



Health & Safety Plan

CONWAYS – Mounting company

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Health and Safety Plan (PSS)

A Health and Safety Plan (PSS) must ensure that everyone on the building site has a good working environment. The developer must always prepare a PSS if there are more than ten people from more than one enterprise working on the site at the same time. The developer is responsible for ensuring that the PSS is updated regularly as work on the building site progresses.

The PSS must include:

1. An organisational plan,
2. Building site drawings,
3. A time schedule,
4. An indication of the traffic areas,
5. An indication of the areas in which work will be carried out by several employers and their employees,
6. An indication of the joint safety arrangements which are established in the shared areas,
7. The boundaries of the areas in which work involves particular risks,
8. A procedure for ongoing checks of installations, safety arrangements, any particular risks, etc.
9. An indication of who is to carry out any planned regular inspection and coordination of emergency, evacuation and emergency exercise plans,
10. Specific arrangements relating to any particularly hazardous work.

Tasks of the working environment team

The working environment team deals with day to day working environment tasks within the part of the enterprise.

The working environment team must participate in the planning of health and safety work and the preparation of the workplace assessment.

The team:

- check that the working conditions are fully responsible in terms of the working environment, and whether effective training and instruction suited to the needs of employees is being provided
- take part in the examination of accidents, poisoning incidents and health damage, or near-accidents, etc.

- regularly inspire other employees to behave in a way which promotes good working environment practice.
- forms the point of contact between the employees and the working environment committee
- If a supervisor and working environment representative are not present at the same time, the member present takes over the tasks of the working environment team. Arrangements which are organised in the absence of the other must be reported to the absent party as soon as possible.

may stop work or the work process on its own initiative when there is a considerable risk to employees' safety or health (must immediately contact the management team for the enterprise and explain why it was necessary to stop the work)

SAFETY MEETINGS ON BUILDING AND CONSTRUCTION SITES

The working environment organisation on the building site consists of an employee (working environment representative) elected by and from employees on site, the supervisor on site and the employer or his representative.

It is important that employees play an active part in the working environment organisation to ensure that the working environment work proceeds satisfactorily. Therefore, the management team within the enterprise must make the effort to persuade employees to elect a working environment representative.

If they are unsuccessful, the supervisor will work alone on the working environment team until the employees have elected a working environment representative.

Staff normally elect a working environment representative for two years at a time, but if the enterprise and the employees agree, the period of office can be extended to up to four years. The working environment representative is protected from dismissal or deterioration of employment terms in the same way as shop stewards within the collective agreement area.

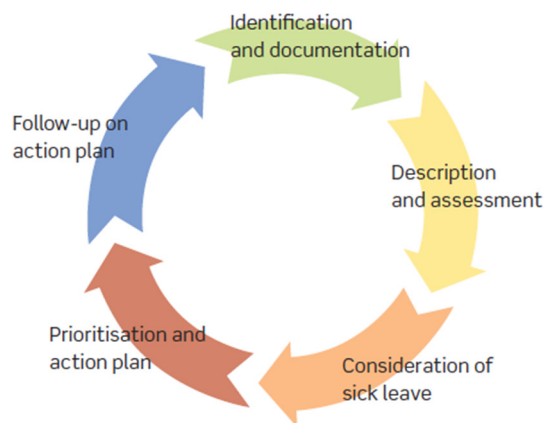
The job of a supervisor is to manage or supervise work within an enterprise.

The enterprise cannot immediately dismiss a supervisor with reference to his work within the working environment team or working environment organisations, e.g. dismiss the supervisor for having demanded special safety equipment. Attempts must be made initially to resolve these kinds of conflicts by means of negotiation or mediation.

WORKING ENVIRONMENT TRAINING

Working environment training must be completed within three months of the working environment representative or supervisor in question being elected or appointed. The supplementary training courses covering a total of two days must be offered and be capable of commencement within the first nine months and be completed within the first 12 months following election or appointment.

WORKPLACE ASSESSMENT



The enterprise must ensure that the APV includes the following five elements or phases in its APV work:

- Identification and documentation of the enterprise's overall working environment.
- Description and assessment of the enterprise's working environment problems.
- Consideration of the enterprise's sick leave.
- Prioritisation of solutions to the enterprise's working environment problems and preparation of an action plan.

As a minimum, an APV must assess:

- Physical effects (e.g. noise, cold and draughts).
- Chemical effects (e.g. sealants).
- Ergonomic effects (e.g. working positions and heavy lifting).
- Psychological effects (e.g. time pressure).
- The risk of accidents (e.g. working at heights).

INDUSTRIAL INJURIES

An industrial accident is a sudden, unexpected event which causes injury and which happens in connection with work, injuring a person.

Reporting accidents

Industrial accidents, including sudden lifting injuries, must be reported by the employer to the Working Environment Authority within nine days of the injury happening.

The National Board of Industrial Injuries and the employer's insurance company must receive the reports so that the employee can receive compensation, where applicable.

Reports must be submitted electronically by using the EASY system operated by the Working Environment Authority and the National Board of Industrial Injuries. Find out more about the EASY system on the Working Environment Authority website: www.at.dk

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ERGONOMICS

Planning involves three conditions in particular:

- The workplace must be laid out to suit individual employees.
- Tools and machinery must be suitable for both the work and the person doing the work.
- Use ergonomic devices, tools and technical aids. This enhances safety and reduces injury.

Find out more at www.bygergo.dk.

Back injury and other injuries to muscles, joints and bones are known collectively as injuries to the musculoskeletal system.

Pulling and pushing

Using hand trucks, wheelbarrows and brick trolleys make it easier to move tools and materials around. However, pulling and pushing using the whole body may require a lot of physical effort; particularly on slopes, uneven ground, in enclosed spaces, where there is repeated starting and stopping, and similar.

Lifting and carrying

Take particular care when lifting:

- below knee height.

- above shoulder height.
- from the side.
- with one hand.
- in enclosed spaces.
- on an uneven or slippery surface.
- on ladders and stairs.

Carrying

If it is not possible to use suitable technical aids to transport loads horizontally or vertically, one must take the following into account when carrying objects:

- The weight of the load must not exceed approx. 20 kg, and the transport route must not be more than approx. 20 m long. At the same time, the load must be held symmetrically and close to the body.
- One stairway step is equivalent to 1 metre. If the centre of gravity of the load is at forearm distance or 3/4 arm distance, the maximum weight of the load is reduced to 12 and 6 kg respectively.

TECHNICAL AIDS

Technical aids include machinery, tools, plant and stationary or mobile transport equipment and lifting gear.

Handheld machines

The correct placement and design of handles also helps to reduce strain on the user. The grip surface must be large enough to achieve even distribution of pressure. Your hands work best when bent back slightly. It is an advantage if handles on handheld machines damp vibration and are heat-insulated.

NOISE

The limit for noise at work sites is 85 dB(A), measured as an average over an eight-hour working day. Unnecessary noise must be avoided, even if the limit is not exceeded. The noise must be as low as is technically reasonable, and acoustic conditions must be satisfactory.

If there are powerful impulses in the noise, e.g. from impact tools, measurement of the noise must be increased by 5 dB(A) so that a genuine comparison can be made with the limit. Powerful impulses are impulses peaking at more than 115 dB(C) and occurring at least once a minute.

The employer must ensure that noise is attenuated using technical arrangements.

Examples of technical arrangements:

- Attenuate the noise at source, e.g. by turning off or stopping equipment which is not being used, and by avoiding striking metal against metal.
- Attenuate noise from noisy machinery, e.g. by having sound-absorbing materials in the driver's cab in contract machinery, enclosing compressors, using sound locks, etc.
- Ensure that less noisy methods are used where possible, e.g. by blasting instead of using a pneumatic drill.
- Limit noisy work e.g. by creating recesses for holes in concrete flooring instead of cutting them in afterwards, or by having steel bars supplied to set dimensions, thereby reducing noisy cutting.
- Choose quality tools and machinery which generate as little noise as possible.

Examples of other arrangements:

- Limit the amount of time spent in noisy areas. This can be done by having a number of people to carry out/share the work.
- As far as possible, always buy low-noise machinery.
- Plan work so that individual workers do not expose one another to noise unnecessarily.
- Developers and advisors can help to reduce noise considerably in the time schedule for the Health and Safety Plan.

MACHINERY AND TOOLS, GENERAL

Machinery produced before 1 January 1993 must still be compliant with Danish regulations.

Obligations of the user

Protective equipment or safety elements must not be removed when you use the machine.

Employees must immediately reports faults with the machine or its protective equipment to the person responsible.

Inspection of machinery

It is the obligation of the employer (user) to inspect machines and machine systems regularly in order to ensure that they are entirely safe.

The usage instructions must specify when and how regular maintenance is to take place.

Here, it is necessary to comply with the supplier's instructions.

Inspection should take place at intervals set for each individual machine, e.g. in relation to how often it is used.

The supplier or another expert must carry out the inspection.

MOTORISED HAND TOOLS

The motor must be switched off and any plug or air connection disconnected when cleaning, adjusting or changing tools. There must be usage instructions in Danish which indicate how to set up, operate and maintain the machine in connection with work

ELECTRIC HAND TOOLS

Enterprises must ensure that electric hand tools are inspected regularly according to the instructions of the manufacturer.

- In general, electric hand tools (class I) must be inspected at least every two months.
- Double-insulated tools (class II) normally have to be inspected every six months. Most professional hand tools are double-insulated.

Drilling machines

Be prepared for the drill to get stuck.

- Avoid using the locking button.
- Do not drill loose workpieces (workpieces should be secured with a holding jaw or on a bench).
- Use extraction if possible. Always use a dust filter unless contamination can be removed effectively.

Polishers

The following points are applicable to belt grinders, vibrating sanding machines and eccentric grinders:

- Use extraction if possible.
- Always wear a dust mask filter unless contamination can be removed effectively. Polishers often have very high levels of vibrations.

WORK PROCESSES

Extinguishing equipment

Regularly check extinguishing equipment and make sure that fire extinguishers have no visible faults or defects, that the seals are intact and that the pressure gauge is displaying the correct pressure. Extinguishers must be approved and labelled "DS". According to the law, a DS-approved filling station must handle extinguisher filling and pressure testing at least every five years.

Welding smoke

Remove welding smoke and grinding dust using suitable ventilation and extraction facilities. Use a portable system if it is not possible to set up a central extractor. If this is not possible either, use suitable respiratory protection.

Noise

Areas in which ear defenders are to be worn must be demarcated, and signs must be put up stating requirements for the use of ear defenders.

Training

Special health and safety training is required to be able to carry out welding and thermal metal cutting and associated grinding work. This training must be approved by the Working Environment Authority and is offered in many locations.

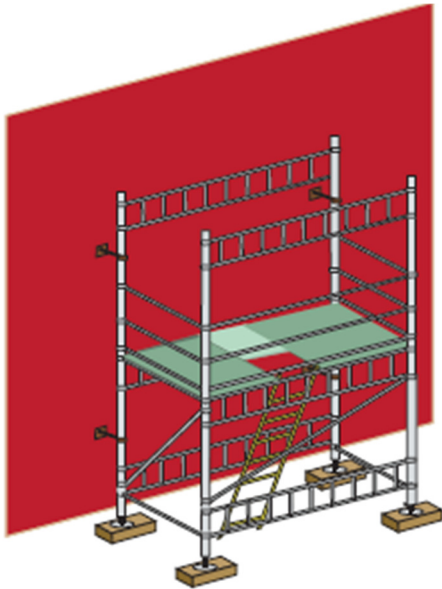
Gloves

Wear gloves for welding. These will protect you from radiation or burns from the welding flame. If you are welding in a kneeling position, you must use knee protectors/pads and suitable ankle cuffs and an apron to protect against sparks and glowing drops of metal.

Eye protection

Using a fixed or moving screen where the density is the same as in the protective glass

FAÇADE SCAFFOLDING AND SCAFFOLDING FOR BRICKLAYERS



Scaffolding must stand on a firm base. If there is any need to chock the scaffolding, the chocks must be stable and no more than 20 cm high. Scaffolding must be secured to prevent it falling over.

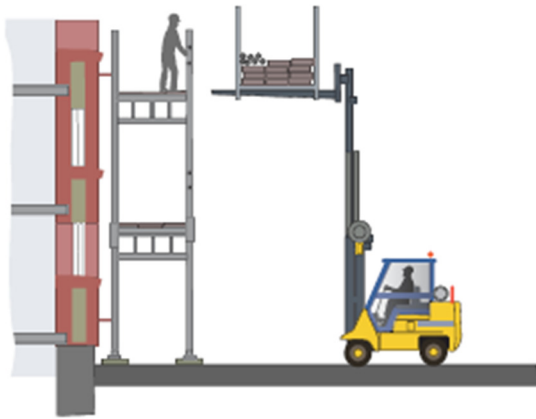
This can be done by securing the scaffolding safely to the façade/structure. Where necessary, follow the usage instructions for other safe ways of securing the scaffolding. Scaffolding components must not be deformed or rusty, and the individual parts must fit together. Anyone assembling, altering or dismantling scaffolding over 3 m must be trained for the job.

If the user of the scaffolding himself wishes to make minor changes to the scaffolding, e.g.

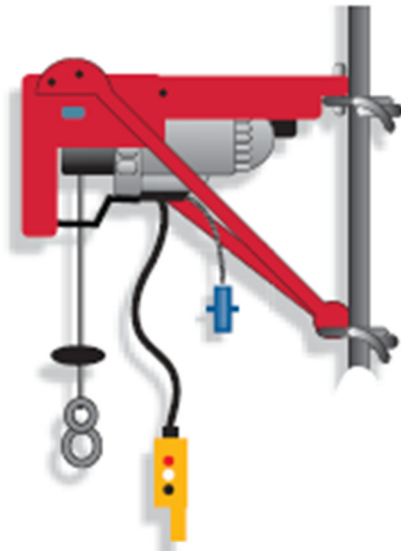
moving brackets, etc., this may take place only on the agreement of the enterprise which put up the scaffolding.



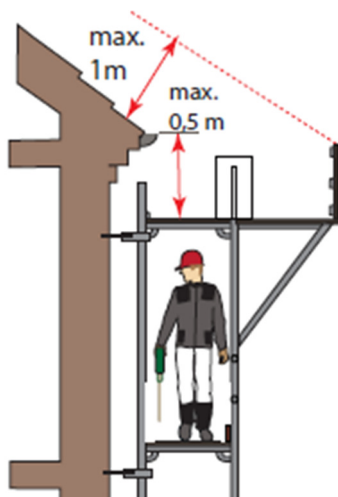
Initially use pallets, stilages and frame containers when you are going to move the elements of the scaffolding from a storage site to a vehicle and from the vehicle to the site where the scaffolding is to stand.



The materials are handled using a fork lift truck or similar. You can also use barrows at the site where the scaffolding is to be erected.



When the scaffolding elements are to be raised and lowered, you must also use suitable technical aids. You can use a base mounted electric hoist with a raised hoisting bracket or a scaffold hoist. Manual hoists ("bicycle wheels") may only be used when installing and removing nets and waste chutes from scaffolding components.



WORKING ON SCAFFOLDING

When work is being done on scaffolding, all hatches must be closed. Trestling, boxes, ladders, loose construction elements, etc. must not be used to increase the working height.

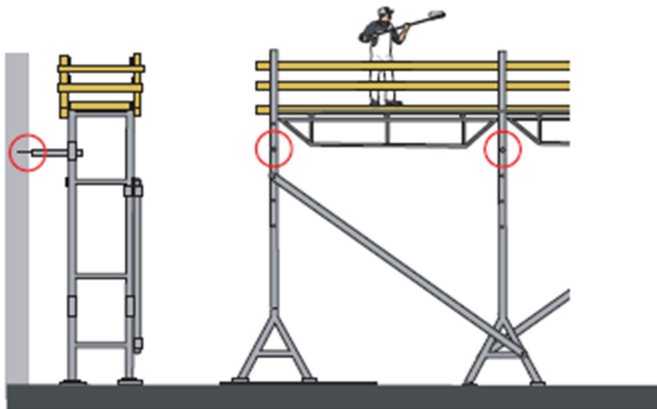
Only people trained for the task may erect and alter rolling scaffolding more than 3 m high. There must be usage instructions in Danish on site. This must specify the permitted uniform load and spot load.

Rolling scaffolding must be erected and dismantled according to the supplier's instructions.

The base must be even and sufficiently load-bearing. Rolling scaffolding must be vertical and not be able to tip. Rolling scaffolding must be fitted with internal steps or ladders to be used when staff have to climb it. The access opening must be at least 0.4 x 0.6 m in size, and it must be fitted with hinged or sliding hatches. The hatches must be closed when people are working on the floor. There must always be guard rails from a height of 2 metres. There must also be guard rails on lower scaffolding if there is a particular risk of falling or if a fall to the substrate would be particularly hazardous. Guard rails comprise a hand rail at a height of 1 metre, a knee rail at a height of 0.5 metres and a footboard at min. 0.15 m. The work platform must completely fill the scaffolding both lengthwise and width wise. The floor must not be able to tip or move, and the wheels must be locked.

TRESTLING

Only people trained for the task may erect and alter trestling more than 3 m high. There must be usage instructions in Danish on site. This must specify the permitted flat load and spot load.



Trestling must be erected and dismantled according to the supplier's instructions.

The trestles must stand on a firm, even surface.

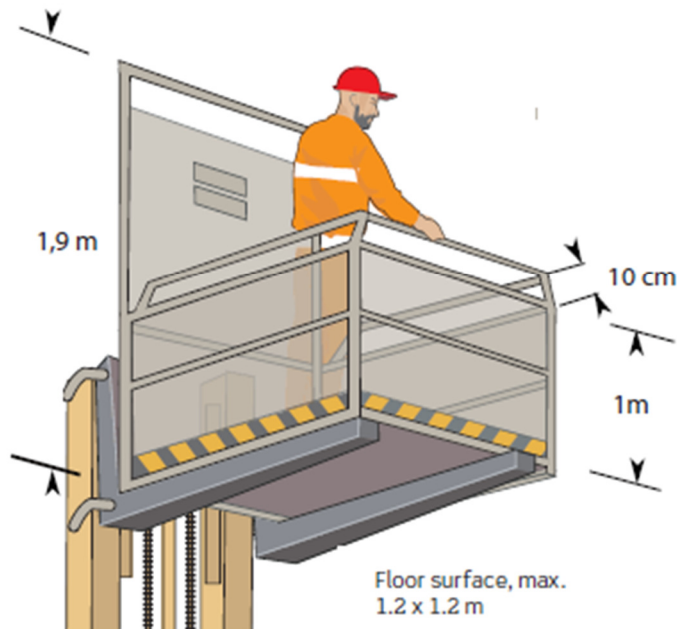
There must always be guard rails, if there is a risk of falls and injury.

Guard rails comprise a hand rail at a height of 1 metre, a knee rail at a height of 0.5 metres and a

footboard at min. 0.15 m. Never use boxes, ladders or other equipment to achieve extra working height.

PERSONNEL LIFT WITH CRANE BASKET

Using a fork lift truck to lift people is permitted. This may take place during minor repair and replacement work or for work of short duration.



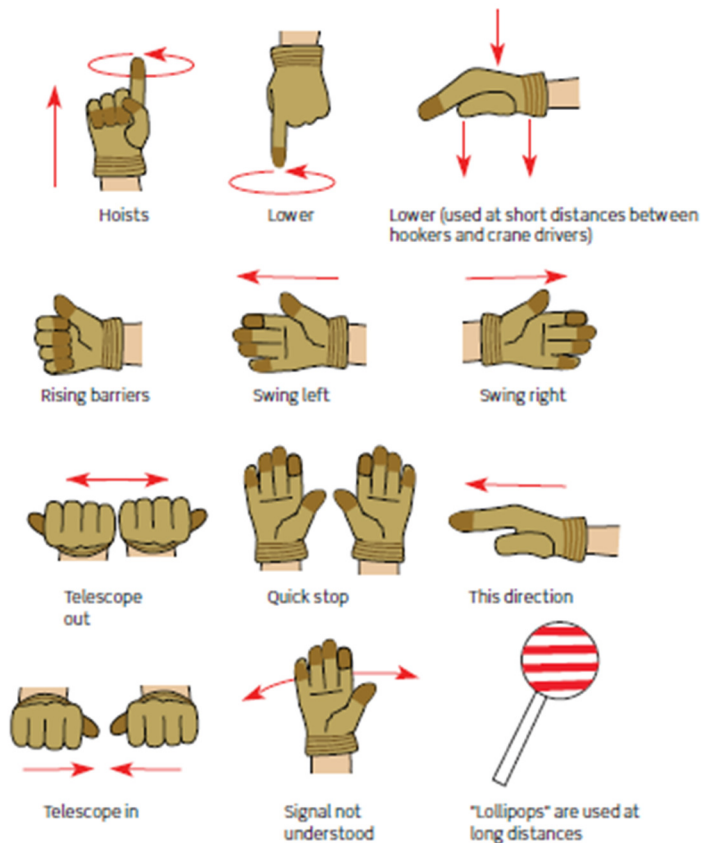
The person in the basket and the crane driver must be able to talk to one another, possibly by means of a radio or telephone. The work basket must not normally be left in its raised position. If this is necessary to allow a task to be done, an exemption must be applied for first. An application for exemption is conditional upon:

- A description of the work.
- Personnel wearing approved fall protection equipment when leaving the basket, and ensuring that the safety line is always secured to the crane hook or a permanent structural element.
- Ensuring that inspection and maintenance procedures are in place for fall protection equipment and securing of the line.

- Constant supervision of the task taking place.

CRANES

If lifting is already in progress, the driver must immediately lower the load to the nearest safe resting position. The ground assistant and crane driver are entitled and obliged to refuse to do a lift if they feel that the lifting in question may be dangerous.



Hooking gear

Hooking gear must be checked every time it is used, and it must undergo a main inspection at least once a year. Hooking gear should always be stored properly in a dry, airy place. Fibre ropes in particular must be protected against direct sunlight as ultraviolet rays will break down the rope. Discarded gear must be kept separate from other gear.

MOBILE CRANES AND OTHER MOVING CRANES

Supporting legs must be folded out (extended) so that they correspond to the load and jib radius in question. All supporting legs must be placed on a load-bearing substrate – where necessary, use plates beneath supporting legs to distribute the load over the substrate. If the crane is to move with the load elevated, the substrate must be flat and firm, corresponding to a road prepared for finishing (asphalt). Otherwise, transport plates must be laid out.

LIFTING WITH FORK LIFTS

Pallet forks must only be used to lift loads which are suitable for lifting with a fork lift. It is necessary to make the load safe by securing it or by tilting the forks backwards when moving with the load. The forks must not be used directly as crane hooks. The forks must be inspected regularly for wear, cracks and deformations. Forks may only be repaired by specialists, and only according to the supplier's instructions. Minors under 18 may only operate machinery with forks for lifting in connection with industrial skills training (e.g. as apprentices), and if they have received the proper instruction and hold the necessary certificates.

Concrete surface finishers

Machines with petrol engines may only be used indoors when the rooms are well ventilated.

Concrete surface finishers with rotating discs or propellers must be secured as follows:

- Rotating discs or propellers must be shielded so that no part of a foot can enter the hazard zone.
- The machine must have a hold-down handle (dead man's control)
- On petrol-driven machines, it must be possible to activate the starter while operating the hold-down handle on the steering gear.

Vibrators

Vibrators which are used to distribute wet concrete in moulds and to level off floors and floor decks are driven by low-voltage motors via transformers. It may be necessary to restrict work periods if the vibration level is high (find out more in the section on vibrations). Good maintenance is a must if vibration damping is to work effectively. There should be a switch on the operating handle if the vibrator motor is built into the unit. Do not leave an immersion vibrator with the motor on.

PROTECTIVE EQUIPMENT

Personal protective equipment includes safety helmets, respiratory protection and similar items which protect employees as they work.



Requirements

Protection: Make sure that the item of protective equipment offers the necessary protection.

Discomfort: Protective equipment must not cause more discomfort than is necessary to allow it to work.

Suitability: Protective equipment must be suitable for the task in hand.

Protective equipment must not have more properties than it needs to have, as extra properties may cause unnecessary discomfort.

Employer responsibilities

- Ensuring that employees use the protective equipment as they work.

- Instructing staff on the use of protective equipment and ensuring that employees follow his instructions.
- Explaining to employees about the consequences for safety and health of failure to follow the instructions.

Employees responsibility

- Using protective equipment from the start of work until it is completed.
- Of course, this assumes that they have been supplied with the protective equipment and received instruction on how to use it.
- Telling the supervisor or employer if there are any faults or defects in the protective equipment.

H ELMETS

The colour and shape of the helmet must sometimes be suitable for the job function It is important for the helmet not to weigh more than necessary.

You must wear your helmet with a chin strap if there is a risk of the helmet falling off due to a special working position or windy weather,

Helmets must not be painted/sprayed or cleaned using solvents as this may weaken the helmet. Cold, heat, strong light, moisture and perspiration can also weaken the helmet's ability to provide protection if it is subjected to such for any length of time. The same is true for any products used on the skin or hair.

EAR DEFENDERS

Earmuff s are ear defenders which enclose and cover both ears and are kept in place by a strap or headpiece which can be adjusted to fit the head. They must fi t tightly.

EYE PROTECTION

Eye protection may include protective goggles, face shields or welding helmets. Eye protection must be sufficiently large and give clear vision so that you can work properly. If you already wear glasses, your eye protection must be large enough to leave space for your glasses, or else you must use eye protection with corrective lenses

FALL PROTECTION

Select equipment suitable for the task.

- Select equipment to prevent falls in preference to equipment to arrest falls.
- Fall limiters must always be used with equipment to arrest falls.
- The anchor point must be able to absorb a dynamic load of at least 10 kN (1000 kg).
- In the case of equipment to arrest falls, it must be possible to rescue - from above or below - any person who has fallen and is hanging on the line.

PROTECTIVE CLOTHING

Protective clothing includes arm protection, one-piece suits or similar to provide protection against chemicals or cold

GLOVES

How to protect your skin:

- Avoid using substances which may irritate the skin or cause allergies. If this is technically impossible, select the least irritating substances.
- Prevent your skin coming into direct contact with harmful substances or with workwear which is contaminated or soaking wet.
- Avoid soaps and creams with unnecessary additives such as perfume. Select products with full product declarations.
- Do not clean or wash your hands in any detergents that are stronger than necessary, and avoid keeping them in water for any length of time.

Remove watches, rings and other jewellery before you start work.

It is the responsibility of the employer to ensure that the right type of gloves can be used when work commences.

PROTECTIVE FOOTWEAR

Wear shoes or boots with steel toecaps if there is a risk of your feet being trapped or injured by falling objects, such as when working with heavy, unwieldy objects weighing in excess of 16-20 kg.

You must wear steel toecaps in the following cases:

- When attaching items.
- Installation and removal work involving concrete elements, shuttering leaves or blocks, plasterboard and electrical cabinets. Footwear with protective soles must be worn when there is a risk of treading on pointed or sharp object such as nails

Protective footwear must also be suited to individual employees and their needs. Shoes or boots must remain firmly in place and fit well. This is particularly important for footwear with steel toecaps, which is unable to mould itself to the shape of the feet.