulated or protected with an approved and suitable material.

All charged conductors or conductors which may reasonably foreseeably become charged must be earthed in such a way to discharge the electricity to earth or other suitable provisions taken to prevent danger arising by the conductors becoming charged.

CONNECTIONS

Every joint and connector, whether permanent or temporary, used in an electrical system will be mechanically and electrically suitable for that use to prevent danger.

FUSES

Suitable and efficient fuses or circuit breakers will be provided for the protection of all parts of a system against any reasonably foreseeable excess currents arising from electrical faults, overloads, short circuiting etc. The manufacturer's instructions for the use of electrical equipment will be consulted to establish safe working limits and suitable and effective precautions.

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SWITCHING OFF ELECTRICAL SUPPLIES

Means of cutting off electrical equipment and for the isolation of electrical equipment whilst repairs or maintenance is carried out will be available. Measures will be taken to prevent the inadvertent re-connection of isolated equipment.

ACCESS AND LIGHTING

Adequate working space, means of access and lighting will be provided at all electrical equipment on or near which work is being carried out which may give rise to danger.

SECTION 11

NOISE

SECTION 11

NOISE – Noise Regulations 2005

1. Assessments of noise levels will be carried out in work places where employees are, or are likely to be, exposed to noise levels above the first action level of 80dB(A). If an employee is likely to be exposed to the first or peak action level, then a competent person must assess the level of noise exposure. A record of this must be kept.
2. Exposure to noise levels will be eliminated at source or where this is not possible reduced to the lowest level that is reasonably practicable having regard to the processes that are carried out in the work location.
3. Any employee who is likely to be exposed to a noise level above 80 dB(A) will be provided with and wear suitable and efficient personal hearing protectors. This will not be the only way of reducing exposure. They will also be provided with information on the risks to their hearing.
4. The hearing protection should limit exposure at ear to below 87 dB(A) . Employees have a duty to wear the hearing protection provided and the Company will take all reasonable steps to ensure that it is worn.
5. The Company will ensure, as far as is reasonably practicable, that hearing protection is properly used and maintained in an efficient condition.
6. Where noise levels are likely to exceed 85 dB(A) a hearing protection zone should be provide., ie the area should be marked by conspicuous hazard warning signs plus a mandatory sign for the use of hearing protection.

SECTION 12

PRESSURE SYSTEMS

SECTION 12

PRESSURE SYSTEMS

These regulations cover the air compressors and air lines used in tyre centres and the portable compressors and airlines installed on service vehicles. The regulations also cover transportable gas containers which includes oxygen and acetylene bottles that form the cutting and welding equipment.

1. All air compressors and compressed air conduits installed in tyre centres will be designed, constructed and installed by contractors who are competent to carry out the work involved. All pressure systems will be properly designed and constructed from suitable material so as to prevent danger.
2. All pressure systems will be provided with such protective devices as may be necessary for the prevention of danger. Any such device that is designed to release the contents of a pressure system will as far as is practicable, do so safely.
3. The installation and any repairs or modification that may be carried out on a pressure system will not give rise to danger or otherwise impair the operation of any safety device or inspection facility.
4. The designers and manufacturers of pressure systems will provide the Company with sufficient written information concerning its design, construction, examination, operation and maintenance that may be reasonably required under the new regulations.
5. Any contractor who carries out modifications or repairs to pressure systems will provide the Company with sufficient written information concerning the repairs or modification that may be reasonable required under the new regulations.
6. All pressure vessels installed in Company Workshops will be clearly marked with:
 - the manufacturer's name
 - a serial number to identify the vessel
 - the date of manufacture of the vessel
 - the standard to which the vessel was built
 - the maximum design pressure of the vessel
 - the design temperature
7. Pressure systems will not be operated until the safe operating limits of the system have been established and clearly marked on the system.
8. A written scheme of examination should be provided by a competent person (normally your insurance surveyor). This scheme will determine the ongoing maintenance required. The written scheme should be implemented and systematic records kept of the scheme, the regular maintenance and any remedial work.
9. Flexible airlines are subject to damage and flexing in the course of normal use. Such damage can cause airlines to rupture, particularly at connection points. This can lead to sudden discharge of compressed air. Airlines will be checked regularly for signs of damage. Pressure gauges and air metering devices will also be checked regularly.
10. Safety instructions relating to the inflation of tyres are set out elsewhere in this Policy Manual.
11. Transportable gas containers will be ordered only from reputable suppliers who comply with the regulations.

SECTION 13

MANUAL HANDLING ASSESSMENTS

GUIDANCE NOTES

SECTION 13

MANUAL HANDLING ASSESSMENTS

GUIDANCE NOTES

The Manual Handling Operations Regulations 1992 apply to the manual handling of loads by human effort as opposed to mechanical handling by crane, lift truck etc.

The Regulations require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work and to avoid, as far as is reasonably practicable, the need for employees to undertake any manual handling task which involves a risk of their being injured.

Many of the manual handling problems encountered in this industry are common to all our workshops.

These include the removal and fitment of all types and sizes of tyres; exhaust removal and fitment; battery fitment; solid and industrial tyre fitment and tyre removal and fitment at road and site breakdowns.

Assessments of the tasks and loads involved as well as the precautionary and remedial action to be taken to avoid the risk of injury have been carried out centrally.

The assessments should be completed by centre managers taking into account any manual handling risks relating to their tyre centre. Examples of these may be:-

- the need to store tyres in high level racking involving the use of ladders or stairs.
- the need to stack quantities of truck tyres.
- the need to move tyres, exhausts etc. in confined spaces.

Any manual handling risks not already covered by the assessments should be listed in the Other Factors section and the level of risk assessed. Remedial and precautionary action to be taken should be listed in the Remedial and Precautionary Action section of the assessment checklist. The assessment checklists should then be signed and dated by the centre manager and filed with other health and safety documentation. The assessment checklists are subject to audit and inspection by the enforcing authorities, and need to reflect the individuality of each depot layout.

The significant findings of the assessments (eg control measures) should be explained to relevant employees. Manual handling risk assessments need to be specific to staff members, so there may be an occasion where additional risk assessments need to be carried out if a staff member has individual needs, for example female, or has a previous injury such as back problems.

A risk assessment template has been included at the end of this section and can be photocopied and used.

WORKSHOPS

MANUAL HANDLING

RISK ASSESSMENT

OPERATIONS COVERED: PLACING AND REMOVING TYRES, EXHAUSTS ETC; FROM STORAGE AREAS.

PERSONEL INVOLVED:

PROCESS: Tyres are usually stored in racks that may involve the use of ladders to reach upper sections.

Large truck tyres are stored at ground level either upright in racks or stacked flat on the floor.

Exhaust systems are stored upright in a wire or steel enclosure or horizontally in racks.

Batteries are kept in racks or shelves.

Items are kept in stock until they are required for fitting. They are not routinely moved for other reasons e.g. for stock rotation.

OPERATIONS INVOLVED: A ladder or access platform is used to reach tyres stored in racks above shoulder height. Ladders are capable of being secured to the tyre rack by hooks or a similar device to prevent slipping.

Truck tyres are never stacked above shoulder height to ease removal. Truck tyres are never carried they are always moved by controlled rolling.

Modern batteries are fitted with lugs or carrying handles to make

handling easier.

PLACING AND REMOVING TYRES, EXHAUSTS ETC. FROM STORAGE RACKS

PRECAUTIONARY ACTION: BY MANAGEMENT

1. Ensure that ladders are regularly inspected, that they are undamaged and that they continue to be capable of being secured when in use.
2. Ensure that fitting personnel have been instructed in safe methods of placing and removing items from stock.
3. Make sure that tyres are always carried from upper stock levels and that they are not thrown or dropped from heights.
4. Check that truck tyres are stored at floor level and never stacked above shoulder height.
5. Make sure that all storage areas are kept clean, tidy, free from obstruction and adequately lit at all times.
6. Ensure that all mechanical handling equipment is regularly inspected and maintained.
7. Instruct fitting personnel to guard all floor openings used for stock access.

BY FITTING PERSONNEL

1. Always use a properly secured ladder to reach upper levels of tyre racks.
2. Never drop or throw tyres from upper stock levels.
3. Do not roll tyres across work areas unless they are fully under control.
4. When handling any heavy or unwieldy item of stock always use the correct manual handling technique.
5. Do not attempt to move any item that appears to be too heavy or unwieldy to move alone.

PLACING AND REMOVING TYRES, EXHAUSTS ETC. FROM STORAGE AREAS

LEVEL OF RISK

RISK LOW MEDIUM HIGH

THE TASKS

HOLDING LOADS AWAY FROM TRUNK __

TWISTING __

STOOPING _

REACHING UPWARDS _

LARGE VERTICAL MOVEMENT __

LONG CARRYING DISTANCES

PUSHING/PULLING __

UNPREDICTABLE MOVEMENT

REPETITIVE HANDLING

INSUFFICIENT REST

THE LOADS

HEAVY __

BULKY/UNWIELDY __

DIFFICULT TO GRASP _

UNSTABLE _

HARMFUL _

WORKING ENVIRONMENT

CONSTRAINTS ON POSTURE _

POOR FLOORS _

VARIATION IN LEVELS __

HOT/COLD/HUMID __

STRONG AIR MOVEMENTS

POOR LIGHTING __

INDIVIDUAL CAPABILITY

UNUSUAL CAPABILITY

REQUIREMENT

HEALTH HAZARDS

PREGNANCY HAZARD

SPECIAL TRAINING

OTHER FACTORS

CONSTRAINTS ON MOVEMENT OR POSTURE __

BATTERY FITMENT

PERSONNEL INVOLVED:

PROCESS Battery fitment is a relatively straight forward process but automotive batteries can be heavy. Modern batteries are sealed and equipped with carrying lugs or handles but should be handled with care.

OPERATIONS INVOLVED Disconnecting and removing battery from the vehicle.

Carrying battery to or from the storage area.

Lifting battery on to bench or rack.

Fitting the battery to a vehicle.

PRECAUTIONARY ACTION BY MANAGEMENT

1. Ensure that only trained personnel are asked to fit batteries.
2. Provide training on manual handling techniques.
3. Issue health and safety and manual handling guide books.
4. Ensure adequate supervision when required.
5. Ensure that assistance is available when removing or replacing batteries in vehicles where the battery position is difficult to reach.

BY FITTING STAFF

1. Always use the correct manual handling techniques when lifting or moving a battery.
2. Always ask for help if any part of the battery removal or fitting process is difficult.

BATTERY FITMENT

LEVEL OF RISK

RISK LOW MEDIUM HIGH

THE TASKS

HOLDING LOADS AWAY FROM TRUNK __

TWISTING

STOOPING _

REACHING UPWARDS _

LARGE VERTICAL MOVEMENT __

LONG CARRYING DISTANCES

PUSHING/PULLING __

UNPREDICTABLE MOVEMENT __

REPETITIVE HANDLING

INSUFFICIENT REST

THE LOADS

HEAVY

BULKY/UNWIELDY __

DIFFICULT TO GRASP

UNSTABLE __

HARMFUL

WORKING ENVIRONMENT

CONSTRAINTS ON POSTURE

POOR FLOORS __

VARIATION IN LEVELS

HOLD/COLD/HUMID

STRONG AIR MOVEMENTS

POOR LIGHTING

INDIVIDUAL CAPABILITY

UNUSUAL CAPABILITY

REQUIREMENT

HEALTH HAZARDS

PREGNANCY HAZARD

SPECIAL TRAINING

OTHER FACTORS

CONSTRAINTS ON MOVEMENT OR POSTURE __

WORKSHOPS

MANUAL HANDLING

RISK ASSESSMENT

OPERATIONS COVERED VEHICLE EXHAUST SYSTEM REMOVAL AND FITTING

PERSONNEL INVOLVED:

PROCESS Vehicle exhaust systems are not heavy. They are, however, by their nature, awkward to handle with most of the fitting work being done beneath the vehicle either in a vehicle pit or whilst it is raised on a vehicle lift.

OPERATIONS INVOLVED Removing old exhaust system by releasing retaining nuts at manifold and exhaust suspension points.

Fitting replacement exhaust system.

RISK INVOLVED Slight risk of physical injury resulting from the need to work with components above head height.

Slight risk of head and eye injury.

PRECAUTIONARY ACTION BY MANAGEMENT

1. Ensure that only trained personnel are asked to fit exhaust systems.
2. Ensure that head and eye protection is available and worn.
3. Ensure that assistance is available when required.

BY FITTING PERSONNEL

1. Never attempt to lift or move any item that is too heavy or unwieldy.
2. Wear the head and eye protection at all times when working beneath a vehicle.
3. Use the correct manual handling techniques and follow the guidance in the health and safety and manual handling guide books.

VEHICLE EXHAUST SYSTEM REMOVAL AND FITTING

LEVEL OF RISK

RISK LOW MEDIUM HIGH

THE TASKS

HOLDING LOADS AWAY FROM TRUNK __

TWISTING __

STOOPING _

REACHING UPWARDS _

LARGE VERTICAL MOVEMENT __

LONG CARRYING DISTANCES

PUSHING/PULLING

UNPREDICTABLE MOVEMENT

REPETITIVE HANDLING

INSUFFICIENT REST

THE LOADS

HEAVY __
BULKY/UNWIELDY
DIFFICULT TO GRASP
UNSTABLE
HARMFUL __

WORKING ENVIRONMENT

CONSTRAINTS ON POSTURE __
POOR FLOORS
VARIATION IN LEVELS
HOLD/COLD/HUMID
STRONG AIR MOVEMENTS
POOR LIGHTING

INDIVIDUAL CAPABILITY

UNUSUAL CAPABILITY
REQUIREMENT
HEALTH HAZARDS
PREGNANCY HAZARD
SPECIAL TRAINING

OTHER FACTORS

CONSTRAINTS ON MOVEMENT OR POSTURE

WORKSHOPS

MANUAL HANDLING

RISK ASSESSMENT

OPERATIONS COVERED TYRE FITTING AND BALANCING

PERSONNEL INVOLVED:

PROCESS Tyres are usually fitted in the tyre centre fitting bay. They may be fitted at a customer's premises using the specialised tyre fitting vehicle or in emergencies, at the roadside. The manual handling of tyre/wheel assemblies is limited to lifting the assembly on to and off the tyre changing equipment. They are moved by controlled rolling.

OPERATIONS INVOLVED Jacking the vehicle

Placing axle stands
Freeing wheel nuts using a wheel brace or pneumatic tool
Removing the tyre/wheel assembly from the vehicle hub
Manoeuvring the tyre/wheel assembly
Lifting the tyre/wheel assembly on to the tyre changing equipment
Fitting the tyre
Moving the tyre/wheel assembly to the wheel balancing equipment
Mounting the tyre/wheel assembly on to the balance shaft
Fitting the tyre/wheel assembly to the vehicle hub
Tightening wheel nuts using a torque wrench
Removing axle stands
Releasing and moving jack

RISK INVOLVED Slight risk of physical injury by using inappropriate manual handling techniques.

TYRE FITTING AND BALANCING

PRECAUTIONARY ACTION BY MANAGEMENT

1. Ensure that personnel are fully trained to fit tyres.
2. Provide training on manual handling techniques.
3. Issue health and safety and manual handling guide books
4. Ensure that personnel are physically capable of fitting all tyres.
5. Ensure adequate supervision when required.

BY FITTING PERSONNEL

1. Never attempt to lift or move any item that is too heavy or unwieldy.
2. Always use the correct manual handling techniques and follow the guidance in the health and safety and manual handling guide books.

TYRE FITTING AND BALANCING

LEVEL OF RISK

RISK LOW MEDIUM HIGH

THE TASKS

HOLDING LOADS AWAY FROM TRUNK __

TWISTING __

STOOPING _

REACHING UPWARDS _

LARGE VERTICAL MOVEMENT __

LONG CARRYING DISTANCES

PUSHING/PULLING __

UNPREDICTABLE MOVEMENT

REPETITIVE HANDLING

INSUFFICIENT REST

THE LOADS

HEAVY __

BULKY/UNWIELDY __

DIFFICULT TO GRASP

UNSTABLE

HARMFUL

WORKING ENVIRONMENT

CONSTRAINTS ON POSTURE

POOR FLOORS

VARIATION IN LEVELS

HOLD/COLD/HUMID

STRONG AIR MOVEMENTS __

POOR LIGHTING

INDIVIDUAL CAPABILITY

UNUSUAL CAPABILITY

REQUIREMENT

HEALTH HAZARDS

PREGNANCY HAZARD

SPECIAL TRAINING

OTHER FACTORS

CONSTRAINTS ON MOVEMENT OR POSTURE __

WORKSHOPS

MANUAL HANDLING

RISK ASSESSMENT

OPERATIONS COVERED FITTING TRUCK AND AGRICULTURAL TYRES

PERSONNEL INVOLVED:

PROCESS Truck tyres are often fitted at the roadside or at customers' premises in a transport yard or workshop. Tractor tyres are invariably fitted on site in a farmyard or field. Service vehicles are equipped with a hoist for lifting tyres from or on to the service vehicle but under both site and workshop conditions there are no other mechanical handling methods available that will remove or reduce the manual handling involved in this process.

OPERATIONS INVOLVED Jacking the vehicle

Freeing wheel nuts with a wheel brace or pneumatic tool

Removing the tyre/wheel assembly from the vehicle hub

Manoeuvring the tyre/wheel assembly
Lowering the tyre/wheel assembly to the ground
Removing and re-fitting the tyre
Lifting the tyre/wheel assembly to an upright position
Fitting the tyre/wheel assembly to the vehicle hub
Tightening wheel nuts
Releasing and moving the jack

FITTING TRUCK AND AGRICULTURAL TYRES

RISKS INVOLVED Risk of physical injury by using inappropriate manual handling techniques.

PRECAUTIONARY ACTION BY MANAGEMENT

1. Ensure that only trained, experienced fitting personnel are asked to fit truck and tractor tyres.
2. Provide training on manual handling techniques.
3. Issue health and safety and manual handling guides.
4. Ensure that personnel are physically capable of handling the operations concerned.
5. Ensure that on site assistance is available if required.
6. Ensure adequate supervision when required.

BY FITTING PERSONNEL

1. Never attempt to lift or move any item that is too heavy or unwieldy.
2. Always use the correct manual handling techniques and follow the guidance in the health and safety and manual handling guides.

FITTING TRUCK AND AGRICULTURAL TYRES

LEVEL OF RISK

RISK LOW MEDIUM HIGH

THE TASKS

HOLDING LOADS AWAY FROM TRUNK __ _

TWISTING __ _

STOOPING __ _

REACHING UPWARDS

LARGE VERTICAL MOVEMENT

LONG CARRYING DISTANCES

PUSHING/PULLING __ _

UNPREDICTABLE MOVEMENT

REPETITIVE HANDLING

INSUFFICIENT REST

THE LOADS

HEAVY _

BULKY/UNWIELDY _

DIFFICULT TO GRASP __ _

UNSTABLE

HARMFUL

WORKING ENVIRONMENT

CONSTRAINTS ON POSTURE

POOR FLOORS

VARIATION IN LEVELS

HOLD/COLD/HUMID __ _

STRONG AIR MOVEMENTS

POOR LIGHTING

INDIVIDUAL CAPABILITY

UNUSUAL CAPABILITY

REQUIREMENT

HEALTH HAZARDS

PREGNANCY HAZARD
SPECIAL TRAINING

OTHER FACTORS

CONSTRAINTS ON MOVEMENT OR POSTURE __

WORKSHOPS

MANUAL HANDLING

RISK ASSESSMENT

OPERATIONS COVERED SOLID AND INDUSTRIAL TYRE FITMENT

PERSONNEL INVOLVED:

PROCESS The removal from and fitting of solid and industrial tyres to mechanical handling and other equipment is a straight forward process. Solid tyres and the wheels they are fitted on are heavy and care must be taken when handling the product.

The service vehicle hoist should always be used when loading or unloading tyres or wheels from the vehicle.

If a mobile solid and industrial tyre press is available tyres and wheels are fitted on customers' premises, otherwise wheels are taken back to the tyre centre for the removal of worn tyres and the fitment of new using the tyre centre hydraulic press.

OPERATIONS INVOLVED Jacking the vehicle

Removing the tyre/wheel assembly

Loading the assembly onto the service vehicle

Placing the assembly on the mobile tyre press or the tyre centre press

Lifting the assembly from the press

Unloading the assembly from the service vehicle

Moving the assembly to the mechanical handling vehicle

Re-fitting the wheel

SOLID AND INDUSTRIAL TYRE FITMENT

PRECAUTIONARY ACTION BY MANAGEMENT

1. Ensure that only trained and experienced personnel are asked to fit solid and industrial tyres.
2. Provide training on manual handling techniques.
3. Issue health and safety and manual handling guide books.
4. Ensure that fitting personnel are physically capable of handling the weights involved.
5. Ensure that on-site assistance is available if this is likely to be required.
6. Ensure that the centre tyre press is easily accessible at all times.

BY FITTING STAFF

1. Never attempt to lift or move any item that is too heavy or unwieldy.
2. Always use the correct manual handling techniques and follow the guidelines in the health and safety and manual handling guides.

SOLID AND INDUSTRIAL TYRE FITMENT

LEVEL OF RISK

RISK LOW MEDIUM HIGH

THE TASKS

HOLDING LOADS AWAY FROM TRUNK __

TWISTING __

STOOPING

REACHING UPWARDS

LARGE VERTICAL MOVEMENT __

LONG CARRYING DISTANCES

PUSHING/PULLING __
UNPREDICTABLE MOVEMENT
REPETITIVE HANDLING
INSUFFICIENT REST

THE LOADS

HEAVY __
BULKY/UNWIELDY
DIFFICULT TO GRASP
UNSTABLE
HARMFUL

WORKING ENVIRONMENT

CONSTRAINTS ON POSTURE
POOR FLOORS
VARIATION IN LEVELS
HOT/COLD/HUMID
STRONG AIR MOVEMENTS
POOR LIGHTING

INDIVIDUAL CAPABILITY

UNUSUAL CAPABILITY
REQUIREMENT
HEALTH HAZARDS
PREGNANCY HAZARD
SPECIAL TRAINING

OTHER FACTORS

CONSTRAINTS ON MOVEMENT OR POSTURE __

Manual Handling of Loads

ASSESSMENT CHECKLIST

This Checklist will remind you of the main points to think about while you

- consider the risk of injury from manual handling operations
- identify steps that can remove or reduce the risk
- decide your priorities for action.

* Circle as appropriate

Section A – Preliminary:

Q1 Do the operations involve a significant risk of injury Yes / No*

If 'yes' go to Q2. If 'no' the assessment need go no further.

Q2 Can the operations be avoided / mechanised / automated at reasonable cost? Yes/No*

If 'No' go to section 'B'.

If 'Yes' proceed and check the result is satisfactory.

Section C – Overall Assessment of risk:

Q What is your overall assessment of the risk of injury? Insignificant / Low / Med / High*

If not 'Insignificant' go to section D. If 'Significant' the assessment need go no further.

Section D – Remedial action:

Q What remedial steps should be taken, in order of priority?

-
-
-
-
-

Finally:

Complete the SUMMARY above

Compare it with your other manual handling assessments

Decide your priorities for action

Section B – More detailed assessment, where necessary:

Questions to consider: Level of risk: Possible remedial actions:

(if the answer to a question is 'Yes' place (tick as (Make rough notes in this column in against it and then consider the level of risk) appropriate) preparation for completing Section D)

Yes Low Med High

The tasks – do they involve:

- holding loads away from trunk?
- twisting?
- stooping?
- reaching upwards?
- large vertical movements?
- long carrying distances?
- strenuous pushing or pulling?
- unpredictable movement of loads?
- repetitive handling?
- insufficient rest or recovery?
- a workrate imposed by a process?

The loads – are they?

- heavy?
- bulky/unwieldy?
- difficult to grasp?
- unstable/unpredictable?
- intrinsically harmful (e.g. sharp/hot?)

The working environment – are there:

- constraints on posture?
- poor floors?
- variations in levels?
- hot/cold/humid conditions?
- strong air movements?
- poor lighting conditions?

Individual capability – does the job:

- require unusual capability?
- hazard those with a health problem?
- hazard those who are pregnant?
- call for specific information/training?

Other factors –

Is movement or posture hindered by clothing or personal protective equipment?

Deciding the level of risk will inevitably call for judgement. The guidelines in your handout may provide a useful yardstick.

SECTION 14

ASBESTOS

SECTION 14

ASBESTOS

BUILDINGS

If the site was constructed prior to 1999, and you are the 'dutyholder' you will need to arrange a Type 2 survey of by a competent person, unless such a survey has already been completed. The dutyholder can normally be defined as the occupier or the person who is responsible for maintenance of the buildings.

Any remedial action necessary in relation to encapsulation and/or removal should be implemented within the specified timescales and interim control measures implemented where necessary.

Safety documentation relating to encapsulation, removal and/or labelling of asbestos should be retained in the asbestos management file.

An asbestos management file should be kept in a readily available position. Contractors and employees who are liable to come into contact with asbestos containing materials, must be directed to, and have access to, this information.

You should check on the condition of asbestos containing materials on a regular basis. Any remedial action identified should be implemented without delay.

Emergency instructions are contained in the site rules which all contractors and tenants receive.

If asbestos containing material are disturbed the Workshop Manager should:

- Stop any work taking place and clear and isolate the relevant area, e.g. lock the access door. Where possible contaminated clothing and materials should be left within the area. Provide conspicuous prohibition signs stating 'danger asbestos – do not enter'. Further information will be provided in the asbestos training guide.
- Contact the company safety officer immediately who will advise on any additional precautions. They will arrange for a competent person to inspect the area and advice on any remedial action.
- Engage a licensed asbestos contractor to implement any such remedial action.
- Keep the area isolated until the competent person has re-inspected the area, completed an air test and have confirmed that the area is safe to occupy.
- Records of any remedial action must be added to the asbestos management file.

Where refurbishment or demolition work is planned, then the relevant parts of the building should have a Type 3 survey completed by a competent person. The relevant survey report should be given to each contractor or in the case of CDM (Construction Design and Management) work to the principle contractor.

VEHICLES

Some vehicle parts contain asbestos. Working with them can create dust. Breathing this dust over a period of time can be harmful. Cases of asbestos-related cancer have been reported in garage workers. Jobs that need special care are:

- Cleaning brake assemblies
- Cleaning clutch housings
- Grinding brake linings
- Drilling brake linings
- Cleaning up after work

Brake and clutch linings and disc pads from older vehicles may contain asbestos.

If in doubt assume that they do.

Anyone in a workshop could be at risk. The problem is that when airborne, asbestos dust particles are too small to be seen by the naked eye, and the diseases they cause can take years to develop. The more dust you breathe the greater the chance of lung damage.

PRECAUTIONS

1. **DON'T** blow dust out of brake drums or clutch housings with an air line.
2. **DO** use clean wet rags to clean out drums or housings. Put used rags in a plastic waste bag while still wet.
3. **DON'T** grind or drill linings unless the machine has exhaust ventilation or there is a ventilated booth to do the work in.
4. **DON'T** use brushes to sweep up dust, or an ordinary domestic vacuum cleaner.
5. **DO** wet dust thoroughly and wipe it up and dispose of it as in 3 above if you haven't got type H vacuum cleaner.
6. **DO** wear the protective clothing, such as overalls, provided by your employer.
7. **DON'T** take protective clothing home. It should be cleaned by your employer.

SECTION 15

INSPECTION PITS

SECTION 15

INSPECTION PITS

- Inspection pits are still commonly found in MVR premises and an assessment of workplace risks may well show that they are the safest option when working on diesel-fuelled vehicles. But they present particular hazards and are a common cause of accidents, not only to those unfamiliar with the premises but also to employees who momentarily forget the presence of an unfenced pit, or who slip or trip, and fall into them. When working on petrol-fuelled vehicles, a lift is usually a safer alternative.

The principal hazards are:

1. falling into the pit (the Work at Height Regulations will apply);
 2. slipping on access steps;
 3. fire or asphyxiation from an accumulation of gases or vapours that are heavier than air, or fuel release;
 4. a vehicle or other objects falling on an employee in the pit;
 5. head injuries from contact with the vehicle over the pit.
 6. Preventing falls into pits
- When deciding on the precautions, the employer needs to consider a number of options. The best solution is likely to depend on the particular work undertaken,
 1. Health and safety in motor vehicle repair and associated industries
 2. Health and Safety Executive
 3. layout of the premises and management and supervision in the workplace..
 4. Limiting access to the area
 - The more people working or walking around the pit area, the greater the risk of falls, probably because they become familiar with the risk and are concentrating on other tasks. Restrict access to people who need to be there. Where possible, physically segregate the pit or group of pits or modify the layout of the workplace to keep non-authorised people away from the pit area (for example by making clearly defined pedestrian routes and using barriers and partitions). Provide enough signs and supervision to enforce this segregation.

Covering pit openings

- Where practical, cover pit openings when they are not in use. Also cover areas of the pit that are left exposed when the vehicle being worked on is shorter than the length of the pit. A number of proprietary systems are available that allow all or parts of the pit to be covered.
- Ideally, any cover should:
 1. be quick to install and remove (for example if a pit worker needs to get out in an emergency);
 2. be robust enough to withstand a falling person and any other load likely to be imposed on them;
 3. fit securely in place;
 4. be compatible with other pit equipment.
- Installation and removal of covers may itself create a small risk, due to handling and proximity to the opening, and this should be weighed against the time that the pit is left uncovered and other precautions in place.

Safe access across the pit

- Given the length of many pits, people take short cuts across the opening even where there are 'official' instructions not to. It may be a better solution to provide a proprietary moveable bridge across the pit with handrails on the open sides (see Figure 63). Such a bridge can also be used as a safe platform for work that would otherwise be impractical to carry out due to the open pit, for example on the rear engine of a bus or coach.

Other types of barrier

- Guard rails, chains or extendible barriers can provide flexible protection for workers near the pit edge. They allow access to the side of a vehicle over a pit (as the vehicle covers the pit at this point) while providing a warning of the open pit not covered by the vehicle. They need to be sufficiently high, stable and clearly visible so that they do not create a tripping hazard. Extendible barriers are not designed to withstand the weight of a falling person, but act as a physical reminder of an open edge.

Improving visibility

- It is important that the pit opening can be seen easily. Use pit lighting during working hours and clearly mark pit edges, for example by black and yellow bands of slip-resistant paint. Ensure the pit lights are kept clean and replace failed bulbs immediately. White painted walls help reflect light and increase the efficiency of the lighting system, but need to be cleaned regularly.

Reducing the risk of slips and trips

- Ensure the surface around the pit is slip-resistant, either by using anti-slip materials or by having an

Effective cleaning regime

- As far as possible, keep the area clear from obstructions and deal with spillages immediately. Similarly, keep the area inside the pit free from obstructions – this will improve access for pit workers.

Access to pits

- Pits require safe means of entry and exit. Provide at least one fixed entry/exit point with additional, separate, usable means of escape where the risk assessment identifies the need (for example, where escape may be blocked off by the parked vehicle or for pits over 9 m long).
- A significant number of injuries occur from people slipping on the access steps. Provide a handrail where possible, for example a permanent handrail may be appropriate on sunken pits or low-level handrails below floor level. Removable handrails may be an option for other installations.
- Use slip-resistant coatings on the steps and keep them free from contamination. The Health and Safety Laboratory (HSL) have carried out extensive research on tread patterns for footwear, which shows large

variations in performance even for those designated 'slip-resistant'. When specifying footwear, remember that 'oil-resistant' does not mean 'slip-resistant'.

Preventing fire and asphyxiation

- Pits are likely to have poor natural ventilation so the release of any low flashpoint substance or heavier-than-air gas above or near a pit can create fire/explosion and asphyxiation risks. To reduce these risks:
- do not carry out pit work on non-diesel tanks or associated fuel lines where there is a risk of release. Do not carry out any hot work on or near any tank or fuel line, including diesel systems;
- do not store portable LPG heaters, or other LPG-fuelled devices, in or near pits in case they leak;
- before carrying out pit work on air-conditioning units, empty the refrigerant with a proprietary system well away from the pit area;
- do not weld in a pit unless effective local exhaust ventilation is provided;
- use fixed lighting in the pit that is suitable for potentially explosive atmospheres and conforms to a suitable standard;
- use handlamps of special construction, that have been designed and tested to prevent ignition in flammable atmospheres;
- do not leave vehicles idling over pits unless there is dedicated exhaust extraction.

Preventing vehicles or other objects falling into the pit

- Highlighted pit edges (approximately 150 mm wide) are a useful guide when driving vehicles on and off the pit but may need supplementing with mirrors. It may be necessary to authorise a competent marshal to assist manoeuvring (and watch out for moving vehicles or pedestrians). Only competent and authorised drivers should be allowed to manoeuvre vehicles on and off the pit.
- For narrow-wheelbase, twin-wheeled vehicles (where the inner tyre may be hanging over the pit edge), ensure that the outer tyres are correctly inflated and in a satisfactory condition to reduce the risk of vehicles tipping or sliding into the pit. Also ensure that outer tyres will not be loaded in excess of their carrying capacity (load index rating).
- Remove discarded or replaced parts as soon as possible and do not leave tools or other items around the pit apron, working platforms etc.

Preventing other injuries

- Provide suitable head protection for pit workers where there is a risk of injury from contact with the vehicle overhead or from falling objects. The ultimate strength of the head protection is probably less important than the ability to wear it. For example, baseball-style, short-peak bump caps provide a degree of protection, stay in place and allow reasonable upward vision. They may be more appropriate than traditional, construction-type helmets. Eye protection may be required to guard against displaced dust, rust or other debris and especially materials ejected under pressure, eg hydraulic fluids. Ear defenders may be necessary for noisy processes such as engine running.

SECTION 16

RISK ASSESSMENTS

SECTION 16

RISK ASSESSMENTS

The Management of Health & Safety at Work Regulations requires that all employers carry out an assessment of the risks to employees and any other people who may be affected by the work being carried out in his business.

The assessments must be recorded.

The risk assessments should identify all the significant hazards associated with the work and then decide the extent of the risks involved and the harm that could be caused.

The risk assessments must be updated regularly. They should be revised if new work processes are introduced or existing processes are changed. They should also be reviewed in the event of an accident.

The risk assessments should also include measures that will avoid the risk of accidents or protect people against risks that cannot be prevented or avoided altogether.

Risk assessments covering all the significant hazards that can be reasonably foreseen in our business have been carried out. The assessment should then be filed with other risk assessments in this manual.

Completing a Risk Assessment

1. Risk assessments should only be completed by competent people, eg attended risk assessment training.
2. A hazard is anything with the potential to harm. Examples are plant, equipment, machinery, restricted access, low headroom, slippery surfaces, exhaust fumes, etc.:
3. People at risk may be employees, visitors, customers and others, who may be at particular risk.
4. Assess the risk in terms of the likelihood of an accident taking place and the severity of any injury.
5. List the controls that are in place. These may be warning signs, guards on machinery, exhaust ventilation, regular cleaning etc. Physical control measures should always take precedent over other control measures such as training, management and PPE.
6. Assess the effectiveness of the controls.
7. Assess the risk with the controls in place, are they effective, will they reduce the hazard to an acceptable level?
8. Detail any action that should be taken as a result of the assessment, eg additional control measures.
9. Ensure that employees are aware of the significant findings of the assessments.

RISK ASSESSMENT

PROCEDURES

Use of Abrasive Wheels

RISK

- a. Injury from wheel explosion, incorrectly mounted wheels and unguarded wheels.

Use of chemical solvents, solutions and lubricants.

- a. Injury from eye and skin contact.
- b. Fire risks.
- c. Injury caused by breathing the vapour from some products.

Use of vehicle hoists and lifts.

- a. Injury from incorrect placing of vehicle on hoist.
- b. Head and eye injury whilst working beneath raised vehicle.

Use of tyre changing equipment.

- a. Injury through incorrect deflation of tyres.
- b. Hand injury through incorrect operation of equipment.
- c. Injury by incorrect manual handling.

Use of vehicle jacks.

- a. Injury caused by vehicle becoming dislodged from jack.
- b. Injury by use of incorrect jacking position on vehicle.

RISK ASSESSMENT

PROCEDURES

Removing and fitting demountable rim wheels.

RISK

- a. Failure of wheel assembly through incorrect fitting.
- b. Injury through the uncontrolled release of wheel components.

Testing exhaust systems.

- a. Injury to hands from moving belts and radiator fan.
- b. Burns to hands.

Tyre removal and fitment to trailer and barrow wheels.

- a. Explosion of tyre/wheel assembly through over inflation damage to tyre wheel failure

Use of oxygen and acetylene equipment

- a. Explosion resulting from misuse of equipment.
- b. Uncontrolled release of high pressure gases from cylinders.
- c. Leakage of gases through worn or damaged hoses.
- d. Eye injury.
- e. Eye and head injury whilst working underneath vehicle.
- f. Burning through incorrect use of equipment and from sparks or molten material.
- g. Fire caused by burning through fuel lines or other material.

RISK ASSESSMENT

PROCEDURES

Tyre/wheel changing on road tank vehicles, heavy goods vehicles, waste skip vehicles and tippers.

RISK

- a. Explosion by the use of heat on vehicles that have not been certified as gas free.
- b. Injury through contamination by chemicals.
- c. Injury or illness through contamination by toxic materials or waste products.

Removing and fitting tyre/wheel assemblies to agricultural vehicles.

- a. Explosion resulting from over inflation tyre damage wheel failure
- b. Injury through poor manual handling.

Tyre re-grooving.

- a. Cutting or burning by re-grooving equipment.
- b. Electric shock through poor maintenance or misuse of equipment.

Vehicle manoeuvring in tyre centres.

- a. Injury to others whilst manoeuvring vehicle in confined space.

RISK ASSESSMENT

PROCEDURES

Removing, fitting and inflation of truck, tractor and earthmover tyres.

RISK

- a. Explosion of tyre/wheel assembly through: over inflation damage to tyre incorrectly seated flange or locking ring.
- b. Injury through the use of unsuitable or damaged tools.
- c. Injury resulting from incorrect manual handling.

Removal, fitting and inflation of car, van and motorcycle tyres.

- a. Injury through incorrect jacking of vehicle.
- b. Explosion resulting from over inflation of car tyre/wheel assembly.

Attending roadside breakdowns.

- a. Risk of traffic accident whilst working at the roadside or motorway hard shoulder.
- b. Injury through incorrect vehicle jacking.
- c. Explosion of tyre/wheel assembly through: over inflation damage to tyres incorrectly seated flange or locking ring.
- d. Injury through the use of unsuitable or damaged tools.
- e. Injury resulting from incorrect manual handling.

RISK ASSESSMENT

PROCEDURE

Use of compressed air.

RISK

- a. Injury through over inflation of tyres.
- b. Injury through compressed air entering the bloodstream.
- c. Injury through incorrect use of air line equipment.

Battery charging and fitment.

- a. Injury by electric shock, acid spillage.
- b. Injury through incorrect manual handling.
- c. Explosion of gases.

Use of electrical equipment.

- a. Injury by electric shock.
- Solid and industrial tyres, tyre and wheel fitment, vehicle jacking.
- a. Injury through the incorrect use of solid tyre press.
 - b. Injury by incorrect manual handling.

Use of wheel balancing equipment.

- a. Injury to eyes from stones or weights becoming dislodged from wheel by centrifugal force.

RISK ASSESSMENT

PROCEDURES

Working alone/unsupervised in tyre centres, customers premises or roadside.

RISK

Injury resulting from failing to follow safe systems of work, carelessness or negligence

PRECAUTIONS

All employees are trained in safe work systems and instructed to follow the safety procedures contained in this manual.

Provided employees follow these procedures and comply with their own statutory duties there are no reasonably foreseeable circumstances that will significantly add to health and safety hazards by employees working alone.

RISK ASSESSMENT

PROCEDURE

Operating static wheel balancing equipment.

RISK

Risk of injury from moving parts if the equipment is used with the interlocking safety guards not working.

Slight risk of injury by failing to follow the correct manual handling techniques when lifting a car tyre/wheel assembly on to the equipment.

PRECAUTIONS

The equipment is guarded with a system of interlocking safety guards that prevent access to moving parts whilst the equipment is in use. The equipment must be taken out of use immediately if the interlocking safety guards become inoperative as the result of mechanical or electrical failure.

The equipment will be regularly inspected and maintained to safeguard against such failure.

Personnel are instructed on the correct manual handling techniques. Personnel are issued with a personnel guide on manual handling.

RISK ASSESSMENT

PROCEDURE

1. Tyre fitting using mobile vehicle and equipment at customers premises, car parks or by the roadside.

2. Vehicle component examination and adjustment at customers premises, car parks or by the roadside.

RISK

1. Risk of injury caused by passing/manoeuvring vehicles

2. Risk of injury resulting from working beneath jacked vehicles.

PRECAUTIONS

1. Reflective clothing to be worn at all times.
2. Service vehicle to be parked as close as possible to the vehicle being worked on with warning beacon and hazard flashers on.
3. Traffic cones to be set out as additional warning to other drivers.
4. Warning sign to be left on the windscreen of an unattended vehicle.
5. Crawling trolley to be used when working beneath jacked vehicle.
6. Protective clothing - bump cap, goggles and gloves to be worn when working beneath vehicle.
7. Axle stands or timbers must be used to support the weight of a jacked vehicle.

RISK ASSESSMENT

PROCEDURE

Inflating tyres on small divided wheels.
(Barrow, trailer, electric invalid carriage etc)

RISK

1. Explosion of the tyre/wheel assembly through:
over inflation
tyre damage
wheel failure
2. Trailer and barrow wheels can be in poor condition. They may be affected by rust and corrosion caused by mud, fertilisers, cement, salt water etc; and not capable of holding the pressure recommended for the size and ply rating of the tyre fitment.
3. Invalid carriage wheels are usually divided wheels with the parts bolted together. The bolts are not designed to withstand pressures in excess of the pressures for the recommended tyre fitment. The bolts can be weakened by the effect of rust.
4. The wheel components can be blown apart during inflation if they are in poor condition or if the tyre is inflated to a pressure in excess of the recommended pressure for the tyre fitment.
- 5 Tyre cages are not generally available that will satisfactorily contain the wheel parts if they are forced apart by air pressure during inflation.

PRECAUTIONS

1. The wheel must be thoroughly examined for rust and corrosion, particularly around the bolts or rivets that hold the two parts of the wheel together. If there are any doubts about the condition of the wheel and its ability to hold pressure it must not be fitted with a tyre.
2. The wheel must be re-fitted to the barrow, trailer, invalid carriage etc; before any inflation. If the

wheel fails, the wheel retaining nuts will hold the wheel together and prevent it from being blown apart.

3 Fitters must always stand well clear of wheels during inflation. There must be a minimum of six feet (two metres) of air line between the clip on chuck and pressure control.

4. The manufacturers recommend tyre only should be fitted. It is not permitted to upgrade the tyre size and ply rating or to exceed the recommended tyre pressures.

RISK ASSESSMENT

PROCEDURE

Oil and filter changing.

RISK

Oil Spillage

Skin Contact

Eye Contact

Ingestion

PRECAUTIONS

Sump plugs and oil filters should be loosened with care.

Waste oil receptacle must be carefully positioned. Oil spillages must be contained and cleaned up at once using the absorbent material supplied.

Gloves must be worn and any skin contact should be immediately washed with soap and water.

Allow engines to cool down to avoid burns from hot engine parts and hot oil.

Protective glasses must be worn at all times when changing oil and oil filters. If oil comes into contact with eyes the eyes must be thoroughly washed with sterile eye wash and medical attention sought.

If oil is swallowed seek medical attention immediately.

PROCEDURE

Operating portable pressure vessels

RISK

Portable pressure vessels are designed to be filled with compressed air by a normal air time to a maximum pressure of 120 lbs p.s.i.

The equipment is designed to allow the operator to release the compressed air in the pressure vessel in a single burst in order to seat the beads of tyres to the wheel rim.

1. If the air pressure released by the equipment is greater than the recommended pressure of the tyre wheel the tyre may burst.

2. The air pressure will blow dust and debris around the area.

3. The release of the air pressure creates noise that may exceed the first action level of 85 d B (A)

4. It is necessary to stand or kneel close to the tyre/wheel assembly when operating the equipment. It is possible for fingers and items of clothing to become trapped between the tyre beads and the wheel rim.

PRECAUTIONS

1. The equipment must not be used by any employee until they have been trained to operate it safely
2. The equipment should be charged (filled) with compressed air by use of the air line.
3. As all the compressed air contained in the equipment will be discharged in a single burst the equipment must not be filled with more air than the design pressure of the tyre to be inflated.
4. Fitters operating the equipment must wear hearing protection, closely fitting eye protection or goggles and a face mask.
5. Fitters operating the equipment must ensure that other people are not close by unless they are wearing ear and eye protection and a face mask.
6. Fitters must keep fingers and clothing well clear of the tyre bead area when discharging the compressed air.

RISK ASSESSMENT

PROCEDURE

Operating portable pressure vessels Cont'd.....

RISK

5. It is possible to accidentally discharge the compressed air if equipment not fitted with a microswitch on the discharge nozzle is left in a charged condition and picked up by the on/off lever.
6. The equipment is heavy and unwieldy in operation.

PRECAUTIONS

7. The equipment must not be filled with compressed air and left unattended at any time. Care must be taken to lift and carry the equipment only by the carrying handle.
8. The equipment must only be used for its intended purpose – seating the beads of truck and large tractor tyres to the wheel.
9. Exceptionally the equipment may be used to seat the beads of car, van and other smaller tyres. In these cases the equipment must not be filled with more air than the design pressure of the tyre to be inflated.
10. The equipment is capable of causing serious injury if it is used for any purpose other than seating the beads of tyres. Any employee who uses the equipment recklessly or for any purpose other than that for which it is intended will face disciplinary procedures that may result in his/her dismissal.

SECTION 17

DISPLAY SCREEN EQUIPMENT

SECTION 17

DISPLAY SCREEN EQUIPMENT

A display screen user is a person who habitually uses the display screen equipment for the purposes of an employer's undertaking as a significant part of their normal work.

ANALYSIS OF WORKSTATIONS TO ASSESS AND REDUCE RISKS

Ill health can result from poor work organisation, working environment, job design and posture and from inappropriate working methods.

Therefore a risk assessment needs to be carried out to evaluate risks and their extent and it is useful to include the opinions of the users in identifying problems.

It may well be necessary to carry out a task analysis after possible problems have been identified. Some changes which may be required as a result of future changes in any of the following:-

- a major change in software used
- a major change in hardware
- a major change in workstation furniture
- substantial increase in the amount of time required to be spent using DSE
- change in lighting
- change in workstation location

REDUCING RISKS

Postural problems - Adjustments to workstation, (repositioning equipment or adjusting the chair)

Training on correct hand position etc.

Visual problems - Repositioning of screen or use of blinds.

Ensure that equipment is kept clean

Fatigue and stress - Users will benefit by having some control over their tasks. Proper training on use of software

The regulations cover what the legal requirements are in terms of work stations and equipment and these vary dependant upon the use.

DAILY WORK ROUTINE OF USERS

Employers must ensure that users take breaks or change their activities during the day to prevent fatigue, with the following guidance: -

- breaks should be taken before the onset of fatigue
- breaks should be included within work time but not increase workload as a result
- short breaks are best e.g. 5-10 minutes after every hour
- breaks should be taken away from the screen
- informal breaks (time spent on other tasks) have proven to be more effective than formal rest breaks

- users should be allowed some discretion over the timing of their workload

Eyesight tests are to be supplied and paid for by employers for any display screen users who feel that they would like a test and regular tests can be obtained as a result of the initial test. If special glasses are required as a result of the test for display screen use, then the employer has to pay for them, but their duty is only to supply a basic appliance.

All users need to have received both training on how to use the equipment and additional health and safety training, especially if a person has suffered ill health as a result of using DSE.

SECTION 18

YOUNG WORKERS

SECTION 18

YOUNG WORKERS

The Health and Safety (Young Persons) Regulations place a legal obligation on all employers to assess and minimise the risks to young people in the workplace. Young persons are defined as those who have not yet reached the age of 18.

The Regulations require employers to assess the risks to young people specifically in relation to: -

- the immaturity and lack of experience of young people and the fact that they may not be aware of any risks there may be in the workplace
- the health and safety training that should be given
- the extent of any exposure to chemicals and other harmful substances
- the nature and the layout of the work area
- the equipment, methods of use and work activities to be carried out

The safety and well-being of all young people will be safeguarded by adhering to the following procedures:-

- young people will not be required to work beyond their physical capabilities or do any work that carries risks arising from noise, vibration, extremes of heat and cold or excessive physical effort
- specifically, young persons will not be required to work unsupervised until they are fully trained and competent to carry out the tasks that have been allocated to them
- all new employees including young persons will receive induction and basic training that includes instruction on safeguarding their health and safety, accident prevention, the safe operation of all tools, plant and equipment and the correct and safe method of carrying out all work activities, including any manual handling requirements
- young people will not be required to work with repair materials, solvents, chemical cleaning products or other harmful substances until they have been instructed in their safe use. They will not be required to work with such substances for prolonged periods.
- young people will not be required to work on customers' premises, farms, construction sites or roadside breakdowns until they have received specific training on the risks involved and have demonstrated to a senior staff member that they are competent to perform such work safely and competently
- all employees have a duty to demonstrate to young people by their own actions the correct and safe method of carrying out all work activities and to point out to young people the dangers of unsafe work practices
- young people should be given formal, off the job training as a matter of priority. Such training, which may lead to an external qualification provided by, for example, City & Guilds of London Institute, should include instruction on health and safety procedures and accident prevention.

SECTION 19

PERSONAL PROTECTIVE EQUIPMENT

SECTION 19

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment provided by the Company will be clean, undamaged and fit for the purpose for which it is intended. All equipment will have the CE mark. All protective equipment will be examined and repaired, maintained or replaced as necessary. These items include: -

- Reflective coats
- Waterproof clothing
- Cold weather clothing
- Welding goggles
- Welders gloves
- Bump caps or guards
- Safety goggles
- Acid resistant gloves
- Safety helmets
- Industrial gloves

All personal protective equipment must be appropriate for the risks involved and fit the wearer correctly. The employer must take into consideration any special requirements an employee may have.

Employees must take reasonable care of personal protective equipment and report any defects as soon as possible.

Workshop Managers will ensure that employees have been adequately informed and instructed on the effective use of personal protective equipment.

Workshop Managers will also ensure that personal protective equipment is properly used by employees at all times when working.

SECTION 20

HEALTH AND SAFETY CONSULTATION

SECTION 20

EMPLOYEE CONSULTATION

1. The Health and Safety (Consultation with Employees) Regulations requires employers to consult with all their employees on health and safety matters.
2. The purpose of the Regulations is to help create and maintain a safe and healthy working environment and to make employees more aware of health and safety issues.
3. Consultation involves employers giving information to employees and listening to and taking account of employees views before taking decisions that will effect health and safety.
4. The Regulations apply to every size and type of organisation.
5. Consultation with employees on health and safety matters will include: -
 - Any change in procedures, equipment or working methods that may affect employees health and safety at work.
 - The information that employees must be given on any on any risks and dangers arising from their work: the measures that should be taken to reduce risks and the action that should be taken in the event of any risk or danger.
 - The planning of health and safety training.
 - The affects on heath and safety of any new developments.
6. Employees must be consulted by the employer either directly or, if there are large numbers of employees at the work location, through elected representatives.
7. The employer is required to:
 - Provide information on any proposals that may affect health and safety.
 - Give employees enough time to consider the proposals and express their views.
 - Listen to and take account of employees views.
8. The Regulations are enforced by Environmental Health Officers. Employers who do not satisfy the Regulations will be committing an offence.
Employees who think they have been penalised by their employer for exercising their rights under the Regulations can apply to an Industrial Tribunal.
9. Synchro Plant & Commercials employees are consulted on health and safety matters by the Workshop Manager or Safety Officer during team meetings. In offices the Office Manager will make arrangements.
10. A brief record should be kept of health and safety consultation to include:
 - the date of the meeting
 - the names of the people present
 - the health and safety matters that were discussed
 - the views of the people present
 - the action to be taken

SECTION 21 STRESS

SECTION 21 STRESS

The definition of stress is that it is “an adverse reaction a person has to excessive pressures or other types of demands placed upon them”.

Employers have a duty of care to ensure that their employees are not harmed by work-related stress.

The Management Standards for Work Related Stress were produced in 2004 and can be found on the Health and Safety Executive’s website, www.hse.gov.uk.

Due to the individual needs assessment required to produce a stress policy, it is not possible for the NTDA to produce one, but the following information and example stress policy can be used as guidance.

A risk assessment approach is used when assessing for work-related stress but a job should not be inherently stressful. It is how a person does their job and how they feel about it that can result in stress and a job may be stressful for one person and not another. The major risk factors are:

Demands – requirements of the job

Control – how much control the individual has over their job, timing and prioritising of work

Support – how much support can they receive from managers, do they feel they can ask for support

Relationships – is the person required to interact with people they don’t like, or who don’t like them

Role – have they been prepared for this role or just put in place and expected to cope?

Change – the introduction of new procedures, software and hardware can affect the stress levels of a person

Steps to take

- 1) Carry out risk assessments
- 2) Use sickness data and staff attitude surveys and meetings as information
- 3) Evaluate what if any are the risks
- 4) Record the findings and then monitor and review
- 5) Encourage staff to raise concerns

Possible outcomes as a result of the assessment

- 1) A change in management procedures
- 2) Improvements in the communication channels
- 3) Structured Management Development Training
- 4) Personal stress management for staff
- 5) Provide counselling
- 6) Above all management support is paramount.

AN EXAMPLE OF A STRESS POLICY

Introduction

We are committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company and managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Occupational Health and Safety Staff

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

Human Resources

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

Function of Safety Officer

- The Safety Officer must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- The Safety Officer must be able to consult with members on the issue of stress including conducting any workplace surveys.
- The Safety Officer must be meaningfully involved in the risk assessment process.
- The Safety Officer should be allowed access to collective and anonymous data from HR.
- The Safety Officer should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.
- The Safety Officer should conduct joint inspections of the workplace at least 3 months to ensure that environmental stressors are properly controlled.

SECTION 22

BULLYING AND HARASSMENT

SECTION 22

Bullying and Harassment Policy Statement and Guidelines

1. Policy Statement

The Company aims to provide a working environment that will enable staff to fulfil their personal potential and in which the dignity of all individuals is respected. To this end, the Company wishes to provide an environment that promotes equal opportunities and is free from harassment. Harassment can have a serious detrimental effect on working and social conditions for staff. This policy applies to all members of staff and any incident of harassment will be regarded extremely seriously and can be grounds for disciplinary action including dismissal.

2. What constitutes harassment?

Harassment can be a source of great stress to an individual. It may be so serious and unrelenting that the person who is being or has been harassed feels it necessary to change job. All staff are responsible for helping to ensure that individuals do not suffer any form of harassment and that any complaints are dealt with in the appropriate manner.

Definitions of harassment

Harassment is used here to mean sexual and racial harassment and bullying and other forms of personal harassment. The defining features are that the behaviour is unwanted by the recipient and would be regarded as harassment by any reasonable person.

1) Sexual harassment – This always involves unwanted sexual attention which emphasises sexual status over the status of the individual. It can be physical, ranging from suggestive looks to indecent assault or verbal and includes images, text and messages on the computer. It covers any behaviour that makes the recipient feel viewed as a sexual object even if offence is not intended.

2) Racial harassment – This may be defined as any hostile or offensive act or expression by a person of one racial or ethnic origin against a person of another, or incitement to commit such an act. Such behaviour included name-calling, insults and racist jokes and can be intimidating and offensive to the recipient, making it difficult for them to work.

3) Bullying – This is not confined to derisory remarks or open aggression but can be subtle and devious. Bullying can occur when professional abrasiveness becomes tainted with personal vindictiveness and people are singled out, demeaned and devalued. This can have repercussions for mental and physical health. Examples of bullying are:

- Picking on people and criticising them in front of others
- Punishing people by refusing to delegate responsibilities to them which they are competent to fulfil
- Unfounded criticism of the performance of work tasks.
- Shouting at people to get things done

4) Personal harassment – Other forms of harassment can cause misery, including:

- o Insults and bullying on personal circumstances
- o Teasing and pranks about age, disability or cultural differences
- o Hostility based on religion, culture, age etc.
- o Using a person' known ill-health to depower and demoralise them.

5) . Actions if you are harassed

- If possible make it clear to the person that you object to their behaviour
- Keep a record of the incidents, including date and time and any witnesses
- Seek advice – approach a senior person as soon as possible so that the Company can deal with the matter either informally or formally if necessary.
- If necessary seek medical help – if you are suffering from stress as a result
- Above all, do not suffer in silence, seek help in the early stages.

The Company will deal with all matters sympathetically and will thoroughly investigate any alleged incidents through the normal complaints investigation procedure and any actions arising will be through the discipline procedure. Any investigations will be treated in the strictest of confidence, as far as is practicable.

SECTION 23

STAFF COMPLIANCE

This section to be completed by staff members to acknowledge they have read and understood this Synchro Plant & Commercials Health & Safety Company Policy Document.

NOTE – Copies of this document are kept in:

- The workshop staff room
- The Office
- 1 abridged, revised copy in each vehicles Health, Safety & Risk Assessment Pack

I acknowledge I have read and understood this Health and Safety Company Policy Document:

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

SECTION 23
STAFF COMPLIANCE – CONTINUED

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

SECTION 23
STAFF COMPLIANCE – CONTINUED

Signed: _____

Print Name: _____

Date: _____

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Date: _____