Safety Handbook

Section 1: Introduction

Introduction

Safe working is everyone's responsibility. This handbook describes how you can fulfil that responsibility 'day to day', ensuring above all your safety.

The aim has been to provide everyone with an easy to use reference book, which brings together the Axis Europe Safety Management System, and the 'basics' for safe working.

The guidance in each section has been devised to ensure not only your safety, but also the safety of the general public, work colleagues and any other people that could be affected by our work.

Please remember, our success depends on you, and nothing we do is so important, or so urgent, that it cannot be done safely.

Health & Safety Law

The Health and Safety at Work Act 1974 is the primary piece of legislation in the United Kingdom. Employers and Employee's have duties under this act and the main requirements are outlined below;

<u>Employers</u>

An employer must, so far as reasonably practicable;

- Provide and maintain plant and systems of work that are safe and without risk to health.
- Have arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage, and transport of articles and substances.
- Provide such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees
- Maintain any place of work under their control in a condition that is safe and without risk to health, and with access to and egress from it that are safe without such risks
- Provide and maintain a working environment that is safe, without risks to health and adequate as regards the welfare of employees

<u>Employees</u>

It is the duty of every employee to comply with any rules or instructions given to them by Axis, this includes all within this book and given verbally and to;

- To take reasonable care for the health and safety of themselves or others who may be affected by their acts or omissions.
- To cooperate with their employer in all matters relating to health and safety.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- To use anything provided by the employer in accordance with instructions.
- To report anything that is thought to be dangerous.

Roles and Responsibilities of management

Management includes any person in charge of if you are supervising any work you should have read and understood the company health and safety policy and have a full understanding of the work, and relevant risk assessments and method statements.

You should;

- Carry out regular checks on operatives, using the health and safety site inspection sheet, checking the operative, work place, tools & equipment.
- Ensure apprentice and trainees are closely supervised taking into account their experience.
- Never let work start until unless the risk assessment has been carried out.

You have a legal duty to inform their manager of any dangers involved in the task. If you have any doubt you should inform your manager or H&S Advisor.

Competence

Under the Construction Management Regulation (CDM 2015) everyone working in construction must be competent to do their job. This means having the right skills, experience, training, knowledge, and or qualifications to carry out the work. This includes if you are a one man band or a larger company, and anyone who you may appoint to carry out the works.

Sub-contractors will be asked to prove this competence by obtaining accreditations.

All operatives working for Axis either on a PAYE or sub-contractor basis is required to have passed a CSCS test, in order to demonstrate a basic knowledge of health and safety. If you haven't then you must inform your manager or supervisor.

Passport to Work

One of Axis core values is to Train and Develop People; their growth becomes our growth. The passport to work links with this value and combines compulsory training along side safety specific training.

The compulsory passport to work training includes; Asbestos Awareness Training, Manual Handling and Work at Height. All onsite operatives should receive these.

Tool Box Talks

Both PAYE and sub-contractors must attend regular tool box talks from their managers and supervisors relating to their work. If you feel you need further instruction or training on any subjects you should request this from your manager, supervisor, or contact your health and safety representative.

Driving

If you are a PAYE or sub-contractor, when you are working on behalf of Axis you should adhere to the Highway Code at all times and Axis transport policy at all times.

When parking outside a resident's property, ensure that you have parked appropriately and are not preventing emergency vehicles, other cars or pedestrians from passing.

When parking outside a property, you should give consideration to the tools and materials you will need, and consider the route you will need to take to get to the property, this includes crossing busy roads.

Code of practice for working in occupied premises

The nature of our work means that we frequently have to work in people's homes.

We expect you to MINIMISE ANY DISRUPTION BY...

- Maintaining the highest possible standards of work
- Communicating with the residents
- Being considerate
- Having respect for residents and their property
- Co-operating with the residents
- Being good mannered

In order to do this you will have to CONSIDER THE FOLLOWING...

Consider:

- The estate and the site area
- Adjacent buildings
  - Schools
  - Sheltered housing
  - Churches and meeting halls
- Vulnerable residents, who may:
  - be elderly
  - be blind
  - be deaf
  - be disabled
  - be suffering from mental illness
  - have alcohol or drug related problems
- Respect residents of different:
  - cultures
  - religions
- Maintaining existing services:
  - gas, water, electricity and telephone
  - surface water drainage
  - waste water/foul drainage
- Maintaining existing specialist services:
  - lifts
  - heating and hot water
  - ventilation and air conditioning

- Proper site management

Maintain:

- Safe access and adequate signage at all times
- A secure site with tools, plant and materials isolated/made safe and locked up when you have finished work for the day or are not on site over the weekend.
- Minimum noise levels
- Stated working hours
- Clear up rubbish, make sure that timber off-cuts, nails, surplus materials etc., are promptly and regularly removed and properties left clean and tidy
- Safe scaffolds left secure at nights/weekends, ladders to be removed when not in use and boards to be secured at all times
- Adequate lighting and ensure that services are protected and that accidental floods etc. do not occur
- All reasonable steps to prevent rodent infestation
- Liability for any damage done
- Protection of trees, plants and gardens
- If you ever feel under threat, you should leave the premises straight away, do not engage the tenant, and contact your supervisor.

My Mums House

Axis recognises that our work place is in someone's home and along with the resident needs, it must be treated with the maximum of respect. It is one of Axis' corporate values and is enforced by a strict code of conduct, 'My Mums House' campaign was developed to promote and enforce this message.

When entering a resident's home you should always;

• Always show ID

• Be polite and respectful

• Wear overshoe protectors

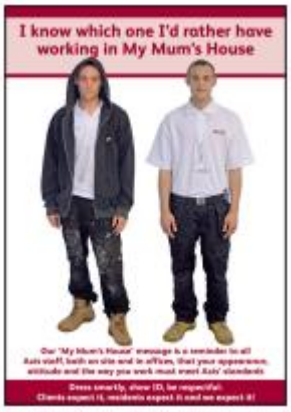
• Wear clean corporate clothing

• Explain what job will be carried out

• Advise residents if the job will not be completed and let them know the return date and time

• Leave the residents home in a clean and tidy condition

'My Mum's House' is a reminder to all Axis staff, both on site and in offices, that their appearance, attitude and the way they work must meet Axis' standards.



Smoking & Vaping

Smoking or vaping is not permitted whilst work is being carried out on behalf of Axis.

On permanent sites you will be shown during your induction where smoking or vaping is permitted. Smoking or vaping is only allowed during you allocated breaks.

Smoking or vaping is NEVER permitted inside or outside a resident's houses of residential blocks, even with their permission. Smoking or vaping is only permitted, well away from resident's property and all cigarette ends should be taken away from site.

ID Badges

Axis ID badges must be carried on all staff working for or on behalf of Axis at all times, this is in conjunction with my mums house. ID badges must not be kept in vehicles.

Apprentice / Young person

Apprentices don't always have the same experience as other workers; this can put them in additional dangers.

Before you take an apprentice with you, your supervisor should talk you through their young persons risk assessment. In this it will explain what tools and equipment the apprentice is allowed to use. If the apprentice is under 18 this will generally be hand tools and battery operated tools.

Before you start any job with your apprentice, you should explain to them, what the job entails, if you they will be carrying out tasks these should be explained to them, and tools that will be used highlighted, you should instruct the apprentices not to deviate from the plan, and take them apprentice through the dynamic risk assessment, pointing out any issues and control measures noted.

If PPE is required for the job, you should check that the apprentice has the correct PPE for the job in hand, and ensure they wear it.

You should always ensure the apprentice you are supervising, is competent to carry out the works you instruct them to do. If you are in doubt of this, always check with your supervisor.

Apprentices over the age of 18 will be allowed to use different tools, always talk to your supervisor about the tools and tasks your apprentice can carry out.

Apprentices must receive training before working at height or in excavations; this can be done as on the job training by a competent operative. Apprentices must always be supervised whilst working at height or whilst in an excavation.

Safe Worker Policy

Introduction

Axis is committed to the safety and health of their employees and subcontractors. We appreciate that there are many hazards that the operative must face in their day to day working life and that at times the individual will have to use their own judgment as to how safe the task may be. If at any time the operative feels the task may be too hazardous to his health or safety then they have the right to refuse to undertake the task and ask for it to be reassessed by a member of the management team and or an H&S advisor.

Axis will take any concern made by employees or subcontractors seriously and will not tolerate harassment of any person that raises a concern

Procedure

Any concerns over H&S will be brought to the attention of a Supervisor or other member of management who will respond promptly to the concern by visiting the site if possible or discussing the issue on the telephone. If there is doubt about the safety of the operation then professional advice from the H&S team will be sought to make a final decision as to the safety of completing the task

Section 2: Risk Assessment

A risk assessment is a vital document that must be in place before starting any Axis job in order to prevent ill health and injury of our operatives, sub-contractors or residents.

On some jobs, such as planned, retail or painting jobs, a risk assessment will be pre prepared; this should be read and understood by all operatives who will be carrying out the works described Risk assessments must be suitable and sufficient and should be submitted to Axis at least five days before the work begins so that they can be verified.

Reactive repairs will require a dynamic risk assessment to be filled in either on a paper based risk assessment which must be submitted with your COW sheet or on the PDA. Please take time to fill this in appropriately, noting any hazards.

Viewing the job / getting materials

When viewing you should note any dangers or hazards you see such as residents, children, pets, manual handling issues, trip hazards etc.

Completing the Risk Assessment

The Risk Assessment Form must be completed prior to every job. Those responsible for completing these assessments must ensure the form is completed fully and accurately. They must also ensure the contents of the assessment are briefed to, and understood by, everyone involved in the work.

THE MAIN THINGS TO REMEMBER ARE...

Job Details

This section requires the basic details of the work, and the people involved, to be recorded.

Equipment

For every piece of equipment shown on the form, you must highlight Y or N to indicate the type of tools or equipment that is going to be used.

If you are using any equipment not shown on the form, write down what is being used in the space provided and check that whoever uses it is competent to do so.

Dust

It is important that any dust you may be exposed to is identified. Write down a description of each type of dust that may be encountered.

Whenever you are creating any form of dust, no matter how small you should always be wearing an FFP3 Mask.

Remember, the special dangers of some types of dust, i.e. asbestos, and the guidance given in the handbook.

Substances

All substances used must be recorded here. You should have a copy of the COSHH assessments for all chemicals prior to use.

If a COSHH assessment is not available, obtain the 'material safety data sheet' and any other instructions provided. Then contact your supervisor for further advice.

Other people

Any other groups or individuals who may be affected by the work must be identified in this section. For example, residents, pedestrians, or other contractors may also need to be protected from the work that is taking place.

Other hazards

This section includes the common hazards associated with our work. You must highlight Y or N to indicate which hazards are present, and those that are not.

Each hazard shown has a corresponding section in the handbook.

Write in the space below, anything extra that needs to be done to make sure the job can be completed safely

This section should be used where the handbook does not include specific guidance.

Include in this section anything that must be done to ensure your safety and the safety of others. You may also use this section to highlight particularly important measures. Do not worry if what you write in here is already mentioned in the handbook.

Personal Protective Equipment

This section includes the most common items of PPE used. You must highlight Y or N to indicate which PPE is being used.

If you need to use an item of PPE not included in the list, write down what you are using in Write in the space below, anything extra that needs to be done to make sure the job can be completed safely

Signature

Print your name, sign and date the form in the spaces provided.

By signing this form you are confirming that the details shown are true to the best of your knowledge and that you have made everyone else involved in the work aware of the contents of the assessment.

Tap the appropriate boxes and enter text where necessary. Tap *Next* to proceed

Section 3: Hazards Associated With Working for Axis

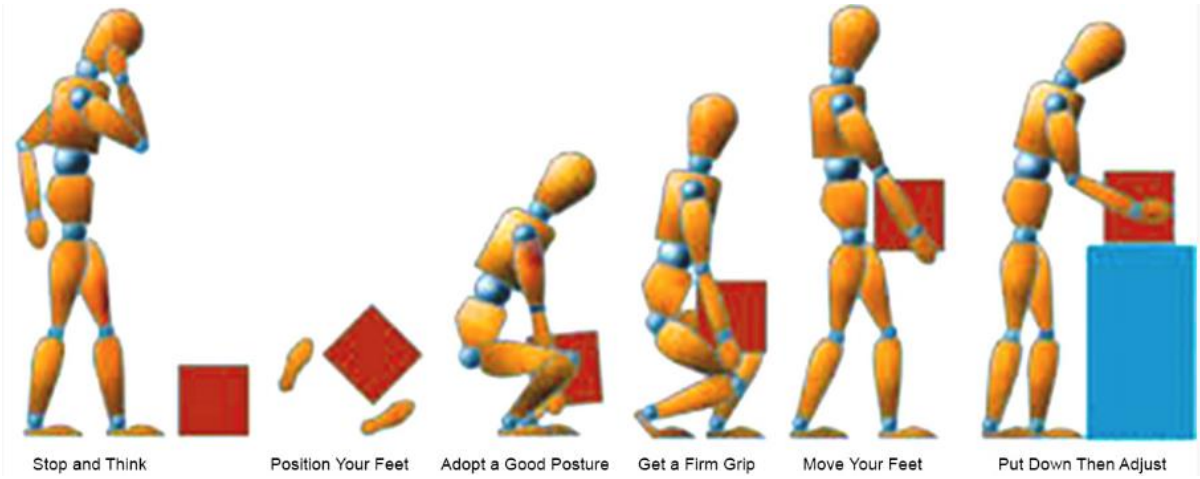
Manual Handling

Manual Handling involves the transporting or supporting of any load - including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or by bodily force.

A great deal of suffering is experienced when a person's back is injured. Often the injuries are a result of many years of poor posture and handling technique.

In general, people know how to lift correctly; you will be reminded of the correct techniques during your manual handling training.

Therefore, whatever you handle, a little planning and the use of a safe lifting technique will help keep your back free from injury. Here are a few reminders. Prior to lifting anything you should always consider the following;



ALWAYS...

AVOID

- Can you avoid lifting or moving the item?

ASSESS

- Plan where you are going with the object and identify where you are going to set it down.
- Is the item light but bulky and therefore could require a second person?
- Does the load contain any liquid or anything where the weight could shift from one side or another?
- If you are carrying out a two person lift ensure you have discussed the route you are taking and any potential obstacles. Also communicate with each other.

REDUCE

- Try to break the load down into smaller loads.
- Check the weight of the object and make sure that you are confident that you can lift it to where it needs to go
- Use mechanical devices to move the load
- Use a safe lifting technique that keeps you balanced
- Make sure you can see where you are going
- Set the load down slowly

Although much time is spent training people on good lifting technique, many injuries still develop every year. Therefore, please remember; do not put yourself at risk of injury in any of the following ways.

NEVER...

- Lift or carry objects across untidy, uneven or fragile surfaces
- Use both hands to carry items up steps
- Lift an object when a safe technique cannot be used
- Twist your neck or back while carrying
- Lift anything that is too big or too heavy to lift

Hand Tools

Most injuries involving the use of hand tools occur when people fail to use tools properly, or the tools are in poor condition.

ALWAYS...

- Use the right tool for the job
- Ensure blades are sharp
- Check that shafts and handles are in good condition
- Keep tools clean and in good condition
- When cutting ensure that the surface is flat and stable, so that the material may not become unbalanced, this will reduce the risk of cutting hands

Cheap tools are a false economy, chisels will mushroom at the head, blades will blunt, and spanners and wrenches will open out or break.

Power Tools

Electric tools are commonplace on Axis sites, but they can cause injury if not correctly used and maintained.

ALWAYS...

- Check plugs & cables for damage before every use
- Use 110V equipment
- Ensure that power tools are inspected and PAT tested regularly
- Make sure guards are correctly fitted and always used
- Be aware of ejected particles, noise, dust and vibration levels when using power tools
- Ensure tools have suitable controls
- Are only used for their intended purpose

Power tools should only be used by competent personnel, if you are unsure speak to your supervisor.

Also, it is important to keep a record of the last time the equipment was tested by a qualified inspector.

If 110V tools are not available, electrical equipment must be used with a Residual Current Device (RCD).

Prior to using any tool you should always conduct a FULL visual inspection of it before use;

- Check casing of tools for damage.
- Check power cables for damage
- Check plugs for signs of damage
- Ensure tools have the correct guards in place
- Make sure any Emergency Stop and triggers work

Abrasive Wheels

These are very dangerous if not used correctly by trained and competent staff. They can inflict a severe injury to the user in an accident.

ANYONE USING AN ABRASIVE WHEEL SHOULD HAVE THE RELEVANT TRAINING.

If you have not received abrasive wheel training, do not do use the tool and contact your Manager immediately.

They operate at very high speeds and can injure people by;

- Hands coming into contact with the wheels
- Particles being thrown from the wheel
- Disintegration of the wheel or damaged disc or wheel

The most common cause of accidents involving abrasive wheels is;

- Loss of concentration
- Using the wrong type of wheel
- Incorrect mounting of the wheel
- Over speeding due to an incorrect wheel being used

Always wear the correct PPE when using an abrasive wheel including impact resistant goggles, hand and ear protection.

Always be aware of the potential fire hazard from the hot sparks generated when cutting.

Never bear down too hard on the wheel.

Angle grinders and disc-cutting tools are portable abrasive wheels for either grinding or cutting. When using operators must ensure;

- You are appropriately trained
- Keep other people out of the work area
- Guards are in place, adjusted and secure.
- Beware of any dust or sparks that are created. Apply suitable controls.
- Ensure the material is appropriately supported. Maintain a firm grip when operating
- Work on firm clean base free from obstructions
- Plan their work and posture, so that they will not injure themselves if they were to slip
- Ensure the material being worked on is adequately supported

WARNING- ALL ABRASIVE WHEELS ARE MARKED WITH AN EXPIRY DATE. WHEELS ARE NOT TO BE USED AFTER THEIR EXPIRY DATE

No one under the age of 18 is permitted to use any type of abrasive wheels.

Cartridge Operated Tools

These tools can be potentially lethal if the operative is untrained. They may be used for installing repetitive fixings and are either piston operated or cartridge operated. They can be high or low powered.

The selection of the correct cartridge, trial fixing and checking the material and around the material can prevent the hazards identified below.

The hazards associated with cartridge tools are;

- Lack of knowledge and training
- Poor maintenance
- Misuse
- Cartridge being too powerful
- Changes in density of the material being worked on

Ricochets can be caused by

- The fixing passing straight through the material
- Second attempts at the same hole
- Material being worked on too hard
- Not holding the tool correctly
- Working too close to the edge of the material
- Obstruction inside the material

Safety helmet, impact resistant glasses, and ear protection should be worn at all times.

Lone Working

Working alone is something that you will have to do often, this does not mean working alone cannot be safe, or that a colleague must be with you; there are many work situations that do not present a significant risk of injury. PDAs and van trackers will be monitored throughout the day.

Nevertheless, before commencing any task on your own you should discuss with your supervisor how you will...

- Complete the tasks without the need for any assistance
- Obtain First Aid if you are injured
- Raise the alarm in the event of a fire or accident
- Remain in regular contact with your supervisor

Discuss possible risks with your supervisor. The Safety Department can help if you are in any doubt.

Working at Height

Falls from height are the largest cause of accidental death in the construction industry. Most accidents involving falls would not have happened if the right equipment had been provided and used properly.

All falls need to be prevented. These guides will help you and your supervisor select the right equipment for the job.

Work at height should never be considered as 'part of the job'. All work activities involving work at height should be given careful consideration and the hierarchy of control considered before carrying out the risk assessment for the task in hand.

Hierarchy of controls for work at height:

a) Avoid - the risk by not working at height, for example by working from existing platforms, using long reach equipment etc.

If it is not practicable to do the work safely in some other way then:

b) Use work equipment or other measures to prevent falls, such as scaffolding, mobile towers, MEWPS etc.

c) Where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

Generic assessments are provided for most tasks carried out across the division; these are stored on the company intranet page. On an occasion that a risk assessment is not available for a task, the manager / supervisor should consult the risk assessment policy.

In addition, all workers on Axis Europe's sites are required to carryout task specific risk assessments, these are not exhaustive and should additional control measures be required, these should be discussed with the manager / supervisor and added to the additional control measure section of the risk assessment.

<u>Ladders</u>

Ladders should only be used for short term work no more than 30 minutes and they are only suitable for light work.

Even for this type of work, many accidents still happen, therefore:

If ladders are to be used, MAKE SURE THAT...

- It meets BS EN 131 European standard
- The work can be reached without stretching
- The work can be done with three points of contact.
- Both feet of the ladder are on a firm footing
- The ladder can be tied to prevent slipping
- The ladder is in good condition. Check stiles, rungs and safety feet

For safe working, ladders need to be strong enough for the task in hand.

NEVER...

- Carry out makeshift repairs to damaged ladders
- Use painted ladders. The paint may hide defects
- Use ladders that are not made for industrial use

More than half of the accidents involving ladders happen because the ladder was not prevented from slipping or falling. If a ladder cannot be tied, a second person must foot the ladder while it is being used.

Step Ladders

The general precautions described in the previous section must also be applied to the use of step ladders.

IN PARTICULAR...

- Never work of a step ladder if your waist is above the top stile. The stability of a step ladder cannot be relied upon in these circumstances.
- Never use a step ladder as a means of access.
- All electrical work should be carried out from a fibre glass ladder.

Hop Up

Hop ups should only be used for short term work and they are only suitable for light work.

Even for this type of work, many accidents still happen, therefore:

If hops ups are to be used, MAKE SURE THAT...

- It meets BS EN 131 European standard
- The work can be reached without stretching
- You check the hop up prior to use and, and all clips and safety feet are in place, and the hop up has no damage such as dents or cracks.
- All feet of the hop up are on even ground and have a firm footing

For safe working, hop ups should only be used for light work on even ground.

NEVER...

- Carry out makeshift repairs to damaged hop ups
- Use painted hop ups. The paint may hide defects
- Use hops ups that are not made for industrial use
- Walk around on hop up

Mobile Tower

Mobile tower scaffolds can provide a much safer and versatile working platform. To get the most out of a tower it is important that you know the safest and best way to put it together.

Those responsible for erecting tower scaffolds must have received formal training.

The following reminders should also be considered before erecting the tower:-

- Make sure the ground is stable and even, and check for overhead cables
- Ensure the area can be segregated from traffic
- Ensure you are familiar with the particular assembly instructions
- Check the height of the tower will be sufficient. Always follow manufacturer's guidance.
- Consider the need to 'tie in' to a structure or use 'out riggers'
- Before use and after the tower has changed position, an inspection should be carried out.

When working from mobile tower scaffolds, REMEMBER...

- Ensure all the brakes are applied before climbing
- Use the ladder supplied to access the platform
- Always ensure that a pre use inspection is carried out.
- Always climb the tower from the inside

Tower scaffolds are involved in numerous accidents each year. These accidents usually happen because the tower has either been erected incorrectly or has been used unsafely, therefore:-

NEVER...

- Erect a tower unless you have had formal training such as PASMA…
- Move the tower with people or materials on the platform
- Increase the working height of the tower with steps, ladders, hop-ups etc.
- Use damaged equipment
- Mix components from different types of tower

Scaffold

All scaffolds that are provided for you to work on are designed and erected by trained and competent scaffold erectors. A handover certificate will be issued by the scaffold erectors, this will confirm that the scaffold is safe to use.

Never use any part of a scaffold unless a handover certificate has been issued.

Checks are made regularly by qualified staff; therefore you should always find scaffolds in good condition.

Sometimes, as a result of wear and tear, vandalism or poor weather conditions, faults with a scaffold can appear. You can assist everyone by keeping a look out for small faults and reporting them before they develop into more serious hazards.

Watch out for and REPORT...

- Any defects to ladders or the security of any ladder ties
- Any boards that are layered so that they may cause someone to trip
- Any work area where guard rails and toe boards are not securely in place
- Any damage to any part of the scaffold

Remember, you must always have adequate space to complete your work safely.

It is particularly important that the platform is wide enough.

There should always be a clearway to provide enough space for any movement of people or materials. A 600mm clearway must be maintained at all times.

A number of serious accidents occur each year as a result of unauthorised alterations.

THEREFORE...

- No one should ever adjust, remove, or add components to a scaffold without proper training and authority

<u>Mobile elevating working platforms (MEWP)</u>

Mobile elevating working platforms can provide excellent safe access to high level work.

When using a MEWP MAKE SURE THAT...

- Whoever is operating the controls holds proof of proper training
- It is only used on firm and level ground
- Check the tyres are properly inflated
- Any chocks or outriggers are used before raising the platform
- You know what to do if the machine fails in the up position

Although MEWPs are accepted as one of the safest methods of working at height, serious accidents still happen.

Remember, NEVER...

- Operate MEWPs close to overhead power cables
- Move or turn the equipment in a raised position, unless the machine is designed for this purpose
- Use a MEWP that you are not trained and sufficiently experienced to operate

Roof Work

Approximately 1 in 5 fatal accidents are related to some kind of roof work. Many people who are killed are not specialist roof workers. They are simply involved in the maintenance or cleaning of roofs.

Some die after falling off the edges of flat or sloping roofs. Many more are killed or permanently disabled after falling through fragile roof sheets. Materials such as asbestos cement, fibreglass and plastic become more fragile with age. Even steel sheets can rust and become brittle.

Because of the risks involved, we always try to avoid work which requires people to work directly on roofs.

If roof work is unavoidable, your supervisor will take you through the method statement and risk assessment. All contents must be briefed to you and include details of the dangers present and the necessary safe system of work.

Never access any roof unless you know and understand the correct safe system of work.

SAFE SYSTEMS OF WORK ON ROOFS WILL INCLUDE...

- The equipment that is to be used
- The limits of the work area
- Details of any fragile or particularly dangerous areas
- Actions in the event of an emergency

Always treat roof work with care. Never access any roof, even for inspections or similar activities, without a risk assessment or method statement.

Asbestos

Asbestos is a naturally occurring mineral which has been extensively mined from the mid-1800s, because of its sound absorption, tensile strength, its resistance to fire, heat, electrical and chemical damage, and it was very cheap.

Asbestos is only a risk to health when fibres are released into the air and breathed in. Breathing in airborne asbestos fibres can cause cancers in the lungs, and chest linings. There is no cure for these diseases.

There are three types of asbestos that have most commonly been used in the UK.

- Chrysotile commonly known as white asbestos
- Amosite commonly known as brown asbestos
- Crocidolite commonly known as blue asbestos

Asbestos can be found in a variety of different products that you can come across every day such as;

Drywall and joint compound	Vinyl floor tiles, sheeting, adhesives	Roofing tars, and felts
Plaster		Artex & acoustic ceilings

Fireproofing	Boilers	Boards around windows, fireplaces, fuse boards & radiators
Caulk	Ceiling tiles	
Fire blankets	Cement Flues	Risers
Interior fire doors	Radiators	
Thermal pipe insulation	Sprayed Coating	
Ducting	Soffit Boards	

If you are creating dust, you could be releasing asbestos fibres. Always ask your supervisor to check the register prior to starting work.

If you find asbestos or think you could have accidently released fibres. Stay where you are, and call your supervisor immediately and put on your FFP3 mask.

Emergency release procedures

If you disturb a material you think could contain asbestos. You must - Stop work immediately, keep everyone out of the area and contact your immediate supervisor to explain the situation. Do not leave the area to avoid possibly spreading asbestos fibres. Put on your FFP3 mask and wait for supervisor to arrive.

Your supervisor will ask you;

- Full details of the event
- Extent of damage and the amount of debris on body, clothes and surrounding area

Your supervisor will get details of any known asbestos information for the property from the asbestos register and will.
- Go to property with your emergency kit to initiate the clean up
- Call asbestos company to property to carryout clean-up
- Ensure that samples of ACM is taken for analysis as this evidence will be needed for any investigation into incident

Accidents

An accident is an unplanned, unscheduled event or occurrence which results in an injury to or damage to property.

What causes an accident?

There is no easy answer to this question. We can identify some common causes;

- Poor communication - 'I wasn't told how to do the job, I thought they knew that'
- Lack of safety awareness – 'I didn't realise that....'
- Lack of concentration – I've done this job so often I let my mind wander just for a second'
- A lack of training, information, instruction – 'I was just told to do it'
- Unfamiliarity – 'But it's similar to other stuff I've done'
- Poor decision making – 'We needed the job done quick'
- Poor attitudes 'Who needs instruction on a job like this'
- Accidents only happen to others 'I've been doing this for years, and I've never had an accident'

If you have an accident on any Axis site, you must report it to your supervisor or the office straight away.

It is vital that all accident / incidents are reported straight away, as certain incidents have to be reported to the HSE within strict timescales.

From time to time following an accident / incident the Axis H&S team may need to investigate an accident / incidents this is to try and establish why the accident happened and to try and stop it happening again in the future.

First Aid

All Axis operative and sub-contractors should carry a basic first aid kit on their vehicles, if you or anyone else have a more serious accident and need urgent medical attention you should contact 999 straight away.

Near Misses

What is a Near Miss? - "Any event or situation that, whilst not immediately causing harm, has the potential to adversely impact on health & safety or the environment"

Most accidents occur as a result of an unsafe condition or unsafe action coming together with a person. The end result is the person gets injured. Often unsafe acts or unsafe conditions have several misfires and the result is a near miss accident or incident. The only difference between a near miss and an accident is luck. By reporting a near miss you could prevent yourself, your colleague or a member of the public getting hurt in the future.

All persons on site must ensure that all near misses, no matter how minor they might seem to be, are recorded on a near miss form.

It is in your interest to make sure that any near miss you are involved in is reported, as you may want to establish a link between a current health problem and a previous accident in order to make a claim for compensation.

Any near miss involving a member of the public, which arises out of site activities, must also be reported.

Axis H&S will receive and read all near miss reports and investigate to establish the cause and to prevent any recurrence. This includes whether they be to our own or sub-contract personnel.

Permit to Work & Hot Works

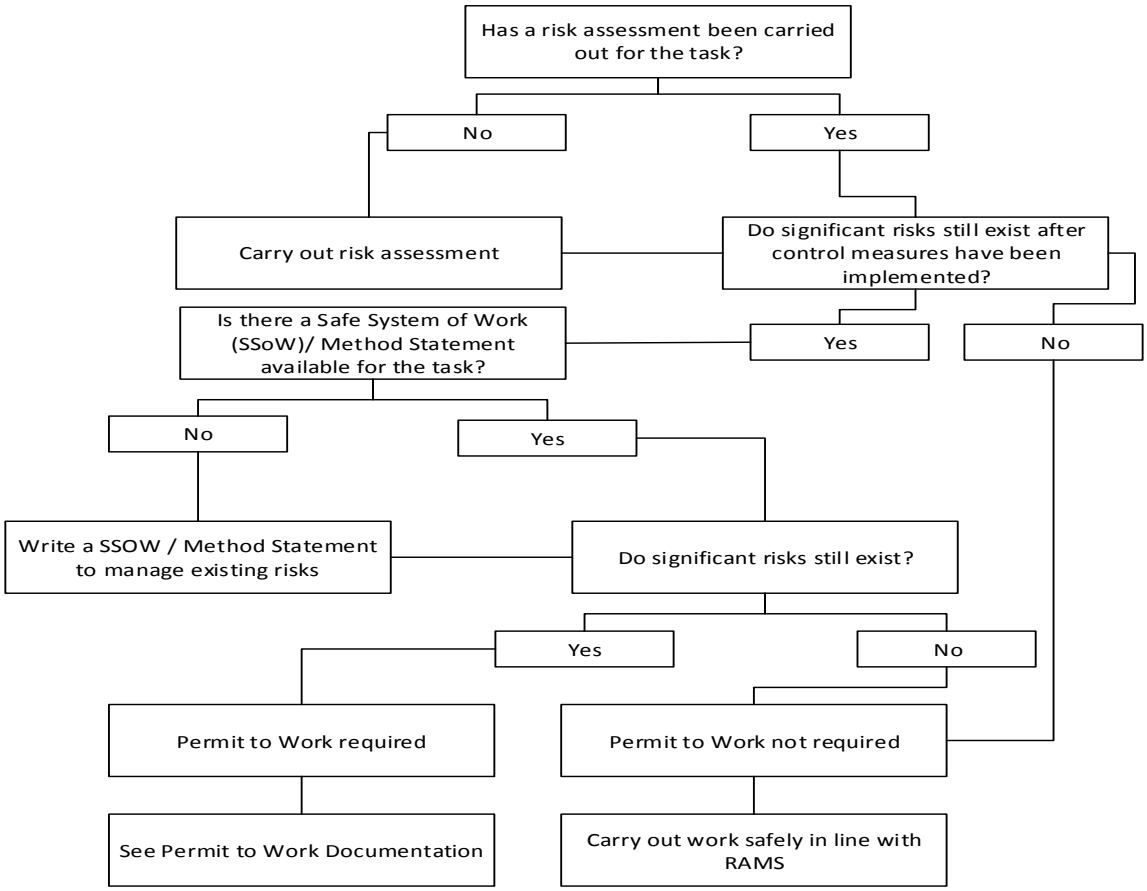
A Permit to Work (PTW) is a written formal management system used to control high risk activities. These enable an additional assessment of risks to be made and/ or specific control measures to be added in order to minimise a potential risk. A PTW system will be required to ensure no worker is subjected to any significant risk.

A PTW system forms part of the risk assessment process, where specific hazards are identified, and suitable control measures are implemented prior to commencement of the work. However, it is important to ensure that people carrying out work task where a permit to work system is required have the necessary competence to undertake the job safely.

On Axis sites PTW are not generally required for routine maintenance jobs, they are only required where a risk assessment flags up the potential for a very high or high risk such as the following.

- Complex maintenance work, involving mechanical/electrical or chemical isolation.
- High voltage electrical works.
- Hot works.
- Working at height.
- Confined spaces.

Prior to deciding whether a PTW is required the below flow chart should be consulted.



Tasks such as soldering pipework will not necessarily require a PTW if the Soldering Safe System of Work is followed. Prior to soldering pipes affected should be assessed for hazardous contents or residues, isolated and vented. Precautions have been taken to prevent the release of sparks or other hazardous emissions from open ends.

Where possible all soldering should be carried out outside of properties. If this is not possible the area should be clear and flame proof mats MUST be placed around pipes. The area around the hot works should be cleaned i.e. not having paint on the pipe work etc. and all materials removed from the local area.

Careful consideration should be given to where your will place the blow torch following use, this should be on a flameproof mat and there should be no flammable material in close proximity.

Consider the potential for conduction of heat. It is recommended that heat proof gloves are worn when operative could come into contact with hot pipe.

On completion of the hot work, the area must be made safe and properly cleared up. The operative must decide whether to re-visit the work area, after a suitable period of time, to ensure that there are no signs of possible causes of fires.

Section 4: Occupational Health

Noise

Noise is often taken for granted as an everyday part of the job, a lot of the activities we do creates a lot of noise, and this has the potential to cause permanent damage if protective measures are not taken.

If you notice any of the symptoms below you should contact the Axis H&S Team or your supervisor straight away

- Do you have muffled hearing at the end of the day, even if it is better by the next morning?
- Permanent tinnitus (ringing, whistling, buzzing or humming in the ears)
- Conversation becomes difficult or impossible
- You find it difficult to catch sounds like 't', 'd' and 's', so you confuse similar words
- Your family complains about the television being too loud You have trouble using the telephone

The easiest and most effective way to control noise is to eliminate it. Sometimes this can't as the work can only be done in a particular way, therefore the control techniques below, should be applied;

- Ensure equipment is in good state of repair.
- Absorb the sound with acoustic screens, or using sound absorbing plates
- Isolate sound source, this can be done by removing noisy equipment to another part of site or behind materials…

If the above control measures cannot be put in place then the use of PPE may be required, there are two basic types of ear protection, ear plugs and ear defenders.

Earplugs can be disposable or reusable; both types must be inserted correctly, and fit well. They must only be handled with clean hands, and instructions must be read prior to use. Reusable earplugs must be washed regularly.

Ear defenders are plastic shells that fit over your head that are filled with liquid or foam that absorbs the noise.

Old, damaged or loose ear defenders offer limited protection.

Always check that the seals are not worn or damaged. Ear defenders should fit tightly around your ears.

Vibration

Exposure to vibration can cause severe ill health that affects the remainder of your life. The Control of Vibration at Work Regulations was introduced in 2005, to protect employees.

The most common form of vibration related ill health is call Hand Arm Vibration Syndrome (HAVS), HAVS can affect the circulation, nerves, joints, and the bones in hands and arms.

HAVS is usually caused by continuous use of tools such as, disc cutters, chainsaws, drills etc.

The symptoms of vibration related illness are often brought on by the cold, and signs are;

- Severe pain and numbness in hand or fingers
- Pins and needles in hand and fingers
- Loss of sense of touch
- Loss of dexterity
- Pale finger tips
- Loss of grip

Where possible you should try to;

- Avoid using vibrating tools
- Purchase low vibration tools
- Choose a tool that produces less vibration
- Reduce the time you are exposed to vibration

Dermatitis

Dermatitis is a skin condition caused by irritants in chemicals or dust through repeated exposure. The length of exposure and the strength of the irritant will affect the severity of the complaint.

Symptoms can vary from mild redness, dry or cracked skin, blisters, or ulcers.

- Before using and chemicals you should always read the COSHH Assessment and follow instructions given.
- Limit contact with products that irritate.
- Always wash hands after coming in contact with chemicals
- Report and skin irritations
- Use PPE

Blood Bourne Viruses

Blood Bourne Viruses (BBVs) are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not.

These viruses can also be found in body fluids other than blood, for example, semen, vaginal secretions and breast milk. Other body fluids or materials such as urine, faeces, saliva, sputum, sweat, tears and vomit carry a minimal risk of BBV infection, unless they are contaminated with blood. Care should still be taken as the presence of blood is not always obvious.

Preventing or controlling the risk

In occupations where there is a risk of exposure to BBVs, the following measures to prevent or control risks apply, but you may need to adapt them to your local circumstances in ensuring a safe system of work:

- Prohibit eating, drinking, smoking and the application of cosmetics in working areas where there is a risk of contamination;
- Prevent puncture wounds, cuts and abrasions, especially in the presence of blood and body fluids;
- When possible avoid use of, or exposure to, sharps such as needles, glass, metal etc., or if unavoidable take care in handling and disposal;
- Consider the use of devices incorporating safety features, such as safer needle devices and blunt-ended scissors;
- Cover all breaks in exposed skin by using waterproof dressings and suitable gloves;
- Protect the eyes and mouth by using a visor/goggles/safety spectacles and a mask, where splashing is possible;
- Avoid contamination by using water-resistant protective clothing;
- Wear rubber boots or plastic disposable overshoes when the floor or ground is likely to be contaminated;
- Use good basic hygiene practices, such as hand washing;
- Control contamination of surfaces by containment and using appropriate decontamination procedures
- Dispose of contaminated waste safely.

Immunisation

Immunisation is available against hepatitis B virus but not other BBVs. Although we feel that the risk is low, we are offering vaccinations as a supplement to reinforce the other control measures that we have in place. Action after possible infection with a BBV

If you think you have been contaminated with blood or other body fluids, take the following action without delay:

- Wash splashes off your skin with soap and running water;
- If your skin is broken, encourage the wound to bleed, do not suck the wound –rinse thoroughly under running water;
- Wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water;
- Record the source of contamination;
- Report the incident to your supervisor, line manager or health and safety adviser and your occupational health department or medical adviser if there is one.

Prompt medical advice is important. The circumstances of the incident need to be assessed and consideration given to any medical treatment required. Treatment might be appropriate following infection with a BBV, but to be effective, it may need to be started quickly. If your workplace does not have a medical adviser, contact the nearest Accident and Emergency department for advice, without delay.

Sun Safety

When working outdoors, particularly in the summer months you should be mindful of the sun, over exposure can cause dehydration and prolonged exposure to unprotected skin can cause burning, blistering, and make the skin peel. This is due to the sun's ultraviolet rays.

When working in the sun for long periods of time, you greater the risk of becoming dehydrated or developing a skin cancer. You should drink water regularly and wear a high factor sun cream should be used on regular intervals throughout the day in order to protect the skin.

Occupational Asthma

Dust is known to be dangerous to peoples especially when it is breathed in for long periods of time, as it can cause respiratory problems such as asthma. The effects can be seen immediately or build up over a number of years, symptoms include wheezing, coughing, breathlessness bronchitis, and can also lead to cancer.

Dust from cement, plastics, woods, silica, and fillers should always be controlled by the use of extraction or wet cutting, you should also use suitable respiratory equipment when cutting, if you need more information on this speak with you manager or supervisor.

MDF

Medium Density Fibreboard (MDF) is an engineered wood-based sheet material made by bonding together wood fibres with a synthetic resin adhesive. MDF is extremely versatile and can be machined and finished to a high standard. As a result, MDF has replaced solid timber as a low-cost alternative in a wide range of applications across industry.

Under current legislation softwood dust, hardwood dust and formaldehyde are considered to be hazardous to health. Both softwood and hardwood dusts are known to cause respiratory problems, and may cause asthma and other respiratory problems. Hardwood dust can also cause a rare form of nasal cancer.

Employers have duties under COSHH Regulations to control risks to employees' health arising from work activities.

Prior to using or cutting MDF first,

- Try to reduce risks at source where possible by using a lower risk alternative, where one exists.
- Try to use 'no added formaldehyde' MDF board or low-emission MDF board if possible.
- There should be an effective dust extraction system in use whenever MDF is machined or sanded. Use vacuum cleaners with high performance filters to clean up MDF dust
- Never cut MDF in a tenant's property, always cut outside and use the above control measures where possible.

- Respiratory protective equipment must also be used when cutting MDF. FFP3 masks with an organic vapour filter should be used to protect against formaldehyde vapours.

Wiels Disease (Leptospirosis)

Weil's disease can be caught when you come into contact with the urine from small mammals such as rats and mice and can be fatal if the symptoms are not picked up quickly.

Although the disease is usually associated with working in sewers or other wet sites, there is a potential that animals carrying the disease could live in the area that you may be working. The early symptoms of the disease are very similar flu like symptoms. If you begin to suffer from these types of symptoms you should instantly go to see your doctor and tell him the type of work you do.

To help avoid picking up the disease you should;

- Cover up any cuts or grazes you have
- Swallowing dirty stale water

Drugs and alcohol

Anyone under the influence of illegal drugs or alcohol is not permitted on any Axis sites or premises. People under the influence of drugs and alcohol suffer from;

- Poor decision making
- Cause drowsiness
- Slow reaction times
- Clumsiness
- Distorted visions

This not only puts themselves at risk, but also others including residents. Anyone found under the influence of illegal drugs or alcohol will be asked to leave Axis sites and could face disciplinary action.

Some over the counter prescription drugs can also have similar effects, always read the effects of these drugs and report them to you manager, HR or HS teams.

Section 5: PPE

What is PPE?

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets and hard hats, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.

What do the Regulations requires?

PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at

Work Regulations 1992 require PPE to be supplied. The Regulations also require that PPE is:

- Properly assessed before use to make sure it is fit for purpose;
- Maintained and stored properly;
- Provided with instructions on how to use it safely;
- Used correctly by employees

Using and distributing PPE to your employees:

- All employees should be shown how to use PPE and why it is required, when to use it and what its limitations are, how to report it if there is a fault;
- Never allow exemptions for those jobs that 'only take a few minutes'
- If in doubt, seek further advise from your H&S team;
- Check regularly the PPE is being used and investigate incidents where it is not.

Key points to remember

- Are there ways other than using PPE to adequately control the risk, e.g. by using engineering controls? If not, check that:
- Suitable PPE is provided
- It offers adequate protection for it's intended use
- Those using it are adequately trained in its safe use;
- It is properly maintained and any defects are reported;
- No matter what job you are doing for Axis, you must always wear safety footwear;
- There will be times when other PPE will need to be worn. This will be determined when the risk assessment is carried out or by instruction of the manager, supervisor or the health and safety team. If you want or need PPE ask you manager or supervisor. They will order this for you.
- Do not work without PPE, if you have damaged provided PPE or have lost it; report it to your manager or supervisor.

It is your employer's responsibility to provide you with PPE, but it is your responsibility to wear and look after it.

Item	British standard	Notes on requirements
Hand protection	BS EN 388 Cut proof 5 Cut proof 3 Cut proof 1	Gloves have a variety of uses and protect against abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination. The higher the number the cut protection will be greater but there will be a loss in dexterity as the material will be thicker. This should be explained to the operative and they should be provided with an adequate supply of all three categories
Foot protection	200 joule EN ISO 20345	Safety foot wear protects against slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion and should include protective toe caps and penetration-resistant mid-sole. All operatives should wear protective footwear whilst at work, including moving from vehicle to site and back. The footwear should be checked on a periodic basis e.g. annually for signs of wear and tear. It must be replaced if defective
Head protection	EN 397:2012 (hard hats)	Head protection should be worn where there is a risk from head injury during the task. This could be in the form of a safety helmet e.g. on a scaffold or a bump cap e.g. working underneath a sink
Eye protection	EN 166:2001	Eye protection is used where there is a risk of chemical or metal splash, dust, projectiles, gas and vapour. All operatives should wear eye protection when completing task which generate eye hazards e.g. chipping away tiles in a kitchen. Operatives should be provided with goggles and or spectacles depending on the tasks they have to undertake and may include prescription glasses for those who would normally wear glasses
RPE	BS EN 149 FFP3	Respiratory Protective Equipment (RPE) can provide protection against dust, vapour, gas, oxygen efficient atmospheres. All persons wearing disposable face pieces and half masks require a face fit test to ensure that the masks fit correctly and must have training on how to use and maintain the mask.
Hearing protection	EN 352-1: 2002 (ear muffs) EN 352-2:2002 (ear plugs)	Operatives should be provided with ear protection that is suitable for the environment. Generally if you Can't hold a conversation with somebody a metre away without raising your voice hearing protection will be required. This may be over the head ear muffs or ear plugs

Skin Protection – Skin protection is probably the most ignored or forgotten PPE. Hands and forearm are the most likely part of your body you be affected when carrying out works.

There are different types of gloves available and the correct selection should be made to ensure you are adequately protected. Some choices of gloves may make work more difficult so it is important to make the right selections, when considering your selection; you should decide what sort of protection you need;

- Chemical
- Abrasion
- Heat

Skin conditions like dermatitis can easily be avoided if the right choice of skin protection is selected.

If a COSHH assessment or risk assessment require skin protection then it must be worn.

Section 6: COSHH

Some substances that we use are hazardous and could cause serious damage to our health. These are not always just products bought from the suppliers, but also substances that we create by cutting, grinding or welding.

Any product weather it is solid, liquid or gas has the potential to cause serious health problems, or at worst kill you.

Some substances can burn the skin from direct contact or splashes. Others are hazardous when breathed in.

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) places a legal duty on employers, employees, and self-employed. They are in place to protect workers and anyone else from the effects of chemicals that they are using or they create by their work that could

Whilst working for Axis you should have read the packaging of all products and follow manufactures guidance and the instruction in the products COSHH assessment.

You should take note of any control measures and PPE the COSHH assessments states should be put in place.

What do the COSHH Symbols mean?

	Acute toxicity, Very toxic (fatal), Toxic etc.
	Harmful skin irritation, serious eye irritation
	Gasses under pressure
	Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas
	Explosive, self reactive, organic peroxide
	Harmful to the environment
	oxidising gases, oxidising liquids, oxidising solids
	Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard
	Corrosive (causes severe skin burns and eye damage), serious eye damage

Prior to using any product you should consider the hierarchy of control;

Elimination - Eliminate exposure for example replacing solvent based paint with water based
Substitution - Substitute one substance with a hazard warning of Toxic to one with a lower warning of Irritant

Engineering controls – Use mechanical means to stop exposure e.g. water suppression or LEV.
Administrative controls - Painting by brush rather than spraying
PPE – If you can not reduce the risk of a product then PPE may be required, but this should be as a last resort.

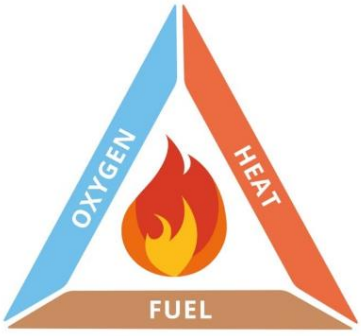
Section 7: Fire Safety

Fires can and does kill, injure and cause serious human suffering and financial loss. The potential dangers are particularly severe on many sites, where high-risk activities such as hot work are frequently combined with circumstances where fires can spread quickly and escape may be difficult.

Fixed sites will have a fire risk assessment and emergency procedures, this will be kept in the site file, and you will be informed of them at your induction.

For smaller sites and day to day repair jobs, anyone who is working for Axis, should formularise themselves with the building they are working in, and how they can escape safely along with making the resident aware.

No one working for Axis should ever put themselves in any form of danger, and if it is necessary to carry out hot works, should take into account the fire triangle;



Anything that burns is fuel for a fire. Many materials which can burn have to be used during construction work. Reducing the quantity of material on site reduces the chances of fire occurring and limits the extent of any fire which should start. Stocks of high fire hazard material should be managed to balance production needs with the need to reduce the risk of fire.

Compartmentation

All flats and communal areas should have sufficient fire protection to stop fire & smoke from spreading to one flat to another or into stairwells. Fire stopping is the term given to filling around services passing though ceilings, floors and walls as a measure to ensure correct compartmentalisation and prevent the spread of smoke and fire.
Compartmentalisation of lofts spaces and other large areas by means of fire rated curtain walling or partitions is also termed as fire stopping.
There are correct approved methods and materials which must be used to be able to certify the works. Before carrying out any works consider the building, does the area you are working on require any fire protection. If so contact your manager or supervisor to discuss how to do the job.

When working in properties please;

- Report any damaged or inoperable Fire Doors.
- If you see a Fire Door wedged open by others CLOSE IT.
- Report any lack of Fire stopping you may notice.
- Report any rubbish or resident belongings such as mobility scooters left in communal areas.
- Report anything you see stored in riser or intake cupboards.

Section 8: Gas

Axis only permits competent gas engineers, with valid Gas Safe Card, and who have been approved by the Axis Gas Manager to carry out gas works. If you are unsure if you have been approved by the gas manager, please contact the gas manager or contact your supervisor.

The only work which can be carried out by a person who is not a qualified gas engineer is the disconnection of a fixed bayonet connection to a cooker.

• This fitting must not be left unconnected for more than 24hrs.

• If the cooker is in poor condition i.e. old, dirty or damaged, this must be taken into consideration and your line manager must be informed. And if a cooker is in this sort of condition it must not be reconnected until passed fit by the gas team.

- When the cooker is reconnected, leak detection spray should be used to ensure there is not a leak.

When working on all jobs always be aware of gas and ensure;

• Check cookers for fixed pipework connection or flexible bayonet connection.

• Check for open ended pipes.

• If fixed pipework connection is discovered inform the Gas Department immediately and Axis Site Manager.

If you inadvertently cause a gas leak or smell gas during the course of your works you must under no circumstances attempt to repair it yourself, you must turn the gas off from the emergency control valve, which is normally beside the meter, and call the gas department.

Axis Policy on working with Gas**.**

• Only allow operatives who are Gas Safe registered to work on gas.

• You can only remove cookers that are connected via a fixed bayonet connection and must not be left more than 24hrs unconnected.

• You are required to stop work immediately and inform your supervisor if the cooker you need to remove is connected to fixed pipework.

ALL GAS WORK SHOULD BE CARRIED OUT INLINE WITH GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998

Section 9: Electrics

Every year, people working suffer electric shock and burn injuries some of which, tragically, are fatal. Employees should be aware that some of these accidents are a direct consequence of non-qualified operatives carrying out work they should not be doing.

Legislation

The Health and Safety at Work etc. Act 1974 sets out the general health and safety duties of employers, employees and the self-employed. The Electricity at Work Regulations 1989, which were made under the Act, requires precautions to be taken against the risk of death or personal injury from electricity in work activities.

Duties are placed on employers to ensure, among other things that employees engaged in such work activities on or near electrical equipment implement safe systems of work, have the technical knowledge, training or experience to carry out the work safely, and are provided with suitable tools, test equipment and personal protective equipment appropriate to the work they are required to carry out.

Under the Health and Safety at Work etc. Act, employees are required to co-operate with their employer to enable the requirements of the Regulations to be met; this includes complying with any instructions given on matters such as safe systems of work. (The Electricity at Work Regulations1989 require that employees themselves comply with the regulation)

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety both of their employees and of other persons arising out of, or in connection with, the conduct of their undertakings. Where five or more persons are employed, the employer must record the significant findings of the risk assessments.

Axis only permits competent electricians, who have been approved by the Axis Electrical Manager. If you are unsure if you have been approved by the electrical manager, please contact the electrical manager or contact your supervisor.

All electrical works are to be carried in line with legislation, and using Axis Safe Insulation Policy, a copy of this can be found on the Intranet, please request a copy of this from your supervisor.

ALWAYS...

Ensure circuits are isolated before carrying out any work

Use well maintained insulated tools

Any work on mains, or electrical intake/distribution components should only be carried out under a ‘permit to work’ system

Work on electrical installations must only be carried out by trained and competent persons. You should be able to show evidence of your competence with training certificates.

From time to time operatives may need to connect and disconnect earthling or bonding, release ceiling rows, or plug sockets, you are not require to be qualified for this, but should always ensure that the power is switched off in line with the Safe Isolation Policy.

Section 10: Waste / Environmental

This section of the Site Handbook is to provide you with a brief summary of Axis' environmental/sustainability procedures and where to go for more information.

Not only do our residents and clients expect us to act in an environmentally responsible way but it is also an Axis value – protect our environment, protect our future.

If you have any questions about sustainable working on site, please contact the Sustainability Manager.

Waste Disposal

You must always dispose of waste with a provider or subcontractor approved by Axis. No waste produced from Axis work should be disposed of in a public bin or at a domestic property. Please refer to your contract Waste Management Plan to find out how waste should be disposed of.

Penalties for not correctly disposing of waste can be up to a £50,000 fine and/or twelve months' imprisonment.

Waste Storage

Waste can be stored temporarily before disposal if:

- It is stored in a secure place or in a storage unit
- It is not stored for longer than 3 months
- It does not contain any unbonded asbestos
- It does not contain any substance that has a flash point of less than 21°C
- It does not exceed 50m^3 of solid waste and 1,000 litres of liquid waste

Please refer to your contract Waste Management Plan or ask your Line Manager to find out where your designated waste storage locations are.

Waste Carriers Licence (WCL)

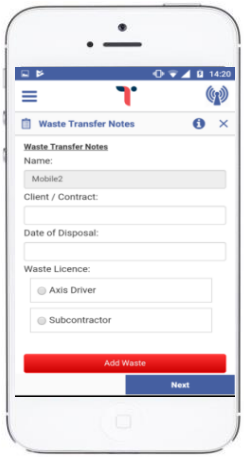

Environment Agency

CERTIFICATE OF REGISTRATION UNDER
THE WASTE (ENGLAND AND WALES) REGULATIONS 2011

To be able to transport waste on a public highway, you must ensure that there is a Waste Carriers Licence in your vehicle. You can be fined £300 if you have a Waste Carriers Licence but can't show your registration certificate or card when asked.

You can be fined up to £5,000 if you carry waste but you aren't registered. If you drive an Axis van, but don't have a licence, the Sustainability Team can provide you one. If you use your own vehicle for transporting waste, then you must apply for your own licence online through the Environment Agency.

Waste Transfer Notes (WTN)



Every piece of waste disposed from an Axis site needs to be recorded on a Waste Transfer Note (sometimes known as a duty of care notice). This is to track waste and ensure it is not being dumped illegally. It also provides useful information for clients' reports and helps Axis to identify savings that could be made.

Whenever you receive a Waste Transfer Note or similar documentation these must be submitted digitally to the Sustainability Team. Waste Transfer Notes are a legal requirement and you could receive a fixed penalty notice for not completing them. Please refer to Axis Procedure for Dealing with Site Waste for more information on waste procedures.

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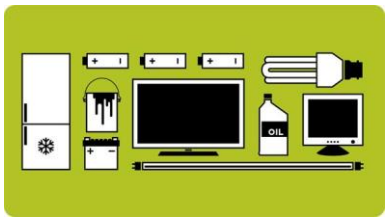
Waste Management Plan (WMP)

When new works start, a Waste Management Plan should be created as part of the Construction Phase Plan. It includes information on what waste will be produced during the works, where it will be disposed of, any arrangements for Waste Transfer Notes and special considerations for waste reduction, re-use or recycling. This is reviewed throughout the contract and the information is given to the client. Details of the Plan are available through Contract Managers.

Hazardous Waste



You must be able to recognise whether you are transporting or disposing of hazardous waste, which includes batteries, asbestos, monitors and screens that contain cathode ray tubes, oils, oil based paint, solvents, printer ink cartridges and most LCD televisions.

Hazardous waste should be disposed of by a specialist waste contractor who will provide a Hazardous Waste Consignment Note to prove we have disposed of it correctly. A Consignment Note is a special Waste Transfer Note, and needs to be submitted digitally via the same process.

Fluorescent Light Bulbs

Fluorescent light tubes are classed as hazardous waste due to the mercury they contain, if you remove one from a property it can either be taken either back to a certified retailer or to a specialist waste contractor.

When storing waste fluorescent light tubes, they must be kept securely, protecting the tubes from breakages.

Waste Electrical and Electronic Equipment (WEEE)

WEEE is any waste that needs power (battery or mains) to run and includes household appliances, IT and telecommunications equipment, lighting equipment. This type of waste must be segregated and disposed of by an authorised waste contractor or retailer. Please note that some WEEE may also be classed as Hazardous Waste (e.g. LCD TV) and must be dealt with accordingly.

Waste Hierarchy – Reduce, Re-use, Recycle

By law, you must consider the waste hierarchy when dealing with waste. The top priority is to reduce the amount of waste created in the first place, next is to try to re-use materials where feasible, then recycle as much as possible and the last resort is to dispose to landfill.

Local littering

Cigarettes should never be stubbed out on the floor and should be put out and put in a waste bin, along with any other general litter – you can be fined up to £2,500 for littering the local area.

Driving

You must ensure that you drive as efficiently and safely as possible when driving to and from Axis sites. You can use less fuel when driving by:

1. Never leave your vehicle idling – it causes unnecessary noise and air pollution which can cause health problems for local residents
2. Accelerate gently (being pushed into the seat is too hard)
3. Brake gently (being pushed towards the windscreen is too hard)
4. Eliminate the 'peaks and troughs' in your driving
5. Look around and plan ahead – keep the flow
6. Change gears as soon as possible
7. Take advantage of downhill slopes by getting into higher gear
8. Be aware of cyclists and give them plenty of time and space for manoeuvring

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Use of generators on site

Please only use diesel generators on site when no alternative power options are available. Use them sparingly and be mindful of the noise and local air pollution they create.

Drainage and water

Never pour any paint, cement or other chemicals down the drain of any property we work in. Leftover paint should be dealt with as detailed in the Waste Management Plan. There are paint can recycling schemes in place with specialised decorating centres (Dulux, Crown Paints) where you can dispose of your cans. Always recycle your cans and check with your Site Supervisors for specific instructions.

If you are in a property to unblock a drain then take the opportunity to explain to the resident how to prevent the problem from happening again, without using expensive and harsh chemicals.

Also remember to not leave taps running in properties and report any leaking taps or toilets to the resident or Site Supervisor.

Dust, Noise and light pollution

Dust, Noise and light pollution are all issues that can really impact residents and the local community. Please ensure that all dust is kept to a minimum and is swept up regularly – you should not allow it to just blow away outside, it must be bagged and disposed of as described in the Waste Management Plan.

Noise should also be kept to a minimum where possible and ensure supervisors carefully plan your working hours to ensure that additional external lighting use is rarely used.

Chemicals

Ask you Supervisor before buying any new chemicals and always refer to the COSHH assessment to determine how to store, use and dispose of chemicals.
