METHOD STATEMENT
HEALTH, SAFETY & ENVIRONMENTAL
(To be read in conjunction with the Site-Specific Risk Assessments, COSHH Assessments, Safe Systems of Work, Safe Work Procedures and Appendices)

Principal Contractor:	HH Smith & Sons Co. Ltd					
Project	SIM Museum					
Site address	Science and Industry Museum, Liverpool Rd, Manchester M3 4JP					
Issue No.	**Issue Date**	**Review Date**	**RA/MS Activity Start Date**	**Brief description of works**	**Document Reference**	**Brief description of Amendment**
1	26/04/2024	25/07/2024	29/04/2024	Micro-strip cleaning	WJ454/MS/001	Initial Issue

The Scope of the Work covered by this Health, Safety and Environmental Method Statement

The provision of competent labour and materials for the specialised supply, installation, testing, commissioning to:
WJ Structures Ltd. The company has produced this document for the work they are to carry out which is part of a larger overall project under the control of Principal Contractor.

Requirements to be provided by Principal Contractor as agreed at Contract Stage

Competent site management and competent persons to carry out statutory inspections of plant and equipment provided by them for the use of all contractors.
If access is provided by PC, safe access and use of scaffolding identified to each area.
The safe access to and egress from all work areas; and any material storage containers provided for our use; and including clear unrestricted access to area for workers and their tools and equipment.

Acknowledgement of duties under the Construction (Design and Management) Regulations 2015

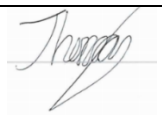
Principal Contractor have made the company aware that this project has been notified in accordance with the current CDM Regulations, that a Principal Designer and Principal Contractor have been appointed and pre-construction information made available. The Principal Contractor has drawn up a Construction Phase Plan that fulfils the requirements of CDM Regulation 12(2) and made it available. To comply with its duty under CDM Regulation 15, the company is satisfied that Principal Contractor is aware of the duties owed under the regulations, that reasonable steps have been taken to prevent access by unauthorised persons, that the requirements of Schedule 2 are complied with in so far as they affect it or any worker under its control and is therefore able to carry out construction work on this project. The Principal Contractor will provide suitable site inductions to operatives specific to this project. The company acknowledges its duties under CDM2015.

Monitoring Procedures:

A Contracts Director/Supervisor will attend site weekly to ensure operatives are working to this Method Statement, and to consult with operatives on health, safety, welfare, and environmental concerns. The site will also be inspected regularly by an External Construction Safety Advisor to report any health, safety, welfare, and environmental concerns.

Data Protection Statement

The information and data provided herein, applies only to the contract for which it is written.
It shall not be duplicated, disclosed, or disseminated by the recipient in whole or in part for any purpose whatsoever, without the prior written permission of the company.

	Name	**Designation**	**Signed**	**Date**
Document Prepared by:	John Harrison	BSc (Hons) IOSH		26/04/2024
Document Approved for use by:		Supervisor min CITB SSSTS		
Document Accepted by:				

Personnel allocated to the project

Workers assigned to this contract will be employed, trained and competent operatives who hold the relevant training.

There is likely to be a maximum of 4 (Four) company operatives on site at any time, but this figure will fluctuate depending on the requirements of the Construction Phase Plan. There may be apprentices on site carrying out works (as part of an approved Apprenticeship Scheme). They will be under the direct supervision of an experienced manager who will oversee their works.

Supervisors assigned to this contract will be directly employed experienced Contracts Director/Supervisors, who hold a minimum of CITB Site Supervisors Safety Training Scheme (SSSTS) Certificate. They will hold regular supervisory meetings with workers and attend all site progress meetings.

Depending on nature of the project, an External Construction Safety Advisor, who holds the NEBOSH Construction Certificate and membership of IOSH, will visit site on a regular basis to carry out a site safety inspection specific to the works carried out by the company.

NOTE: The company does not anticipate subcontracting out these works, but should the need arise, Principal Contractor will be advised.

Plant and Equipment that will be used on this project

Workers provide their own trade tools and equipment including portable battery-operated drill/drivers, hand tools etc.

The company supply additional tools as required including leaning ladders, swing-back stepladders, 110V core drills, vacuum cleaners, and associated accessories. Depending upon power arrangements, a petrol generator c/w drip tray may be used. operatives will carry out a pre-use check of all equipment before use.

Ladders, swing-back stepladders, and all electrical equipment are under a formal inspection routine and carry identification regarding this.

Vibration and Noise information for the equipment to be used is detailed in enclosed assessments. This gives maximum daily usage times.

Materials and equipment used on each task		
Microstrip clean TORC cleaning system Crushed glass	**Priming steels** Wire brushes or abrasive pads Sandpaper or sanding blocks Cleaning solvent or degreaser Primer application equipment (brushes, rollers, or spray guns) Primer suitable for the specific steel substrate and intended coating system Solvent or degreaser for cleaning Rags or lint-free cloths for cleaning and application	

Site Working Hours, Site Access, and Access to Work Areas

Site working hours are Mon-Fri 7.30am – 5.00pm; For Sat/Sun working prior authorisation is required.

Parking of company vehicles will be as directed by Principal Contractor Site Management and will be parked to ensure safe access to and egress from for any emergency services and in accordance with the Site Traffic Management Plan. Safe access to and egress from the work areas will be via the designated pedestrian routes as defined by the Site Management as detailed on the above plan and discussed in the site induction.

Summary of specific safety risks identified on this project (see attached Risk Assessments)

- **Lone Working on all tasks**
  - Manual handling
  - Working from a ladder
  - Working in a restricted space

- **Working from a Portable Ladder (Includes Leaning Ladders, Swing-back Stepladders and 3-way Combination Ladders)**
  - Falling from height
  - Collapse of work equipment
  - Dropped/Falling objects hitting head or body.
  - Slips and Trips from the equipment or when stepping off the equipment.
  - Lack of concentration on task or being distracted.

- **Access to and Egress from the Work Areas**
  - Struck or crushed by moving vehicles on site.
  - Struck on head by projecting unprotected scaffolding poles.
  - Slips and trips caused by poor housekeeping.
  - Slips and trips caused by uneven ground conditions.
  - Lack of concentration or being distracted.

- **Manual Handling of Tools and Materials / Manual Materials Handling (MMH)**
  - Movement of heavy tools and materials from one area to another without using mechanical handling systems
  - Carrying more than physically capable
  - Not following safe techniques for manual handling

- **Using Portable Battery-operated and 110V Power Tools (including accessories) and Petrol Generators using 110v Extension Leads**
  - Flying fragments coming into contact with eyes or body.
  - Unexpected starting of equipment.
  - Entanglement in moving parts of equipment or accessories.
  - Electric shock from damaged equipment or contact with live parts/wires.
  - Exposure to excessive harmful noise
  - Exposure to vibration
  - Snatching or “kick-back” caused by jamming or trapping of tools whilst operating.
  - Exposure to breathing in construction dusts
  - Fire caused by overheating of equipment.
  - Electric shock caused by using portable electrical equipment in wet conditions.

- **Using Non-Electrical Hand Tools (including accessories)**
  - Flying fragments
  - Hand injury caused by incorrect selection, poor maintenance of and/or use of tools.

- **Stress**
  - Over-work
  - Burnout
  - Bullying
  - Conflict situations

- **Driving for work - driving to and from the workplace**
  - Road traffic accidents caused by not observing Highway Code.
  - Road traffic accidents caused by rushing due to work schedule.
  - Road traffic accidents caused by not adjusting driving to road conditions.
  - Accidents caused on site by the movement of vehicles.

- **Using Equipment that creates excessive harmful noise**
  - Harmful Noise causing NIHL, Tinnitus or deafness

- **Working with Young Persons**
  - Lack of awareness of hazards on construction sites

- **Working in inclement weather (extremes of heat/cold, rain and wind)**
  - Heat exhaustion, sunburn, heat stroke and dehydration through extremes of heat/sunlight.
  - Sprains/strains through cold muscles and/or hypothermia from extremes of cold.
  - Slips, trips, and falls, struck by moving vehicles due to snow and ice on surfaces.
  - Falls from height, injury from flying debris due to strong winds.

- **Works creating construction dusts containing respirable crystallized silica.**
  - Breathing in construction dusts which could cause diseases of the lungs, Asthma, COPD, Silicosis and Cancers

- **Using power tools that vibrate during operation**
  - Carpal Tunnel Syndrome
  - HAVS Vibration White Finger
  - Permanent and painful numbness and tingling in the hands and arms
  - Painful joints and muscle weakening
  - Damage to bones in the hands and arms

- **Working with hazardous substances**
  - Contact with hazardous substances causing eye injuries, dermatitis, irritation, burns etc.
  - Breathing in hazardous substances causing sensitization, breathing conditions, lung cancers, COPD, occupational asthmas etc.
  - Ingestion of hazardous substances causing burning, sickness, or poisoning.

- **Housekeeping / Keeping the work area tidy / Sweeping the work area with a brush**
  - Slips, trips, and falls caused by equipment and materials left in pedestrian walkways.
  - Breathing in construction dusts which could cause diseases of the lungs, Asthma, COPD, Silicosis and Cancers

- **Site set up – Third party protection**
  - falling debris
  - construction vehicle movements
  - Noise
  - Dust
  - Vibration
  - hazardous materials
  - Disruption to utilities or services
  - Traffic/Pedestrian Management

Summary of training and information provided for significant risk identified on this project (See attached Risk Assessments)

Toolbox Talks

Toolbox Talks are presented on the hazards, the foreseeable risks and the control measures and safe systems of work in place to minimise them. These are based on the significant risks identified in the associated risk assessments or as requested by Principal Contractor site management.

Training, Instruction, and Information is provided in the following:

Safe manual handling techniques
The safe use of access equipment for work at height such as a scaffold, leaning ladders, platform steps, step ladders or hop ups
The safe use of portable tools and equipment
The hazards and risks from exposure to vibrating tools
The hazards and risks from exposure to harmful noise levels
The wearing, use and storage of PPE such as ear defenders, FFP3 face masks, gloves, and goggles
Good Housekeeping procedures

Checks Undertaken

Portable Power Tools (both electrical (110v) and battery-powered) inspected pre-use and again weekly.
A Portable Appliance Testing routine is in place for all electrical equipment.
PPE/RPE Pre-Use Check
If ladders are required, a formal Ladder/Stepladder Inspection routine is in place.
Leaning ladders (if required) – Pre-Use Check
Stepladders (if required) – Pre-Use Check
Hop-ups (if required) – Pre-Use Check

The sequence, method and procedures detailing how the work is to be safely carried out including the required Personal Protective Equipment as determined from the Risk Assessments.

Arrival at site/Travelling to work

- Assess weather conditions and traffic reports before leaving home for site and drive to site in accordance with The Highway Code and any local traffic by-laws, leaving enough time to complete the journey safely.
- Inspect vehicles weekly before use and report any defects. vehicles have trackers fitted and are monitored for speeding violations.
- Access the site in accordance with the site traffic management plan and park in the designated contractors parking area (or as otherwise directed by the site management).
- Drive and park considerately and switch engines off when the vehicle is not in use.
- Wear PPE as directed in the site rules before leaving their vehicle for the work area, and at all times while on site. All PPE will be in accordance with the specifications detailed within this document and where practical, carry the corporate logo for identification. The mandatory PPE requirement is Safety Helmet; Safety Boots with protective toecap/midsole and Hi-visibility work wear (See PPE Specification for required standards).
- On arrival at site for the first time, sign the attendance register and make yourself known to site management and request/make yourself available for site induction.
- Carry identification. This could be in the form of CSCS cards.
- Ask for this document and read, acknowledge, and sign it as acceptance of its contents and of your commitment to work to it.

Movement of tools and materials to work areas

- Either load vehicles from the site container or palletise materials and arrange for the telehandler to deliver to the work area. In both instances, minimise manual handling by keeping the distance between the vehicle and site container and delivery point and work area as short as practical.
- Identify the weights of materials before moving them, either by referring to delivery notes or the material packaging.
- With agreement from the site management, unload tools, equipment, and materials at work areas before safely parking vehicles in the designated area identified during induction.
- The site management will provide safe access arrangements to all work areas.
- Report any concerns regarding the safe access to and egress from work areas to the Site Management and the Contracts Director/Supervisor.

Receiving deliveries of materials

- Where materials are delivered to site by a third party (Merchant/Supplier), arrangements will be made with the site management, for the delivery vehicle to get as near to the safe unloading point as possible to minimize manual handling.

- Unload the vehicle as directed by the delivery driver and place materials in the site container (or area as agreed with site management). Good manual handling techniques to be used for all materials and storage within the container/area arranged to be safe and secure.

Consulting drawings and layouts

- Consult the latest drawings/layouts/designs available and make yourself familiar with the layout of the area to be worked in by inspecting the area and identifying any hazards present.
- Where drawings/layouts/designs are inaccurate and/or an aspect of them affects the route of the fix, the site management and the Contracts Director/Supervisor must be consulted.

Microstrip clean:

- Before any operations are commenced the Contracts Manager will give due consideration to any requirements for permits to work or the appropriate planning permission and /or listed building consent specific to the contract.
- The surface areas to be cleaned will be examined by the Contract Manager considering all aspects and elevations. Any variations in surface condition will be identified.
- Before commencing the full contract one or more suitable and inconspicuous test pieces will be cleaned as samples.
- The number and location of samples will be specified by the Contract Manager to provide an adequate representation of any variety of substrates together with variations in surface condition and grime or other coating to be removed.
- Written records of the sample pieces and results will be maintained and used as a basis for the direction of the subsequent contract.
- The Contract Manager will appoint competent operatives who have received full operating instruction on the correct and safe method of operation of the cleaning system.
- If there is any doubt as to the correct operating procedure written Operating Instructions will be obtained from the Manufacturer.
- The appropriate cleaning media will be selected having regard to the surface to be cleaned; it's condition and the grime, coating or corrosion to be removed. **For this specific task glass media will be used to prevent any damage being caused to the gantry steel as it will only remove the paint layers.**
- Adjacent areas, not to be cleaned, will be masked or otherwise protected as appropriate.
- Gutters, Drains and soakaways should be protected or diverted to avoid blockage.
- The Contract Manager will ensure that all personnel in the work area wear suitable protective equipment with special regard to eye and ear protection.
- A 170cfm compressor for low-pressure operation up to 44 psi (3 bar), a 265cfm compressor for standard pressure operation 44 to 80 psi or a compressor delivering more than 270cfm for higher-pressure operation will be provided on site.
- Wherever possible work will commence at the highest level and proceed downwards.
- On commencement of work, as per the operating instructions, all hoses will be connected, and couplings locked firmly in position.
- The unit will be depressurised before filling.
- On pressurisation of the system the operator will adjust the pressure regulator to the required blasting pressure, in the range 5 to 100 p.s.i., as identified by the results of the test samples.
- The operator will ensure that the nozzle is directed away from other persons on site during this adjustment, and only directed on the surface to be cleaned when the desired pressure has been obtained.
- Consistent distance, angle and dwell time onto the surface by the blast nozzle must be maintained as per the sample.

Priming steels

Preparatory Work

- Conduct a visual inspection of the steel surfaces to be primed, identifying any defects, rust, or contaminants.
- Erect barriers or warning signs to cordon off the work area and ensure the safety of workers and the public.
- Ensure proper ventilation in the work area to dissipate fumes from cleaning solvents or primers.
- Check all equipment for proper functioning and safety.

Surface Preparation

- Remove any loose rust, scale, or old paint from the steel surfaces using wire brushes, abrasive pads, or sandpaper.
- Clean the surfaces thoroughly to remove grease, oil, dirt, or other contaminants using a suitable solvent or degreaser.
- Rinse the surfaces with clean water and allow them to dry completely before proceeding.

Application of Primer

- Stir the primer thoroughly to ensure proper mixing of the components and achieve a uniform consistency.
- Apply the primer to the prepared steel surfaces using brushes, rollers, or spray guns, following the manufacturer's instructions.
- Ensure even coverage and proper adhesion of the primer to the substrate, avoiding drips, runs, or uneven application.

- Apply multiple coats of primer if necessary, allowing sufficient drying time between coats as per manufacturer recommendations.
- Clean tools and equipment immediately after use to prevent primer from hardening and clogging.

Quality Control

- Conduct visual inspections of the primed steel surfaces to ensure uniform coverage and proper adhesion.
- Address any areas of concern or defects promptly, applying additional primer or making necessary repairs as needed.
- Keep records of primer application, including the type of primer used, the number of coats applied, and any observations or issues encountered.

Completion of works and disposal of waste and surplus materials:

At completion of the works operatives must ensure that their work activity area is left clear by removing any waste from site or placing it into the appropriately marked skips provided by Principal Contractor i.e., plastic wrappings and cardboard packaging etc.

Acknowledgements

The above systems of work have been determined by consultation within all areas of the company's operations and with the assistance of employees at all levels within the organization. Contributions have been made by trained, experienced, time-served operatives and managers and their input has been valuable in preparing these systems. In particular, the following employees have made important contributions about content, accuracy and practicability of the systems and the company would like to thank them for their contribution.

WELFARE, FIRST AID, EMERGENCY PROCEDURES, ACCIDENT REPORTING, PPE SPECIFICATIONS / REQUIREMENTS, EQUIPMENT, ENVIRONMENT AND APPENDIX:

WELFARE

Principal Contractor will ensure that welfare arrangements in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2015 are discussed at induction and are available for site operatives to use and are maintained in a clean and tidy condition throughout the duration of the activities on site. Principal Contractor will also ensure the additional measures required in accordance with UK governments guidance on social distancing.

Site operatives will ensure that they reciprocate the cleanliness standards by clearing all their waste food and wrappings etc. and placing them in the waste bins provided.

ACCIDENT REPORTING

Any accident or incident must be reported to the Contracts Director/Supervisor, and the Principal Contractor Site Management as detailed in the company accident reporting procedure.

Should the accident be of a more serious nature, and the injured person require hospital treatment and subsequent investigation, then Principal Contractor will have the duty of reporting to the authorities, any accident and/or dangerous occurrence notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Procedure if Someone Falls Ill

If you develop a high temperature or a persistent cough while at work, you should:

- Return home immediately.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow.

You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

FIRST AID

Suitably equipped first aid boxes are contained within each company vehicle to be used in the event of minor injuries occurring such as cuts and grazes however a fully stocked first aid box can also be found in Principal Contractor site office.

Principal Contractor also provides access to a trained first aider on site.

All company operatives will be advised at their site induction of the location of First Aid assistance and how to summon assistance should an ambulance need to be called.

EMERGENCY PROCEDURES

In the event of an accident-causing injury requiring first aid treatment, workers (or another worker acting on his behalf) will contact the Principal Contractor First Aider, identified at Induction, who will provide treatment. If further treatment is required necessitating the transfer of the injured person to hospital, then the Principal Contractor First Aider will arrange this. In both instances, the Contracts Director/Supervisor will be informed, and an entry made in both company's accident books.

In the event of an accident-causing injury at height whilst working from a scaffold platform, workers will raise the alarm by shouting or calling another worker, who will contact the Principal Contractor First Aider, who will contact the Rescue services, if required, to recover the injured person to a place of safety. The First Aider will make sure that the injured person is safe and comfortable and not at risk of further injury.

In the event of a fire, workers will follow Principal Contractor Fire Action Plan and emergency procedures provided at Induction. Principal Contractor Fire Warden/Marshall will direct the emergency response to this event to ensure all site workers reach a place of safety.

PPE SPECIFICATIONS / REQUIRMENTS:

MANDATORY (TO BE WORN AT ALL TIMES ON SITE)

Head Protection: JSP EVO3 Safety Helmet (to BS EN397: 2012).

Foot Protection: Safety Footwear with protective toe cap and penetration resistant midsole (to BS EN345). Safety Footwear should also be conductive, anti-static, insulated against heat/cold, energy absorbing, water resistant and the outer sole resistant to hot contact, where practical.

Hand Protection: Traffi-Gloves TG1050/TG1210 with the specification 3141 or 3X21A (to BS EN388: 2016 and ISO 13997 where applicable) or an ARCO equivalent of an equal or higher specification.

Visibility: Structures Group Logo Class3 Hi-Visibility Polo Shirt/Sweatshirt/Vest/Coat (to BSEN471:2013 Class 3).

General Protection: Work Trousers

TASK SPECIFIC (TO BE WORN WHEN COMPLETING CERTAIN TASKS AS IDENTIFIED IN THIS DOCUMENT)

Respiratory Protection: JSP Force 8 Press Check Mask (to BS EN149).

Eye Protection: General Eye Protection (to BS EN 166)
Impact Rated Safety Spectacles/Goggles (to BS EN166 – Grade F, B or A and N, K).

Hearing Protection: Noisebeta 6100 ear defenders (to BS EN 352-1) SNR 27dB

TASKS REQUIRING TASK SPECIFIC PPE		
Priming steels Safety Glasses Respiratory Protection Ear Protection	**Microstrip clean** Safety Glasses Respiratory Protection Ear Protection Protective clothing	

ENVIRONMENTAL CONSIDERATIONS

The company will consider, where possible, reusing material off-cuts and surplus prior to placing in skips. We will ensure that all waste materials will be removed to site skips during and on completion of the works. All activities are carried out with consideration to the prevention of damage to the environment either by water, noise, or airborne pollution. We will separate hazardous waste from non-hazardous wastes and from each other.
Waste produced by the company's activities:

- Cardboard Packaging – Placed in recycling skip
- Plastic Packaging – Placed in recycling skip
- Empty containers (Metal/Plastic) – Placed in recycling skip

All packaging should be either retained for re-use in case they are required for later or disposed of in accordance with the site waste management plan which can be found in the site office.

RISK ASSESSMENTS
WJ454/RA/001 Risk assessments written specifically for site from pre-construction information and drawings supplied by Principal Contractor and systems designers.

NOTES ON COSHH
When using any of the substances within the COSHH assessments attached, the following principles of good control practice, (as set out in Schedule 2A of the COSHH Regulations) have been considered in the assessment and should be applied by the worker using the substance to obtain effective and reliable control: -

- Minimise emissions, release and spread – Use small quantities, use sparingly, cap on after use, etc.

- Consider the routes of exposure – Is it by breathing in, skin contact, ingestion, puncture, etc.
- Choose the control measures proportionate to the risk – the higher the risk, the higher the level of control.
- Choose effective control options – replace, reduce, and contain, where possible etc.
- PPE is the final control option – Wear gloves, face masks, suitable workwear, safety glasses, etc.
- Read the information provided and work to the instruction and training given.

The effectiveness of the controls is under constant review. Should any new substances or work processes be introduced; new assessments will be carried out and users informed accordingly.

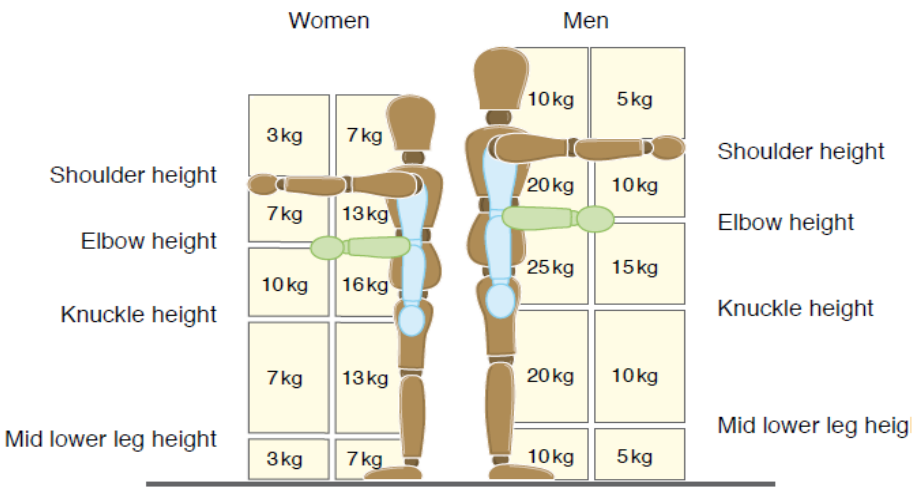
The following symbols will be used to identify the hazardous properties of the substances:

				
GHS01: Explosive	GHS02: Flammable	GHS03: Oxidising	GHS04: Compressed Gas	GHS 05: Corrosive
				
GHS06: Toxic	GHS07: Harmful	GHS08: Health Hazard	GHS09: Environmental Hazard	

The following symbols will be used to identify the PPE required whilst using the substances:

						
Hard Hats	Safety Boots	Hi-Vis Vest	Safety Gloves	Hearing Protection	Safety Glasses	Respiratory Protection

APPENDIX 1
SAFE MANUAL HANDLING GUIDELINES
HSE guidelines specify a maximum weight of 25 kg for men and 16 kg for women when lifting in ideal conditions as is detailed below.
NB: Where ideal conditions cannot be met then the safe loads that can be manoeuvred are reduced.
NOTE: Where an employee has a pre-existing medical condition or is on a phased return to work following a musculoskeletal injury, the below guidelines should be strictly adhered to along with the restrictions detailed in their return-to-work assessment.



In terms of second fixing two-person lifts are therefore required for most materials (examples detailed below) where the above guidelines would be exceeded. NOTE: for female operatives the method below should read “(when item >16kg)”.

Safe System of Work XXX-SS01

Title: Instructions for the safe Use, Fitting, Maintenance and Storage of the JSP Half Mask Respirator c/w JSP Particle Filter P3 R

Note:
The Sundström SR100 Half Mask Respirator with Sundström SR510 Particle Filter P3 R and SR221 pre-filter, provide respiratory protection against airborne pollutants to a user.
The company provides this mask as secondary protection from Respirable Crystallised Silica (Quartz)(RCS) produced by Superstructure Core Drilling activities; dust is primarily controlled at source by on-tool dust extraction.

Use
The mask will be assembled with you and ready for use with a SR510 P3 R (FFP3) particle filter and a SR221 pre-filter.
The SR510 P3 R primary filter is a consumable item with a limited-service life and must be changed regularly and when breathing resistance becomes noticeable.

The SR221 pre-filter included is designed to prevent nuisance particulates from reaching the protective elements of the primary filter. This should not be used as a substitute for or without the primary filter. This pre-filter should be changed more frequently to extend the life of the primary filter. A pack of five will be provided with your mask.

- **Before putting the mask on**
  - Inspect the mask before use.
  - Check that the mask is complete, assembled, and clean.
  - Check the mask body, membranes, membrane seats and harness for wear, cuts, cracks, missing parts, and other defects.
- **Putting the mask on (Donning the mask)**
  - Remove any hood, glasses, or ear protection from the head.
  - Holding the mask in one hand, grab the strap buckle and pull on the head strap until the pad is tight against the mask.
  - Take out any twists or tangles.
  - Holding the strap buckle, pull the strap over your head and put it around your neck.
  - Let the mask hang on your chest.
  - Grab the pad with one hand and the filter with the other.
  - Hold the mask against your face.
  - Pull the pad over your head and place it on the crown of your head.
- **Adjusting the harness**
  - Reach behind your neck and grab the free end of the harness strap.
  - Pull the free end away from the neck until the buckle pops open.
  - Pull on the free end of the strap until the respirator seats comfortably on your face.
  - Use your thumb and forefinger to squeeze the buckle closed.
  - Adjust the respirator for comfort.
- **Fit Check**
  - Use the pre-filter holder to check if the mask is tight.
  - Put the mask on.
  - Place the palm of your hand lightly over the hole on the pre-filter holder to make it airtight.
  - Take a deep breath and hold your breath for about 10 seconds.
  - NOTE: If any leak is detected, check the inhalation and exhalation valves, and adjust the straps of the head harness. Repeat the Fit-Check until there is no leakage.
- **Taking the mask off (Doffing the mask)**
  - Do not take the mask off until clear of the hazardous area.
  - Grab the filter with one hand and the head pad with the other. Pull it forward over your head.
  - Pull down the respirator until it rests on your chest.

    - Reach behind your neck, grab the strap buckle, and pull the head harness forward over your head and remove the mask.
- Clean and store the mask as required.
- **Cleaning**
    - Cleaning tissues or a mild soap solution can be used to remove dirt from the mask.
    - Remove the filter and clean the covers for the exhalation valves and the membranes.
    - Leave the mask to dry and then re-assemble it.
- **Storage**
    - The best way to store the mask, clean and dry, is in the Sundström storage bag provided.
    - If you have any queries or questions about the above, do not hesitate to contact the office for clarification.

Safe System of Work XXX-SS02

Title: Safe lifting and how to lift heavy objects safely

- Note: If you lift a heavy object carelessly you may sprain or strain muscles or even worse, suffer long-term damage to your back or upper limbs.
- It is vital that if your job involves lifting, you know how to do it properly.
- Manual handling is described as “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying, or moving thereof) by hand or bodily force”.
- 75% of injuries caused by manual lifting could have been prevented.

How to Lift Heavy Objects Safely:

Before Lifting

- Caution should be exercised during these operations
- Make sure you are standing directly in front of the item you want to lift
- Check the weight, Centre of Gravity, and stability of the load
- Plan the route of the carry
- Establish a firm grip of the load
- Check if the item has handles which you could use

The Lift

- Always use assistance if required
- Position your feet evenly (shoulder width apart)
- Tighten your stomach muscles
- Squat to the floor by bending your knees- DO NOT move your upper body
- Keep your back straight and stand up tall
- Take hold of the object firmly with both hands
- Distribute the weight evenly - make sure you are not unbalanced
- Keeping the object close to your body, begin to stand up by straightening your legs (This will use your leg muscles and shouldn’t put strain on other areas)
- Stand up slowly. Do not move quickly or jerk when doing this
- Avoid twisting, over-reaching, or jerking
- You can now walk with the object (but be careful not to twist your body unnecessarily). Take small steps if possible
- If you are carrying a large object which restricts your view, ask if someone can guide you. This will prevent you from tripping or bumping into objects

Setting Down

- When placing the item down, bend your legs
- Remember to keep your back straight as you bend down again
- Be careful to lower each side of the object to the floor separately- this will avoid trapping your fingers under the weight

If you have any queries or questions about the above, do not hesitate to contact the office for clarification.

Title: Techniques for Two Person Manual Materials Handling (MMH)

Note:
Team lifting must be coordinated with all actions communicated between team members. When you use smart lifting practices and work in your power zone, you are less likely to suffer from back sprains, muscle pulls, wrist injuries, elbow injuries, spinal injuries, and other injuries caused by lifting those heavy objects.

Communication is essential.

- Size up the load and check over-all conditions.
- If the weight, shape, or size of an object makes the job too much for one person, ask for help.
- Do not handle it on your own.
- A rule of thumb is to use one person for every 50 pounds.
- Wear proper personal protective equipment (PPE) to avoid finger injuries and contact stress.
- Ensure that gloves fit properly and provide adequate grip to reduce the chance of dropping the load.
- Wear non-slip soled footwear to provide sure footing.
- Make sure there is enough space for movement and that the footing is good.
- Be sure there are no obstructions in the planned path of movement for the load to prevent tripping.
- Keep an eye on where you place your feet while in transit.
- Workers should be approximately the same size for team lifting. Same size lifters will keep the item being carried well balanced.
- Divide the weight lifted in half when two workers lift together.
- One person needs to be responsible for control of the action to ensure proper coordination. Select this person before the lift begins.
- Remember; if one worker lifts too soon, shifts the load, or lowers it too soon, either worker may be injured. Coordinate voice signals.
- Utilize proper handholds, including handles, slots, or holes with enough room to accommodate gloved hands. Use metal bars for reels.
- Both workers must work together and communicate expected actions. If you need more than the two of you to lift, ask for assistance. Some items can be slid rather than lifted. Use mechanical assistance when available. Mobile transporters can alleviate lengthy lifts.

TEAM LIFTING

Follow these steps when team lifting:

1) Take a balanced stance with your feet about shoulder-width apart. (It is okay to put one foot behind the object and the other next to it.) Communicate that you are ready.

2) Squat down but keep your heels off the floor (on the balls of your feet). Get as close as you can to the object.

3) Use your palms and not just your fingers to get a secure grip on the object. Make sure that this grip will hold, and you will not have to switch your grip later.

4) Lift slowly (without jerking) using your leg, abdominal and buttock muscles while keeping the load as close as possible to you. Continue communicating with helper.

5) Once you are standing “do not twist” when you change directions. Point your feet in the direction you want to go and then turn your whole body. Do not twist with the object while you are walking.

6) To lower the load or place the object, use these same guidelines in reverse. Communicate until lift is over.

If you have any queries or questions about the above, do not hesitate to contact the office for clarification.

Appendices

Appendix One

Safe Work Procedures - Safe use of portable ladders

Note:

- A portable ladder is mainly used for gaining access to work areas above or below ground, or other levels that are not provided with permanent access.
- The potential for injury in a fall is significant.
- Ladders should only be used if other alternatives are not reasonably practicable.

- Ladders should only be used for light-duty work and for not more than 30 minutes for each task.

All Ladders

- Select appropriate ladder for task.
- Use only ladders that have been issued by the company.
- Ladders must be Class 1 or Class EN131. No domestic ladders are allowed on construction sites.
- Check ladder for defects (stiles straight; rungs/steps solid; non-slip feet intact).
- Check ladder for correct operation of lockout/safety devices.
- Check rungs/steps and stiles of ladder are clean and free from debris.
- Adjust position of ladder as required.
- Use good manual handling technique when carrying or moving the ladder.
- Face the ladder when climbing or working on it.
- Work within easy arms reach of the ladder. Do not over-reach.
- Keep your centre of gravity within the stiles of the ladder.
- Always make sure you have three points of contact when using the ladder.
- Have two feet and one other point of contact with the ladder while working from it, such as one hand or the upper torso leaning against the ladder.
- Place ladders away from doors that could hit the ladder when opened.
- Use a Ladder Safety Belt (Fall Restraint) as a third point of contact where both hands are required for the task.
- Use only lightweight tools on a ladder.
- Use a Tool Belt/Holster to keep hands free when climbing the ladder.
- Carry only lightweight materials on a ladder.
- Only use ladders for light-duty work for short durations.
- Store in a well ventilated and easily accessible place where it unlikely to get damaged. Make sure no material is stored on top of the ladder.
- Transport securely either within the body of the vehicle or attached to the roof rack with ladder locks - Overhang must not exceed 1m.

Straight / Extension Ladders

- Place ladder at correct angle.
- The base of a leaning ladder should extend out one metre for every four metres of height – i.e., a height to base ration of 4:1/75 ° to the vertical.
- Secure or tie off the ladder from the stiles (not the rungs) – if it can't be secured, it should be 'footed' by someone holding the stiles or using a suitable stability device.
- Make sure the ladder is placed into position un-extended.
- Make sure latching hooks are engaged after each extension.
- Deploy stabilising equipment provided with ladder (stabiliser legs; stand-off bracket; rubber wheels).
- Make sure that the structure the ladder is leaning against is stable.
- Do not use ladder in wind speeds higher than 25mph

Step Ladders

- Do not work directly over other people. Barricade the area below/around if required.
- Position with the treads facing the work activity with spreader braces fully opened and locked.
- Do not work with the stepladder 'side-on' to the task; it may become unsteady and over-balance.
- Do not stand on the top step of a stepladder.

Do Not

- Use a make-shift ladder.
- Use a ladder that is too short.
- Stand a ladder on a drum, box, or other unsteady base.
- Allow more than one person on a ladder at a time.
- Overreach from a ladder; move it to a more advantageous position.
- Use metal or metal reinforced ladders near electricity cables.
- Use ladders with cracked or broken rungs or other defects.
- Use ladders for heights above 6m.
- Erect a ladder on a slippery surface as stability depends on friction at the base
- Saw or cut materials whilst on the ladder; make up as much of the fix as possible at ground level (Example Rainwater Offsets/Swan Necks).

Do

- Report ladder defects to your manager.

Appendix Two

Safe Work Procedures - Safe use of compact hop-up platform

Before Use

- Read all instructions on and accompanying the platform.
- Check the maximum load indicated on the platform:
  - Duty Rating
  - Max. permissible static load
- Make sure you are fit to use the platform. Certain medical conditions, medications, alcohol, or drug abuse could make the platform use unsafe.
- Make sure the platform is suitable for the task.
- Visually check the platform is not damaged and is safe to use at the start of each working day the platform is to be used.
- Remove any contamination from the platform, such as wet paint, mud, oil, or snow.
- When moving the platform, make sure it is handled with care and that it is stored to prevent damage to it.
- Inspect the platform after purchase and before first use to confirm conditions and operation of all parts.
- Do not use a damaged platform.

Positioning the Platform

- When positioning the platform, consider risk of collision with the platform from pedestrians, vehicles, or doors. Secure doors (not fire exits) and windows where possible in the work area.
- The platform must be placed on an even, level, and unmovable base.
- Platforms should not be positioned on slippery or contaminated surfaces.
- Locking devices and legs must be fully extended and secured before use.
- Identify any electrical risks in the work area, such as overhead lines or other exposed electrical equipment.

Using the Platform

- Do not exceed the maximum total load for the platform
- Wear suitable footwear when using the platform.
- The safe working height of the platform is calculated as the height at which a person 1.83m (6ft) tall can safely work when the platform is used in the correct manner.

Appendix Three

Safe Work Procedures - The 'High 5' of risks on construction sites.

Remember to:

- ✓ Plan and organise what you do.
- ✓ Make sure you are trained and competent and know the special risks of our trade.
- ✓ Raise problems with your supervisor.

HIGH 1: The basics
Slips and trips are the most common cause of workplace injuries.

- ✓ Keep your work area tidy.
- ✓ Clean as you go.
- ✓ Remove packaging and offcuts of material to waste skips.

HIGH 2: Falls from height
Falls from height are the biggest cause of fatal and serious injuries in construction.

- ✓ Work from a safe and secure place or platform with proper edge protection.
- ✓ Use scaffolds and scaffolds towers the are competently erected.
- ✓ Only use ladders for light work of short duration and only if there is no practical alternative.
- ✓ Angle and secure ladders to prevent slipping (1 out for 4 up).
- ✓ Make sure ladders are properly maintained.

HIGH 3: Manual handling
Manual handling injuries from working with heavy awkward materials are one of the most common reasons for injuries.

- ✓ Use mechanical means where practical.
- ✓ Choose equipment suitable for the job and keep it maintained.
- ✓ Avoid repetitive handling.
- ✓ Avoid awkward movements.

HIGH 4: Transport
Workplace transport incidents are the second most common cause of fatalities after falls from height.

- ✓ Make sure loads are secure.
- ✓ Keep to the pedestrian walkways on site.
- ✓ Make sure drivers of work plant have seen you before you cross a vehicle path.
- ✓ Always wear your hi-visibility workwear.

HIGH 5: Asbestos

- ✓ Find out if the site you are working on has any Asbestos Containing Materials (ACM).
- ✓ Find out what you need to do the work safely.