



Health Safety and Environmental Induction

Boughton Loam Ltd

WELCOME TO BOUGHTON LOAM LTD

Please pay attention to this induction, ask questions and make sure you understand the requirements for Health, Safety and the Protection of Environment on site.



HEALTH, SAFETY, QUALITY AND ENVIRONMENTAL POLICY

- Setting and monitoring of health and safety objectives and targets for the company;
- The effective communication of, and consultation on, health and safety matters throughout the company;
- Assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- Ensuring all subcontractors are approved, prior to their selection for site work, ensuring they have the relevant competency and ability to work for Boughton Loam Ltd;
- Preventing work-related injuries, ill health, disease and other adverse incidents;
- Providing and maintaining safe plant and equipment and implementing safe systems of work;
- Ensuring the safe use, handling, storage and transport of articles and substances;
- Providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- Providing the necessary training to all employees and others, including temporary employees to ensure their competence with respect to health and safety;
- Providing suitable and sufficient information, instruction and supervision for employees;
- Continually improving the performance of our health and safety management by adopting a plan, do, check and act methodology within our arrangements;
- Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the company;
- Undertaking an annual review and when necessary, the revision of this health and safety policy;

ABOUT THE SITE

Boughton are an established company that has been supplying the Amenity, Landscape and Construction Industry since 1985. We pride ourselves in the service and commitment given to each and every one of our many customers for over 30 years in business..

- Operates Screening of Imported topsoil Material to produce a variety of soil based growing media.
- Current production levels are 200 tonnes per week

EMERGENCY EVACUATION AND FIRE

- The Alarm
- Exit Routes
- Assembly points
- Fire points
- Fire Prevention



**SAFETY
PROCEDURES**

- No smoking and be aware of other possible ignition sources
- Reduce fire loading by keeping the site tidy and free from waste.
- All Hot Works controlled by Permit, comply with all conditions.

KEY PERSONNEL ON SITE

- Production Manager – Lee Wesby (07793529629)
- Production Supervisor – Jamie Robinson (07803088528)

- Safety Manager – Bennie Safety (01536724001)
- First aider – Jamie Robinson (07803088528)

- Your site contact telephone number is: Lee Wesby (07793529629)

WELFARE ON SITE

TOILETS

CANTEEN

DRYING ROOM

- These facilities will be explained during this induction, if not please ask!
- Please ensure you keep these facilities clean and in good condition so that everyone can enjoy them.
- Report any defects to your site manager.
- No food or drink to be taken on site – you must consume these in the site welfare/canteen



ALWAYS CLEAR UP YOUR OWN RUBBISH

A Clean site is a safe site” “Use Designated Waste Bins!”
Waste attracts vermin, which carries diseases such as Leptospirosis.




DRIVING ON SITE

Site Speed limit is Strictly 10MPH

All drivers and plant operators are to slow to walking pace, look out for pedestrians.

Other site visitors should be driven on site but always be aware of the possibility of pedestrians or trespassers.

VEHICLES AND PEDESTRIANS DO NOT MIX

 Health and Safety
Excellence

The safe use of vehicles on construction sites


A guide for clients, designers, contractors, managers and workers involved with construction transport

This is a free-to-download, web-friendly version of HSG144 (Second edition, published 2009). This version has been adapted for online use from HSE's current printed version.

You can buy the book at www.hsebooks.co.uk and most good bookshops.

ISBN: 978 0 7176 6291 3
Price £9.95

Every year in the construction industry, people are killed or injured as a result of being struck by moving plant. Accidents occur throughout the construction process, from groundworks to finishing works. Managers, workers, site visitors and the public can all be at risk if construction vehicle activities are not properly



- Only use identified walkways
- Be aware of plant operating near you
- A Traffic Management Plan is displayed on the sign next to weighbridge
- Parking is only allowed in designated areas



DRUGS AND ALCOHOL



- Any persons caught in possession of or under the influence of drugs or alcohol will be removed from site. Spot checks are carried out on a regular basis!
- Make sure you are not going to be under the influence of alcohol from the night before – Know your units.
- If you are taking any medication (prescribed by a doctor or dentist, or from a pharmacy), please inform your supervisor at once.

PERSONAL PROTECTIVE EQUIPMENT

The Minimum PPE required on Boughton loam Sites are:

- High Viz Vest
- Safety Boots (Max ankle support)

Please note that some tasks may require further PPE
For example, protective goggles, RPE (respiratory protection equipment), Task specific gloves etc).



Please ask your supervisor or site contact to supply these items as and when required or for specific tasks

It is your responsibility to look after your P.P.E. and always wear it

PLANT AND EQUIPMENT

Machinery Can, and often does KILL

Always make sure you are competent and authorized to operate plant.
If asked to operate plant you have not been trained for, politely decline.

You are required to work safely and use plant and equipment correctly...

- No horseplay
- Drive within site speed limits
- Do not allow passengers in plant
- Use plant only for the task it is designed for.

It is **YOUR** responsibility



REMOVING BLOCKAGES

Always ensure that the Method Statement for removing blockages is followed.

Ensure that the site manager/supervisor has been informed and has given authorization to proceed and that a dynamic risk assessment has been undertaken.

Isolate and lock out all machines before working on them, use multi hasp and personal locks.

Red zones (exclusions zones) must always be adhered to to ensure suddenly released blockages don't hit people.



MANUAL HANDLING



DO NOT attempt to carry or lift anything that is too big or too heavy
Use mechanical lifting aids whenever possible
Always use correct lifting techniques.

If unsure, inform your supervisor and ask for assistance

MENTAL HEALTH

Construction and associated industries is the worst UK industry for Mental Health – Why?

It is predominantly Men who do not discuss their feelings

Working away from home, often long hours.

Support Available Includes

Your Line Manager (or any other group manager if you feel more comfortable)

Construction Industry Helpline 0345 6051956

Mind.org 0300 123 3393

Samaritans Call 116 123

Your GP – In hours

NHS 111 – Out of Hours

Your Colleagues at work. Look out for each other.



MODERN SLAVERY

- Slavery Still Exists in the modern era with an estimated 13000 people held in slave conditions in the UK alone.
- Gangs often control workers lives making them work long hours for little or no return.
- Slaves are beaten and threatened with their families being hurt or killed if they try to escape their situation.

- Things to look out for
- Workers being dropped off and collected and being reluctant to engage with others on site.
- Workers that are unable to immediately provide identification (because it is retained by the masters)
- Workers needing to work long hours and overtime yet never having any money.
- Looking tired, gaunt or disheveled.

- If you suspect somebody on site may be subject to slavery either:

- Call 999 and speak to the police
- Call the modern slavery helpline 0800 0121 700



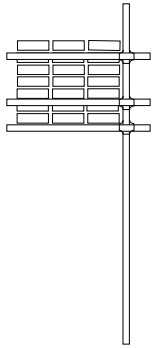
WORK SAFE POLICY

Just as we wouldn't allow you to work if we thought you were unsafe, we would expect you to speak up if the site or the work isn't safe.

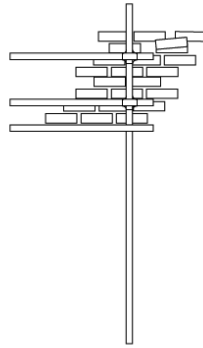
If you have concerns about the safety of the work or site, please STOP what you are doing and let your Manager or supervisor know so that it can be assessed and put right, or explained to you.

You will be fully supported for raising concerns as it is not in anyone's interests to have staff working unsafely.

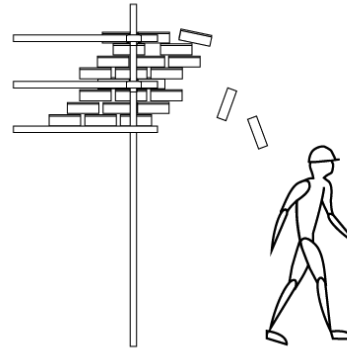
ACCIDENT REPORTING



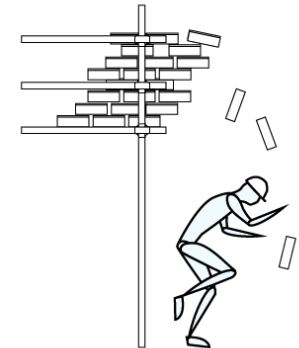
Good Practice



Unsafe Condition



Near Miss



Accident

**Report Accidents, Incidents, Unsafe acts or Conditions to your Manager or supervisor.
Ensure all accidents are logged in the accident book.**

ENVIROMENTAL AND WASTE DISPOSAL

All waste should be disposed of in the correct skips

- Under no circumstances shall liquid waste, such as paints or solvents, be allowed to soak into the ground or be poured down drains. This is “hazardous waste” and should be disposed of in line with current legislation.

- Bonfires shall not be conducted on site

All Oil Waste shall be disposed of in designated Oil Containers

Your site supervisor will inform you of the locations of spill mats and the emergency spill procedure



ENVIROMENTAL CONSIDERATIONS

Noise – Please help us the keep the noise to a minimum. There is a housing estate behind the site. When arriving and leaving site keep the noise down

Dust – Ensure that the site is sufficiently dampened down, if dust becomes an issue please report it to your Manager /supervisor. Use spray bars on dust suppression unit if dry, Keep the road clear, use the sweeper if required.

Clean up any spills of oil, fuel or hydraulic fluid IMMEDIATELY and report it to your supervisor. Oily spill kits are to be double bagged and disposed in the hazardous waste bin. If in doubt ASK!

Never attempt to cross over to the railway lines behind, its fenced off for a reason

Please feel free to ask any questions you may have, before you sign your induction form

Thank you for your time and co-operation