

Treanor Pujol



Welcome!

Treanor Pujol is committed to providing a safe and healthy working environment for staff, contractors and visitors to site. This induction leaflet provides basic safety information to reinforce awareness of essential procedures and general Health & Safety discipline. The Health & Safety team is available to provide both specific and general support to all.

Treanor Pujol expects all:

- ✓ To take care of themselves and those who may be affected by their acts or omissions.
- ✓ To co-operate with the Company on all health and safety matters so legal obligations are met.
- ✓ To not to interfere with any item that has been provided in the interest of health and safety.
- ✓ To report any hazards or suspicious activities to their direct line manager, supervisor or the Health & Safety team.
- ✓ To report ALL accidents and incidents to a First Aider, GM's or the Health & Safety team and to assist with the relevant investigation.

Personal safety and security

Treanor Pujol cannot accept responsibility for loss or damage to personal property belonging to you. This includes vehicles plus any items left in vehicles.

Everyone should take appropriate action to secure any valuable or personal items.

Fire safety

The Company takes fire safety seriously and has installed smoke detection and fire alarm systems throughout the buildings.

It is important that all are aware of what action to take if a fire is discovered before detection systems are invoked or, when the alarm sounds.

What to do if you discover a fire

- ✓ Activate the alarm by breaking the glass or pressing the button of the nearest fire point (red wall mounted box usually by exits) or shout "FIRE!".
- ✓ Make your way to the assembly point.

What to do if you hear the alarm

On hearing the fire alarm (continuous ring) you must:

- ✓ Leave the building by the nearest fire exit.
- ✓ DO NOT run or panic.
- ✓ DO NOT collect possessions.
- ✓ DO NOT try and fight the fire.
- ✓ KEEP CALM.
- ✓ Exit to the assembly point at the site entrance.
- ✓ Report to and stay with a Fire Warden.
- ✓ Under no circumstance must you return to the building unless advised by a Fire Warden that it is safe to do so.

You will also hear over the radio audible call-Fire, Fire Fire,

First Aid

A first aider can be summoned by Radio on channel 10, First Aider are members of Management Team and shed Supervisors.

First aiders in the sheds wear green hard hats.

Incident reporting

ALL incidents must be reported even if no personal injury is sustained to the management team

Manual handling guidance

- ✓ Think before lifting/handling – is it safe or beyond my capabilities?
- ✓ Use mechanical assistance where possible.
- ✓ Adopt a stable position directly in front of the load and grip the load securely.
- ✓ If lifting from a low level or from a squatting position, use your legs to push up, not your back.
- ✓ Use your feet to adjust position - avoid twisting the trunk or leaning sideways.
- ✓ Keep the load close to the waist.
- ✓ Don't flex the back whilst lifting.
- ✓ Keep your head up whilst handling and move smoothly.
- ✓ Don't lift or handle more than can be easily managed.

If in doubt regarding the safety of a manual handling operation, please contact the Health & Safety team for assistance.

Safety signs



It is important that all are aware of safety signs displayed on or around site:

PROHIBITION – red. Prohibition signs represent what we must **NOT** do.

WARNING – triangular, black on yellow background. Warn of **DANGER**.

MANDATORY – blue background. Mandatory signs represent what we **MUST** do.

EMERGENCY – white border on green background. These signs provide emergency information and usually indicate exit to a place of safety.

DANGEROUS SUBSTANCES – black on orange

Smoking

Treanor Pujol operates a **designated smoking area**. There is a smoking area on the side of the building. Smoking elsewhere on site is strictly prohibited.

Car Park

Please be careful when traversing the car park.

- **Observe the 5-mph vehicle speed limit.**
- **Do not overtake.**
- **Be mindful of pedestrians and motorcycles and cyclists.**
- **Park sensibly and within the marked bays.**
- **Reverse vehicles into parking bays – this improves visibility of pedestrian and vehicular movement when exiting the bay.**
- **Pedestrians - always be aware of the movement of vehicles whilst crossing the car park.**

Electrical equipment

The Company tests all electrical equipment in accordance with the Health & Safety Executive's guidance. As a matter of routine, if you are required to plug in and use any electrical equipment on site, please ensure that you conduct a visual inspection before use. Check that there are no scorch marks or breaks in the equipment casing and plug and that there are no loose cables in the plug cable grip. There should be no breaks in the cable, nor should there be any signs of wear or heat damage. Please report any defective equipment to the Health & Safety team or maintenance.

SPECIFIC INFORMATION

Permit to Work and Lock Out and Tag Out System

If your work involves working at height, hot work, high voltage electrical work, work directly affecting

critical building systems or work that affects the building infrastructure, you **must** obtain an appropriate Permit to Work from the Health & Safety team before work commences.

This type of work may also require the LOTO procedure to be followed.

No person shall carry out any alterations or additions to fixed wiring installations nor interfere with them in any way without prior authorisation.

Risk Assessment and Method Statement- (RAMS).










- Contractors are expected to provide RAMS before work starts.
- Contractors shall observe Treanor Pujol safety systems.
- Contractors shall follow safety signage.
- No work will commence without appropriate authorisation from the Health & Safety team.
- Direct employees shall sign on to all appropriate and relevant SOPs and method statements.

Hazardous areas

- **Stressing pits in both live and dead end of the sheds 1 and 2.**
- **Wire stressing.**
- **Lifting operations with over head cranes.**
- **Heavy Plant movements.**
- **High power pressure washing in the dead end.**
- **Material Storage Yard.**
- **Sub-stations.**
- **Bulk storage.**
- **Silos.**
- **Batching plant.**

COSHH Substances and symbols

All COSHH substances brought on to site must have a MSDS and COSHH assessment with the substance.

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

Mandatory PPE for site



Health & Safety Information

Arrive Safe, Work Safe, Go Home Safe.

Thank you