

# **BONNAR SAND & GRAVEL CO LTD**

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## **COMPANY POLICY ON**

## **HEALTH AND SAFETY AT WORK**

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# **HEALTH, SAFETY & WELFARE**

## **POLICY STATEMENT**

It is this company's intention that all employees will participate in ensuring that the Health and Safety of all the workforce, and any other persons who may be affected by our business endeavors, will be at the forefront of our business plan. This can only happen if we the employees, from the directors, managers, and the workforce accept that health and safety is not only a statutory duty, but also makes good business sense.

To this end, the directors of the company will on an ongoing basis review the company's health and safety matters and update them in accordance with current laws, regulations, and approved codes of practices, and these changes will be discussed with the whole workforce.

Part of these changes mean employing on a part time basis a health and safety advisor to assist us in setting out practical ways to achieve our goals.

Mr Daniel Bonnar the Managing Director has main responsibility in law of ensuring, that this policy is brought to the attention of all the workforce, and that they are all familiar with the aims of this company, which is to ensure that we all work together to try to achieve a free from risk working environment. This includes all employees, visitors to our premises, and in particular, members of the public including children, who could be placed at risk by our acts or omissions.

To assist us in this policy, we shall ensure that the necessary resources are in place to supply suitable information, instruction and training.

We already have in place induction training, incident reporting, and a series of ongoing toolbox talk training will be implemented. Quarterly health and safety as well as environmental audits will be carried out to ensure that we keep health and safety to the forefront of our business strategy.

DANIEL BONNAR  
Managing Director

## **2 DUTIES & RESPONSIBILITIES**

The overall responsibility for ensuring that this policy is adhered to will be that of the Managing Director. Assessments of safe working practices and procedures will be carried out by the Directors and or Managers in their various areas of responsibilities.

Responsibility for the processing and maintenance of all necessary files and records will be that of the Director duly appointed as Safety Officer.

Responsibility for ensuring that Company rules and Regulations are adhered to will be that of the Quarry Manager and Transport Manager.

### **3 RISK ASSESMENTS & SAFETY REQUIREMENTS**

Identifications of Hazards and Risks

#### **3.1 ROCK, SAND & GRAVEL**

The mineral material is extracted from these workings by mechanical plant and passes through screens, crushers and screening plant the finished material is stockpiled within the quarry area. Settlement lagoons are required to settle out the sediment from the water used to wash the sand.

#### **3.2 HAZARDS AT SAND & GRAVEL WORKINGS**

##### HIGH to MEDIUM RISK

- 3.2.1 Toppling mobile plant
- 3.2.2 Travelling mobile plant
- 3.2.3 Trapping in Rotating smooth shafts in conveyors.
- 3.2.4 Falls of material
- 3.2.5 Collapse of Excavation Faces
- 3.2.6 Falls from height at face
- 3.2.7 Falls from machinery and plant
- 3.2.8 Blockages at crusher
- 3.2.9 Clearance of blockages
- 3.2.10 Drowning at Lagoons
- 3.2.11 Polluting of water ways
- 3.2.12 Noise damage to hearing

#### **3.3 PRECATIONS TO BE TAKEN AT SAND & GRAVEL WORKINGS**

- 3.3.1 Ensure stability of mobile plant
- 3.3.2 Provide all necessary guards to conveyor drums
- 3.3.3 Fit sleeves on accessible smooth rotating shafts
- 3.3.4 Limit height of face to maximum height of 1.5 times reach of shovel
- 3.3.5 Carry out daily inspections of workings and faces to ensure no overhangs or faults
- 3.3.6 Don't walk to close to edge of face
- 3.3.7 Provide emergency stop buttons on plant
- 3.3.8 Provide guard rails on crusher platform
- 3.3.9 Provide back stop to crusher hopper
- 3.3.10 Guard all drive belting
- 3.3.11 Display warning notices at Lagoons
- 3.3.12 Regular inspection of Lagoon Banking
- 3.3.13 Wear safety helmets and other protective equipment at all times
- 3.3.14 Wear ear protection when necessary
- 3.3.15 Report any problems if work cannot be carried out safely
- 3.3.16 Fence off rock face

### 3.4 MAINTENANCE OPERATIONS AND ENGINEERING WORKS

Maintenance staff carry out maintenance and repairs to quarry plant, equipment and vehicles, general building repairs and painting are carried out within the quarry.

### 3.5 HAZARDS IN MAINTENANCE AND ENGINEERING WORKS

- 3.5.1 Insufficient or inadequate training and supervision
- 3.5.2 Falls from ladders, heights and through fragile roofs
- 3.5.3 Trapping in machinery
- 3.5.4 Crushing by vehicles or between vehicles
- 3.5.5 Falls of material
- 3.5.6 Burns
- 3.5.7 Falls from stationary vehicles
- 3.5.8 Falls on the ground
- 3.5.9 Improper use of tools
- 3.5.10 Electric shock
- 3.5.11 Working in unsafe conditions

### 3.6 PRECAUTIONS TO BE TAKEN IN MAINTENANCE AND ENGINEERING WORKS.

- 3.6.1 Ensure adequate supervision and training
- 3.6.2 Ensure plant main switch at “OFF” and “LOCK OFF” or remove fuses prior to carrying out repairs or maintenance
- 3.6.3 Prop all raised vehicle bodies
- 3.6.4 Ensure adequate space around vehicle under repair
- 3.6.5 Use correct safety equipment when working at heights
- 3.6.6 Wear proper protective equipment eg safety helmets, shoes, goggles etc.
- 3.6.7 Use of Ladders, secured or held
- 3.6.8 Provision of ropes at fuel and batcher
- 3.6.9 Do not climb over equipment or rocks
- 3.6.10 Clear out all loose equipment from vehicles when working on them.
- 3.6.11 Inspect hand tools regularly
- 3.6.12 Carry out general safety inspections of the work areas at regular intervals
- 3.6.13 Report any problems if work cannot be carried out safely

## 4 COMPANY RULES AND REGULATIONS

### 4.1 GENERAL

- 4.1.1 All instructions given by the Quarry Management must be adhered to
- 4.1.2 Always observe written warning signs
- 4.1.3 Visitors must sign in and out
- 4.1.4 Never fool about in the quarry
- 4.1.5 Never attempt a two man job by yourself
- 4.1.6 When working away from place of work make sure your location is known in case of accidents or ill health
- 4.1.7 Make yourself aware of all safety equipment including “STOP” buttons, fire extinguishers and PPE’s
- 4.1.8 All accidents, however minor, must be reported as soon as possible to the Quarry Management
- 4.1.9 Exercise special care in adverse weather conditions
- 4.1.10 It is every employees duty and responsibility to report unguarded machinery or any potentially dangerous situations
- 4.1.11 Always use the proper means of access and use work platforms provided. Do not use any operating machinery as support or access
- 4.1.12 Keep all work places, walkways and electrical switch houses clean and free from spillage, material and any other items eg drums, boxes etc.
- 4.1.13 Clear up any spillage (eg fuels & oils) immediately with appropriate materials

### 4.2 MOBILE MACHINERY

- 4.2.1 Permission must be obtained from the Quarry Manager before anyone can drive or operate a machine and only trained and competent operators can operate plant
- 4.2.2 Never approach a machine until the operator is fully aware of your presence
- 4.2.3 Never travel in the bucket of a machine
- 4.2.4 Never exceed the manufacturers rating of any machine
- 4.2.5 All operators must wear high visibility jackets or vests

### 4.3 PROCESSING PLANT

- 4.3.1 Beware of falling stones and always wear a safety helmet
- 4.3.2 Always use the access and handrails provided
- 4.3.3 On no account enter hoppers unless the method of filling the hopper is not functioning

### 4.4 WORKING FACE

- 4.4.1 Do not go near the extreme edge of the excavation face
- 4.4.2 Do not walk or stand under the ballast face
- 4.4.3 Report any missing or damaged danger signs

#### 4.5 CONVEYORS

- 4.5.1 Never attempt to clean a moving conveyor.
- 4.5.2 Head and Tail drums to be treated with extreme caution
- 4.5.3 Ground Conveyors must only be crossed by the bridges provided
- 4.5.4 It is forbidden to ride or stand on Conveyor belts
- 4.5.5 Only experienced and trained personnel to work in this area
- 4.5.6 Operators to constantly monitor and avoid conveyor overloading

#### 4.6 MACHINERY

- 4.6.1 Guards must NOT be removed while machinery is in motion and may only be removed when it is otherwise safe to do so
- 4.6.2 Machinery must NOT be started unless all the guards are in place and all personnel are a safe distance away
- 4.6.3 Damaged guards must be reported immediately
- 4.6.4 Before repairs or maintenance are carried out on a machine the OFF switch must be LOCKED or fuses removed and the key or the fuse retained
- 4.6.5 No modifications should be carried out without the Quarry Managers Permission.

#### 4.7 FIRE PRECAUTIONS

- 4.7.1 Unauthorised persons must not use the gas or welding equipment
- 4.7.2 Ensure that all fire fighting equipment is inspected and maintained and persons are trained in it's use.

#### 4.8 PROTECTIVE CLOTHING

- 4.8.1 Wear protective gloves when handling wire ropes, sharp objects, stone, chemicals etc or when ever hands at risk
- 4.8.2 Goggles must be worn when eyes are at risk
- 4.8.3 Ear defenders must be worn where necessary
- 4.8.4 Dust masks will be supplied and worn when necessary

#### 4.9 ELECTRICAL APPARATUS

- 4.9.1 Electrical equipment must not be worked by any unauthorised person and only by persons whom are trained and competent

#### 4.10 LIFTING LOADS

- 4.10.1 Use proper lifting tackle. Check all ropes, chains, slings, beams, and pulleys etc., before use
- 4.10.2 Lift only loads within the specified safe working limits
- 4.10.3 Do not leave loads suspended
- 4.10.4 Never work or stand under a suspended load.

#### 4.11 FUELS & OILS

- 4.11.1 The company uses diesel fuel in lorries and machines, while diesel is not classified as a flammable liquid, you must observe the “NO SMOKING” rule in the fuelling area
- 4.11.2 All petroleum products including diesel fuel can have harmful effects on the skin eg dermatitis. If contact is made, wash thoroughly use barrier cream if required. Wear gloves if necessary.
- 4.11.3 Any spillage of oil or diesel fuel must be dealt with immediately, the Transport Manager should be notified immediately of any spillage.

#### 4.11 BATTERY CHARGING EQUIPMENT

- 4.12.1 Only trained personnel permitted to use battery charging equipment
- 4.12.2 No person without permission or supervision to jump start
- 4.12.3 Where batteries or other electrical equipment is being charged it is essential that there is adequate ventilation and “NO SMOKING” is permitted in this area
- 4.12.4 Check battery terminals frequently and ensure that nothing is placed on the cells
- 4.12.5 Sulphuric Acid used in lead acid cells is harmful to the skin and should be washed off immediately. Eye protection must be worn when handling. If acid splashes into the eyes it should be washed out immediately with large quantities of water
- 4.12.6 Alkaline cells have an electrolyte of caustic potash which is corrosive and will Cause burns to skin or clothing; affected skin should be treated with Boric Powder and affected eyes should be washed out immediately and a solution of Boric Powder applied
- 4.12.7 Always wear appropriate PPE in this area of work which must include rubber gloves, goggles and overalls.

#### 4.13 CEMENT AND CONCRETE

- 4.13.1 Avoid contact with cement and concrete (wet). Skin contact can cause “Allergic or Contact Dermatitis” and freshly mixed concrete can cause ulceration of the skin. Any cement on the skin or eyes should be washed off immediately
- 4.13.2 Protective clothing must be worn at all times when working with concrete or cement; rubber gloves, overalls and boots and if necessary goggles and face mask.

#### 4.14 SAFETY RULES FOR VEHICLES

- 4.14.1 Vehicles in this context include:
- Dump trucks and all other lorries
  - Loading Shovels (Rubber Tyre)
  - Bulldozers and tracked shovels
  - Excavators of any sort
  - 4 wheel drives and vans used in the quarry
  - Cranes (except loco cranes)
  - Anything towed or steered by or in the direct control of quarry personnel

#### General Rules for all Vehicles:

- 4.14.2 No Vehicles may be driven by any person unless he has the written permission of the Quarry Manager
- 4.14.3 Drivers must make certain (by walking around the vehicle if necessary) that it is safe to reverse before doing so
- 4.14.4 No person may ride in or on a vehicle unless he has the Managers permission and rides in an approved safe position on the vehicle
- 4.14.5 A vehicle must be stationary with the engine stopped with any parking brake on before it is left by the person in charge of it
- 4.14.6 It is forbidden to get on or off a moving vehicle
- 4.14.7 Diesel driven vehicles must be left with engine stopped and the gears engaged
- 4.14.8 When loading lorries plant operator to ensure that driver has remained in the cab
- 4.14.9 Before driving a vehicle for the first time on any day a driver must make a visual inspection of the vehicle and report any worn, loose, damaged or faulty parts to the Manager immediately.
- 4.14.10 No vehicle may be taken off the Quarry premises without the consent of the Manager
- 4.14.11 All traffic signs and warnings in the quarry must be obeyed
- 4.14.12 When reversing beeper and amber light must be operating
- 4.14.13 Orange lights to be used in poor visibility
- 4.14.14 Vehicles to be parked in demarcated areas only; seperated from pedestrians, dump trucks, cars, vans etc.
- 4.14.15 Any defect discovered on any vehicle must be reported at once to the Quarry Manager
- 4.14.16 Vehicles must at all times be driven at a safe speed
- 4.14.17 Before starting any machine care must be taken to ensure that the drive from the engine is disengaged
- 4.14.18 Vehicles must not be left parked on a slope for any reason
- 4.14.19 No vehicle may work close to or cross under an overhead obstruction unless there is a notice clearly stating the height of the obstruction
- 4.14.20 If a vehicle is being repaired or maintained the person doing the work must remove the ignition key and keep it on his person to prevent the vehicle from being accidentally driven.

Additional Rules for Loading Shovels:

- 4.14.21 Loading shovels must not be left with the bucket in the raised position
- 4.14.22 If a defect makes it impossible to lower the bucket a safe and adequate prop must be put under it
- 4.14.23 Shovels must not be used to lift or carry in excess of their capacity
- 4.14.24 Shovels must not travel with the bucket more than 3ft off the ground unless at the point of lifting or loading
- 4.14.25 It is absolutely forbidden for any person to stand in or be lifted by the bucket except that it is permissible to stand in the bucket when the machine is at rest with the engine switched off and the bucket resting on the ground
- 4.14.26 No person may be within the operating area of a shovel when it is Working
- 4.14.27 When a shovel is being used for lifting purposes the correct manufacturers lifting hook or other appliance must be used.

Additional Rules for Dump Trucks and all other Motor Vehicles:

- 4.14.28 Vehicles must not be driven with the body in the raised position
- 4.14.29 Drivers must stay in the cab whilst being loaded by an excavator
- 4.14.30 The tipping mechanism must not be operated unless the vehicle is standing on level ground
- 4.14.31 If a vehicle body is placed in the raised position so that persons may work under it props must be securely placed so as to prevent its accidental lowering. Such props may only be removed by the person working on the vehicle when he is satisfied that it is safe to do so
- 4.14.32 Overhead wires/cables to be considered when raising vehicle body
- 4.14.33 When tipping is taking place any loads will be tipped only as directed by a tip or hopper attendant. In no case may a driver approach closer to the edge of a tip or hopper or drop than 30ft unless there is a substantial barrier designed to stop the vehicle at the edge of the drop. This rule does not apply in the case of a "drive over" hopper designed to take the weight of the vehicle.

Additional Rules for Bulldozers, Scrapers and Tracked Shovels:

- 4.14.34 Bulldozers or tracked shovels must not be left with the blade in a raised position
- 4.14.35 If it is necessary to leave the blade or shovel in the raised position for maintenance purposes a suitable prop must be placed under it
- 4.14.36 Scraper gate must be left closed
- 4.14.37 Reeving of ropes is to be done by hand.

#### Additional Rules for Excavators and Cranes

- 4.14.38 No person is to be within 2 meters of working radius of the machine when it is in motion
- 4.14.39 No person may climb the jib of the machine for maintenance purposes unless the machine is equipped with a walkway for this purpose
- 4.14.40 When the machine is stopped the bucket must be lowered to the ground
- 4.14.41 No attempt must be made to lift loads in excess of the capacity of the machine
- 4.14.42 When the dragline excavator is working on the face it must be so positioned that the tracks are at right angles to the face and do not overhang the face so far as is practicable and possible. The track driving chains must always be on the side furthest from the face
- 4.14.43 No dragline excavator may be operated on a gradient or incline although the machine may be allowed to travel a safe gradient to get to or from the place of work
- 4.14.44 If the excavator is being used for lifting the bucket all attachments must be removed first
- 4.14.45 No person may pass or remain under a stationary jib
- 4.14.46 If a dragline is being moved an authorised person must be in attendance outside the excavator to warn the driver of obstacles and dangers
- 4.14.47 Riding in dragline buckets or suspended loads is forbidden
- 4.14.48 The dragline bucket may be used only for authorised purposes
- 4.14.49 Do not step over or stand over a drag rope