Welcome to this edition of ITC Health and Safety and Environment newsletter. This edition will cover:

- Electrical Safety
- Equipment and Machine Safety
- Daily Briefings
- Fire Safety
- Have your Say!
- Saving energy on Site

Electrical Safety

IT TAKES VERY LITTLE ELECTRICITY TO SERIOUSLY INJURE OR EVEN KILL......
.....It is therefore VITAL to follow a few basic rules.

1. Ensure ALL electrical equipment is safe to use, this includes leads, sockets and other accessories.
2. Ensure that there has been a Portable Appliance Test carried out within the last 3 months. All electrical equipment, unless battery operated, should be 110v.
3. Inspect your equipment before each use; if you are in any doubt, do not use it. Instead, use a properly maintained piece of equipment. If your equipment is brand new, you must have proof that it is safe to use.
4. Do not under any circumstance tamper with electrical circuits. Unless you are a qualified electrician and the circuit is certified as dead, you should not touch electrical circuits.
5. Only under exceptional circumstances is work permitted to be carried out on live electrical circuits or appliances. You will need to have a ‘Permit to Work’ to carry out this type of work.
6. When carrying out demolition work, ensure the area you are working in has been made safe and if you find anything you are unsure of, stop work and report it.

Take a chance & it could be your last!

Equipment, Machinery & Tools

EQUIPMENT, TOOLS & MACHINES — ALL must be certified as SAFE before they are used.

From lifting equipment such as a cherry picker or scissor lift to step ladders and hand tools, nothing must be used without safety certification.

Remember, equipment includes step ladders and ladders, for which you must obtain a permit from the Site Manager to use. Permits must be in place BEFORE you start work.

As a contractor, YOU are responsible for ensuring that certificates and records are available for inspection.

Using unsafe equipment, machinery or tools will increase your chance of having an accident and being seriously hurt or worse.
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Daily Briefings

Each Day, before you start work, YOU must attend the daily briefing, and adhere to it.

Briefings are a chance for you to:

⇒ Co-ordinate with other contractors.
⇒ Gain an awareness of all work that may affect you, e.g. noisy works, hot works, etc.
⇒ Ensure ALL paperwork is in place before work starts; Risk Assessments, Method Statements, Permits, training records & certificates for machinery, equipment and tools.

A daily briefing sheet fulfils this. If you fail to follow this, you will not be permitted to start work. If this causes delays to the works, appropriate action will be taken.

Have Your Say!

Reporting unsafe acts or conditions is VITAL, and you have a responsibility to report these to your Site Manager. However, if you feel you can’t report matters to your Site Manager or have suggestions for improvements, there is a ‘Have your Say’ poster displayed on site, which gives a link to an anonymous website where you can have your say in complete confidence.

Site Security

WE ARE ALL RESPONSIBLE FOR SITE SECURITY

Ensure that you shut gates and do not put the lock on the latch. If you see anyone you don’t think should be on site, either challenge them or report it straight away to the Site Manager.

Saving Energy

THERE ARE MANY WAYS TO SAVE ENERGY: Think ahead…….Plan out your tasks to minimise or avoid unnecessary use of energy…….Do not leave chargers on unless charging….Turn off unnecessary lighting…. Use LED lights when and where possible…….Keep all electrical equipment and machinery fully maintained.

BE SAFE - STAY SAFE!

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