



make it **safe**
make it **home**

<<Contractor Name (optional)>>

Health & Safety Induction for Domestic Waste Customers



Housekeeping

- Fire alarms
- Fire exits
- Toilets
- First aid



make it **safe**
make it **home**

Contents



- Introductions
- Make it safe, make it home
- Site access and security
- Risk assessment and safe systems of work
- Hazards and controls

We want you to....



make it **safe**
make it **home**



make it **safe**
make it **home**

Purpose



make it **safe**
make it **home**

- To outline Anglian Water's (AW) expectations on standards of behaviour for health and safety
- To make sure you know the rules for getting into and working on AW sites and assets
- To raise your awareness of key hazards and issues associated with working on our sites and assets
- You (managers only) are responsible for cascading this induction down to your employees who work on this project

No incidents, No pollutions, No Accidents



make it **safe**
make it **home**

It's our firm belief that all accidents are preventable and that nothing is so important that we cannot take the time to do it safely

Anglian Water H&S Charter



make it **safe**
make it **home**

- **Nothing is so important that we cannot take the time to do it safely**
- **We will never knowingly walk past an unsafe or unhealthy act or condition**
- **We are committed to the principle that all accidents & harm is preventable**

Anglian Water will :



make it **safe**
make it **home**

- Consult, listen and respond openly to our employees, contractors, suppliers, customers and legitimate public interest groups;
- Comply with relevant legislation and current best practice by working with our contractors, suppliers, competitors, industry bodies and regulators to improve H&S standards;
- Openly report our H&S performance;
- Actively promote a culture where the challenge of unsafe behaviour is common place
- Encourage and recognise those who contribute to improved H&S performance;
- Operate a 'just culture' where people are held to account for knowingly breaking H&S 'rules
- Actively promote the health and well being of our employees, contractors and suppliers.



make it **safe**
make it **home**

Site/asset access and security

anglianwater

Training and competence



make it **safe**
make it **home**

- You must be trained and competent for the job you're doing — if not, don't do it!
- Your own company induction should cover H&S training and other requirements for your job
- You may be challenged at any time to produce evidence of competence

Minimum PPE standards on AW operational sites



make it **safe**
make it **home**

Worn at all times:

- hi-vis waistcoat or jacket
- lace-up boots (no riggers) or wellingtons with steel toecaps and mid-soles
- work wear/overalls



Immediately available (i.e. carrying)

- light eye protection
- ear defenders or plugs



Subject to Risk Assessment:

- safety helmet, gloves suitable for the task, flame retardant overalls etc

If your company has a higher standard, abide by it!

Site security (1)



make it **safe**
make it **home**

- If absolutely necessary, keys will be issued - **DO NOT** copy keys, ask if you need additional keys
- Notify the domestic waste administrator immediately if keys get lost
- Contact the domestic waste administrator if a site has an alarm system or access code requirements
- If access codes are given, keep them secure
- If you set off an audible alarm notify the workplace manager immediately or phone the emergency number on the gate (08457 145145)

Site security (2)



make it **safe**
make it **home**

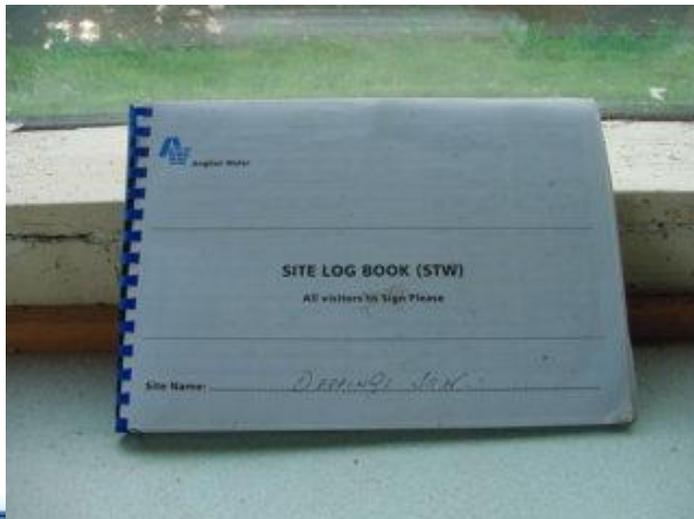
- If gates are out of sight, lock them behind you
- Only go to those parts of the site essential to do your job – don't go wandering about on site
- Always lock gates behind you when leaving site
- Always sign out

Attending site (1)



make it **safe**
make it **home**

- You may need to be accompanied on some sites
- Always sign in the site log book - usually in the main building or kiosk on site (but not always!)
- If the building or kiosk is defined (by a sign) as a confined space do **NOT** enter unaccompanied – contact workplace manager



Attending site (2)



make it **safe**
make it **home**

- Read the Workplace Health and Safety Information sheet for details of:
 - significant hazards on site
 - no go areas
 - emergency contact details
 - alarms and how to respond
- The “Blue Box” – usually near the site log book:
 - information such as risk & COSHH assessments - please don't remove from site
 - contact the workplace manager if further advice is needed
- The “Black Box” – M&E workshop version of the blue box



make it **safe**
make it **home**

Display prominently at workplace

Workplace Health and Safety Information

Revision No: _____
Date: _____

Workplace name: Workplace address:

Workplace manager: Tel. No: Postcode:

Grid Ref:

Name & address of nearest A & E hospital:

Workplace first aid facilities:

All Visitors are required to sign the site log / visitors book located at:

to confirm that they have read and understood the safety information provided

Significant Hazards on this Site:

 **WARNING – asbestos may be present on the site – assume it is unless a survey report provides evidence to the contrary. Refer to the company asbestos register**

Description of visible and audible alarms:

NO-GO or HIGH RISK Areas:

On-Site Facilities: Toilets Showers First Aid Box Kitchen
(indicate as appropriate) Drying Room Mess Room Fire Extinguishers Eye Wash

Additional Information:
This part of the form to be used used to record any additional information. For example, to record details of significant hazards and arrangements concerning neighbouring high risk premises (e.g. chemical refineries, petroleum / gas storage depots, nuclear processing facilities, hazardous waste storage, etc). Both site personnel and visitors will need to be briefed of any emergency alarms and associated emergency / evacuation plans.





make it **safe**
make it **home**



Accident / near miss reporting



make it **safe**
make it **home**

- Effective reporting requires an open and honest culture
- All accidents, incidents and near misses must be reported to Anglian Water Framework Manager
 - as soon as possible for significant/RIDDOR incidents (within 24hr of incident occurring)
 - Contact the Domestic Waste Administrator with details
- If on an AW site, contact the Workplace Manager before leaving site
- If off-site (eg in the highway) notify your AW contract representative
- **We can resolve H&S issues more effectively with the information you provide**

Emergencies / alarms / first aid



make it **safe**
make it **home**

- Acquaint yourself with any local alarms
- Know where your assembly points are
- Know who to contact in an emergency
- Carry a first aid kit in your vehicle at all times
- Know where your nearest A&E hospital is
- First aid boxes are available in AW vehicles and on sites where first aiders are based
- Report use of the AW site first aid equipment to the Workplace Manager



Reporting site issues



make it **safe**
make it **home**

- Please report anything found on site e.g.:
 - Flooding
 - Vandalism
 - Unexpected Hazards
 - Intruders
 - Accidental Damage
- If you encounter intruders on site please don't intervene:
 - Contact the site owner immediately (or your AW rep if site owner is unavailable)
 - Telephone the police

Signage

- Read the Workplace Health and Safety Information sheet and other **relevant** information
- Beware of misleading signs!!



make it **safe**
make it **home**





make it **safe**
make it **home**

Risk assessment, safe systems of work and hazards

anglianwater

Risk assessments

- Suitable and sufficient
- Appropriate and workable
- Competent
- Stop, review, question
- Available on site



make it **safe**
make it **home**



Lone working



make it **safe**
make it **home**

- Your employer is responsible for ensuring your safety whilst working alone – it must be managed
- If working alone make sure someone knows where you are and your expected return time
- Don't attempt high risk activities alone, such as:
 - confined space entries (above Cat 1/NC1)
 - lifting operations where the load cannot be seen
 - use of unsecured ladders where fall over 2m is possible
 - work requiring a life jacket or a safety harness
 - live diagnostic or HV work
 - very high pressure water jetting*
 - high risk tools e.g. chain saws



Site hazards – general



make it **safe**
make it **home**

- Obey all signed speed limits and drive with care and consideration for other road users and pedestrians
- Beware of slow moving and reversing vehicles (tankers, lorries or vans)
- Plant such as generators, motors and valves may start or operate without any warning:
 - isolation and a permit to work issued before work commences

Pedestrians



make it **safe**
make it **home**

- Use footpaths where provided and take care where there is no footpath
- Look both ways at crossing points
- NEVER move or remove barriers to take a short cut
- Cable troughs and duct covers shouldn't be used as a footpath, and MUST NOT be used to store plant and equipment on
- Take care when walking on open steel grid flooring

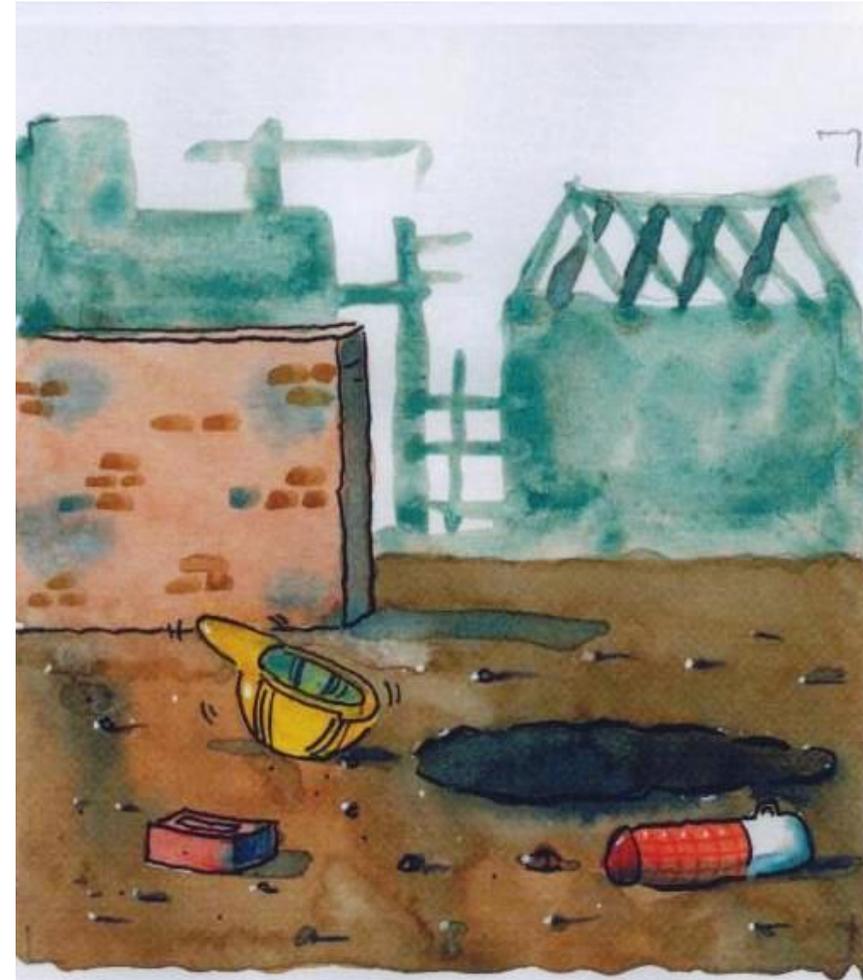


Access/egress and a safe work area



make it **safe**
make it **home**

- Before commencing work, ask the following questions:
 - can everyone get to and from their work safely?
 - are access routes safe and clearly signposted?
 - are edges and holes protected and guarded?
 - are materials stored correctly and safely?
 - is lighting adequate?



'...are holes protected with clearly marked and fixed covers to prevent falls?'

Toxic gases



make it **safe**
make it **home**

- The presence of chlorine gas or other hazardous gases will be noted on the site safety information sheet
- Ensure you understand the evacuation procedure
 - if in doubt refer to the workplace manager



Explosive atmospheres



make it **safe**
make it **home**

- Specific local site induction prior to work in or around DSEAR zones such as digesters
- Comply with all signage, local rules and work instructions
 - will be provided where applicable
- Mobile phone use is not allowed in zoned areas
 - see local induction for details



Drugs and Alcohol



make it **safe**
make it **home**

- You must not report for work if you are under the influence of alcohol or drugs
- You must not consume alcohol during working hours
- You must notify your supervisor if you are taking prescribed medication that may impair work performance
- AW will not tolerate contractor personnel on site if they are impaired through drugs or alcohol

Welfare facilities

- Normally allowed use of AW welfare facilities
- If unavailable, must have own arrangements in place
 - toilet facilities
 - washing facilities: hot & cold (or warm) water, soap and towels
 - drinking water
 - rest facilities: eg. cabin or van



make it **safe**
make it **home**



'...are there wash basins, hot and cold (or warm) running water, soap and towels?'

Working near water and sewage



make it **safe**
make it **home**

- Underwater obstructions
- Tidal movements
- Changes in weather conditions
- Water under pressure including pressure testing and commissioning
- Sewage and aerated water
- Physical / biological hazards
 - Sharps and needlestick injuries
 - Gastroenteritis and occupational asthma
 - Weil's Disease (leptospirosis)
 - skin and eye infections



Infection Prevention Measures



make it **safe**
make it **home**

- Follow a safe system of work including appropriate PPE
- Avoid contact with sewage, sludge and dust
 - anything you touch could be contaminated (handrails, doors etc)
- Always wear overalls and PPE – remove before entering mess areas/your vehicle
- Wash hands and face thoroughly with soap and water, particularly before eating, drinking or smoking
- Clean exposed wounds and cover with dressings

General Requirements



make it **safe**
make it **home**

- AW will monitor you and may inspect your working practices or audit your H&S management systems
- Co-operate at all times with your AW contact and any relevant workplace managers
- Relevant AW procedures will be made available
- Records of induction must be maintained and provided to AW upon request

S.T.A.R.T.



make it **safe**
make it **home**

- **STOP** - before you start work
- **THINK** - is everything in order?
- **ACT** - carry out the task safely
- **REVIEW** - could you have done the job better/safer?
- **TELL** - if it didn't go to plan, tell your supervisor and Anglian Water so we can do it better next time.

- **Any questions?**

We want you to....



make it **safe**
make it **home**



make it **safe**
make it **home**