

Building Engineering Services

Work*safe* *Guide to*

S I T E S F E T Y



General responsibilities
Safety signs and signals
Emergency procedures and first-aid
Fire prevention and control
Accident prevention and reporting
Site transport safety
Health, hygiene and welfare
Personal protective equipment
Manual handling
Hazardous substances
Electrical safety
Hand-held equipment and tools
Noise and vibration
Work at heights
Hot Work
Excavations and confined spaces
Additional guidance for supervisors and managers

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About this Guide

Worksafe
Building Engineering Services
Guide to **site safety**



This version of the guide is quite different from those that have gone before. It was previously known as the “H&V Safety Guide”, since its inception back in 1969, it has been regularly updated and revised to meet changes in legislation. However, it only covered the health and safety issues that directly affected those in the HVACR industry and not the wider aspects of site health and safety that are expected to be considered today.

The introduction of the CSCS Health and Safety Test in the construction industry, plus further changes in health and safety legislation, prompted a complete review of the guide. This new publication is the result of that review.

Although it is 37 years since its first appearance, this new guide still contains the proven principles of site safety from the previous issues. However, one innovation is that there is now specific health and safety information for supervisors and managers; so that they can make sure that work is safe and without risk to the health of those doing it.

The development of this publication could not have been achieved without the input from a lot of people. I would therefore like to record my thanks to them, in particular, the members of the Joint Safety Committee. Additionally, the use of information from a variety of sources, including the HVCA, the ECA and the SEC Group; as well as from the HSE's resources, is gratefully acknowledged.

As previous forewords have noted, safety remains everybody's business; so you have a part to play in making sites safer. Following the advice in this Guide will help you to look after yourself and to avoid causing accidents to other people - make good use of it. Treat it like a trusted friend and refer to it whenever you need to.

Remember - Keep safety in your sites.



Bill Belshaw

Chairman

Heating and Ventilating Joint Safety Committee

Making the most of this Guide

Worksafe

Building Engineering Services
Guide to **site safety**

Following the advice in this Guide will help you to avoid being injured and to look after your health. It will also help you to protect those working around you and the environment. However, although the information in this Guide is quite broad, it will provide you with a good knowledge of health and safety; it is not a substitute for going on a health and safety training course.

The Guide is divided into Parts; each of which has general guidance that tells you how to protect your health and safety from different risks. In each, there is one section that is headed "Looking after yourself"; this contains the key actions that you should always follow. This does not mean that you can 'gloss over' the rest of the information - it is all important to you, it is needed for your site health and safety test.

Additionally, at the end of each Part, there is a section, which is headed "Supervisors and Managers"; this has key information in it that they need to know and use. Much of this concerns health and safety legalisation that applies to the work, placing specific duties on them to control activities and reduce risks.

All of the information that you need to be able to take and pass, the main CSCS Health and Safety Test is in the general guidance sections of this Guide. You will need to pass this test to get onto most construction sites. The "Supervisors and Managers" sections in each Part, together with the general guidance; provide all that is needed to take and pass the Supervisory and

Management Health and Safety Test.

All of the Parts in this Guide, except for Parts 15 and 17 are the same as the 'core' sections in the CITB Health & Safety Test Questions and Answers book. However, they are not in the same order, but do have similar titles to those in the current CITB book.

There are 17 Parts in this Guide. The first two set out your responsibilities, including those imposed upon you by law, to look after yourself and others; plus how to keep safe on site using the information from safety signs.

The next four Parts, 3 to 6, cover the more general aspects of safety on site. These include the emergency procedures to follow if a fire or accident happens, first-aid, accident and fire prevention and the risks from plant and vehicles that you face, as you move around the site.

All of the remaining Parts, except for the last one, give more specific guidance to help you to look after yourself. They include, taking care of your body and health; protective equipment, handling and lifting and using hazardous substances safely. There is also information about the safe way to use tools and equipment and the electrical, noise and vibration risks associated with them. Working at a height, the use of welding, brazing and soldering equipment are also covered. Part 16 deals with the risks that arise if you have to work in an excavation or in a confined space.

The last Part, Part 17, provides additional health and safety guidance for supervisors and managers.

Do not put this Guide to one side after you have taken your Health and Safety Test; instead keep it at your place of work, in your vehicle, or in your toolbox. It has a lot of very useful information in it that you may want, or need to refer to, in the future.

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