



Company Policy

Health & safety for work performed at Customer premises

Policy Statement

Absolute Calibration Limited is concerned for the welfare of all staff employed by the Company and all personnel who may be affected by its actions during the performance of services at the customer's premises.

It is the policy of the Company to take all reasonable steps to ensure the health and safety at work of all employees and to take all necessary steps to implement procedures to ensure that personnel are not exposed to additional risk.

The attention of all employees is drawn to the Company Policy for Health & Safety and the following rules and procedures. Disciplinary action will be taken against any employee who violates these rules and procedures.

IMPORTANT REQUIREMENTS FROM THE CUSTOMER

It is important that the customer agrees to and supplies the following before any work is carried out.

Health and Safety

This document covers generic Health and Safety matters will on customer's premises, however, it is not site specific, therefore whenever we work off-site we will adopt and adhere to the customers Health and Safety policies.

A copy of the customers Health and Safety policy and any other documentation referring to contractors working on-site must be received by Absolute Calibration prior to the visit. This will be passed to the Absolute Calibration engineer(s) for review before the visit.

Absolute Calibration engineer(s) will be available to attend H&S courses/briefings prior to the work being carried out as necessary.

Risk Assessment

Absolute Calibration will not be familiar with the customers site or procedures, therefore, we require the customer to carry out a risk assessment prior to the engineer visiting. Absolute Calibration will fully cooperate in the risk assessment where required - if a visit from an Absolute representative is required prior to the engineer carrying out the work then further costs will be incurred.

Confined Spaces

Please see 'Confined Spaces' in this document.

Noise at Work Regulations

Please see 'Noise at Work - Customers Premises' in this document.



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Site Safety

Absolute Calibration will adopt and adhere to the customer's site safety rules including fire procedures. The customer must forward a copy before the engineer visits.

First Aid

Absolute Calibration's engineers are often working alone. It is essential that before any work is carried out our engineer is aware of the sites first aid procedures, personnel and location of first aid room/supplies.

Work Performed at Customers Premises

Representatives shall conduct themselves in a manner so as not to contravene any legislative or Customer requirements with regard to health and safety. Safe working practices shall be followed at all times.

In most circumstances you will be working alone, therefore ensure that, depending on the equipment and nature of work, that a customer representative is also present.

Please ensure that you take rest breaks as and when required.

The customer's health and safety requirements shall supercede this procedure whilst at the customer site.

Prior to starting work please refer to the 'Safe Working Assessment' form in Appendix I.

Customer Briefings

Employees or sub-contractors may be required to attend safety or working practice briefings prior to the commencement of work. All representatives shall listen, understand and abide by these briefings.

Hazards

Due to the diverse nature of the work and working environment, various hazards may be encountered during the working day. These are to be identified where ever possible either visually or audibly. All personnel whether employees or sub-contractors are required to make the hazard known to all personnel entering the area.

House Keeping

1. All personnel are responsible for ensuring that the area in which they are working is kept clean and tidy at all times. This includes before and after performing any tasks required of them, so as not to present a hazard to themselves or any other person.



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2. Leads, cables and test equipment shall not be allowed to present any dangers to personnel by obstructing thoroughfares or work areas so as to produce a risk of tripping.
3. All rubbish or debris shall be removed from the customer's site and disposed of through the approved methods at Absolute Calibration.

First Aid

1. Personnel shall make themselves familiar with the site First Aide procedures and the location of the First Aid equipment prior to commencing work on customer's sites.
2. Any accident must be immediately reported to the customers Health & safety officer in accordance with any local customer procedures, and afterwards to Absolute calibration First Aider and Health and Safety Officer.
3. All accidents, however small, shall be entered in both accident books.
4. Employees in no way shall admit liability on behalf of himself or the company in the involvement of an accident.

Company Vehicles

1. Personnel shall be aware that Company vehicles may be subject to search at customer's premises. Items that are not related to the work to be performed shall not be carried on to customer sites.
2. Personnel driving Company vehicles should abide by all speed limits in place on customer sites.

Personal Protective Equipment (PPE)

PPE must be worn on customer's premises where indicated by mandatory blue signs or where indicated by customers.

If any PPE becomes defective, then a manager of Director must be informed immediately for a replacement to be provided.

Employees are prohibited to carry out any work in areas that requires PPE, without being in possession of and wearing PPE that is fit for the purpose.



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Working in Confined Spaces.

Absolute Calibration's premises in Portchester do not contain any confined spaces where work is to be carried out. However, there will be occasions where working in confined spaces has to be carried out on customer's premises/property.

A confined space can be defined as any space of an enclosed nature where there is risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Danger can arise in confined spaces because of:

- Lack of oxygen
- Poisonous gas, fume or vapour
- Liquid or solids which can suddenly fill the space, or release gases into it. Free flowing solids which can also partially solidify or bridge in silos causing blockages which can collapse unexpectedly.
- Fire and explosions.
- Residues left in tanks, vessels etc, which can give off gas fume or vapour.
- Dust may be present in high concentrations.
- Hot conditions leading to a dangerous increase in body temperature.

Some of the above can already be present in confined spaces and some may arise through the work being carried out.

Before working in confined spaces a risk assessment must first be carried out to decide what measures are necessary for safety.

If risks are identified then the following duties have to be followed:

- Avoid entry to confined spaces and work on the outside where possible.
- If entry is unavoidable follow a safe system of work.
- Put in place emergency arrangements before work commences.

NB. As working in confined spaces will occur on customer's premises/property, they will be aware of the nature of the confined space and any potentially dangerous substances contained therein or around; therefore, the customer is in the best position to carry out this risk assessment and should have done so before Absolute Calibration attend their site. The customer should advise Absolute Calibration of the risks involved and the necessary preventative measures. Absolute Calibration's engineer(s) should be advised when attending the site before any work commences and undertake any training required and advised of first aid, safety and evacuation procedures etc.

Whenever the customer advises that Absolute Calibration will be working in confined spaces, we will advise of any equipment that may effect the risk assessment such as heat generating equipment. All actions must meet the requirements of the Confined Spaces Regulations 1997.



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Noise at Work - Customers Premises

It is the customer's responsibility to advise Absolute Calibration, before engineers work on their site, of any areas that our engineers will be working where the noise levels exceed those laid down in current legislation.

Absolute Calibration's engineers must wear ear protection at all times on customer premises where mandatory signs are displayed.

REMEMBER, ACCIDENTS DO NOT JUST HAPPEN, THEY ARE CAUSED

APPENDIX I - Safe Working Assessment Form



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Customer Code:

Date from: **to:**

The following points shall be considered before work commences.

Answer

| Does the customer require you to attend a Safety course/briefing? | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Has the customer made available to you their risk assessment for the works being carried out, and have you familiarised yourself with it prior to starting work? | |
| Do any of the calibration or working practices to be used cause danger to the customer or his premises? | |
| Do you know where fire exits and first aid points are? | |
| Is there sufficient space to work safely? | |
| Do you need to notify the customer of any aspect that affects his operation or personnel? | |
| Is any customer supplied equipment in a safe and suitable condition for use? | |
| Are the units to be calibrated in suitable condition for use? | |
| Have you assessed the local environment for potential risks (flammable gases, water contamination, etc)? | |
| Have you assessed the equipment and local area with regards to COSHH? | |
| Are there any safety devices which you need to disable during the calibration process and if so have you informed all personnel involved in the area? | |
| Have you ensured that during the calibration procedure you will be working in a safe manner? | |
| Will you ensure that all equipment used is kept neat and tidy and cables do not present danger to personnel or relevant signage | |
| On completion have you re-set any safety devices you may have disabled? | |
| On completion have you left the workplace safe & tidy? | |

Engineer:.....