



Industrial Washing Machines

**SITE SAFETY HANDBOOK**





## **STATEMENT OF HEALTH AND SAFETY POLICY**

Industrial Washing Machines Ltd. (IWM) believes that its commitment to health and safety contributes to the success and efficiency of every project, contributing to client satisfaction and maintaining IWM's excellent reputation in the market place.

The company's objectives in relation to health and safety are:

- 1: To carry out its operations in a manner which safeguards, as far as reasonably practical, the health, safety and welfare of its employees and any other persons who may be affected by any of our operations**
- 2: To establish working practices which minimise the risk of accidents and which protect against occupational health risks**
- 3: To allocate adequate resources to ensure the effective management of health and safety in all its operations**
- 4: To comply with applicable legislation**

The company operates Health and Safety Management procedures, which provide a framework for achieving the objectives stated above, and with the aim of ensuring effective control of work activities. The procedures within our Health and Safety policy detail methods of consultation with employees, standards for the provision of training and information which aims to ensure the involvement and awareness of all the company's personnel

All employees are required to carry out their duties with proper regard to health and safety in accordance with the law and requirements contained within the IWM Health and Safety policy, which is readily accessible to all employees. When working at another site, it is our employee's responsibility to ensure any local customer requirements are adhered to and IWM Health and Safety procedures are followed in full.

As Managing Director, it is my responsibility to ensure I liaise with employees directly and via foremen and management team to ensure all are aware of the policy we employ, and to modify/update our policy as and when required.

If there are any doubts or questions regarding health and safety **ASK**.

**Carl Hollier**  
Managing Director  
Industrial Washing Machines Ltd.

## INTRODUCTION

This booklet has been produced as a guide to the health and safety of all persons visiting IWM, working at IWM or IWM employees working and/or visiting other sites. It contains a resumé of health and safety matters and how they affect you.

It is essential that you read this booklet carefully to ensure you are not taking unnecessary risks.

Remember the law says:

### ✓ YOU MUST:

- 1: Work and act safely
- 2: Comply with health and safety rules; always ask if you are unsure
- 3: Take reasonable care for the health and safety of yourself, others on site and the public
- 4: Co-operate with your employer on all health and safety issues
- 5: Report unsafe conditions and accidents to your supervisor
- 6: Wear personal protective equipment where required

### ✗ YOU MUST NOT:

- 1: Interfere with any materials, equipment, etc., provided in the interest of health, safety or welfare
- 2: Operate plant or equipment unless trained and authorised to do so
- 3: Indulge in horseplay

Failure to comply may result in disciplinary action

Every person, regardless of his or her job, can be prosecuted for failing to observe health and safety law

## IF IN DOUBT, ASK!

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## PREVENTING ACCIDENTS

Accidents on site can be prevented – your behaviour is a big factor in this. A positive attitude towards health and safety means:

### ✓ YOU MUST:

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- 1: Be alert to actual and potential hazards
- 2: Be aware of your strengths and limitations
- 3: Be physically fit to carry out your duties and responsibilities at work
- 4: Anticipate the safety implications of your job for yourself and those around you – think of the risk to others
- 5: Immediately report any unsafe acts or conditions to your supervisor, without putting others at risk

### ✗ YOU MUST NOT:

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- 1: Take shortcuts – think about what could go wrong
- 2: Undertake any work unless you are trained and authorised to do so – if in doubt, ask!



## CONSULTATION

IWM encourage everyone to take an active part in our health and safety procedures, and if there are any suggestions or concerns, please feel free to discuss the matter with the management



## ACCESS AND EGRESS

Access, egress and places of work must be kept clear of surplus materials and debris

### ✓ YOU MUST ALWAYS ENSURE THAT:

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- 1: You don't let hoses and cables trail across access routes
- 2: Holes and openings in floors are securely covered or guarded off
- 3: Edges of floors, roofs and other places where a person could fall are fitted with suitable guardrails and toeboards
- 4: You inform your supervisor immediately if you see any unprotected edges or uncovered holes

## ACCIDENTS AND FIRST AID

IWM factory has qualified first aiders for your assistance in case of injury, and at other sites, provision should be made by IWM customer.

### ✔ YOU MUST ALWAYS ENSURE THAT:

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- 1: You know who the qualified first aiders are and where the first aid box is situated. Even the smallest cut or graze can become infected if not treated properly
- 2: Report personal accidents or injuries and make sure the incident is recorded in the accident book

If you witness an accident:

### ✔ YOU MUST ALWAYS:

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- 1: Protect the casualty from further harm by removing any source of danger, if it is safe to do so.
- 2: Report the incident to your supervisor or other appropriate member of staff

### ✘ YOU MUST NEVER:

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- 1: Move the casualty unless there is no alternative, as this could potentially make any injury worse



## ASBESTOS

Although due to the nature of our work Asbestos wouldn't normally be encountered, however, Asbestos is a dangerous substance and may be found in the following areas:

- A: Insulation on boilers and pipes
- B: Fire protection of steelwork
- C: Fire protective cladding on doors, walls and ceilings
- D: Roof sheeting
- E: Floor and ceiling tiles

### ✔ YOU MUST ALWAYS:

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- 1: Leave any suspected Asbestos and report it to your supervisors

### ✘ NEVER ENTER AN ASBESTOS WORKING AREA UNLESS:

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- 1: You are trained to do so
- 2: You are wearing the appropriate PPE
- 3: You are authorised to do so



## CONFINED SPACES

A confined space is defined as either:

- A: A place which is substantially, though not always entirely, enclosed, or;
- B: A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby

Dangers associated with work in confined spaces include:

- A: Oxygen deprivation/enrichment
- B: Toxic atmospheres
- C: Flammable atmospheres
- D: Hostile environments/presence of heat
- E: Incoming liquids or solids

### ❌ NEVER ENTER A CONFINED SPACE UNLESS:

- 1: A risk assessment has been carried out
- 2: A valid, current "Permit to enter confined space" is in force
- 3: Rescue arrangements and emergency procedures are in place
- 4: You have safe plant and equipment for the task

#### REMEMBER:

NEVER ATTEMPT TO RESCUE A CASUALTY FROM A CONFINED SPACE UNLESS YOU ARE EQUIPPED AND TRAINED TO DO SO. UNPLANNED RESCUE ATTEMPTS MAY LEAD TO MULTIPLE CASUALTIES AND CAN ALSO HINDER RESCUE OPERATIONS

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

The COSHH regulations have been made in order to ensure that substances hazardous to health are identified prior to use and that any associated risk is eliminated or controlled.

Substances may cause harm to health by entering or contaminating the body in a number of ways. These include inhalation, ingestion, skin or eye contact, skin absorption, piercing or infection of open wound/broken skin.

Although IWM do not use harmful chemicals in any quantity, there are some detergents we use on equipment that need care and attention in their use:

### ✅ YOU MUST ALWAYS:

- 1: Ensure that you understand and follow instructions for the safe use of materials – wear appropriate protective clothing provided
- 2: Stop work if you feel unwell or have a skin reaction when using any chemicals, and report it to your manager immediately

### ❌ YOU MUST NEVER:

- 1: Put any chemical or unknown substance into an unmarked or unsuitable container
- 2: Dispose of any chemical directly to drain, if in any doubt contact the management



## CRANES

IWM only employ the use of cranes during specific loading and unloading operations where it is deemed necessary to do so, and at all times the cranes are subcontracted to specific operators with the appropriate licenses and training.

Although IWM personnel sometimes assist to supervise the loading of our equipment, please ensure you wear hi-visibility clothing and never stand under a suspended load.

## FORK LIFT TRUCKS

IWM provide training for Fork Lift operation and refresher courses as required, and **ONLY** those qualified to drive and operate FLT should do so.

### ✓ YOU MUST ALWAYS:

- 1: Ensure that anyone using a fork lift truck is trained to do so and authorised to use the FLT by the management
- 2: Remove FLT keys from the vehicle when stationary and keep in the designated safe location or take home
- 3: Take full care and maintain full awareness when driving and/or being in the vicinity of a fork lift truck

Other lifting equipment may be utilised, i.e. block and tackle, genie supalift etc. and in all cases, make sure the load is safe and secured, no other person is in danger by lifting operation and NEVER exceed safe working load of the equipment.

**IF IN DOUBT, ASK!**

## DERMATITIS

Signs of dermatitis can be redness, itching, scaling and blistering. If it gets worse it can crack and bleed and spread. Occupational dermatitis can be caused by the skin coming into contact with certain substances.

### ✓ TO PROTECT YOUR SKIN, YOU MUST ALWAYS:

- 1: Wear the right sort of gloves
- 2: Use a moisturising cream before and after work
- 3: Wear face shield and coveralls if there is chance that any liquids or substances could come into contact with face/neck
- 4: Keep your skin clean
- 5: Keep your workplace clean
- 6: Make sure your issued PPE is clean and intact



## ELECTRICITY

**ELECTRICITY CAN KILL; THERE IS NO SAFE VOLTAGE!!**

### ✓ YOU MUST ALWAYS:

- 1: Try to use 110V portable power tools, and if 240V must be used, ensure power supply is safe to use (RCD protected) and not in wet environment
- 2: Use correct leads and sockets for voltage supplied
- 3: Report any obvious defects, e.g. broken cables, exposed wires, etc. to your supervisor immediately.
- 4: Wherever possible, keep power cables and extension leads off the floor as they may become damaged or possibly trip someone up
- 5: Ensure any lighting aids are well secure and as high as possible to give best illumination when working in dimly lit areas.



### ✗ YOU MUST NEVER:

- 1: Tamper with anything electrical, including cables and plugs
- 2: Carry out any electrical work unless competent and/or trained to do so

If you see anything that you feel may present an electrical hazard, please inform the management immediately.

### ✓ WHEN USING ANY ELECTRICALLY POWERED TOOL:

- 1: Check for signs of damage to tools, wires and cables, if there is any damage return tool to management for repair/replacement
- 2: Check tools are either new or have relevant PAT test sticker on them
- 3: When using extension leads, make sure they present no trip hazard which can affect others, and/or potentially cause tool to be dragged away from or out of ones hand or resting place **ESPECIALLY WHEN TOOLS USED AT HEIGHT** and may represent an overhead source of danger when/if falling
- 4: Use the correctly tool for the job
- 5: Disconnect from power supply when not in use

### ✗ YOU MUST NEVER:

- 1: Carry or drag a tool by its cable
- 2: Remove safety guards from machinery/tools unless authorised to do so

## FIRE PRECAUTIONS

**WHILST WORKING AT IWM, ALL IWM PERSONNEL (WHERE APPLICABLE) HAVE A BLANKET HOT WORK PERMITS AS LONG AS PERSONNEL ARE COMPETENT TO USE WELDING AND CUTTING EQUIPMENT PROVIDED. HOWEVER ALL PERSONNEL MUST OPERATE SAFELY AND IN ACCORDANCE WITH FIRE REGULATIONS.**

With the elimination of smoking in July 2007 inside the building, the risk from fire is significantly reduced, however with cutting and welding facilities, there is still a potential fire hazard, and all personnel must be aware of the risk and how best to keep the risk of fire to a minimum.

### ✓ YOU MUST ALWAYS:

- 1: Know where fire extinguishers, emergency escape routes and muster points are located
- 2: Ensure you know where the nearest fire extinguisher is and that it's suitable for the type of potential risk
- 3: Store any flammable liquids safely
- 4: Raise the alarm immediately (verbally) if you find a fire – only attempt to fight a fire if it is safe to do so
- 5: Report any missing or discharged extinguishers to the management
- 6: Always clear accumulated debris as this can present a fire hazard
- 7: Observe NO SMOKING signs at all times
- 8: After completing any hot work, spare a moment at the end of the day to check for any smouldering or potential risk before leaving the area



### ✗ YOU MUST NEVER:

- 1: Light fires
- 2: Tamper with any fire fighting equipment

When working at customer's premises, it is usual to obtain a hot work permit before work commences – but please check individual site policy before work commences. Hot work permits may be required for the following operations:

- 1: Welding
- 2: Cutting with flame –Plasma
- 3: Any area where gas may be present
- 4: Using disc or angle grinders
- 5: Soldering or brazing
- 5: Naked Flame
- 6: Burning debris

Most sites will either provide or insist that there is a suitable fire extinguisher in place, so again, please check site policy.



## HAND TOOLS – POWERED AND UNPOWERED

Non-powered hand tools cause 10 times more injuries than powered tools!

### ✔ YOU MUST ALWAYS:

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- 1: Use the correct tool for the job
- 2: Inspect your tools and replace faulty or worn tools
- 3: Ensure tools are stored safely in your tool boxes when not in use – do not leave hand tools on step ladders or any other location where they may cause hazard to yourself or other persons
- 4: Where applicable, retract blades after use, and ensure careful use of any sharp instruments
- 5: Ensure handles are correctly in place

### ✘ YOU MUST NEVER:

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- 1: Use tools that are defective in any way
- 2: Put tools where they can fall or be tripped over

Powered tools, both fixed and portable, should always be operated with care and attention. In addition to electrical hazards as detailed earlier, make sure power tools are fit for purpose, maintained in good working order and any mechanical defects are reported to the management.

When using grinders or power saws, or any other tools that may cause ejection of objects or debris, please ensure that correct PPE is used.

## IF IN DOUBT, ASK!



## HOUSEKEEPING

Slips, trips and falls are the biggest cause of injury at work. They do not arise from major defects or deficiencies but general untidiness and poor housekeeping.

Accumulated debris is also a fire hazard.

### ✔ YOU MUST ALWAYS:

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- 1: Tidy up and put tools and components back in their correct place
- 2: Keep stairways, fire escape routes and walkways clear
- 3: Place all debris and scrap into designated bins
- 4: Use signs provided to warn of spills and clear up immediately
- 5: Ensure any s/s sheets and or fabricated components are stacked/stored with care and present no hazard to you and or others around you

### ✘ YOU MUST NEVER:

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- 1: Impede access ways
- 2: Leave debris across walkways
- 3: Leave tools and equipment where it could present hazard to others
- 4: Discard food except into designated bins and receptacles – This will help reduce potential for attracting rats and mice



## LADDERS

Ladders are perfectly safe to use as long as they are in good condition, and they are used for jobs that are appropriate for the use of ladders:

### ✔ YOU MUST ALWAYS:

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- 1: Check ladder is not damaged before use
- 2: Restrain or tie the ladder or if not possible, have somebody foot it
- 3: Use ladder at an angle of approx. 1:4
- 4: Make sure the ladder is on a level solid base
- 5: Make sure the ladder extends approx. 1m or 5 rungs above the landing place (when using ladder to access a platform or higher area) with suitable handholds when leaving the ladder
- 6: When working off a ladder, make sure duration of job is short, lightweight and it's not necessary to lean over
- 7: Assess the job to ensure that you are using best method for accessing job safely, i.e. available stepladders, scaffold or work platform maybe safer?

### ✘ YOU MUST NEVER:

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- 1: Use ladder that's damaged
- 2: Make a platform out of ladders
- 3: Rest a ladder on it's rungs
- 4: Repair damaged ladders
- 5: Over reach when working off a ladder
- 6: Use a ladder when wearing muddy or oily boots
- 7: Paint a ladder, as it may cover defects
- 8: Use metal ladders near overhead power lines!

## LPG and BOTTLED GAS

LPG and other bottled gases (Argon) are frequently used at IWM and stored on the premises. Argon is also used on sites for welding and transported in company vehicles.

### ✔ YOU MUST ALWAYS:

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- 1: Observe no smoking signs both at IWM and at any customers premises / sites
- 2: Secure cylinders in upright position in the designated storage area
- 3: Store empty and full cylinders separately
- 4: Ensure welding equipment is turned off at night and valves are shut down, and always isolate gas cylinder on FLT
- 5: Use cylinder trolley when moving cylinders to and from storage areas

### ✘ YOU MUST NEVER:

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- 1: Store LPG or bottled gas below ground level or in confined spaces
- 2: Store LPG in site huts
- 3: Lift cylinders by the neck



## MANUAL HANDLING

One third of all injuries at work are as a direct result of manual handling. Avoid manual handling where practical and use mechanical equipment for heavier loads. Before lifting assess the weight, size and dimensions of the load. If you don't think you can manage it alone, don't try. Speak to the management and get help.

### ✓ TO ASSESS THE LOAD THINK ABOUT THE FOLLOWING:

- 1: Ground conditions
- 2: Weather conditions (if outside)
- 3: How heavy, bulky or poorly balanced the load is
- 4: Sharp edges – PPE?
- 5: The distance to be covered with the load
- 6: The unloading area
- 7: PPE for safety and whether or not that PPE will hinder the operation

### USE CORRECT LIFTING TECHNIQUE TO REDUCE EFFORT REQUIRED AND THE RISK OF INJURY TO YOUR BACK

#### ✓ BY ALWAYS:

- 1: Planning the lift
- 2: Positioning the feet
- 3: Adopting a good posture
- 4: Getting a firm grip
- 5: Keeping close to the load
- 6: Moving the feet
- 7: Putting load down, then adjusting
- 8: Use mechanical aids wherever possible



## NOISE

Excessive noise can cause:

- 1: Permanent damage to hearing
- 2: Hearing to become less sensitive
- 3: Permanent ringing in the ears
- 4: Breakdown of safe and effective communication

Ear defenders are provided, and should be used at all times when in an ear protection zone (i.e. over 85dB). Please make sure ear defenders are in good condition and are cleaned or replaced after use and stored correctly.

### REMEMBER

Hearing damage is permanent, and there is no satisfactory treatment for noise induced hearing loss. Although IWM site does not pose a high risk of noise levels above safe limits, there may be occasions when testing equipment or at a customers site where it would be beneficial to wear hearing protection.

When issued with hearing protection at a customer's site, always wear the protection you have been given.



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE Is provided for your benefit:

### ✔ YOU MUST ALWAYS:

- 1: Check for fit, suitability and defects before use
- 2: Look after it and store it as directed
- 3: Replace when damaged
- 4: Wear it as directed and in accordance with IWM policies

### REMEMBER

**THIS IS THE LAW, NOT PERSONAL CHOICE!!!**

Types of protection include:

- |                            |                                |
|----------------------------|--------------------------------|
| 1: Head protection         | helmets, bump caps             |
| 2: Foot and leg protection | boots, overalls                |
| 3: Hand protection         | gloves, gauntlets, mitts       |
| 4: Eye protection          | goggles, face shields, glasses |
| 5: Hearing protection      | ear defenders, plugs           |
| 6: Respiratory protection  | facemasks                      |
| 7: Fall arrest             | safety harness, towers         |
| 8: Body protection         | overalls, hi-vis jackets       |
| 9: Chemical                | rubber apron, gloves           |

**IF IN DOUBT, ASK!**



## TOWER SCAFFOLDS

Tower scaffolds are provided for safe working at height, and should be used wherever possible as an alternative to steps and ladders.

### ✔ TOWER SCAFFOLDS MUST:

- 1: Only be erected in accordance with manufacturers instructions, which are affixed to the towers
- 2: Be sited on firm level ground with brakes on and outriggers correctly placed
- 3: Not exceed the manufacturers safe working height
- 4: Only be moved when empty and by the base

### ✘ YOU MUST NOT:

- 1: Use scaffold framework for access unless designed for the purpose
- 2: Use outside in winds, unless tied off
- 3: Move the tower with personnel on board
- 4: Use a scaffold that's incomplete

If there are any doubts about the integrity or suitability of the access platform, please notify your supervisor immediately



## VEHICLES

The term vehicles applies to all transportation used by IWM personnel, or being used by others when delivering to, collecting from or visiting IWM.

- 1: Any person using a vehicle must be suitably qualified and insured to do so, IWM personnel should have a copy of driving license on file for insurance purposes
- 2: Any person operating Fork Lift Truck must have valid certification and authority by IWM management to do so
- 3: It is against the law to smoke in any company vehicle
- 4: It is against the law to operate mobile phones in any vehicle unless fitted with suitable compliant blue tooth or hands free system
- 5: Always wear a seatbelt in accordance with UK law
- 6: Never drink and drive, and if there is any suspicion of any person being under the influence whilst at work, please inform a member of the management
- 7: Be careful when others are driving and you are in vicinity especially with delivery vehicles and cranes etc. operating in or around IWM property or site works

### VEHICLE SECURITY

Company vehicles should always be parked safely inside the factory, and if taken home for any reason, never leave tools and equipment inside, unless the vehicle is safe and inaccessible.

Keys should never be left inside a vehicle AT ANY TIME. This includes, when refuelling, when parked momentarily at any location and/or when parked inside the IWM factory.

The Fork Lift Truck should also have keys removed at all times except when in operation by designated operator.

## WELFARE

Toilets, washing facilities and kitchen areas are provided for your use whilst at work.

### ✔ YOU MUST ALWAYS:

- 1: Wash hands before eating, drinking and smoking
- 2: Wash your hands when using the toilet facilities, and best hygiene practice is Before and After
- 3: Dry your hands well
- 4: Keep areas clean and tidy

### ✘ YOU MUST NOT:

- 1: Use any other area
- 2: Abuse any IWM facilities
- 3: Smoke anywhere other than designated smoking areas – outside – during appropriate break time

## SIGNS

Please take notice and abide by any signs posted by IWM management and present at any of our customer's premises and/or facilities

## DECLARATION

NAME (IN CAPITALS):

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EMPLOYER (IN CAPITALS), i.e. AGENCY/IWM:

.....

I acknowledge receipt of the "Industrial Washing Machines Ltd." Safety Handbook and I confirm that I will familiarise myself with the contents and will at all times take every reasonable precaution to safeguard the health and safety of myself and others.

SIGNED:

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DATE:

.....

IF THERE ARE ANY SUGGESTIONS OR PROBLEMS WITH ANY OF THE ABOVE DETAILS PLEASE DISCUSS WITH A MEMBER OF THE MANAGEMENT

