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HEALTH & SAFETY POLICY

COMPANY POLICY FOR HEALTH AND SAFETY AT WORK

It is Company Policy that all possible steps will be taken to ensure the Health and Safety of all employees, visitors and members of the public with reference to any work carried out by or buildings occupied by the company and to prevent damage to Company property.

It is the duty of all employees to ensure their own safety and the safety of others around them by conforming to the Company policy and accepted Safety codes of practice and carry out their responsibilities diligently. It is also the responsibility of all staff to report any H&S issues to their line manager as soon as they become aware of any danger.

All posted notices are to be complied with at all times but this in itself is not sufficient. All employees should contribute towards making work areas as safe as possible. All work methods should be periodically appraised to ensure that the safest possible methods are used.

The Management will give full backing to this policy both by leading by example and ensuring good communication systems are in place between management and staff at all levels within the company and any external contractors and will support all those who endeavour to carry it out.

The R U Electrical Health and Safety Policy is posted for the benefit of all concerned and all personnel should ensure that individual responsibilities are complied with.

The Company Health and Safety Officers are: Mr Roger Underdown

This document was last updated: 6th November 2014

Signed: _____ Print: _____

Roger Underdown_____



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Date: _____06/11/2014_____

HEALTH AND SAFETY POLICY

1. POLICY

a. It is the policy of this Company to conduct its operations, so far as reasonably practicable, in such a manner as to ensure the health, safety and welfare of all its employees, its customers and the general public insofar as its operations may affect them.

The specific objectives of this policy are:-

The proactive reduction of Health and Safety hazards by identification and removal of those which exist and by Safety Inspections to prevent any future hazards arising, and the acceptance by all personnel of Health and Safety as a major element of their overall responsibility.

b. Effective safety performance will only be achieved by enthusiasm and interest at all levels within the Company. Everyone has a duty to ensure that their duties are discharged in accordance with the procedure and rules, which are specifically devised to protect the health, safety and welfare of all staff, our customers and the public.

2. ORGANISATION

The Safety Officer has responsibility for the implementation, achievement and monitoring of the Company's Health and Safety Policy. In particular he will be responsible for: -

a. Promoting safety awareness throughout the Company

b. Auditing of accident, fire prevention procedures and other safety measures for the Company

c. Ensuring that safety rules and regulations are published to the relevant employees

d. Delegating the implementation of certain aspects of this policy to appropriate Members of Staff.



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Each employee has a personal duty to take reasonable care for his or her own health and safety and also for others who may be affected by his or her acts or omissions. It is the duty of all employees to observe rules and regulations

devised to ensure a safe working environment and to co-operate with any Company official where necessary to ensure compliance with this policy and relevant statutory requirements.

Disciplinary action will be taken against any employee who carries out his or her duties in such a manner to endanger the health and safety of others or who interferes with or mis-uses anything provided by the company in the interests of health and safety. Where such action or neglect is so dangerous as to constitute gross misconduct, the employee concerned will be liable to summary dismissal.

3. ARRANGEMENTS FOR IMPLEMENTATION

a. The Company's premises and equipment, the means of access to and exit from the premises, and the working environment are all, to the best of the Company's knowledge and so far as is reasonably practicable, safe and without risk to health. All reasonable steps will be taken to ensure the maintenance of these standards.

b. The Company will provide sufficient information, training and supervision to enable every employee to avoid hazards and contribute to his or her own health and safety at work. This provision will include the availability of copies of approved leaflets and the display of copies of approved posters.

c. Employee's sub-contractors are expected to co-operate with the Health & Safety Officer and any other designated person so that these requirements can be complied with and to follow the safety rules and render every possible aid to safe operations.

d. The Company will comply with its statutory duty to report certain accidents and notify dangerous occurrences. Therefore all accidents and dangerous occurrences (whether or not resulting in physical injury) must be reported promptly to the Safety Officer.

e. A First Aid box is available in every spares kit. Any employee requiring first aid treatment or medical assistance at work or venue should contact the Safety Officer.

f. Where hazardous substances are introduced into the workplace, employees who come into contact with such substances will be provided with instructions concerning safe handling, use, storage and transport of such substances.

4. SAFETY REGULATIONS

The attention of all employees is directed to the following areas which constitute risks to Health and Safety:-

If an employee is suspected of being under the influence of alcohol and/or drugs, he or she will be disciplined under the Company Disciplinary Rules.

a. Employees must inform the Company of any physical or mental illness, disability or condition that may affect his or her employment or job performance, and any diagnosed contagious illnesses.

b. Employees must report any unsafe equipment to the Safety Officer immediately.

c. Employees must avoid conduct that endangers others.

d. Employees must observe "No Smoking" rules.

e. Employees must maintain a high standard of neatness in the workplace and avoid litter and obstruction, particularly in work areas and in the general corridors and stairways.

f. Fire precaution, control and evacuation regulations are extremely important and employees are required to make sure that they fully understand how they apply to them. These can be found posted on notice boards. Fire escape routes must be left unobstructed and doors kept unlocked and unrestricted at all times. Employees are expected to co-operate and participate in any periodic fire drills operated by or on behalf of the Company.

g. It is the duty of every employee to observe as far as is practicable a proper and safe conduct whilst visiting customers' premises on Company business.

5. SAFETY INSTRUCTIONS

The Safety Officer will carry out safety inspections every six months.

6. POLICY REVIEW

This Policy and any associated arrangements will be reviewed six monthly and any necessary changes implemented and publicised at the earliest possible opportunity.

POLICY FOR HEALTH AND SAFETY AT WORK 1992

AIMS

1. To provide a safe, quality service recognised by our clients and employees as the best available.
2. To prevent accident so far as is responsibly practicable and to maintain the health and safety of all personnel, other contractors and the public.
3. To ensure that offices, sites and other areas of work are maintained in a safe and healthy condition.
4. To ensure that welfare facilities are provided to the required standard and that the provisions of the Health and Safety at Work Act are complied with.

DIRECTORS RESPONSIBILITIES

The person responsible for Health and Safety is Mr Andre Davie, the Operations Manager of RU Electrical Services

All Directors will:

1. Ensure that there is an effective policy for Industrial Health and Safety.
2. Periodically appraise the policy and ensure that any necessary changes are made.
3. Be directly responsible for the Implementation of a Company Health and Safety Programme.
4. Take a direct interest in such a programme and publicly support all persons who carry it out.
5. Endeavour to ensure that the Company Health and Safety Programme is understood at all levels.
6. Ensure that responsibility is properly assigned at all levels.
7. Set a personal example by wearing appropriate safety equipment.



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8. Review accident investigation reports and satisfies himself that corrective action is taken.

9. On occasions accompany the Safety Adviser on inspections to demonstrate his personal interest in the Safety Programme.

10. Ensure that all supervisors are available for and involved in all inspections of work places.



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RESPONSIBILITIES

The document on the following pages is intended to ensure the place or places in which we all work are as safe as possible, not only for employees of this company but also for the general public, sub-contractors, our clients and other companies working around us.

It is impossible in any document such as this to cover every eventuality or situation you will find yourselves in. Every one of us has a legal and moral obligation to protect the health and safety of those around us.

If you see someone or something you believe to be dangerous, do something about it, report it to your superior. If he/she does not take action that you believe appropriate, take it higher, if you don't and an accident occurs you will be morally and potentially legally responsible.

The document is split into a number of sections.

The Delegation of Responsibility states who is responsible for each area of the company's activities.

The policy statement refers to our general policy on Health and Safety. You should all be familiar with it and refer to it regularly. It is however a flexible document, if you feel there are areas that have been omitted or improvements that could be made, bring it to the attention of your superior.

The Method Statements detail the procedures we should follow when installing and operating equipment. They are a guide and will need to be adapted to suit each individual set of circumstances.

When you are on site, you are bound by the Health and Safety Policy Statement of the owner of the building or venue in which you are working. Therefore when you are at Wembley, for example, your Health and Safety becomes the ultimate responsibility of Wembley Stadium.

The procedures set out in the Method Statements should be used within the context of their Health and Safety Policy Statement.

Likewise, when sub-contractors are working within our premises they fall under our Health and Safety Policy Statement. If you see a sub-contractor operating in a potentially dangerous manner, do something about it.

The live event industry in which we operate often imposes severe time limits and deadlines on performance. This can and does lead to individuals and companies



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trying to cut corners, at times work has to be carried out quickly and there will be pressure to take shortcuts when things fall behind schedule.

Employees are the company's representatives on site and will have to make decisions on the spot as to what is or is not a safe method of operation. Whilst it is essential to the continued success of the company that we are seen as the people that get the job done, it is of far greater importance that we RU Electrical Ltd are seen to operate safely and within the capabilities of the individuals and equipment we have at our disposal. The company would therefore like to assure all employees that if faced with a situation that they feel is potentially dangerous, whatever pressure they may receive from the client, we would fully support their decision if they insist that remedial action is taken before they can proceed with the installation.

The company would far rather bear the cost, whether in additional expenditure or lost revenue, than suffer the consequences of an accident that can be foreseen and should therefore be avoided.

Don't just read this document and put it in your bottom drawer, use it, refer to it, comment on it.

MANAGERS & SUPERVISORS RESPONSIBILITIES

All Managers and Crew Chiefs (CC) must:

1. Fully familiarise themselves with the Company Safety Policy.
2. Incorporate safety instructions in routine orders and see that they are obeyed.
3. Ensure that all employees know what to do in case of Fire or Emergency and know the location of the evacuation assembly point and First Aid facilities.
4. Continually develop safety practices to ensure maximum safety for all employees.
5. Investigate all accidents to persons or property PROMPTLY, to discover the cause and minimise possible re-occurrence.
6. Hand-written Accident Report Forms should be completed by the Project Manager/Crew Chief.
7. Ensure that all safety rules are observed and that protective equipment is worn or used where appropriate.
8. Ensure that all Machinery and Equipment is properly maintained and safe to use.
9. Ensure that all defects in the workplace are promptly reported and rectified.
10. Ensure that abrasive wheels and discs are only fitted by authorised personnel.
11. Discourage horseplay by employees.
12. Ensure that persons in the workplace are fully aware of any potential hazards wherever they are working.
13. Set a personal example.



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COMPANY SAFETY OFFICER RESPONSIBILITIES

The Company Safety Officer will:

1. Supervise the Company Health and Safety Programme.
2. Ensure that adequate First Aid and Accident Records are kept.
3. Ensure that all new employees receive adequate Safety Induction Training.
4. Investigate accidents to Company Employees and damage to Company property and submit reports and recommendations of such occurrences.
5. Prohibit the use of, or specify improvements to, any machine, process or equipment that he considers unsafe.
6. Advise Management on:
 - (a) Preventing injury to personnel
 - (b) Further improvements in existing sound working methods
 - (c) Legal requirements affecting Health and Safety
 - (d) Changes in Legislation
7. Regularly inspect the site to ensure that the Safety Programme is being complied with and make recommendations to employees on matters concerning Health and Safety.
8. Ensure all Fire Fighting equipment is regularly inspected and serviced.
9. Keep contact with any appropriate health and Safety organisations.

EMPLOYEES/FREELANCERS/SUBCONTRACTORS RESPONSIBILITIES

All Employees/Freelancers/Sub-Contractors will:

1. Make themselves familiar with, and conform to, the Company Health and Safety Programme, and adhere to instructions given by persons implementing the Programme.
2. Wear and use appropriate safety equipment.
3. Conform to appropriate instructions given by the Crew Chief or the Safety Officer.
4. Report to their Crew Chief any observed accident or damage to property or equipment irrespective of whether persons are injured.
5. Make any suggestions to improve Health and Safety in the Company.
6. Report all hazards or defects observed in Plant, Machinery, Equipment or Tools to their Crew Chief.
7. Develop a personal concern for safety for themselves and others.
8. Use the correct tools and equipment for the job and not improvise.
9. Refrain from horseplay and abuse of the welfare facilities provided.
10. Ensure they know what to do in case of Fire or Emergency and be aware of all Emergency procedures.

EQUIPMENT

Employees must have regard to working conditions and hazards when selecting work equipment, as well as to any additional hazards posed by the use of the equipment in question. Work equipment must be properly maintained and no one should be allowed to use, manage or supervise dangerous equipment unless they have been trained in its use.

Any dangerous parts of machinery must be guarded to prevent persons entering a dangerous zone, which must be clearly marked with signs conforming to the appropriate standard.



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No maintenance work may be carried out on any machine that is in operation.

A. RIGGING AND SLINGING

Employees/Freelancers/Sub-Contractors must:

1. Use only properly tested and assembled equipment, and of adequate strength for the job, marked with SWL.
2. Not use another company's equipment without permission. It may be overdue for inspection.
3. Understand the Company's system for control of rigging equipment.
4. Inspect for defects before use and not use damaged or faulty lifting gear. Report all defects.
5. Not exceed the "safe working load" (SWL) of equipment. If in doubt about the weight of a load, check with his Supervisor.
6. Return equipment not in use to the appropriate storage position.
7. Keep clear of all suspended loads.
Keep hands clear of cables and sleeves.
Never place hands or fingers between sling and load.
Wear correct hand protection whilst rigging and slinging.
Use hand or tag lines on all loads.

B. CRANE/LIFTING EQUIPMENT OPERATIONS

1. Cranes/lifting equipment may only be operated by trained, experienced and competent operators. Authority to operate cranes may only be given by the employer of the operator.
2. Hardhats and protective footwear should be worn at all times in the vicinity of the crane and/or load.
3. No crane can be operated without a competent banksman in attendance.
4. Banksmen must position themselves where they can see the load and the crane operator.
5. Do not confuse crane operators by giving ad hoc signals. Authorised Banksmen will use signals prescribed by British Standards.

6. Never walk under a suspended load.
7. Use hand or tag lines on all loads.

C. SCAFFOLD AND ACCESS EQUIPMENT

1. No alterations or changes are to be made except by competent authorised scaffolders.

Scaffolds should not be overloaded. Loads must be secured against dislodgement.

Employees must NOT alter structures erected by outside contractors. If you feel the structure is unsafe to climb/use at any time, do not attempt to climb/use it and inform the relevant Safety Officer immediately, ensure other people do not climb/use it.

2. Employees should wear and attach safety harnesses whenever working at heights, appropriate footwear should be worn while climbing.
3. Access platforms, hoists etc. must only be operated by the hirer or approved site operator in attendance. Employees must NOT operate this equipment.
4. Forklifts must only be operated by competent trained staff holding the appropriate licence for that equipment.
5. A guide/assistant should be used at all times to aid the operator in any difficult manoeuvres.

D. LADDERS

The safe use of ladders can prevent fatal and crippling injuries. The following precautions will help prevent accidents:

1. Do not use makeshift means of access to a work area.
2. Ladders must be in good condition. Broken or damaged ladders must not be used and marked "Do Not Use".
3. The base of the ladder must be set back at a safe distance from the vertical approximately one fourth of the working length of the ladder, at least one metre above the landing where used for access to a floor or platform.

4. Ladders projecting into passageways or doorways where they could be struck must be protected by barriers or guards.

5. Place ladders on a firm footing to avoid settlement or possible tipping. These should be tied, blocked, or otherwise secured to prevent them from being displaced.

6. Face the ladder and use both hands when climbing, using a three point contact in all cases.

Hold onto the rungs of the ladder do not grip the sides.

7. Do not carry materials up a ladder, use a hand line.

8. Do not over-reach when working from a ladder.

9. Use the ladder the correct way up.

10. Beware of any overhead cables or structures when erecting the ladder.

E. PERSONAL PROTECTIVE EQUIPMENT

Appropriate P.P.E. safety appliances, footwear and helmets relevant to the hazard involved will be provided to all employees as and when required. No work should be undertaken without adequate protection and it is the responsibility of every employee to ensure that suitable protective clothing and safety appliances are used.

F. EYE/FOOT/HAND/HEARING/RESPIRATORY PROTECTION

Injuries to eyes constantly remain high on accident lists. It is essential to wear the protection required to combat the hazard you are exposed to.

Foot protection **MUST** be worn during lifting operations and when handling heavy equipment, exposed toecaps are not acceptable. Smooth soles and heels will not afford grip on wet surfaces.

Although gloves will not prevent injuries, they can reduce the risk considerably. Wear gloves to suit the tasks, e.g. moving/handling metal, requires a different glove to acids or alkalis.



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Where noise warning signs are displayed on Client's sites, the wearing of hearing protection is mandatory. Excessive noise from work equipment or radios, etc. is a hazard and not to be endured.

Disposable earplugs are freely available at all times.

Disposable respiratory masks are freely available at all times. Ensure the mask protects you from the hazard involved and fits properly.

The Noise at Work Regulations 1989 requires noise to be reduced as far as reasonably practicable.

Work should not take place within 3 metres of the sound source. In addition, all personnel involved in the use of power tools, both electric and air, must wear hearing protection.

G. DEFECT REPORTING

DO NOT USE DEFECTIVE EQUIPMENT

If you discover defective plant, tools, equipment, vehicles or buildings, make the responsible person aware of the problem.

Hand tools: Tie a "Do Not Use" label to the item.

Plant: Isolate from power source, i.e. electric or air. Tie a "Do Not Use" or "Faulty" label to the item.

Vehicles, Building: Inform your Crew Chief.



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MANUAL LIFTING AND HANDLING

Training: If your work involves manual handling and lifting, you should be instructed in kinetic handling techniques.

Correct methods of lifting can help in avoiding injuries in particular to your back. A high proportion of industrial injuries is caused by incorrect techniques.

YOU SHOULD:

1. Assess the weight of object and get help if this is beyond your capacity. Use mechanical aids where possible.
2. Size up the job, note any snags, clear your route, removing obstructions, check where you will set the load down and that you can see over the load.
3. Look out for nails, splinters, jagged edges and wear the appropriate hand and foot protection.
4. Stand close to the object, feet about one foot apart. One foot placed in advance of the other, pointing in the direction you propose to go. Keep chin in, avoid moving head, bend your knees to a crouch position and keep you back straight (not vertical). Get a firm grip at opposite corners of the item, with palm of hands, arms close to the body. Lift using thigh muscles, looking up and straighten legs. Use the reverse procedure when setting down.

YOU SHOULD NOT:

Change grip, twist your back or carry on if you feel strain.

GENERAL SAFETY

1. All stairways, passageways and gangways must be kept free from materials, supplies and obstructions of every kind.
2. Materials and supplies must be kept away from the edges of joists, ladder access, stairways and openings.
3. Tools must not be left about where they may cause tripping or other hazards. When not being used, and at the end of each day, they are to be returned to their appropriate storage area.
4. Keep job area clean. Remove scrap rubbish regularly to proper containers or disposal areas.
5. Toilets, wash-up facilities and drinking water are provided for your convenience and comfort. Please keep them clean and sanitary.
6. Keep rooms clean. Do NOT let soiled clothes, food scraps etc. accumulate.
7. Spillages of oil or other substances MUST be cleaned up IMMEDIATELY.
8. All flammable liquids must be stored properly and safely.
9. It is the individual's responsibility to keep his/her work place clean.

CLIENTS SAFETY RULES

Whilst working at client sites we have an obligation to comply with their Health and Safety rules.

It is the responsibility of the Project Manager to make himself, and other employees, aware of these rules.

SUBSTANCES HAZARDOUS TO HEALTH

Harmful materials must be identified and precautions taken. Information sheets should be available from the supplier and safety equipment should be used. Other workers who are not protected should be kept out of the danger zone.

Care must be taken to prevent hazardous fumes and/or chemicals from coming into contact with other people.



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HYGIENE

Cleaning facilities and materials are provided for all employees and should be used before meal breaks.

Cleanse yourself of dirt, grime or chemicals picked up at your workplace. Do not take harmful dirt home to mix with the family wash.

ALCOHOL/DRINKS/DRUGS POLICY

It is the policy of the company that all alcoholic drinks and drugs are prohibited from all areas of our operations.

No person shall present themselves for work whilst their efficiency and judgement is impaired after the use of alcohol or drugs.

If, in the opinion of the management, a person has consumed alcohol or drugs, and they have presented themselves for work, they will be suspended pending an enquiry. All personnel are cautioned that they may face prosecution under Section 7 of the H.A.S.A.W. Act 1974. The company may also be prosecuted under Section 2 of that Act, as may individual officers of the company under Section 37. The Misuse of Drugs 1971 Act also applies.

Any disciplinary action taken would be in accordance with the Employment Protection act 1975 and 1980.



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FIRE PRECAUTIONS AND PROCEDURES

Prevention is better than cure. Do not give a fire the chance to start. Without fuel, oxygen and ignition, fires are impossible.

Simple precautions will prevent fire. Remove rubbish and prevent sparks falling. If necessary use a fire watch (one of the crew watches for dangers, i.e. flying sparks). Beware of the conditions of on-site work permits. Do not leave live equipment unattended. Turn off oxygen, acetylene, electric power, welding machines, etc. Pre-plan location of plant, routes of cables, etc. Report defective equipment.

Make sure you understand the procedures at a site.

CHECK:

1. Where are the nearest telephones?
2. Where are the fire extinguishers?
3. What sort are they, and do I know how to operate them?
4. Where is the assembly area?

At assembly points, keep quiet, listen to instructions, do not leave until instructed to do so.

RISK ASSESSMENT

The failure of any form of structure at a public event will always be potentially catastrophic. To reduce the risk of any failure, the "Likelihood of Occurrence" must be lowered. This is achieved by good design, a precise method statement for construction, erection and handling, and the employment of well trained regular staff.

Key factors in reducing the "Likelihood of Occurrence" are

- Construction, erection and rigging of structures and screen, lighting and pa systems are closely supervised by senior managers.
- No unauthorised persons will be permitted within the work area until the structure and /or rigging of the Screen, P.A or Lighting is complete. Essential visitors, such as local authority inspectors, will be required to be escorted by an RU Electrical Services employee, and to wear PSE.
- Vehicles, lifting equipment or plant is only to be operated by suitably trained and licensed persons.
- All lifting equipment is tested and certified to be safe.
- All lifting and rigging equipment is installed and operated by trained and qualified staff.
- On the temporary structures, only trained staffs are permitted to erect scaffolding at a height of more than 2m above floor level. Other personnel will only be permitted access after the scaffolders have created safe working environments for them.
- Electrical bonding of the screen and the structure should take place before three-phase electricity is connected to either.
- Inspection of the structures is carried out at pre-determined intervals, and the results are recorded on the inspection certificate. This will be located at the site, production or control office as appropriate.

TELEPHONE LIST

RU Electrical LIMITED