

HEALTH & SAFETY POLICY STATEMENT SUPPLEMENT

SERVICE ENGINEERS CODE OF PRACTICE FOR WORKING ON CUSTOMER PREMISES

It is an essential element of a service engineers work that he undertakes repairs to a variety of equipment which will include electrical motors and switchgear. In addition installation work will require working heights, using thread cutting equipment, hand tools and making electrical connections. Safety of himself and others must therefore be uppermost in the mind of a service engineer at all times and this Code is intended as a guide to safe working practices. It must be stressed that it cannot be definitive since site conditions and circumstances vary enormously and the service engineers judgement must prevail. Work must not be started or should be ceased (taking due precautions) if circumstances indicate that it is not safe to proceed.

1. REPORTING TO CUSTOMER

When visiting a customers premises it is essential for the Service Engineer to report to a person in authority and establish his identity and reason for visit.

2. WORK TO BE DONE - ADVISE CUSTOMER

It is also essential to make known to the person in authority the type of work being undertaken and the equipment to be used. The person in authority has the responsibility to approve the equipment and proposed method of working, to ensure these conform to the customers safety code of conduct.

Where they are not approved, contact must be made with Marshall Brewson to find alternative methods which will conform.

3. CUSTOMERS SAFETY REGULATIONS

In many establishments it will be necessary to undergo instructions relating to the site safety regulations. Where this is not the case the service engineer must enquire if the customer has any

safety regulations with which he must comply.

The service engineer is at all times responsible for working within the customers safety code of conduct.

4. IDENTITY CARDS

Where required to do so identity cards will be worn.

5. CUSTOMER FACILITIES AND EQUIPMENT

If appropriate the service engineer should enquire what personal facilities are available, e.g. washing/toilet/canteen/first aid.

6. VEHICLES

Marshall Brewson company vehicles must be parked safely and in accordance with the customers requirements. Vehicles may be subject to the same search procedures as the customers employees vehicles.

7. CUSTOMERS TOOLS

It is generally not acceptable for a service engineer to use customers tools to assist him in carrying out his work unless circumstances dictate there is no other course of action. In such circumstances the person in authority must approve.

8. PROTECTIVE CLOTHING & SAFETY EQUIPMENT

Company issued protective clothing should be worn at all times, specifically safety shoes, hard hats, goggles, ear protectors etc must be worn as appropriate to the type of work being undertaken.

9. C.O.S.H.H. REGULATIONS

No substances may be obtained (ie. local purchase) for use that has not previously been cleared by Marshall Brewson under the C.O.S.H.H. regulations. The customer must clear these products under their C.O.S.H.H regulations.

10. SCAFFOLDING

When scaffold is being used over 6'6" high (2m) handrails, toe boards and proper means of access must be provided. Scaffolding must be maintained in a safe condition at all times.

11. LADDERS

Any ladders used must be free from obvious defects and must be of a size and type suitable for the work in hand. They must be lashed, footed or otherwise made secure when in use.

12. OVERHEAD WORK

No work must be commenced above the heads of the customers employees, or roadways until all precautions have been taken to ensure the safety of persons and property below.

13. WELDING

Where any welding or burning is to be carried out on site the person in authority must be advised and the service engineer must obtain a hot work permit

A. Before Starting Work

- (1) The Appointed Service Engineer will be responsible for fire, safety and for seeing that precautions are taken. The Service Engineer will obtain from the person in charge at each site permission to start work & obtain a Hot Work Permit where required..
- (2) All Service Engineers on each site shall be made aware of the location of the site's fire alarms and fire fighting equipment.
- (3) The Appointed Service Engineer will examine all property in the vicinity including the area on the other side of the wall or partition to ensure that no combustible material is in danger of ignition either directly or by conducted heat.
- (4) The area shall be cleared of all moveable and/or combustible materials to a distance of not less than 15 metres from the point of application of heat. Combustible materials which cannot be moved must be covered and fully protected by overlapping sheets or screens of non-combustible material.
- (5) Ensure there is adequate ventilation.
- (6) Warn any person(s) working in the area.
- (7) Provide screening if appropriate.

B. During the progress of work

- (1) The Service Engineer will arrange for a person to work alongside the operative(s) using the equipment to see that there is no outbreak of fire and shall have available for immediate use at least two buckets of dry sand and a hose connected to the nearest hydrant with the supply of water turned on and controlled at the nozzle of the hose. Where water would aggravate a fire or explosion or where there is no water supply there shall be available for immediate use at the side of the operations at least two suitable fully charged fire extinguishers.
- (2) The lighting of all blow lamps, torches and cutting equipment shall be carried out strictly in accordance with the manufacturer's instructions and no piece of lighted equipment shall be left unattended.
- (3) Gas cylinders not required for immediate use shall be kept outside the building in which the work is taking place and in any event at least 15 metres from the point of application of heat.

C. After Ceasing Work

Upon completion of the application of heat a continuous examination for a period of one hour shall be made of:

- (1) The immediate vicinity of the work, i.e. with a radius of 15 metres.
- (2) The area on the other side of any wall or partition to ensure that there is no risk of fire.

14. THREADING MACHINE GUARDS

All threading machinery must be guarded as far as is at all times practical. Where it is not practical to use a guard in accordance with H.S.E Technical Data precautions must be taken to avoid a possible accident.

15. ELECTRICAL POWER TOOLS - 110 VOLT

Wherever possible the use of 110 volt electrical power tools shall be used.

16. ELECTRICAL TOOLS

Only the company supplied electrical tools may be used to carry out diagnostic or repair work to electrical equipment. All electrical tools must have a current PAT test certificate. When multi meters are used, the fused type probes must always be fitted.

17. DEFECTIVE TOOLS/EQUIPMENT

Any defects in the company tools or equipment which effect their safe use must be reported to the departmental manager without delay. Defective tools/equipment should not be used.

18. ELECTRICAL ISOLATORS

When working on electrically powered equipment it is an essential first requirement to establish the position of the controlling isolating switch and render it in the off position. Under the 1989 Electricity at Work Regulations, such isolators should be of the positive off position type and be lockable. Where such isolators conform to these regulations they must be padlocked in the off position and the Company issued sign attached indicating that work is being undertaken. Where such isolators do not conform the person in authority must be made aware. The isolator will be switched off and the appropriate fuses (whether within the isolator or remote) will be drawn and retained. The Company issued warning label will be attached to the isolator to indicate work is in progress.

19 LIVE ELECTRICAL EQUIPMENT - ADVISE CUSTOMER BEFORE WORKING

Before attempting to work on live electrical equipment it is essential to advise the person in authority as to the nature of and reason for the work. He should be asked to provide a person to be present whilst working with live equipment is in progress, so that in the event of an accident he can take effective steps to render the equipment safe and call assistance. This will generally require an explanation, to that person, prior to starting work, where the isolator is and how to switch it off.

Under NO CIRCUMSTANCES is it permissible for a service engineer to work with live electrical equipment ALONE.

20. LIVE ELECTRICAL EQUIPMENT - WORKING METHOD

It is frequently necessary to work on electrical equipment in the live state, in order to carry out fault finding and testing. In such circumstances the appropriate isolator will be switched on, but must have the company issued warning label attached to indicate work is in progress. Before opening any electrical equipment covers, make sure there is adequate space to be able to undertake work safely. This requirement is generally that there shall be clear height of not less than 7 ft. and a clear width from any live conductor of 3 ft. in the area in which the service engineer will be positioned. Where these clearances cannot be met by moving temporarily stored items, the person in authority should be notified. If no immediate action can be taken to improve the situation, work may only proceed if in the service engineers' judgement, he can work in complete safety.

21. ELECTRICAL CONNECTIONS

All electrical connections made to equipment supplied and/or fitted by Marshall Brewson must comply with the "Electricity At Work Regulations 1989" and the latest edition of the I.E.E. Regulations.

22. AIR PRESSURE SYSTEMS

Ensure the complete system is depressurised as appropriate. Switch off the compressor(s), other equipment and disable the electrical isolator(s).

23. PRESSURE SYSTEMS REGULATIONS

No deviation/alteration will be permitted to an approved scheme without prior written authority from the authorising engineer.

24. TESTING AFTER WORK

The testing of equipment after service, repair or installation shall be such as to adequately prove that it functions correctly and is free from defects such as air or oil leaks. Any defects which are shown up by this test must be rectified.

25. SITE CLEARANCE

On completion of work the site shall be cleared of any debris resulting from the work and all equipment is to be wiped down and left in a clean and tidy condition.

26. POLLUTION

Oils, solvents and other harmful chemicals must not be disposed of down customer drains and care must be taken to avoid accidental contamination of drains by such materials.

27. NO SMOKING AREAS

The No Smoking Rules in areas where smoking is forbidden must be strictly observed.

28. SAFETY DEFECTS

A system/equipment that is not safe must be immediately disabled so that it cannot be recommissioned accidentally. The facts must be advised as soon as possible and in writing on the service report to the person in authority.

29. ACCIDENT

In the event of an accident of any degree, a record must be made in the customers accident register. A duplicate entry for reference purposes must also be made in the Marshall Brewson register as soon as possible after the event and the departmental manager advised.

30. NOISE ASSESSMENT

Hearing protection must be worn when ever the ear protection sign is shown. If no signs are visible it is down to the engineers judgement, if in doubt ear protection must be worn & report to site supervisor for further investigation.

31. ASBESTOS

In the event of discovering asbestos while on a customers site work must be stopped & made safe. If the engineer has any doubts they must presume the material is asbestos. The engineer must report to the site supervisor for further investigation.