

# **FORK TRUCK DIRECT LIMITED**

## **HEALTH AND SAFETY RULES TO BE OBSERVED BY SERVICE ENGINEERS WORKING ON CUSTOMERS PREMISES.**

### **CUSTOMER WORK METHOD**

The Company in addition to its statutory obligations has adopted a number of Rules and Safe Practices of its own in order to set and maintain a high standard of safety on customer premises.

The following regulations have accordingly been drawn up in order to acquaint those carrying out work on the customer's premises with the minimum standard of safety they are required to maintain at all times.

The main purpose is to ensure that all work is performed in such a manner as to be safe not only for the Company's employees but also for the customer's own employees.

The Regulations are not to be regarded in any way as relieving customer's of their statutory obligations or their efforts to avoid accidents, neither are they intended to restrict or impede the way in which work is performed.

The Company therefore looks for the fullest co-operation from every one.

### **SAFETY REGULATIONS**

#### **Before Starting Work**

- Inform the customer's Representative of your presence, and request his acceptance of these conditions of working. The customer's Representative will advise you of any special precautions which he thinks may be relevant and will arrange for instructions and regulations as required.
- All work must be executed in a safe manner and strictly in accordance with any Government Acts in force for the time, and with any special safety rules issued by the customer, and in accordance with safety and product training given by the Company.
- Engineers must ensure that adequate protective clothing, including eye protection, is used at all appropriate times.

### **FIRST AID / ACCIDENTS**

- All accidents, no matter how minor, must be treated immediately and recorded in the accident register on the customer's premises and must also be reported to the appropriate Company authority.

## WORK AREAS

- All work must be kept clean and orderly. Care must be taken not to block any door passage way, steps, safety exits, fire fighting equipment or safety apparatus in any way.
- Entry to areas other than those in which work is being carried out is expressly forbidden except for purposes of necessary access and with the knowledge and agreement of the customer.
- Everyone must take precautions to prevent the possibility of fire and must be familiar with the customer's rules for action in case of fire or other emergency.
- No smoking notices must be strictly observed.
- Customer's must give prior approval to the engineer before welding or burning of any description is carried out.
- Where diesel powered equipment is used inside a building, prior permission must be obtained from the customer and precautions must be taken against excessive exhaust emissions.

## ELECTRICITY AND OTHER UTILITIES

- All electrical equipment carried by service engineers to be used on the customer's premises must be in sound condition, safe and appropriate for the electrical supply available and where appropriate have a test certificate under the Electricity at Work Regulations.
- All electrical work must conform with the Electricity regulations and IEE Regulations.

## GENERAL CUSTOMER SITE RULES

- All notices must be strictly complied with.
- No work may be undertaken in close proximity to electric cables, switchboards etc., without the express permission of the customer.
- Speed limits on the customer's premises must be complied with at all times.

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

- Engineers shall undertake to comply with all COSHH Regulations and amendments and to carry out all necessary assessments on substances falling within the COSHH Regulations and to notify the customer, in advance, of any hazardous substance being used on their premises.