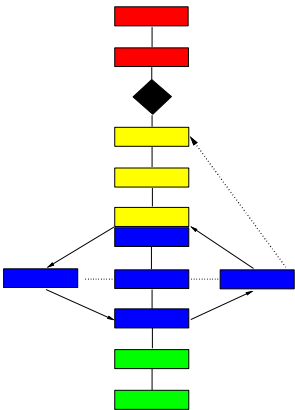


Health and Safety Guide

MITP
v5.1



Edition Notice

First Edition (September 1995)

This edition applies to Version C5.0 of Managing the Implementation of the Total Project (MITP), and to all subsequent releases and modifications until otherwise indicated in new editions.

A form for reader's comments appears at the back of this document. If the form has been removed, address your comments to:

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PREFACE About This Document

This document provides guidance to, awareness of, and compliance with health and safety legislation when assessing potential projects or when reviewing current projects.

This document contains excerpts from the Health and Safety at Work Act, together with other relevant safety legislation.

For information about the MITP life cycle, the key techniques, and the support techniques, see the MITP Handbook. A glossary of terms may be found at the back of the MITP Handbook

Who Should Read This Document

The 'you' in this document is the project manager or professional.

How to Use This Document

The table of contents provides a clear roadmap to the main topics outlined in this document.

ISO9000 Control Information

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1 Legislation

Note: This information is based on U.K. legislation. If you are managing projects in part or in whole outside the U.K., you will need to amend this to take account of appropriate National legislation.

Subtopics

- 1.1 Introduction
- 1.2 Health And Safety At Work Act 1974
- 1.3 Offences by Bodies Corporate
- 1.4 Management of Health and Safety Regulations 1993
- 1.5 Manual Handling Regulation

1.1 Introduction

If you control who, what, where, how, or what is used in the work that is being done, then you may be deemed the responsible person under U.K. legislation.

The MITP health and safety technique is primarily related to work in the U.K. Where projects involve visiting or working outside the U.K., you should take into account any local or EC health and safety practices and legislation.

When reviewing responsibilities for health and safety, references are made to sections under the Health And Safety At Work Act (HASAWA).

It is therefore essential, in general terms to understand the areas covered by the relevant sections. This may help clarify how the courts will view the areas of accountability and responsibility following an accident.

The following extracts from the U.K. health and safety legislation have been reduced to provide a brief understanding of what responsibilities are expected by the legal authorities of an employer or responsible person.

The actual details of the legislation are sometimes complicated and require interpretation from a safety professional or company legal advisor. If you have any queries in your position of project manager and would like any assistance or clarification of any health and safety legislation, refer to a competent registered safety practitioner.

1.2 Health And Safety At Work Act 1974

1.2.1 Section Two

General duties of employers to their employees.

It is the duty of every employer to ensure, so far as is reasonable practicable, the health, safety, and welfare at work of all employees. This includes:

- a) The provision and maintenance of plant and systems of work that are safe and without risks to health.
- b) Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c) The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of their employees while at work.
- d) The maintenance of any premises under the employer's control in a condition that is safe and without risks to health and the provision and maintenance of safe means of access and egress.
- e) The provision and maintenance of a working environment that is safe and without risks to health and adequate as regards facilities and arrangements for the employees welfare at work.
- f) Preparing and revising written Health and Safety Policy with respect to the health and safety at work of their employees and the organization and arrangements for carrying out that policy. It must be brought to the attention of all employees.
- g) The appointment of safety representatives from recognized trade unions may be made and those representatives shall represent the employees in consultations with the employer. The employer must consult with the representative with a view to making and maintenance of arrangements which will enable the employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of their employees.

1.2.2 Section Three

General duties of employers and self-employed to people other than their employees.

- a) It is the duty of employers to conduct their undertaking in such a way as to ensure that people not in their employment who may be affected by the work, are not exposed to risks to their health and safety.
- b) It is the duty of employers and self employed people, to give to people (not their employees) who may be affected by the way in which they conduct their undertaking, any information about such aspects of the way in which they conduct their undertaking as might affect their health and safety.

1.2.3 Section Four

General duties of people concerned with premises to people other than their employees.

This section imposes duties on people who:

- Are not their employees
- Use nondomestic premises, made available to them as a place of work
- Use plant or substances, made available to them there.

This section applies to premises so made available and other nondomestic premises used in connection with them.

It is the duty of each person who has to ANY extent, control of premises, or the means of access to, or egress from, or of any plant or substances in such premises to take such measures as it is reasonable for a person in their position to take, to ensure that everything provided for use is safe and without risks to health.

Where a person has, by virtue of any Contract or Tenancy, an obligation of any extent in relation to:

- a) The maintenance or repair of any premises to which this section applies or any means of access thereto or egress therefrom, OR
- b) The safety or the absence of risks to health arising from plant or substances in any such premises.

That person shall be treated, for the purposes of this section as being a person who has control of the matters to which his obligation extends. Any reference in this section to a person having control of any premises or matter in connection with the carrying on by them of a trade or business or other undertaking (whether for profit or not).

1.3 Offences by Bodies Corporate

Where an offence under any of the relevant statutory provisions is committed by a body corporate and proved to have been committed with the consent or connivance of, or been attributable to any neglect on the part of any, director, manager, secretary, or OTHER similar officer of the body corporate or a person purporting to act in any capacity, that person as well as the body corporate shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

1.4 Management of Health and Safety Regulations 1993

Briefly, the management of health and safety regulations were introduced to update safety legislation. They set out broad general duties which apply to almost all work activities in the U.K. They are aimed at improving health and safety management and can be seen as a way of making more explicit what is required under HASAWA.

Their main provisions are designed to encourage a more systematic and better organized approach to dealing with health and safety. The basic principle of the management of health and safety regulations is that any risks are assessed and documented. If any significant risks are identified, they should be eliminated, reduced, isolated, controlled or protected against.

There is a requirement for responsible people in a shared work location to communicate to ensure that there is a safe working environment and to effectively communicate and inform employees of any known risks to their health.

1.5 *Manual Handling Regulation*

Basically, this piece of legislation requires the employer to assess and document any risks to health arising from the manual handling of loads. It requires that the task should be eliminated if possible, or that mechanical means are provided to assist the employee to complete the task. Manual handling is not just the lifting of an object, it includes pushing, pulling and any means of a person moving an object, substance or article.

2 Guidance

The information in this topic guides you through the health and safety aspects of:

- People
- Project work
- Awareness

"References" in topic 2.2 provides the reviewer with additional sources of information and assistance.

Subtopics

- 2.1 Overview
- 2.2 References
- 2.3 People
- 2.4 Project Work
- 2.5 Awareness

2.1 Overview

"Checklists" in topic 3.0 lists situations where responsibility for health and safety needs to be owned or clarified.

The following guidance is intended as an initial reference to assist you and others to ensure the safety of yourselves and others who may be involved in the day-to-day business of managing projects.

There is no practical way to provide answers to every situation. The guidance takes into account that you are not a trained safety professional. Therefore, for each situation shown, the guidance should provide:

- Clarification on who 'owns' and is responsible for health and safety in that situation, or who is the 'responsible person or manager' under HASAWA.
- Advice on your course of action needed to identify any potential risks to health and safety.
- Advice on course of action required of the responsible owner if NOT you.
- Guidance on your actions required under HASAWA and legal obligations to mitigate, reduce, and address the identified risks or hazards.
- Further sources of information available to you if there is no specific answer to the situation, or the answer depends on individual circumstances. In such cases, refer to a competent trained safety practitioner.

In the guidance given for the checklist situations, remember that management of health and safety is specific to the tasks that are to be undertaken. Therefore, remember this golden rule:

If you control who, what, where, how, and what is used in the work that is being done, then you will be deemed the responsible person.

Additionally, communication - is a key contributor to safe working, and is a requirement under management of health and safety regulations.



2.2 References

- Your company health and safety policy
- Your company accident reporting procedures
- Your company safe working practices
- Your company guidelines for visiting or temporary workers.
- Legislation:
 - The Health And Safety At Work Act 1974 (Chapter 37) HMSO - ISBN 0 10 543774 3
 - Management Of Health And Safety Regulations 1992
 - Manual Handling Procedures.

All safety legislation relating to health and safety and risk assessment can be subject to interpretation. This interpretation is best left to those who are qualified and have had the appropriate training.

Such trained competent people are registered safety practitioners.

2.3 People

Will the project involve any of the following people situations?

1. Work on your premises by your employees remote from their manager
The reporting manager is the person responsible for the health and safety of their employees. They should ensure that there is a safe place of work and a safe system of work as required under section 2 of HASAWA.

If you are in control of who, what, where, how, when, and what is used, or a large proportion of the work activities, you are deemed to be the responsible person.

2. Work on your premises by your employees at same site as their manager
This is normal business and the line manager is responsible for the health and safety of their employees.

They must ensure that they comply with all sections of HASAWA, paying attention to the Management of Health and Safety at Work Regulations of 1993. These regulations require documented risk assessments to assess any significant risks to the health and safety of employees and anyone else who may be affected by their work activity and identify any group of employees especially at risk.

3. Work on your premises by suppliers
The person who controls the work activity of the supplier while they are on your premises is responsible.

They must ensure suppliers are aware of health and safety arrangements at the location and they receive and sign for a copy of the contractors guidelines booklet. They should also receive information, instruction, and supervision to ensure their safety while working on your premises.

If you control the work activity of the supplier, you are then deemed the responsible person and must ensure they comply with the actions in the previous paragraph.

4. Work on client premises by your employees
The reporting line manager is the responsible person. However, the client is responsible for providing a safe place of work, information on the health and safety arrangements at their premises and any information that may affect the work that your employee is carrying out.

If you control all the work activities of the employee, you should ensure that all health and safety information is passed on to the employee.

5. Work on client premises by suppliers
Supplier employers are responsible for the safety of their staff. However, if you control the work activity of the supplier, you are then responsible for providing a safe system of work. The client is responsible for providing a safe place of work, information of health and safety arrangements in their premises and any information that may effect the safe working of, or by the supplier.

6. Your employees having a responsible person working alongside them directing their project activities on a day-to-day basis

Line managers are responsible for the health and safety of their employees and to provide health and safety training. They are also responsible for ensuring the employee is capable of performing the required tasks.

However, the responsible person working alongside them directing their own project activities will be deemed the person in control of the work and could be held legally responsible for the employees safety. If you direct the work activity, then you must ensure the safe working of the employee.

7. Your employees working alone on a client site
The line manager is the responsible person.

There may be no objection in principle to your employee working alone on client premises providing it is a nonhazardous operation, and a process for periodic checking with the employee is in place. The owner of the client premises may share responsibility for ensuring a process is in place. The line manager must arrange with the client for periodic checks to ensure the safety of the employee.

Where the employee is involved with hazardous operations, or working in a hazardous environment, for example, machine room, then there must be two people working.

If you are in control of the employee's work activity, then you must ensure that suitable arrangements are in place as detailed in the previous paragraph, or as in item 8.

8. Your employees working alone on your premises
The line manager is the responsible person.

There may be no objection in principle to your employee working alone on your premises providing it is a nonhazardous operation. You are advised to create a working alone system, whereby the employee can arrange with the location security to contact them hourly by phone. If operations are hazardous, or the employee is working in a hazardous environment, for example, machine room, then there must be two people working.

If you are in control of the employee's work activity, you should ensure that suitable arrangements are in place as detailed in the previous paragraph.

9. Supplier employees having a responsible person working alongside them directing their project activities on a day-to-day basis
The supplier employer is the responsible person. However, the person directing the work activity has overall responsibility for the health and safety of the supplier employee.

You or the responsible person, as the case may be, should ensure that the supplier has the information related to health and safety in that location.

10. Supplier employees working alone on your premises
The supplier employer is responsible. However, the person controlling the work must

ensure the safe working of the supplier, that is, that there is a satisfactory process in place to have periodic checks on the welfare of the supplier employee as described in item 8.

11. Supplier employees working alone on client premises

The supplier employer is responsible, together with the person who organizes or directs the work for which the supplier has attended the location. The responsible person should ensure that work is a nonhazardous operation and a satisfactory process for periodic checks is in place.

If the work is hazardous, or takes place in a hazardous environment, for example, machine room, then there must be two people working.

If you are in control of the work activity, you are the responsible person as previously stated.

In practice, it may be difficult to ensure an appropriate process within client locations. In this case, two people working should be the recommended solution.

12. Client staff working under your direction/supervision

If the client has given either written or verbal agreement for their staff to work under your supervision, then your employee supervising the task will be deemed the employer.

The responsible person must ensure that they provide a safe system of work and all of sections 2, 3, and 4 of HASAWA will apply. See "Legislation" in topic 1.0. If you control the work activity on behalf of the client, then the previous paragraph applies.

13. Client staff working alone out of normal office hours

The client is the responsible employer. However, if you are in control of this work activity, you are the responsible person.

The responsible person should ensure that an appropriate process for periodic checking of employees working out of hours is in place. For hazardous operations or work in a hazardous environment, then there must be two people working.

14. Project staff travelling long distances daily or weekly

The line manager is responsible.

The manager must ensure that project staff can travel the required distance in a "reasonable" working day. If project staff are driving excessively high mileage on a daily basis, consider planning overnight stays where applicable. Also provide defensive driver training.

15. Client staff visiting or working on your premises

The client employer and your hosting employee are jointly responsible.

The client employer must ensure the employee is trained to do the job. The host must ensure that the client staff are aware of health and safety arrangements in our premises and that any information is provided to enable client staff to work safely. Your company is also responsible to provide a safe place of work.

If you control the work activities of client staff, you are then responsible for sections 2, 3, and 4 of HASAWA, along with the management of health and safety at work regulations. See "Legislation" in topic 1.0.

16. Non-U.K. project staff on assignment or visiting
Your company host is responsible.

The host or responsible person should ensure that the visitor is made aware of the health and safety arrangements in the host location. The host should bear in mind the possible language barrier communication problem.

2.4 Project Work

Will the project involve any of the following project work activities or situations?

1. Use of display screen equipment and furniture on your premises
Together with your line manager owning the work area you should review the layout of terminals and establish if there are any issues or concerns raised by the equipment users. The review should also consider such factors as window orientation, natural light, office lighting layouts, and glare on screens.

The responsible person must ensure that all steps are taken to provide a safe system of work and a safe place of work under sections 2, 3, and 4 of HASAWA. See "Legislation" in topic 1.0.

Chairs and desks should be at an appropriate height for comfortable working, and adjustable for seating position. Where staff have problems, for example, with back ailments, special chairs may be provided following medical advice.

Workstations including display screen equipment should be assessed in line with current legislation.

2. Use of display screen equipment and furniture on client or supplier premises
As above, except the work area review is carried out by you and the owner of the work area.

Should lighting or layout be inappropriate, you may not be able to change inappropriate lighting, or unsuitable furniture. The owner of the work area is responsible for providing a safe working environment.

If your company is providing the screens and furniture, the screens will need to be positioned for best working conditions, and the furniture will need to be adjustable for seating position. An example of suitable furniture would be an NKR table for keyboard and screen, with a comfortable chair.

You should get specific advice from your occupational health and safety department if unable to resolve situations or concerns.

3. Your employees lifting or carrying equipment
The line manager is responsible.

The line manager must ensure that the employee is trained in manual handling techniques and provide a means to assist them to carry out the operations. If any manual handling is required. A documented risk assessment must be made to ascertain if the operation can be eliminated, reduced, or if any mechanical means can be provided to assist in the operation.

If you control the work activity, you are responsible as previously detailed and would need to complete the assessments of risk. For risk assessment guidance contact your occupational health and safety department.

4. Supplier staff lifting or carrying equipment

The supplier employer is responsible for ensuring that manual handling training is provided.

If you are in control of the operation, you must ensure that a documented risk assessment of the operation is carried out and that suitable means are provided to ensure the work is carried out safely.

5. Client staff lifting or carrying equipment

The client employer is responsible for providing training, documenting the risk assessment associated with the manual handling task, and providing any equipment for the task to be completed without any risk to health.

If you are in control of the work, you are responsible.

6. Installation work involving cabling on your premises

The person controlling the work is responsible.

The responsible person must ensure that all steps are taken to provide a safe system of work and a safe place of work as required under sections 2, 3, and 4 of HASAWA. See "Legislation" in topic 1.0.

If you control work activities, you are responsible for the safe working procedures, and for providing any information which may affect the work which is being carried out.

7. Installation work involving cabling on client premises

The person who controls the work is the responsible person. However, the client is required to provide a safe place of work and such information that allow this work to be carried out safely.

If you are in control of the work, you will be deemed to be the responsible person.

8. Installation work involving cabling on supplier premises

If the work is carried out by your client engineer, the reporting line manager will be the responsible person.

If the work is carried out by a supplier, the employer of the supplier is the responsible person.

If you have overall control of the work being carried out in either case, you will be the responsible person. You must ensure that there is a safe system of work and that all employees have adequate information, guidance, and supervision to ensure their safety at work.

9. Building or construction work on your premises

For the above situations, the person controlling the work is responsible.

However, as such situations are by nature hazardous, it is recommended that projects which involve construction, or project staff working in a construction site

environment, refer to your registered safety practitioner for specific guidance.

10. Building or construction work on client premises

For the above situations, the person controlling the work is responsible.

However, as such situations are by nature hazardous, it is recommended that projects which involve construction, or project staff working in a construction site environment, refer to your registered safety practitioner for specific guidance.

11. Building or construction work on supplier premises

For the above situations, the person controlling the work is responsible.

However, as such situations are by nature hazardous, it is recommended that projects which involve construction, or project staff working in a construction site environment, refer to your registered safety practitioner for specific guidance.

12. Work involving hazardous chemicals or substances

The person in control of the work is the responsible person.

The responsible person must ensure that a comprehensive risk assessment is carried out in respect of any work that is liable to expose any employee to any substance hazardous to health and no such work shall be carried out unless such an assessment has been made.

They must ensure the health and safety of the person doing the work and anyone who may be effected by the work. This is a requirement of the Control of Substances Hazardous to Health Regulations 1989. Refer all situations to your registered safety practitioner.

13. Work involving hazardous or dangerous situation

The person in control of the work is the responsible person.

The responsible person must ensure that a comprehensive risk assessment is carried out in respect of any work that is liable to expose any employee to any substance hazardous to health and no such work shall be carried out unless such an assessment has been made.

They must ensure the health and safety of the person doing the work and anyone who may be effected by the work. This is a requirement of the Control of Substances Hazardous to Health Regulations 1989. Refer all situations to your registered safety practitioner.

14. Work by organizations outside direct project control, for example, your distribution, installation services staff

The relevant line managers are the responsible people. They must ensure that employees are working to a safe system of work.

15. Work outside of the U.K. mainland

The line manager is the responsible person for their employee's safety while working outside the U.K. Note that health and safety regulations within the EC are similar to that of the U.K.

The line manager should ensure that the employees are provided with health and safety information in the location that they visit, that they can obtain prompt medical attention and have the relevant inoculations that may be required in the host country.

16. Will statutory accident reporting requirements need to be used

The occupier of the premises and the employee's manager are responsible for reporting any accident that occurs under the Social Security Act 1975 using a BI 510 accident book.

If a serious accident occurs which requires to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation, these should be reported using a F2508 form. Advise your health and safety department and your line manager as soon as practicable following an accident.

17. Complying with Factory Inspectors/Environmental Health Officers, for example, Improvement and Prohibition notices

The powers of the factory inspector/environmental health officer are wide ranging under sections 18-27 of HASAWA. They have power of search and seizure and may take any material, substance or equipment away for examination. They may question any person who may have information relevant to their investigation. They may demand such facilities and assistance necessary to enable the inspector to exercise such powers.

They may, if a person is contravening one or more statutory provisions, serve an Improvement notice on that person. The notice will specify the contravention and will require the person to remedy the contravention within the period specified in the notice, which must be at least 21 days.

If the inspector is of the opinion that activities carried on by a person involve a risk of serious personal injury, he may serve a Prohibition notice on that person. The notice must state that the inspector is of that opinion, specify the matters which give rise to the risk of serious personal injury and it will direct the cessation of those activities. The direction given by an inspector takes effect at the end of the specified period of the notice, or immediately if so declared.

18. Increased risk to health and safety from any other project activity

The person who controls the work is responsible for ensuring that there is no risk to health and safety resulting from the project activity. If there is other project activity which may effect health and safety. The people in control of the work activities should discuss and take steps to comply with relevant statutory provisions and ensure the health, safety, and welfare of all those who could be affected. Communication is key

2.5 Awareness

Will any of the following awareness activities be required?

1. Health and safety training for project manager
Line managers are responsible for providing education to their employees. They may wish to ensure that you receive health and safety awareness training to increase your knowledge on liability as an officer of the company and also your personal liability.
2. Health and safety training for project staff
Health and safety legislation places an onus on the employer to provide a safe place of work and a safe system of work. They are also responsible for ensuring that training, supervision, and information related to health and safety is passed on to the employees. However, the employees have responsibilities to take care for the health and safety of themselves and others who may be affected by their acts or omissions and to cooperate with the employers.
3. Health and safety training for supplier project staff
Health and safety training is normally provided by the supplier employer. However, there may be occasions when training is provided for supplier project staff. For example, if they go to work on client premises, they may receive induction training for the fire procedures in that location.
4. Health and safety training for client project staff
Client staff would normally receive health and safety training from their employer. However, there may be occasions when this training is provided by other people. An example may be where there is a change of process which requires additional safety training, for example, a computer room with a halon flooding system. Client staff would need to know the evacuation procedure and any information that is relevant to the safe operation of the system.
5. Are your employees carrying out project tasks not normally part of their normal office duties
If employees are carrying out tasks that are not their everyday duties, the responsible person should ensure the work activity is within the employees ability to carry out this work without risk to themselves and others. Employers or responsible people should take account of the employees capabilities and the level of their training, knowledge, and experience. If additional training is needed, it should be provided.
Are client staff carrying out project tasks not normally part of their normal office duties
6. If employees are carrying out tasks that are not their everyday duties, the responsible person should ensure the work activity is within the employees ability to carry out this work without risk to themselves and others. Employers or responsible people should take account of the employees capabilities and the level of their training, knowledge, and experience. If additional training is needed, it should be provided.
7. Are supplier staff carrying out project tasks for which they were specifically employed to undertake
It is assumed that supplier staff employed to carry out specific tasks are trained and competent to do so.
8. Are there any project tasks requiring special training
This should be recognized by the responsible person and the training arranged for employees who require such training.
9. Are there project tasks requiring permits to work. Permits are required for activities with known risk to health and safety, for example, cabling and building work
Whenever there is a special need to coordinate hazardous processes, the employer or responsible person should (in compliance with their obligations under section 2 of



- HASAWA) consider whether those hazards would be reduced by a permit to work system. Refer to your registered safety practitioner.
10. Does your company have a health and safety policy
An employer who employs more than five people is required to provide a policy with respect to the health and safety at work of their employees and the organization and arrangements for carrying out that policy. The employer must bring the statement and all revisions to the attention of employees. This is a statutory duty placed on all employers.
For information, this policy is widely known as the health and safety policy.
 11. Does the client have a health and safety policy
An employer who employs more than five people is required to provide a policy with respect to the health and safety at work of their employees and the organization and arrangements for carrying out that policy. The employer must bring the statement and all revisions to the attention of employees. This is a statutory duty placed on all employers.
For information, this policy is widely known as the health and safety policy.
 12. Does the company supplying supplier staff have a health and safety policy
An employer who employs more than five people is required to provide a policy with respect to the health and safety at work of their employees and the organization and arrangements for carrying out that policy. The employer must bring the statement and all revisions to the attention of employees. This is a statutory duty placed on all employers.
 13. Are there specific health and safety guidelines required for contractors and temporary employees
In most companies guidelines for contractors and temporary employees exist which must be issued and signed for, by all people in the above categories working on your premises. These guidelines cover the basic health and safety information and requirements that apply when working on your premises, including fire alarm details and emergency numbers.
 14. Are your health and safety representatives for relevant project locations known
Contact your local health and safety department for this information.
 15. Are health and safety representatives for client premises known including Trades Union Safety representatives
This will be part of the initial setup process and you should ensure that you are aware of the health and safety contact in the client location.
 16. Does the client have any safe working practices in its premises that will affect project tasks
The client may have safe working practices in its premises, as all employers are required to comply to statutory legislation relating to health and safety at work. You should discuss and communicate with the client to understand the implications to the safe running of the project
 17. Will project staff need to know your emergency numbers
Your employees should be aware of the emergency numbers in their own and other locations in which they may be working. If you are in control of the work being carried out in any location, you should ensure that all members of the project team, either your employees, contract, or supplier employees are aware of emergency numbers and procedures.
 18. Will project staff need to know client emergency numbers
Your employees should be aware of the emergency numbers in their own and other locations in which they may be working. If you are in control of the work being carried out in any location, you should ensure that all members of the project team,

either your employees, contract, or supplier employees are aware of emergency numbers and procedures.

19. Will project staff need to know your fire safety procedures

Your employees should be aware of the emergency numbers in their own and other locations in which they may be working. If you are in control of the work being carried out in any location, you should ensure that all members of the project team, either your employees, contract, or supplier employees are aware of emergency numbers and procedures.

20. Will project staff need to know client fire safety procedures

Your employees should be aware of the emergency numbers in their own and other locations in which they may be working. If you are in control of the work being carried out in any location, you should ensure that all members of the project team, either your employees, contract, or supplier employees are aware of emergency numbers and procedures.

21. Will project staff be working outside the U.K. mainland

The line manager is the responsible person for their employee's safety while working outside the U.K. Note that health and safety regulations within the EC are similar to that of the U.K.

They should ensure that the employees are provided with health and safety information in the location that they visit. That they can obtain prompt medical attention and have the relevant inoculations that may be required in the host country.

3 Checklists

The following checklists follow the three areas outlined in "Guidance" in topic 2.0:

- People
- Project work
- Awareness.

Note: In addition to these checklists, you are advised to fill in the Health and Safety Information form in the Project Control Book Guide (PCB).

Subtopics

- 3.1 People
- 3.2 Project Work
- 3.3 Awareness

3.1 *People*

Will the project involve any of the following people situations?

Checklist Item	Y/N	Comments
1. Work on your premises by your employees remote from their manager.		
2. Work on your premises by your employees at same site as their manager		
3. Work on your premises by suppliers.		
4. Work on client premises by your employees.		
5. Work on client premises by suppliers.		
6. Your employees having a responsible person working alongside them directing their project activities on a day-to-day basis.		
7. Your employees working alone on a client site		
8. Your employees working alone on your premises.		
9. Supplier employees having a responsible person working alongside them directing their project activities on a day-to-day basis.		
10. Supplier employees working alone on your premises.		
11. Supplier employees working alone on client premises.		
12. Client staff working under your direction/supervision.		
13. Client staff working alone out of normal office hours		
14. Project staff travelling long distances daily/weekly.		
15. Client staff visiting/working on your premises.		
16. Non-U.K. project staff on assignment or visiting.		

3.2 Project Work

Will the project involve any of the following project work activities or situations?

Checklist Item	Y/N	Comments
1. Use of display screen equipment and furniture on your premises.		
2. Use of display screen equipment and furniture on client or supplier premises.		
3. Your employees lifting or carrying equipment.		
4. Supplier staff lifting or carrying equipment.		
5. Client staff lifting or carrying equipment.		
6. Installation work involving cabling on your premises.		
7. Installation work involving cabling on client premises.		
8. Installation work involving cabling on supplier premises.		
9. Building/construction work on your premises.		
10. Building/construction work on client premises		
11. Building/construction work on supplier premises.		
12. Work involving hazardous chemicals or substances.		
13. Work involving hazardous or dangerous situations.		
14. Work by organizations outside direct project control, for example, your distribution and installation services staff.		
15. Work outside of the U.K. mainland.		
16. Statutory accident reporting requirements need to be used.		
17. Powers of Factory Inspectors/Environmental Health Officers, for example, Improvement and Prohibition notices		
18. Increased risk to health and safety from any other project activity.		

3.3 Awareness

Will any of the following awareness activities be required?

Checklist Item	Y/N	Comments
1. Health and safety training for project manager.		
2. Health and safety training for project staff.		
3. Health and safety training for supplier project staff.		
4. Health and safety training for client project staff.		
5. Are your employees carrying out project tasks, not normally part of their normal office duties.		
6. Are client staff carrying out project tasks, not normally part of their normal office duties		
7. Are supplier staff carrying out project tasks for which they were specifically employed to undertake		
8. Are there any project tasks requiring special training.		
9. Are there project tasks requiring permits to work Permits are required for activities with known risk to health and safety, for example, cabling, building work.		
10. Does your company have a health and safety policy.		
11. Does the client have a health and safety policy		
12. Does the company supplying supplier staff have a health and safety policy.		
13. Are there specific guidelines required for contractors and temporary employees.		
14. Are the health and safety representatives for relevant project locations known		
15. Are health and safety representatives for client premises known including Trades Union Safety representatives.		
16. Does the client have any safe working practices in its premises, that will affect project tasks.		
17. Will project staff need to know about your emergency numbers.		
18. Will project staff need to know about		

client emergency numbers.		
19. Will project staff need to know about your fire safety procedures.		
20. Will project staff need to know about client fire safety procedures.		
21. Will project staff be working outside the U.K. mainland.		



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Readers Comments

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Overall, how satisfied are you with the information in this book?

Legend:

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- 3 Neutral
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	1	2	3	4	5
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