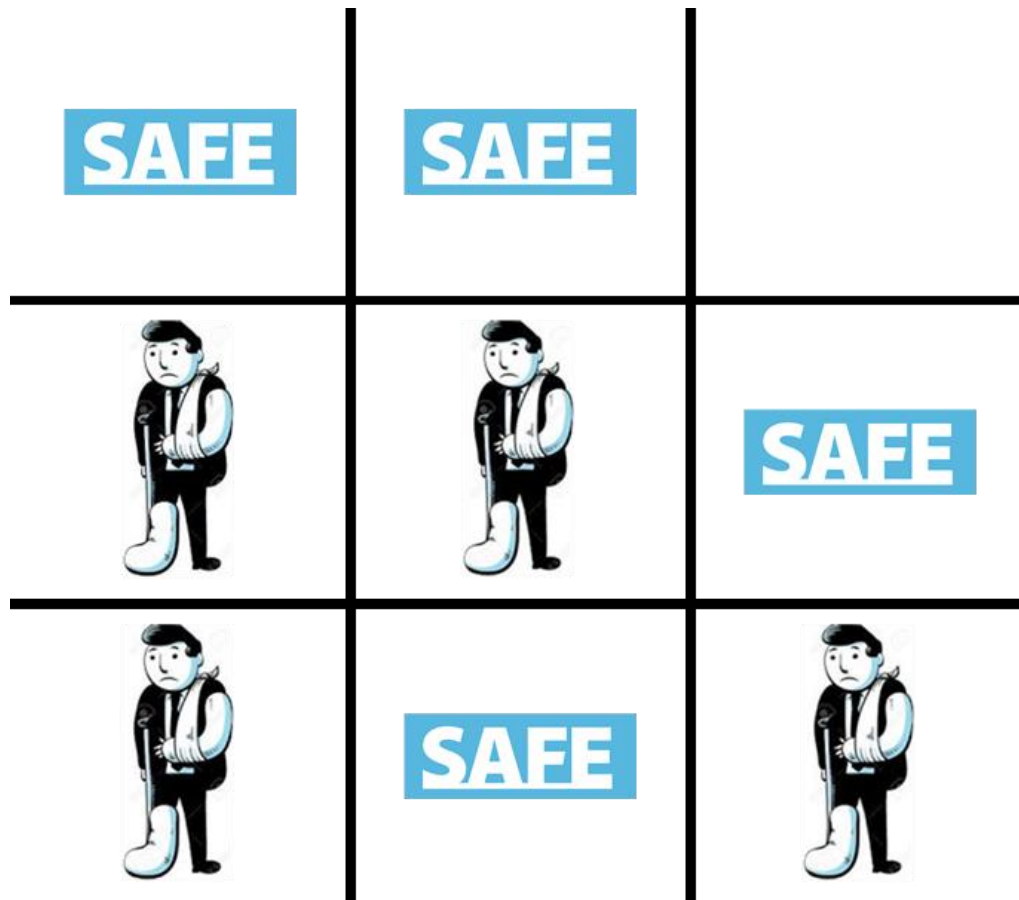


Life... It's all about choices... Your move...



The right choice isn't difficult.

Good Health and Safety assistance shouldn't cost an arm and a leg!

SAFE

**The Safety Association of
Federated Employers**

*The low-cost health and safety option for your
business in the North East of Scotland.*

Health & Safety Advice | Training | CDM Advisors

SAFE offer membership to suit your business including support, advice and assistance from NEBOSH and CITB qualified Chartered Health and Safety Advisors along with access to a suite of documents and templates.

FREE H&S basics audit for potential new members

(at the discretion of SAFE – offer may be withdrawn at any time)

For further information, please email info@safety-assoc.co.uk

call 01343 612222 / 01224 790022

www.safety-assoc.co.uk

Membership

Basic level includes –

- Telephone and email advice
- Bespoke health and safety policy updated annually
- Access to a library of documents including risk assessment, toolbox talks, CoSHH, newsletters, etc.
- Support and guidance, particularly if things unfortunately go wrong

Full level includes –

- All above plus monthly visits to sites or premises.

Health and Safety Training

We offer a range of training courses which are discounted for members. These include –

- Health and Safety Awareness
- Asbestos Awareness
- Manual Handling
- Abrasive Wheels
- Work at Height
- CAT & Genny
- Confined Space – Manhole Entry and Rescue
- A full list is on our website



First Aid Training

We regularly run one-day emergency first aid courses.

These are open courses for small numbers of employees or courses can be run for members where there are sufficient learner numbers.



CITB Site Safety Plus

Health & Safety Awareness

Site Supervisor Safety Training Scheme (SSSTS)

Site Manager Safety Training Scheme (SMSTS)

Fire Extinguisher Training

Laser Fire Extinguisher Simulator

Our Laser Driven Training System senses where the user aims and sweeps a laser training extinguisher and automatically varies the LED driven digital flames in response. The electronic control system responds to the trainees' actions, putting the fire out only when the extinguisher is used correctly. It uses a conical laser to replicate extinguisher discharge rather than depending on a dry-chemical or CO2 extinguisher.



Company Name		Risk Assessment No. A1-v1	
TASK/ACTIVITY ASSESSED: Building bricks, block & precast		PERSON AT RISK	
LOCATION/SITE:		EMPLOYEES: <input type="checkbox"/>	
Risk Rating: H - High Risk - Prohibit activity immediately		SUB-CONTRACTORS: <input type="checkbox"/>	
M - Medium Risk - Proceed with caution. Review controls where possible		OFFICIAL VISITOR: <input type="checkbox"/>	
L - Low Risk - Inform workers of hazards and monitor work procedures		GENERAL PUBLIC: <input type="checkbox"/>	
FORESEEABLE HAZARDS		FORESEEABLE HAZARDS	
1 Collapse of structure	M	5 Splitting blocks - hand tools	M
2 Contact with wet cement	H	6 Power tools - noise, HAVS	H
3 Manual Handling	H	7 Dust and Fume inhalation	H
4 Work at Height	H	8 Slips, trips and falls	M
CONTROL MEASURES AND SEQUENCE OF WORK			
1 No more than 6 courses of blocks to be constructed in one working day. Work area will be suitably barricaded off to prevent persons leaning on built walls. Weather conditions will be considered before works commence. No building work will be carried out where wind or heavy rain could affect structural stability of newly built walls.			Residual Risk Rating: L
2 COSHH assessment will be in place for mortar. Direct contact with wet mortar must be avoided. Operatives will wear appropriate PPE - impervious gloves and safety glasses. Washing facilities will be available at all times.			M
3 Operatives must be suitably trained in manual handling techniques. Use mechanical lifting aids to be used where possible. Materials must be delivered close to the working area to reduce carrying distance. Team lifting must be planned and coordinated with one person giving instructions. Low-level platforms to be used where appropriate to reduce bending to pick up materials.			M
4 Supervisor will regularly check scaffolding has been inspected and has not been modified. Platforms must not be overloaded. Materials must only be delivered at dedicated areas e.g. gin wheel, hoist or loading bay. Exclusion zone must be maintained around loading areas. Only suitably qualified and experienced persons will erect, modify or dismantle scaffolding. No unauthorised alterations are permitted.			M
5 Hand tools must be in good order. Chisels and bolters must be maintained to remove any mushroomed heads. Eye protection must be worn - EN166F.			L
6 Supervisor must establish time limits and organise job rotation to reduce likelihood of HAVS. Operatives will be informed of the vibration/noise limits before they start. Low noise / vibration equipment will be chosen wherever possible. Appropriate gloves must be worn when using equipment and hearing protection where noise exceeds 85dBA. Separate work area to be set up where possible to segregate other workers and public from noise.			M
7 Only trained operatives to use abrasive wheels and equipment. Water dust suppression and respiratory protection FFP3 will be worn. Operatives will wear face fitted dust masks and be clean shaven on a daily basis. Avoid sweeping loose dry materials, vacuum where possible. Equipment that produces exhaust fumes must be used in well ventilated area.			M
8 Work areas and pedestrian routes must be maintained free from materials and waste. Supervisor must enforce housekeeping throughout the project. Bundling and packaging from materials will be disposed of appropriately.			L
SITE OR TASK SPECIFIC CONTROL MEASURES		REFERENCE DOCUMENTS	
		Work at height Use of forklift Cutting and grinding operations Use of mixer	
PERSONAL PROTECTIVE EQUIPMENT - REMEMBER PPE IS ALWAYS THE LAST RESORT			
SAFETY HELMET: <input checked="" type="checkbox"/>		GLASSES/GOGGLES/VISION: <input checked="" type="checkbox"/>	
SAFETY BOOTS: <input checked="" type="checkbox"/>		RESPIRATORY EQUIPMENT: <input checked="" type="checkbox"/>	
HI VIZ: <input checked="" type="checkbox"/>		HEARING PROTECTION: <input checked="" type="checkbox"/>	
		FFP3 filter dust mask - face fitted	
GLOVES: <input checked="" type="checkbox"/>			
COMPLETED BY:	DATE:	REVIEW DATE:	Ongoing

www.safety-assoc.co.uk



Staying Accident Free Everyday

TOOLBOX TALK

ABRASIVE WHEELS

Reason Most accidents involving abrasive wheels are due to the wrong type of wheel being fitted or misuse during use.

Why Wheels should be fitted and used by a competent person.

Outline This talk will cover: hazards and using portable and bench-mounted abrasive wheels.

HAZARDS WHEN OPERATING THE MACHINE

- 1 Wheels must be fitted by a trained and competent person.
- 2 The speed of the machine must not exceed the maximum permissible speed of the wheel.
- 3 Don't exert heavy pressure on the wheel, it will not cut any faster.
- 4 When mounting a new wheel, machines must be fully isolated.
- 5 When fitting a new wheel do not over tighten as it damages the wheel.
- 6 Never use the side of the wheel whilst cutting.
- 7 Keep your fingers and body parts away from the cutting edge of the wheel.
- 8 Ear and eye protection must always be worn.

Q What must you remember regarding the speed of the wheel?

USING PORTABLE ABRASIVE WHEELS

- 9 Don't mount an abrasive wheel unless authorised in writing and trained to do so.
- 10 Only reinforced discs to be used on hand-held machines.
- 11 Check that the maximum wheel speed is greater than the maximum spindle speed before fitting.
- 12 Ensure any guards are always correctly fitted to ensure maximum protection.
- 13 Be aware of other workers in your area; don't put them at risks by your actions.
- 14 Wear the correct PPE - Goggles NOT safety glasses. Goggles have a higher impact resistance.

Q What type of discs must be fitted to portable machines?

USING BENCH-MOUNTED ABRASIVE WHEELS

- 15 Don't mount an abrasive wheel unless authorised in writing and trained to do so.
- 16 Adjust tool rests to be as close as possible to the face of the wheel. Maximum distance 3mm.
- 17 Keep the glass screen in the safety position.
- 18 Keep your fingers below the tool rest level.
- 19 Use the correct grade of wheel for the work in hand.
- 20 **Q Name two safety considerations regarding bench-mounted machines.**
- 21 Discs must have blotters present. The main purpose of blotters is to distribute the clamping force of the flanges evenly on the wheel, but they also prevent the disc slipping and reduce wear on the flanges.
- 22 Keep the face of the wheel evenly dressed.
- 23 After fitting, run a replacement wheel for a full minute before attempting to use it.
- 24 Stop the wheel when not in use.
- 25 **Q How long should a replacement wheel be run for before using it?**
- 26 **Q Who should mount and adjust abrasive wheels?**
- 27 **Q Which part of a wheel should not be used while cutting?**
- 28 **Q What must be worn when using abrasive wheels?**

Do you have any questions?

REMEMBER ABRASIVE WHEELS MUST ONLY BE FITTED BY A TRAINED AND COMPETENT PERSON

Visit www.safety-assoc.co.uk for more information