

OPERATOR BRIEFING PACK



Issue 1



LYNCH
MEETING HIRE DEMANDS

WELCOME TO LYNCH PLANT HIRE

About Lynch

Lynch Plant has been established for over 30 years and is a leading name in the plant hire industry. This has been accomplished by listening to our customers and implementing cost-effective methods to meet their requirements

We have a strong commitment to our customers which ensures the best service is given at all times. We deliver this standard by employing highly-skilled and well-trained staff, with continued investment into the latest machines and technology.

When choosing Lynch Plant you can be assured that your demands will be met – if not surpassed – by a professional team working to give you the best results.

Our aim is to be recognised as the leading plant hire company in the country. This will be achieved through our excellent customer service and determination to exceed – in essence ‘meeting hire demands’.

Company Directors

Liam Lynch is the founder and Managing Director of L.Lynch Plant Hire and Haulage Ltd. He is ably supported by sons and fellow directors, Merrill and Robert. Together with other members of the Board shown here they provide a strong vision of the company’s strategy to meet hire demands.



Liam Lynch



Merrill Lynch



Robert Lynch



Mark Kennedy
Operations Director



Fabian Swampillai
Finance Director



Chris Smith
Non-Executive
Director

MEETING HIRE DEMANDS

Lynch's mission is to deliver what the customer wants; and to progress, incorporating new requirements while ensuring complete satisfaction.

Our many years of experience mean we have developed excellent operators for the challenges that present themselves on construction sites time after time.

For operators, this means that you get the most modern fleet of plant and equipment on the market, behind the scenes we will support you every step of the way. Our highly skilled operators will always meet the customer's higher demands.

Our operators have met the following higher demands this last year:

- **Quick hitch training** – ensuring our operators reach the highest standards
- **Extra training** – training courses for our operators, keeping them up-to-date with regulations (National Grid, Rail, Thames Water, etc.)
- **First aid** – all operators attend a first aid course
- **Environmental awareness** – Impact and effects on the environment
- **Safety awareness course** – Safety course on excavator exclusion zones. Safety meeting on daily excavator checks
- **Excavator attachment awareness** – Different options available on the market
- **Customer care awareness**
- **Equality and diversity** – initiating new schemes to encourage opportunity for all in the construction industry

Meeting hire demands means meeting the customer's highest expectations.

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HEALTH & SAFETY POLICY STATEMENT

Lynch's duty of care to its employees

It is my policy, in accordance with the Health and Safety at Work Act, 1974 to provide, within the framework of the law good practice and Network Rail Standards, safe and healthy working conditions, equipment and systems of work for all my employees. I am committed to providing sufficient resources to carry out the policy arrangements.

I also accept that I have a responsibility for the health and safety of other people who may be affected by my activities. In particular I have a responsibility:

- to provide and maintain safe and healthy working conditions taking into account of any statutory requirements.
- to ensure all employees are competent to do their tasks.
- to provide training and instruction to enable employees to perform their work safely and efficiently.
- to provide and maintain safe plant and equipment.
- to make available all necessary safety devices and protective equipment and to supervise their use.
- to safe handling and use of substances.
- to maintain a constant and continuing interest in health and safety matters applicable to the company's activities, in particular, by consulting and involving employees wherever possible.
- to prevent accidents and cases of work related ill health.
- to review this policy as necessary at random intervals.

HEALTH & SAFETY POLICY STATEMENT

Employees' responsibilities to the company and to each other

My employees have a duty to co-operate in the operation of this policy:

- by working safely and efficiently.
- by using the protective equipment provided and meeting statutory obligations.
- by reporting incidents that have led to injury or damage.
- by adhering to company procedures, jointly agreed, for securing a safe work place.
- by refraining from consumption of alcohol during work time and from the illegal use or abuse of drugs.
- by assisting in the investigation of accidents with the object of introducing measures to prevent re-occurrence.

The company Health and Safety Policy will be reviewed regularly and additional guidance notes prepared for new aspects of work.



Liam Lynch
Managing Director

WORKSAFE

If an employee honestly considers that the work activity he/she is being asked to undertake involves an unacceptable risk of injury or damage to equipment he/she has the right to refuse to continue work until the risk is reduced to an acceptable level. The Company's procedure for this action is issued to each employee involved in railway working at induction. Employees raising an honest and reasonable complaint are protected by law from any discrimination or disciplinary action.

The Managing Director and client have obligations to investigate the complaint and, if justified, to take such measures as are necessary to reduce the risk to an acceptable level.

Refusal to work on the grounds of concerns over issues relating to Health & Safety is a key component of Lynch Plant Hire's Health & Safety policy. In the event of an employee expressing concern over these issues, they will be supported and an investigation carried out to determine if the concerns are well founded. In the event of no substantive evidence of the concerns being justified the complainant will be asked to carry out the task. In the event of the concerns being justified the work will be suspended until a safer method can be found.

Concerns about safety should be raised with your line manager or site safety team.

The Lynch confidential reporting scheme is available by visiting our website page at: www.l-lynch.com/nearmiss or by calling 0845 400 0000.



Liam Lynch
Managing Director

WORKING HOURS

It is company policy to ensure that any person selected for a work team or for driving is not likely to exceed the limits imposed in the Network Rail Hours of Work Policy by working the planned shift(s) and that they will be sufficiently rested before commencing the shift.

This process ensures that all staff working on Network Rail Managed Infrastructure do not work more than 12 hours per shift or 72 hours per calendar week or 13 shifts in any 14 day period and have had at least 12 hours rest between shifts. All proposed work on Network Rail Managed Infrastructure must be planned in advance and working hours rostered so that staff are not required to work in excess of the prescribed times.

In accordance with company standard NRIGNIIN 1/001 door to door time should not exceed a maximum of 14 hours provided the working shift does not exceed 12 hours. There is no maximum travel time within the 14 hour limit, but a suitable risk assessment process for managing periods of travel time they consider excessive is in place.

Our operatives are aware of the Worksafe procedure and are encouraged not to work excessively if they consider it to be unsafe. The calculation of working hours must take into account any time worked off the railways for the Company in accordance with Company Standard NR/L2/ERG/003 Management of Fatigue. Employees have agreed to report any work undertaken elsewhere.

In general operative rostering is arranged by the company to ensure that the operatives do not work during the twelve hours before commencing site works. The operatives are asked to confirm that they have not worked in the preceding twelve hours before they are rostered. They will also be asked by the client during the site briefing. Rostering for site activities will be carried out by the client. Operatives must be aware that unauthorised exceedances will not be paid for.



Liam Lynch
Managing Director

ALCOHOL & DRUGS

Lynch Plant Hire has adopted the principles of the Network Rail Alcohol and Drugs Policy as follows: -

All employees should be aware that while working for Lynch Plant Hire, additional legislation is applicable to them and their work. In particular the Transport and Works Act 1992 Part 2 Section 27 specifically notes the need for employees to be free from the effects of Alcohol and Drugs, and the requirements of Network Rail Company Standard NR/L1/QHSIO5I will apply to every employee whether they are working on the rail infrastructure or not. Employees should therefore:

- Not present themselves for work if they are unfit, due to alcohol or drugs.
- Not present themselves for work if they have consumed or taken drink or drugs.
- Not be in possession of drink or drugs in the workplace (including the van).
- Not consume or take drink or drugs while at work

If employees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, Solpadine, they should advise their Doctor and seek alternatives AND report the fact to their Line Manager.

If employees are considered unfit for work, then we have a legal duty to test their blood, urine or breath for drink or drugs. For the purpose of this policy an unfit state through consumption of alcohol is defined as detection by testing of:

- More than 29 milligrammes per 100ml of blood;
- More than 13 microgrammes of alcohol in 100ml of breath; or
- More than 39 milligrammes of alcohol in 100ml of urine.

This is known as a 'positive result' of an alcohol test and is far less than the normal requirements for driving. Any traces of illegal drugs, such as cannabis, cocaine, amphetamines, barbiturates, methadone etc. found will be deemed a positive test result.

If proved positive the individual will be immediately suspended, removed from the Contract and possibly the Company and reported (in the case of rail Sentinel card holders) to NCCA & Network Rail. Testing will be carried out by the Lynch Plant approved medical providers.

ALCOHOL & DRUGS

Lynch Plant Hire is not looking to victimise employees who admit to having a drink or drug related problem, and who approach the Company for help and are prepared to undergo an agreed form of treatment. Lynch Plant Hire offer to assist any employee who voluntarily declares an alcohol or drug related problem. This will provide both confidential support and guidance to employees and their families. If you have or think that you may be developing an alcohol or drug related problem then you must advise your Line Manager immediately so that the help procedures can be applied. Disclosure or discovery of a problem prompted by a positive test result or an impending test is not acceptable.

All employees are strongly advised to drink in moderation during the week and preferably leave 12 hours before commencing a shift. Don't forget to take into account any on-call, weekend or night shift work. Unannounced drug & alcohol testing will be carried out on a random selection of staff and operatives on a no-notice basis at various times of the year.

All new employees and those existing employees who wish to start work on Network Rail Managed Infrastructure will be required to undertake full screening for drugs and alcohol before employment and Lynch will not knowingly employ people who are recreational or habitual users of drugs.

For-cause screening will be carried out with no notice if there are reasonable grounds for someone to be suspected of being under the influence of alcohol or drugs or if their behaviour prompts it or if there has been an incident or accident in the work area. If laboratory analysis reveals the presence of prohibited substances consistent with a therapeutic dosage of undeclared medication the donor will be interviewed to establish the reason for nondeclaration. If the Medical Officer is satisfied a 'negative' result may be given. If not satisfied this will be recorded as a No Result and the donor must be re-tested immediately and will not be allowed to work on Network Rail Managed Infrastructure until a negative (pass) result is achieved. Network Rail also has a policy of unannounced screening for which no notice will be given.

A refusal to undertake any of the above tests would be deemed to be a positive result resulting in the same disciplinary action as if tested positive. If you fail to turn up for an arranged test without good reason accepted by the Managing Director or his representative, you will be considered as having refused the test.



Liam Lynch
Managing Director

ENVIRONMENTAL MANAGEMENT POLICY STATEMENT

Lynch Plant Hire is committed to re-cycling and the prevention of pollution arising from its activities. It has developed an Environmental Management Policy (EMP) to identify those aspects of the company's activities that affect the environment and to assess their impacts.

The EMP seeks to control measure and monitor the most significant of these aspects by setting targets against which continual improvement can be demonstrated.

A continual review of the system will be undertaken by the Managing Director and senior management of the company at yearly meetings in addition to a regular external audit of the system.

This Policy statement is available to all company employees, and to all interested third parties.

As Managing Director of Lynch Plant Hire, Liam Lynch has overall responsibility for Environmental Management in all of the operating units and he will ensure that the EMP is duly implemented, continually reviewed and with the relevant legislation being addressed and required standards maintained.

The Environmental Management is carried out under the direction and control of the Rail Coordinator and his senior management team.

This policy will be reviewed annually.



Liam Lynch
Managing Director

QUALITY POLICY

The management and personnel of Lynch Plant Hire are committed to providing a high quality service in the area of Quality management by continually improving client service, human resource management and company operations.

Total customer satisfaction, the company's primary objective, is achieved by recognising, understanding and evaluating customer needs and trying to exceed them.

Executive management are committed to the efficient operation and continual improvement of performance and the quality management system. To this end quality objectives are set and measured to facilitate effective and efficient review.

Development and training of employees is a top priority.

Human Resource Management is based on the principles of close training and supervision, excellent communication skills for all personnel and high personnel satisfaction.

Management will provide adequate resources and training needed to continually improve the effectiveness of the Quality Management system.

The above goals are complete by an effective and efficient company quality management system based on the requirements of ISO 9001: 2000. The Company's commitment in meeting, and exceeding, these requirements secures a prosperous future and sets a unique standard for others to follow. The Directors will take into consideration the views of interested parties and the effect the companies activities have upon the environment.

In fulfilling the above Quality Policy the Directors recognise the importance of its suppliers and will work with them to improve the quality of their services.

The success of this policy is monitored, controlled and improved through elements of this Quality System such as internal audits, management reviews, corrective/preventive actions and training.

Each employee will be made aware of the importance and contents of this quality policy and be encouraged to contribute to the success of the quality management system. The Company's goals and commitment in meeting the requirements of ISO 9001: 2000 will secure a prosperous future and set a unique standard for others to follow.



Liam Lynch
Managing Director

CONTROL OF BRIBERY

Lynch Plant is determined to maintain its reputation as a reputable Company, which will not tolerate fraud, corruption or abuse of position for personal gain, wherever it may be found in any area of its activities.

The purpose of this Policy Statement is to set out for all employees the main principles for countering fraud and corruption.

The Policy Statement includes:

- the scope;
- the culture and the stance against fraud and corruption;
- how to raise concerns and report financial malpractice;
- the principle of having an anti-fraud & corruption strategy;
- the responsible officer.

All employees should play a key role in counter-fraud initiatives. This includes providing a corporate framework within which counter-fraud arrangements will flourish, and the promotion of an anti-fraud culture across the whole of the Company. This should provide a sound defence against internal and external abuse of Company funds.

The relevant definitions are as follows;

- fraud is the 'intentional distortion of financial statements or other records by persons internal or external to the organisation, which is carried out to conceal the misappropriation of assets or otherwise for gain.'
- corruption is the 'offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any person.'

Scope

The Policy Statement applies to all employees (full time, part time, temporary and casual) who work for the Lynch Plant. The term 'officer' includes all types of employees of Lynch Plant.

CONTROL OF BRIBERY

Lynch Plant expects that individuals and organisations (e.g. suppliers, contractors, and service providers) that it deals with will act with integrity and without thought or actions involving fraud and corruption. Where relevant, Lynch Plant will include appropriate clauses in its contracts about the consequences of fraud, bribery and corruption; evidence of such acts are most likely to lead to a termination of the particular contract and may lead to prosecution.

Culture and Stance against Fraud & Corruption

Responsibility for an anti-fraud culture is the joint duty of all those involved in giving direction, determining policy and management. The strategy should be directed against fraud and corruption whether it is attempted against Lynch Plant from outside or from within its own workforce.

Lynch Plant expects that employees at all levels will lead by example in ensuring adherence to legal requirements, contracts procedure rules, financial procedure rules, codes of conduct and best (professional) practice.

As part of this culture, Lynch Plant will provide clear routes by which concerns can be raised by employees (full time, part time, temporary and casual).

Senior Management is expected to deal swiftly and firmly with those who defraud Lynch Plant or who are corrupt. Lynch Plant, including senior management and directors, will be robust in dealing with financial malpractice.



(Continued overleaf)

CONTROL OF BRIBERY (cont.)

Raising Concerns

Although this document specifically refers to fraud and corruption, it equally applies to any forms of malpractice that can reduce confidence in Lynch Plant and its services, and may also include acts committed outside of official duties but which impact upon Lynch Plant's trust in the individual concerned. Examples may include the criminal acts of theft of 'property', which includes all assets and cash; false accounting; obtaining by deception; pecuniary advantage by deception; computer abuse and computer crime. Also, it includes bribery and corruption. All employees can be exposed to a number of 'pressures', from outside influences to act in a particular way in a particular case; this may involve 'favouritism' regarding the access to all kinds of services and benefits.

The employees of Lynch Plant are an important element in Lynch Plant's stance on fraud and corruption, and they are positively encouraged and expected to raise any concerns that they may have on these issues where they are associated with Lynch Plant's activities.

Employees should normally raise concerns through their immediate manager, however it is recognised that they may feel inhibited in certain circumstances. In this case, employees should contact either the Managing Director or Rail Co-ordinator.

Concerns will be treated in confidence, properly investigated and dealt with fairly.

There is, of course, a need to ensure that any investigation process is not misused, therefore, any internal abuse, such as raising malicious or vexatious allegations, may be dealt with as a disciplinary matter.

Anti-Fraud & Corruption Strategy

This Policy Statement also forms an important part of the Anti-Fraud & Corruption Strategy by setting out the tone, culture and expectations of Lynch Plant, as part of the corporate framework.

The Strategy involves the corporate framework, prevention, deterrence, detection and investigation, action and recovery; details of these key features are shown in the Strategy itself.

CONTROL OF BRIBERY

The Responsible Officer

The Responsible Officer is responsible for ensuring that Lynch Plant has control systems and measures in place 'to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstitute any lost records'. An anti-fraud & corruption policy statement and strategy helps towards discharging part of this responsibility.

Accordingly, The Responsible Officer will:

- take overall responsibility for the maintenance and operation of this policy
- promote awareness of the principles and practices it contains
- maintain records of financial malpractice, including concerns and allegations received, matters arising from audits, investigations and evidence and the outcomes
- report as necessary to Lynch Plant

Risk Assessment

In general Lynch operates in an area of engineering which has been considered a very low risk as far as bribery and corruption is concerned.



Liam Lynch
Managing Director

OPERATOR BRIEFING 01

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Prepared by: Liam Moore Approved by: Mark Kennedy



USE OF PLANT

Safe System of Work

- Effective segregation of plant machines and pedestrians using physical barriers
- Designated walkways in place
- Adequate signage to be in place to warn operators/drivers and pedestrians of the presence and dangers of plant movements
- Minimise reversing where possible
- Use banksmen to guide manoeuvres wherever possible
- All plant to be fitted with rear view mirrors
- All plant to be fitted with audible reversing alarms and switched on at all times
- All plant to be fitted with amber flashing beacons and switched on at all times during movement
- All operators to be CPCS card holders for the correct category of machine being used
- All plant to be operated within manufacturers guidelines, capacities and limits
- Seat belts to be worn at all times
- Site speed limit to be enforced and observed by all
- Anti-roll bars where fitted to be locked in the raised position on dumpers and rollers when they are being moved
- Passengers only to be carried in plant machines where a seat and seat belt are provided for that purpose
- Where fitted to machines, reversing cameras are to be used

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet



OPERATOR BRIEFING 01

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USE OF PLANT

Safe System of Work

- Adequate lighting to be provided in yard and
- Safe Working Load limit not to be exceeded when using excavators or forklifts for lifting (see RA no. 9 for detailed controls for lifting operations)
- Automatic Safe Load Indicators or Rated Capacity Indicator to be used during lifting operations with forklifts or excavators
- All plant to be maintained in accordance with manufacturers' instructions and statutory records to be kept where applicable. Daily and weekly checks/servicing to be carried out and recorded
- Defect reporting systems to be in place and used
- Plant machines to be quarantined out of use until defects have been repaired
- Pre delivery inspections to be carried out and defects rectified before machines are released to any customers

Identified Risks

- Personnel (pedestrians) being struck by, crushed or run over by plant machines
- Drivers/operators being thrown from, falling from or crushed by plant machines

OPERATOR BRIEFING 02

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USE OF QUICK HITCH

Safe System of Work

- Operation of Quick Hitch is limited to trained and competent staff. Additional training provided by means of toolbox talks for site specific safety issues
- Quick Hitch to be placed in position and plant turned off prior to disengagement. Quick Hitch to be disengaged in a slow/steady motion to reduce the frequency of the buckets 'rocking' motion. Use of Semi- Automatic Quick Hitches have been prohibited by L Lynch.
- **Operator to check hitch is fully and correctly engaged prior to use** - if in doubt seek advice from L Lynch Management
- Staff to use the disengagement tool provided and to report any faults immediately
- Ensure that bucket is left at a safe height to reduce bending or over reaching
- Operator to utilise hand rails and steps to enter and leave the cab safely
- Operator to ensure that hydraulic control isolation lever is engaged before leaving the cab to change Quick Hitch
- Specific Quick Hitch Training is provided for every Lynch Plant Operator
- Prohibition of any Site Worker in risk area of excavator, defined as area underneath the bucket
- Quick Hitch Operator Manual in cab of machine to be followed at all times

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet
- Safety Glasses



OPERATOR BRIEFING 02

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Prepared by: Liam Moore Approved by: Mark Kennedy

USE OF QUICK HITCH

Identified Risks

- Machine dipper arm striking site worker
- Bucket / Attachment detaching from Quick Hitch and striking an operative
- Bucket “swing back” when Quick Hitch released
- Caught fingers / hand in Quick Hitch
- Upper limb strains from disengaging Quick Hitch
- Falls from cab
- Unauthorised operation of plant while changing quick hitch

For more information please contact the training team



OPERATOR BRIEFING 03

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PLANT DAILY CHECKS

Safe System of Work

- All lifting appliances are to be serviceable with no defects and fit for task

Identified Risks

- Failure of lifting appliance
- Failure of lifting accessories
- Incorrect slinging techniques leading to loads or parts of loads dropping or slipping whilst being lifted
- 3rd party intrusion into dangerous areas during lifting
- Contact with overhead cables
- Contact with structures
- Personnel being struck or crushed by suspended loads

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet





REFUELING OF VEHICLES / PLANT

Safe System of Work

- Inspect all refueling equipment prior to use. Do not use if any defects are found.
- Remove all potential ignitions sources in the vicinity of the refueling points
- Use diesel as a fuel source – lower volatility than petrol
- Ensure that fuel station is kept clear from obstructions
- Ensure spill kit is adjacent to fuel station prior to refueling and is well stocked
- Clear up any spillage immediately and maintain slip free surfaces
- Ensure there is clear access to a foam or dry powder fire extinguisher to aid safe evacuation in event of fire
- Ensure that PPE is worn – gloves and eye protection
- Wash off any splashes of fuel immediately with hot soapy water
- Enforce one way traffic circuit and prohibit reversing to reduce collision risk
- Lynch Plant Hire enforce a strict no smoking policy
- All users are to ensure that the Safe System of Work for the use of fuel pumps is followed (please refer to plant operator's manual)

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Glasses



OPERATOR BRIEFING 04

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Prepared by: Liam Moore Approved by: Mark Kennedy

REFUELING OF VEHICLES / PLANT

Identified Risks

- Fire and/or explosion
- Fuel splashes to hands, eyes or skin
- Contact dermatitis
- Fuel spillage
- Slips, trips and falls
- Vehicle collisions
- Work at height



OPERATOR BRIEFING 05

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LIFTING OPERATIONS

Safe System of Work

- All lifting appliances are to be serviceable with no defects and fit for task
- All lifting appliances are to be load tested as per statutory requirements and a valid thorough examination and load test certificate held in the plant office
- Daily user checks and inspections are to be carried out on all machines and lifting accessories prior to lifting. If defects are found the machine or accessory is not to be used and must be quarantined out of service until repaired. All lifting accessories are to have a valid thorough examination certificate held in the plant office
- All lifting operations are to be carried out by competent operatives
- All lifting operations are to be planned and supervised by a competent person except for generic or repetitive small scale lifts
- Operators are to ensure that ASLIs or RCIs fitted to lifting appliances are working and switched on at all times during lifting operations
- Operators are to ensure that the lifting appliance is operated at all times in accordance with the manufacturers handbook and within the recommended safe working limits and duties chart displayed in cab
- All suspended loads are to be controlled by using tag lines where practicable
- Exclusion zones which prohibit entry by unauthorised personnel are to be imposed where practicable, especially when lifting near or over pedestrian walkways
- PPE – Safety boots, Hi-Vis, safety helmet, gloves to be worn by all during lifting operations

Further information can be obtained from the training team

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet



OPERATOR BRIEFING 05

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Prepared by: Liam Moore Approved by: Mark Kennedy

LIFTING OPERATIONS

Identified Risks

- Failure of lifting appliance
- Failure of lifting accessories
- Incorrect slinging techniques leading to loads or parts of loads dropping or slipping whilst being lifted
- 3rd party intrusion into dangerous areas during lifting
- Contact with overhead cables
- Contact with structures
- Personnel being struck or crushed by suspended loads



OPERATOR BRIEFING 06

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Prepared by: Liam Moore Approved by: Mark Kennedy



LOADING/UNLOADING PLANT

Safe System of Work

- Load bed and ramps to be kept free of debris, mud, oil, grease, waste, ice etc. Sand to be spread where necessary to aid grip. Tracks/wheels of plant to be cleaned if necessary before loading.
- Lashing chains, slings, timber, ropes etc to be stowed safely when not in use so as not to create trip or falling hazards.
- Maintain 3 points of contact if possible, when working near the edge of the load bed.
- Only competent, authorised personnel to load/unload.
- Staff to follow safe loading procedures for each machine type in the Transport Safety Manual when loading/unloading.
- Plant to be secured to Transporters as per manufacturer's procedures and Transport Safety Manual procedures and guidance.
- Keep unauthorised personnel away from transporter. Use banksmen where possible to control pedestrian movement.
- Plant to be guided by a competent banksman standing in a safe place during loading/unloading.
- Drivers to receive familiarisation training for each item of plant being transported. Training records to be maintained.
- Ensure transporter is parked on firm level ground during loading/unloading.
- Anti-roll bars fitted to dumpers, rollers and mini excavators etc. are to be locked in the raised position at all times during loading/unloading. Seat belts are to be worn on all machines at all times.

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet
- Safety Glasses



LOADING/UNLOADING PLANT

Safe System of Work

- In the event of a plant machine rolling over, to prevent drivers/operators being crushed **never try to jump clear; stay in the seat with the seat belt fastened**
- Do not jump off the transporter load bed. Walk down the ramps or sit down and lower yourself gently off the edge.
- **Never** work directly underneath overhead power cables.
- Never work within 9 metres horizontally of overhead power cables supported on wooden poles
- Never work within 15 metres horizontally of overhead power cables supported on steel pylons or structures
- Always follow safe systems of work and routes provided on construction sites when driving under overhead power cables
- Keep hands clear of pinch points and crush zones on ramps and trailers
- All loading/unloading to be carried out slowly and safely – do not rush
- When collecting plant from sites ensure plant is free from defects which could affect safe loading. If in doubt stop work, do not move plant and seek advice from the transport office
- Always liaise with our clients site staff to ensure on site risks are understood and controlled

Identified Risks

- Falls of people or objects from the transporter load bed and ramps
- Falls of vehicles from the transporter load bed and ramps
- Slips & Trips
- Personnel being struck by moving or falling vehicles
- Electrocution from contact with overhead power cables
- Hand injuries

VEHICLE MOVEMENT

Safe System of Work

- One way traffic system to be enforced and observed by all drivers
- Site speed limit of 5 mph should be enforced at all times (check your site safety induction with regards to traffic management)
- Traffic signage to be obeyed by all drivers
- Eliminate the need for reversing wherever possible. All other reversing to be supervised by banksmen wherever possible
- Segregate vehicles and pedestrians by using robust physical barriers
- Provide adequate signage at entry/exit points
- Drivers to sound horn when entering or exiting the workshop to warn pedestrians
- Provide safe walking routes and crossing points for pedestrians
- Amber flashing beacons where fitted are to be on at all times when vehicles are moving around construction sites
- Hi vis waistcoats or jackets to be worn by all site personnel and plant operators
- Safety footwear to be worn at all times
- Provide designated parking areas for private vehicles
- Ensure building exits do not open onto traffic routes. Provide signage to warn pedestrians of hazards of passing traffic
- Park your plant in the correct and safe manner

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Helmet
- Safety Glasses



OPERATOR BRIEFING 07

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Prepared by: Liam Moore Approved by: Mark Kennedy

VEHICLE MOVEMENT

Identified Risks

- Personnel being struck, crushed or run over by moving vehicles or plant resulting in major injury or death
- Damage to vehicles and buildings resulting from collisions



OPERATOR BRIEFING 08

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Prepared by: Liam Moore Approved by: Mark Kennedy



PERMITS TO LIFT

Safe System of Work

- All lifting appliances are to be serviceable with no defects and fit for task
- When lifting

Identified Risks

- Failure of lifting appliance
- Failure of lifting accessories
- Incorrect slinging techniques leading to loads or parts of loads dropping or slipping whilst being lifted
- 3rd party intrusion into dangerous areas during lifting
- Contact with overhead cables
- Contact with structures
- Personnel being struck or crushed by suspended loads

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet



OPERATOR BRIEFING 08

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Prepared by: Liam Moore Approved by: Mark Kennedy



Lifting Operation Permit

Job Name & Description of Work:		Document Control No: (PERMIT-Date-Initials) PERMIT-	
Weight of Load: <small>Estimated or Known?</small>	Method by Which Weight was Determined:	Center of Gravity determined by: <small>Estimated or Calculated?</small>	
Date/Time Permit Requested:	Date/Time Permit Issued:	Date/Time Permit Expires:	
CONTACT INFORMATION			
	Name	Company	Phone Number
Designated Lift Leader (Issuing Authority)			
Qualified Crane Operator (Performing Authority)			
Designated Rigger			
SAFETY REVIEW			
CRANE If the answer to any of the following questions is "NO", lifting operations shall not proceed.			Yes No NA
1. Was a pre-lift operations meeting held?			
2. Is the yearly crane/hoist inspection current? (Is it documented?)			
3. Has the daily visual inspection been completed?			
4. Are safety devices installed and tested?			
5. Is the wind speed below 30 mph? (<i>Wind speed >20 mph require reassessment of Work Risk Assessment and TSEA, if wind speed >30 mph, lifting operation shall not proceed.</i>)			
6. Have precautions been taken to keep other personnel out of the area?			
7. Was the need to protect the swing area and lift/landing zones considered?			
8. Has the ground stability been assessed, and is the ground stability adequate for this lift?			
RIGGING If the answer to any of the following questions is "NO", lifting operations shall not proceed.			Yes No NA
9. Has the rigging been inspected? (shackles, chains, wire, rope, etc.)			
10. Is the rigging attached to the pole at the proper angle?			
LOAD If the answer to any of the following questions is "NO", lifting operations shall not proceed.			Yes No NA
11. Has the need for taglines been evaluated?			
12. Is the load to be lifted stable? (<i>no liquid or other resulting load</i>)			
13. Have the lifting lugs and pad eyes been inspected?			
CRITICAL LIFT ASSESSMENT If the answer to any of the following questions is "YES", a critical lift plan must be completed.			Yes No NA
14. Are people being lifted? If yes, refer to Section 5.7 of the <i>Lifting Operations Defined Practice</i> .			
15. Are power lines within twice the maximum boom swing radius plus the equaled clearance?			
16. Are two or more lifting machines being used to simultaneously lift one load?			
17. Is this a lift that presents a risk of significant property damage or high potential of personal injury?			
18. Will the crane or hoist operator lose sight of the lead original person at any time during the lifting operation?			
19. Is the weight of the load more than 80% of the dynamic or static capabilities of the lift equipment?			
20. Is the lift being conducted over energized or pressurized equipment?			

WORKING AT HEIGHT

Safe System of Work

- Some machines/vehicles are fitted with limited integral fall protection measures
- Mobile steps are to be fitted with guardrails
- Avoid work at height where possible
- Prevent falls by using suitable working platforms with integral edge protection and toe boards which conform to the Work at Height Regulations
- All personnel to be competent in work at height procedures
- Provide access scaffolding, mobile towers or podium steps before using ladders or step ladders
- Maintain 3 points of contact at all times when on ladders
- All ladders to be Class 1 and conform to BS EN 131
- Inspect ladders before use
- Surfaces to be firm, level, dry, clear of obstructions
- Ladder locking devices to be engaged at all times
- No side on working or loading
- No over-reaching in any direction

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Helmet
- Safety Harness



OPERATOR BRIEFING 09

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Prepared by: Liam Moore Approved by: Mark Kennedy

WORKING AT HEIGHT

Identified Risks

- Falls of people from height from lorry bed, plant machines or when working from mobile steps, towers or ladders
- Falls of objects or materials from height as above



STANDARD FOR EXCAVATOR EXCLUSION ZONES

■ Zone 1

Only enter this zone if you cannot approach from the excavator operator line of sight. Always approach with caution and signal the plant operator to receive a positive response before attempting to enter zone 1.

■ Zone 2

Keep out of zone 2 at all times when excavator is in operation

■ Machine operator sight line

This is the safest zone for approaching an excavator as it provides the greatest chance of being seen by the operator.

Before approaching an excavator, always make eye contact with the operator and indicate that you wish to approach. Wait for the operator to ground the excavator's bucket, apply the safety lever and switch the engine off. Only approach once the operator has indicated it is safe to do so.

Things to remember

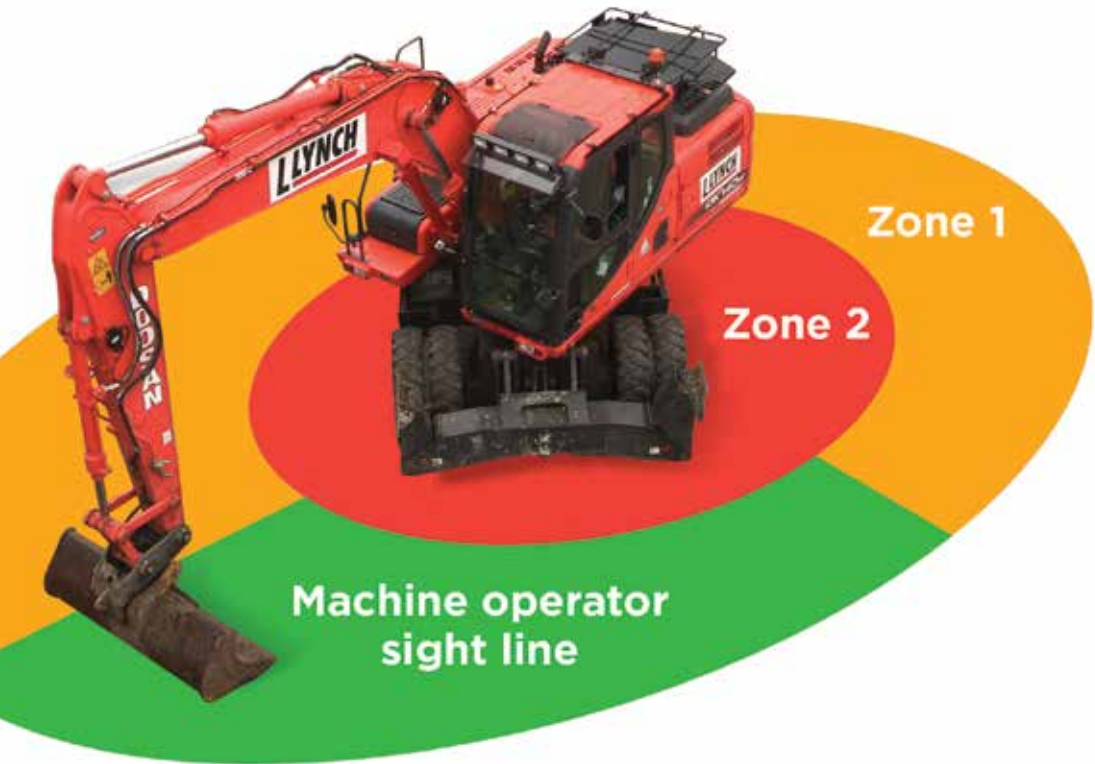
For operators

- Power down and turn off engine when anyone approaches the excavator
- Remove the keys when the excavator is left unattended
- Only release the Dead Man's Handle when fully in control of the excavator
- Consider that your clothing may get in the way of controls

OPERATOR BRIEFING 10

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IF IN DOUBT, STAY OUT OF THE MACHINE'S WORKING AREA!

Things to remember

For all of us

- Be aware of your actions when beckoning others
- Don't walk, stand, park or drive within the radius of excavators (zones 1 and 2)
- Make eye contact with the excavator operator before entering any zone
- Always follow these standard rules around excavator

AIR POLLUTION

Safe System of Work

- Avoid producing dust, fumes from your activities and releasing vapours into the atmosphere. Use dust suppression systems and equipment where technically feasible.
- Avoid burning materials on your site unless there is no practicable alternative. Ensure you have permission from a Manager first. Before lighting a fire think about what you are about to burn and who it might affect.
- Do not burn materials such as rubber, plastic, textiles, painted / treated wood etc which is likely to produce 'dark smoke'. It is generally an offence to produce dark smoke from any chimney, trade process or bonfire.
- Remember: local authority officers have a duty to investigate reports of dark smoke.
- Do not take any commercial waste back home to burn as it will still be classed as commercial waste.
- Prosecutions under the Clean Air Act via local authority enforcement may result in a fine of up to £20,000.

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet
- Safety Glasses



AIR POLLUTION

Identified Risks

Smoke, grit & dust: businesses that are not covered by Environmental Permitting/ Pollution Prevention and Control (PPC) or by local air pollution prevention and control (LAPPC) are regulated under the Clean Air Act 1993 for emissions of smoke, grit and dust, etc. The Act applies in England, Scotland and Wales with similar controls in Northern Ireland provided in the Clean Air (Northern Ireland) Order 1981. Businesses may also face claims of statutory nuisance if they are responsible for air pollution that affects others.

Volatile organic compounds (VOCs) are chemicals that easily vaporise at room temperature and may be harmful if inhaled. VOCs are used for a variety of purposes e.g. dissolving materials, cleaning, coating & printing and manufacture of products such as paints, inks and glues. In many industries a permit will be required in order to use them. VOCs can cause ozone depletion, contribute to global warming and create smog.

ODS: Ozone-Depleting Substances (ODS) are substances that, if allowed to escape, damage the ozone layer in the upper atmosphere. ODS include 'F-gases' in refrigeration equipment, aerosols & solvents.

- Smoke, fumes, dust, exhaust emissions, organic vapours and ODS such as refrigerant gases all pollute the air.
- It is a criminal offence to allow dark smoke to be emitted from the chimneys of any building, trade premises or from a bonfire.
- Burning plastics, rubber, oils etc will produce dark smoke.
- For guidance, the term dark smoke refers to smoke which, if compared with the Ringelmann Chart would appear to be as dark or darker than shade 2.
- Local authority officers have a duty to investigate reports of dark smoke.
- Under the Clean Air Act local authorities may declare the whole or part of the district of the authority to be a smoke control area. It is an offence to emit smoke from a chimney of a building, from a furnace or from any fixed boiler if located in a designated smoke control area. Consult your local authority for further advice.
- Approval is required to install a non-domestic furnace. The height of the chimney serving the plant may also need to be approved by the local authority.

WASTE MANAGEMENT

Safe System of Work

- All lifting appliances are to be serviceable with no defects and fit for task

Waste can exist in many different forms and appearances. Waste is defined as any material, object or substance that is discarded, intended to be discarded or required to be discarded. Waste that is mismanaged can adversely affect the air, water or land or even pose a threat to human health.

To minimise waste we apply the waste management hierarchy, which is to:

- Try to eliminate the waste where possible, e.g. use the correct storage methods to prevent damage or loss.
- Try to reduce the amount of waste created.
- Try to reuse materials where we are able to or where it is permitted.
- Recycle the waste, where appropriate.
- Dispose of the remaining waste using an approved method of disposal.

The main requirements for waste management are contained within the 'Duty of Care' section of the Environmental Protection Act although other legislation also applies.

Waste should be segregated into hazardous (termed 'special' in Scotland), non hazardous, inert and recyclables. If any of the containers are full or, if you are unable to store the waste correctly then please report this to your supervisor. Waste must not be stored in a manner which will allow it to escape and to litter or pollute the site or surrounding area.

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet
- Safety Glasses



WASTE MANAGEMENT

Safe System of Work

Waste must be removed from site by a registered waste carrier who will normally on removal produce a waste transfer note (or consignment note for hazardous/special waste). All transfer/ consignment notes should be retained for 2/ 3 years respectively. Please make sure that the details on the transfer/ consignment note match the details of the waste/ company removing the waste.

Segregating and storing waste correctly saves money as it reduces landfill tax and ensures legal compliance; avoiding potential financial penalties from enforcement action.

Key Points

- Play your part in keeping the site tidy and safe at all times.
- Don't leave materials where they are exposed to the weather and are likely to become damaged.
- Deposit waste into the correct containers.
- Do not mix different types of waste.
- Retain waste documentation or give to your supervisor.
- Don't burn or bury waste - this is illegal.
- Report any full waste containers to your supervisor

For more information please contact the training team

WATER POLLUTION

Safe System of Work

Water pollution is the contamination of bodies of water such as lakes, rivers, oceans and groundwater. These bodies of water, along with our coastal waters are known as 'controlled waters'. Pollution occurs when pollutants are discharged directly or indirectly into controlled waters without adequate treatment to remove harmful compounds.

Water pollution affects plants and organisms living in these bodies of water. In almost all cases the effect is damaging not only to individual species, but also to the natural biological environment.

Polluted water may also be drinking water, the effects on the population from water pollution can be wide spread and have an adverse effect on human health.

Controlled waters are protected by legislation.

"It is an offence to cause or knowingly permit poisonous, noxious or polluting matter or any solid waste to enter controlled waters or for sewage effluent to be discharged into controlled waters".

Water pollution may occur due to many factors and common workplace causes include:

- spillages during delivery or loading
- overfilling of tanks, often fuel or oil tanks
- incorrect storage of waste materials
- incorrect disposal of waste and waste products
- inadequate treatment of effluent prior to disposal
- spillages causing ground contamination going unnoticed
- flood waters carrying contaminants/ pollutants to drainage systems.

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet
- Safety Glasses



WATER POLLUTION

Safe System of Work

We have developed and implemented procedures to manage the risk of water pollution and these procedures must be understood by all employees. Our procedures include:

- identification of anything other than domestic sewage discharged from site that may cause water pollution
- identification of chemicals, waste or other materials used in our business or on site that may have the potential to cause water pollution
- identification of pathways through which water pollution could occur, including indirect ones such as ground contamination or direct pathways such as site drainage
- control measures based on risk assessments to ensure that the potential for water pollution is managed effectively
- emergency arrangements to deal with spillages or incidents which have the potential to cause water pollution.

It is also an offence to discharge trade effluent to the local sewer without consent. Consent is available from the local water authority if required.

Identified Risks

- Make sure you are aware of and understand the potential sources of water pollution on site and in the work activities that you carry out.
- Ensure you understand the consequences of water pollution both to the local environment and potentially to human health.
- Ensure you are aware of the different drain types on site and follow the appropriate emergency procedures should a spillage occur.
- Ensure the control measures that are in place are maintained, in good order and used appropriately to prevent pollution.
- Be alert and report any potential causes or incidents of spillage or release that could cause water pollution.
- Ensure plant, equipment and storage areas are maintained to contain fuels and chemicals used and stored, preventing pollution.

Follow any work instructions given to you. If you think you know a better way to manage this risk raise this with management first – do not just implement it yourself

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DEALING WITH EMERGENCIES

- Ensure you are aware of and understand the emergency procedures for your construction site.
- Know the location of emergency equipment such as spillage kits/first aid/fire meeting points.
- Ensure you understand the hazards of construction sites.
- Be alert and report any potential environmental hazards or incidents to line management or site supervisor.
- Follow any work instructions given to you. If you think you know a better way raise this with management first – do not just implement it yourself.
- Attend any training sessions or site inductions arranged for you.
- Play your part in keeping your workplace tidy and safe at all times.

Key Points

We have developed and implemented procedures that are relevant to the emergencies we consider could arise within our business. Emergencies can include:

- fire, causing air pollution and/ or ground contamination
- spillages causing ground and/ or water pollution
- uncontrolled gas releases causing air pollution and/ or a risk of explosion
- fractures of main drains causing ground contamination and/ or flooding
- power cuts which could lead to safety-critical equipment not working
- flood waters picking up and carrying contaminants to surface water/ foul drains etc.

These may also cause health and safety risks which should be taken into account when planning emergency procedures (safe walking routes for example).

The documented procedures we have developed and implemented cover:

- the nature of the risk(s) and how to respond

PPE TO BE WORN

- High-vis Vest / Jacket
- Safety Boots
- Safety Gloves
- Safety Helmet
- First Aid Kits



DEALING WITH EMERGENCIES

Key Points

- when, how and by whom the alarm is to be raised
- immediate action to control the incident
- accounting for site personnel, visitors and contractors
- prevention of access to any dangerous areas by non-essential personnel
- roles and responsibilities of those with special tasks to perform
- means of communication during an emergency
- location of any emergency equipment required, e.g. spill kits, fire extinguishers or drain covers
- access to any key records, e.g. fire plans and safety data sheets
- any other special requirements (for example how to handle the media).

All employees should receive training in the emergency procedures applicable to their site. The level of training will depend on the nature of their role: someone with special tasks to perform will need more in-depth training. Training should be recorded.

It is also important to test procedures to make sure they are effective in managing emergency situations. Such testing will highlight if there are any deficiencies in the procedures, which can then be rectified.

Final Points

- In the event of an emergency on-site report it to the site management and follow the construction site's rules and procedures as per your induction. If you need the emergency services dial 999 and explain the situation. Wait for help to arrive on-site.
- Never place yourself in danger! **STOP / THINK / ACT SAFELY**

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