

# HEALTH, SAFETY AND ENVIRONMENTAL NEWSLETTER

## DIG SAFE!

**Before** you put anything into the ground, whether it is an excavator bucket, jackhammer, spade, a pin or anything else – ask yourself:

1. Have I got a Permit to Dig? If yes, have I seen it and signed it because I understand it and agree with it?
2. Have I confirmed that there are NO underground services in this area? (Not just relying on plans) or:
3. Do I know EXACTLY where the underground services are in this area – including their route and depth? (Not just relying on plans)
4. Have all underground services that could potentially be disturbed been positively identified and marked?
5. Has a CAT scan been done to confirm this? Was the cable-locating device in good working order and calibrated?
6. Was the cable-locating device used by somebody who is trained to use it?
7. Have trial holes been hand dug to expose cables – looking for sand, marker tape or tiles above the cables in conjunction with CAT scans?
8. Am I using the right equipment for this task (e.g. would an insulated spade be more appropriate than an excavator)?
9. Am I happy that I'm competent to do this?
10. Do I know exactly what to do if a service is damaged?
11. When services have been exposed without damage, has the cable/pipe been protected from damage and is it properly supported whilst work takes place?
12. During back-filling, have sand, marker tapes or tiles been replaced?

**If the answer to any of the above is "NO" or "I'm not sure" – STOP WORK and take action or seek advice from your Site Supervisor or Manager.**

## SITE WELFARE FACILITIES

**By law**, everyone who works on any site must have:

- access to adequate toilet and washing facilities (ideally plumbed in, not chemical)
- somewhere to prepare and consume refreshments
- somewhere to store and dry clothing and PPE

Facilities for mobile teams working at several locations over a few days can be centrally located if accessible within a reasonable distance or time.

Sufficient rest rooms or rest areas are required for the number of persons likely to use them at any one time. In cold weather, heating should be provided.

All welfare facilities must be suitable and sufficient, ventilated, lit and **kept clean and orderly** throughout the life of the project.

Portable chemical toilets should be used as a last resort. Where used, there must be 1 chemical toilet for every 7 people working a 40 hour week. Otherwise:

### Facilities for Men Only:

Number of men in workplace	Number of toilets	Number of urinals	Number of washbasins
1-15	1	1	1
16-30	2	1	2
31-45	2	2	2
46-60	3	2	3
61-75	3	3	3
76-90	4	3	4
91-100	4	4	4

### Facilities for Mixed Use (or for Women Only):

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

## SERVICES IN CONCRETE

1. If using power tools to break-up concrete surfaces, avoid over-penetration as the cable may be directly underneath.
2. Where any service is discovered to be encased or surrounded in concrete, stop work until a safe system of work is established.
3. No service buried in concrete is to be disturbed/exposed unless isolated or pressure relieved (or other specific controls authorised and put in place).
4. Establish the reason for the concrete being present. Ideally a diversion or (if that is not reasonably practicable) isolation of the services should be adopted.
5. If in doubt that a service is live, or if you are concerned that safe working practices are not taking place – STOP WORK and seek advice from Site Manager or Head Office.