

Safe Working Practices:

SWP- 01 Work Area

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, the work area and environment, personal protective equipment (PPE) requirements plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

GENERAL

1.0 The site operators signing in procedure should always be observed. Technicians may be required to attend a site operator's induction programme - full cooperation is necessary. You should be aware of any terms or conditions of work by subcontractors that the customer may have. Ask to see them if you are not already familiar with them.

Customers Responsibility

1.1 It is the customer's responsibility to ensure that they provide a technician a safe area to work. This must be sufficient and appropriate for the purpose.

Technicians Responsibility

- 1.2 It is the technician's responsibility to liaise with the site contact advising them of the work to be undertaken in order for an appropriate area to be selected.
- 1.3 If the area is considered unsafe they must raise their concerns with their contact on site or their team leader. Escalate if not resolved.
- 1.4 Technicians must ensure that the area they have been provided to work is an area where they themselves are not in danger from others and where they are not a danger to anyone else. **Make sure that the work area is sufficient and appropriate for the purpose.** Any operation must be carried out on a level, even, non-slip and firm surface. Avoid newly laid tarmacadam surfaces or any such surface in hot weather.
- 1.5 Ensure selection of an appropriate test area, particularly when test driving.
- 1.6 Consideration must be given to the likely area affected by the falling of any object raised or lifted to facilitate work. For example; a mast lifted from its carriage needs an area wider than it is height in all directions into which it can fall without damaging anything.
- 1.7 Even if the task does not involve lifting, make sure that the work area is sufficient for your purpose; there should be no likelihood of stepping back and into danger. Consideration should be given to potential head injuries if forks or attachments are raised to a height that could make contact with the head.
- 1.8 In a situation that involves lone working or working at height, refer to SM-20 (Welfare) & SWP-04 (Working at height).
- 1.9 You must consider overhead height restrictions and hazards such as sprinkler pipes, gas pipes, roof structures, overhead electrical cables and power lines etc. These hazards also need to be considered if working outdoors.

Safe Working Practices:

SWP- 01 Work Area

- 1.10 If your work presents a danger to the Site Operators premises, equipment, team members or anybody else on site, you must notify the relevant Departmental Manager or Safety Advisor of any perceived danger before starting work.
- 1.11 Determine escape routes in case of emergency before starting work.
- 1.12 Locate the nearest appropriate firefighting equipment relevant to the proposed work.
- 1.13 Ensure the lighting is adequate, do not work in semi-darkness.
- 1.14 Make sure that you are visible, do not hide away. In case of accident you may need assistance.
- 1.15 The work area must not impede doorways, fire escapes, fire doors or pedestrian walkways.
- 1.16 As a general guiding principle no work should be undertaken in the working areas of a warehouse, in yards and / or car parks, unless there is no alternative.
- 1.17 If a machine cannot be driven, towed or otherwise transported to a safe area, suitable safety "barriers" should be placed at an appropriate distance around the machine, these may be hazard cones, tape or free standing barriers.
- 1.18 When working in a warehouse aisle, the preferred option will be to close off the aisle at both ends using the safety "barriers" described above. Failing that, an aisle section necessary to protect the technician should be closed off. Ensure all relevant site team members are aware of the activity. Flashing Collapsible Cones are available from the Parts department which can be used if barriers are not available.
- 1.19 If purpose made barriers/cones are not available, then temporary erections of pallets (pallets should not be stood on their sides) or similar should be used to prevent people from wandering or driving into the work area.
- 1.2 After completing the work and before vacating the work area it must be cleaned and left at least as tidy as the area was on arrival.

COLD STORE

- 2.0 Technicians may be required to work in low temperature areas, such as chill rooms or cold stores.
- 2.1 If a machine has broken down and cannot be moved by the operator, the preferred option will always be to recover the machine to a safe work area.
- 2.2 Consult the site operator before entering the area, for advice on the use of protective clothing and suspension of work and to relay your intention for the recovery of the machine. Never enter the area without informing the site operator or following their guidelines.
- 2.3 If the technician is required to enter cold stores regularly consult SWP-32 "Personal Protective Equipment". Special care should be taken when working in cold environments against slips, or contact with cold components. Suitable gloves should always be worn wherever possible. Take

Safe Working Practices:

SWP- 01 Work Area

into consideration that prolonged exposure to cold can limit reactions and have an adverse effect when combined with some medical conditions.

ENVIRONMENT

- 3.0 Always ensure that the work surface is impermeable or otherwise sealed to prevent seepage. Make sure that the area does not drain to land, surface water or foul sewer drains.
- 3.1 If there is the remotest possibility of accidental spillage of any liquid, make sure that you or the site operator has sufficient containment/mopping up equipment to cope with the worst-case spillage scenario and that it is readily available.
- 3.2 The area must have an acceptable standard of hygiene. The presence of excrement or an abundance of waste may place the technicians health at risk.
- 3.3 Report any perceived slip, trip or fall hazard (in the greater work area) to the site operator, they also have a duty to manage their site safety.

CHILDREN AND YOUNG PERSONS

- 4.0 See Safety & Environmental Manual procedure "Employment of Young Persons" for precise definitions on children and young persons.
- 4.1 "Children" should not be allowed to work unsupervised at any time in any area. They must always be accompanied and supervised by a competent person.
- 4.2 "Young Persons" should not be allowed to work unsupervised at any time in any area. They must always be adequately supervised by a competent person, subject to the conditions of this procedure and any appropriate SWP.