



## **Employee Handbook**

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## About Subvision Surveys

Subvision Surveys is a niche provider of professional surveying services to Utilities, Asset owners and to the construction industry.

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## 1. Introduction

The Company places great importance on Health and Safety matters and undertakes to conduct its business in such a way as to ensure the health, safety and welfare of all its employees, visitors and the general public in accordance with the Health and Safety at Work Act. Therefore, every employee must co-operate to enable all statutory duties to be complied with.

The Health and Safety policy requires total commitment from all employees;

Each individual has a legal obligation to take reasonable care for his or her own safety and for the safety of other people who may be affected by his or her acts or omissions.

Complying with instruction and procedures issued.

- Reporting any serious danger to health and safety to your manager.
- Reporting any incidents which have or may lead or might have led to injury to your manager.
- Co-operating with any investigation to prevent accidents.
- Using equipment or substances in accordance with information or training.

When working with young people (under 18) consideration should be made for their lack of experience and maturity in regard their safety.

Note: A full copy of this policy is available on request from your manager

## 2. Do's and Don'ts

Do's

- Look where you are going and proceed cautiously and carefully, avoid running and rushing – it's better to be safe than sorry.
- Make sure you understand what you are doing before you operate any equipment or machinery, however simple, on your own.
- When lifting and handling, keep your back straight and if the item is too heavy for you to lift on your own, ask for help.
- Clean up - your untidiness or carelessness may cause injury to someone else.
- Wear protective clothing (PPE) including goggles, ear protectors, gloves and boots when advised to.

Don'ts

- Operate machinery or equipment without taking proper instruction.
- Clean any machinery or equipment whilst in motion or without turning it off.
- Interfere with any safety equipment or guards on machinery.
- Interfere with any electrical wiring in any way.
- Obstruct exits and doorways.

## 3. Accident Reporting

You have an obligation to report any accident/incident or anything that has come to your attention during the working day that may be unsafe.

If you or your colleague is involved in an accident at work it must be reported to your manager and entered into the accident book. All accidents, however minor, must be recorded, this gives the Company the opportunity to investigate the causes and prevent similar accidents happening in the future.

In the event of a serious or notifiable accident or dangerous occurrence, it is essential that the Company safety representative is advised as soon as possible, in order that suitable action is taken.

If you see something which is unsafe, such as a missing guard from a piece of machinery and cannot correct it, report it to your manager.

\*Please refer to Appendix 10\*

If you have any questions about reporting accidents or safety, please speak to your manager.

## 4. C.O.S.H.H.

The Control of Substances Hazardous to Health (C.O.S.H.H.) law stipulates the general requirements on employers to protect employees and other persons from the hazards of substances used at work. C.O.S.H.H forms part of the Company's Health and Safety policy. There are also duties on employees to take care of their own exposure to hazardous substances.

## 5. Fire

Fire presents significant risk to the Company, It can kill or seriously injure employees or visitors and can damage or destroy buildings, equipment and stock. As an employee you must co-operate with the Company to ensure the workplace is safe from fire and its effects, you must not do anything which will place yourself or others at risk. You must inform your manager if you discover any significant risk of fire which might affect the safety of others and co-operate with all measures to reduce/control the risks; you should ensure you know about the fire warning system and how to operate and respond to it.

The following simple points will help to reduce the risk from fire

- Escape routes must be free from any obstructions.
- Good standards of housekeeping – keeping workplaces tidy.
- Regularly remove any combustible waste.
- Keeping ignition sources away from combustible material.

## 6. First Aid

The Company has designated employees trained in Emergency First Aid, for details ask your manager to familiarise you with these people and the position of First Aid boxes.

## 7. Hygiene

The Company recognises its obligation in regard to hygiene management for its employees and the general public. Therefore, anyone involved with this aspect of the Company's business is required to co-operate to enable any statutory duties to be complied with. The Company will provide appropriate training and guidance if required.

## 8. Personal Protective Equipment

Your job may require you to wear (PPE), please see that you do so at all times that it is required and that it is fit for its intended use. Any shortages or damaged equipment must be reported without delay.

To make sure the right type of PPE is chosen, consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them. this may be different for each job.

If specialist PPE is required, you should ask your supplier for advice on the types of PPE available and their suitability for different tasks. In some cases, you may need to get advice from specialists or from the PPE manufacturer.

Consider the following when assessing suitability:

- Does the PPE protect the wearer from the risks and take account of the environmental conditions where the task is taking place? For example, eye protection designed to protect against agricultural pesticides may not offer adequate protection when using an angle grinder to cut steel or stone.
- Does using PPE increase the overall level of risk or add new risks, e.g. by making communication more difficult?
- Can it be adjusted to fit the wearer correctly?

- What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job or the requirements for visibility and communication.
- If someone wears more than one item of PPE, are they compatible? For example, does using a respirator make it difficult to fit eye protection properly?

## **PPE Assessment**

### **Introduction**

This section describes what we as an employer, may need to do to protect our employees from the risk of injury in the workplace. It will also be useful to employees and their representatives.

Employers have duties concerning the provision and use of personal protective equipment (PPE) at work and the leaflet explains what you need to do to meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended).

### **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.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these Regulations because there are other more specific regulations that apply to them. However, these items need to be compatible with any other PPE provided.

### **What do the Regulations require?**

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.

### **Assessing suitable PPE**

To make sure the right type of PPE is chosen, consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them; this may be different for each job. The following matrix will assist you in your assessment.

PPE Selection Matrix

PPE			Standard	Subvision Basic Requirements	Gas/Electricity Sites	Rail Sites	Construction
Protective Footwear			EN345 (Enclosed Toe Cap)	✓	✓	✓	✓
Overalls			EN1162 (Flame Retardant)		✓		
Trousers			Standard Durable	✓		✓	✓
Hi Visibility			EN471 Class 3 (Roadwork)	✓		✓ (ORANGE)	
			Flame Retardant Vest	✓	✓	✓	✓
			Long Sleeve		✓		
Head Protection			EN397 (Protection against falling objects)	✓	✓	✓	✓
Hearing Protection			EN352 (min protection level)	As required	As required	As required	As required
Eye Protection			EN166 (min protection level)	✓	✓	✓	✓
Protective Gloves			EN511 (Protection against chemicals and Micro Organisms)	✓	✓	✓	✓
			EN388 (Protection against mechanical risks)		✓	✓	✓
Respiratory			EN140/149 (As instructed)				