

# ENVIRONMENT, HEALTH & SAFETY HANDBOOK



“At Danny Sullivan, collaboration, respect and pride are more than just buzz words. It’s who we are. And it’s why we come to work every day.”



Welcome!



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# INTRODUCTION

Welcome to the DSG health, safety, environment and wellbeing Induction handbook. This is a condensed version of our ISO 45001, 9001 & 14001 Integrated Quality, Safety, Environmental Management System and communicates the key points from our company standards.

All personnel are expected to follow these standards whenever working with us. Once joining DSG you must also show that you have the appropriate health, safety, wellbeing and environment training before starting work on site.

Our HSEW requirements do not take the place of legislation, Approved Codes of Practice (ACOP) and guidance produced by the Health and Safety Executive (HSE), RSSB and other authorising bodies, but must be followed alongside them.

Our staff are encouraged to speak up and stop work when they feel something is not right, reflecting our company ethos of 'if it's not safe – don't do it.' We will engage with the on-site workforce during site visits to understand their thoughts, views, attitudes and general feelings towards Health and Safety on site.

You will also be told about any client, project or sector-specific requirements in addition to these



standards during the project specific induction.

If there is any doubt or concern about the information provided, please consult the DSG Operations Manager or the DSG Health & Safety Team.

This document should be read together with DSG's Company Policy's and the Code of Conduct which can be found here: [dannysullivan.co.uk/code-of-conduct/](http://dannysullivan.co.uk/code-of-conduct/)

Timothy O Sullivan  
Managing Director  
Danny Sullivan Group

# COMPANY VALUES



“Once joining DSG you must also show that you have the appropriate health, safety, wellbeing and environment training before starting work on site”

# SAFETY POLICY



ISO 45001:2018

Protecting our staff from harm and providing a safe working environment is the core of our DSG Policy's. Our ethos is, 'if it is not safe – don't do it' and our culture is such that none of our staff accept unsafe acts or conditions and our employees feel free to raise concerns.

We ensure continuous improvement in Health and Safety management by:

- Reducing risks to as low as reasonably practicable
- Developing mechanisms to minimise all risks of fatality and personal injury, occupational and industrial ill-health, fire, and damage to property and the environment by complying with all relevant legislation and industry standards
- Ensuring the security of all our staff and premises
- Establishing health and safety objectives and monitoring progress against those objectives. Individual Health and Safety objectives will not be compromised for business objectives
- Co-operating fully with all parties with whom we interact with
- Providing adequate training and resources to enable the company and individuals to discharge their general Health and Safety responsibilities
- Complying with the Railway Group Safety Plan and aligning with Network Rail's policy statements
- Complying with all QUENCH and LUL standards and requirements
- Being committed to Network Rail LUL licensing requirements where applicable

# ENVIRONMENT POLICY



ISO 14001:2015

Our environmental working practices are fully integrated within our business and we have received no environmental enforcement actions in our company's 30+ year history.

As an ethical labour supplier to the civils, construction, infrastructure, railway, security and utilities industries, we need to ensure that everything we do has a positive impact on the environment. Our services are undertaken responsibly and efficiently, helping create a sustainable future for both our organisation, our clients, the UK as a whole and the environment.

Our Environmental Management System is ISO 14001:2015 accredited and is incorporated into our company HSQE Manual alongside our Safety, Quality, Sustainability and Carbon Policy

## The Danny Sullivan Group Ltd will

- Comply with all applicable compliance obligations and with our clients/main contractors' policy.
- Work proactively and determinedly with our clients and main contractors to prevent pollution incidents and improve the efficiency of waste leadership, including a commitment
- to recycle materials where reasonably practicable as directed by our clients/main contractors.
- Provide the leadership resources necessary to implement these strategies.
- Maintain a register of environmental activities, aspects & impacts.
- Deliver, manage and own sustainable infrastructure that helps communities and individuals live within environmental limits and provide our clients with innovative solutions in accordance with our and their ethical frameworks.
- Fulfil our organisation's obligations
- Continually improve our environmental leadership system to enhance our environmental performance

# QUALITY POLICY

It is the policy of the Danny Sullivan Group Ltd to maintain and improve our position as ethically sourced labour suppliers to the civil engineering, security and railway industries by providing our services to a level of quality, cost, performance and reliability that will satisfy or exceed the requirements of our customers.

**The company achieved ISO 9001 accreditation in 2006.**

In order to ensure a culture of continual quality improvement, all personnel are required to carry out their tasks in a systematic manner, in accordance with the prescribed process that has been designed to minimise the occurrence of any discrepancy and to determine the cause and take effective corrective action and risk and opportunities when they occur.

To maintain and improve our position, we will encourage the participation of all interested parties of the company, industry employees and external providers, in determining areas for improvement, and will ensure that appropriate performance are established for delivering these improvements.

Regular review of our quality policy will ensure that we remain on target to achieve our mission.

Meeting or exceeding our annual business performance is dependent on the performance of all areas and staff and is therefore a collective responsibility. Plans for defining and achieving these performances will be documented and implemented.



# FAIRNESS INCLUSION AND RESPECT

DSG is committed to embedding a culture of Fairness, Inclusion and Respect and operating in accordance with the meaning and spirit of these terms.

- **Fairness** is about treating everyone equally, without bias or discrimination, whilst understanding that at times this may mean some people require extra support.
- **Inclusion** is allowing people to be themselves, valuing differences and letting them know that their contribution is valued, regardless of who they are or their background.
- **Respect** is ensuring your behaviour towards teams, colleagues, clients or contacts is appropriate and does not cause offence. It's about maintaining and encouraging an environment where individual differences are respected.

DSG is accredited against the CITB Be Fair Framework which is based on the principles of the Equality

Act 2010. We have achieved this by tackling discrimination, harassment, and inequality, and striving for a workforce and industry where people don't suffer.

Every DSG employee is responsible for ensuring that DSG is a fair, inclusive and respectful environment and everyone is expected to behave in line with this code of conduct.

Our FIR Ambassadors and FIR Steering Group are responsible for distributing the message and key principles of FIR and the development of our continuous improvement initiatives.

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# MODERN SLAVERY

DSG is committed to tackling Modern Slavery and Human Trafficking and protecting the principles of human rights. We are;

- Accredited against the Ethical Labour Sourcing Standard, BES 6002
- Signatories of the Gangmasters & Labour Abuse Authority (GLAA) Construction Protocol
- Gold level partners with the Supply Chain Sustainability School (SCSS)

Our approach to monitoring and minimising the risk of Modern Slavery is embodied in our company values; Act Ethically and Responsibly, Culture of Care and Support, Strive for Excellence and Collaborate and Communicate. We acknowledge that as an industry we do not yet understand the full extent of Modern Slavery and it is essential that we work closely with our suppliers, employees and clients to tackle the issue.

If any of our employees have concerns about an issue relating to Modern Slavery, we instruct them to report this information to our HR department which is an anonymous and confidential service; HR@dannysullivan.co.uk

There are many resources and helplines that are accessible to our employees to learn more about modern slavery or if they wish to report information they may have.

**We recommend;**

**Unseen App**

**Modern Slavery Helpline -  
08000 121 700**

**[www.supplychainschool.co.uk/  
default/modern-slavery.aspx](http://www.supplychainschool.co.uk/default/modern-slavery.aspx)**

“It is essential that we work closely with our suppliers, employees and clients to tackle the issue”

# CULTURE / SUPERVISION

At Danny Sullivan Group, our Supervisors are of key importance to us. As we operate on our client's sites, we rely on them to be our key influencers and drive our company value, to Strive for Excellence.

Anyone working in a supervisory role for Danny Sullivan Group is expected to lead and champion excellence in Health, Safety, Wellbeing, Quality and Delivery. Our Supervisors are so important to us that we have created our own unique Supervisor Development Programme, in which we will work with you to develop your skill set to allow you to thrive and develop in your career. As a Supervisor, you are key to creating a workforce that is engaged and embodies the 'one team, one goal' attitude.

## Supervisors must:

Maintain a high standard of Health, Safety and Wellbeing

Deliver a high standard of work and adopt the 'right first time' attitude

Treat everyone under their supervision with Fairness and Respect, ensuring they feel included and part of the team

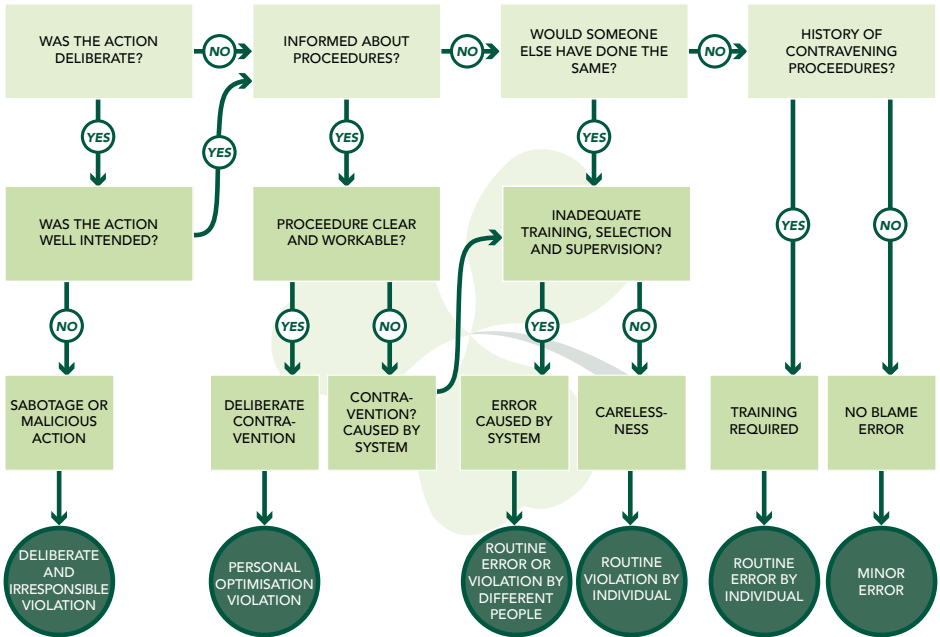
Be approachable, encourage engagement and open discussion

Have a good command of delivering effective briefings and Toolbox Talks

Have a good understanding of our client's SSOW and the works they are undertaking

“As a Supervisor, you are key to creating a workforce that is engaged and embodies the 'one team, one goal' attitude”

# JUST AND FAIR CULTURE



# COLLABORATION:

## Working collaboratively to make construction a better place to work

Many of the challenges the UK construction industry faces today are of a complex nature. We consider that through collaborating with others is an effective way of tackling these. We view our clients with a 'One Team' approach not only to successfully deliver the works,

but to bring about improvements in diversity, inclusion, respect, education, health and wellbeing within the UK construction industry.

We also are working towards the ISO 44001 Collaborative Working Standard.



# LEARNING AND DEVELOPMENT

Training and upskilling are an integral part of our business and our staff benefit from on-going training and development.

**As a minimum you must have:**

- CSCS – Construction related trade
- PTS – Railway staff

Further in house training can be carried out as requested by site e.g. Manual Handling, Face fit testing, Abrasive Wheels, Plant Vehicle Marshall, Intro to Fairness, Inclusion and Respect.

**NVQs & Apprentices** – We will continue to give employees the

opportunity to develop and further their skills and knowledge. We will continue to provide training programmes to create career pathways which will allow the opportunity for continuous growth and development. We will continue to offer apprenticeship programmes to all our employees. If you have any interest in our Apprentice Programme, please contact [training@dannysullivangroup.co.uk](mailto:training@dannysullivangroup.co.uk)

“We will continue to give employees the opportunity to develop and further their skills and knowledge”

# HEALTH & WELLBEING

We will continue to prioritise the health and wellbeing of our workforce and continue to raise awareness by providing training to site teams. We will promote positive mental health, encourage better physical health and support wellbeing across the project.

## Our Operatives will be:

- Tested for Drugs and Alcohol prior to work starting; at random or unannounced intervals and after an accident or incident takes place
- Fit for Work assessed / Safety Critical Medical where required
- Face fit testing will be undertaken on site to determine the level of face protection needed
- Each site will have an assigned Mental Health First Aider
- Health Surveillance as required, based on their job role and nature of work being carried out.

## EAP

Logins are as follows:

[www.healthassuredeap.com](http://www.healthassuredeap.com)

**USERNAME – Costain**

**PASSWORD – EAP**

[www.validium.com/](http://www.validium.com/)

**USERNAME – southernshield**

**PASSWORD – homesafe**

## List of Helplines

[www.dannysullivan.co.uk/helplines/](http://www.dannysullivan.co.uk/helplines/)

“We will promote positive mental health, encourage better physical health and support wellbeing”



# FATIGUE MANAGEMENT

One of the biggest contributory factors to accidents in the workplace is fatigue.

## **Our DSG Fatigue Management Rules are as follows:**

- Not work more than 12 hours per shift, 14 hours door to door
- Have a minimum of 12 hours rest, at a place of rest, between each shift
- Not work more than 72 hours in any 7-day period
- Not work more than 13 shifts in any 14-day period

Changes to working hours need to be risk assessed and approved by the site manager.

It is your responsibility to ensure these rules are met and working

hours / days are not exceeded. Failure to comply may result in a disciplinary action. If you have any issues regarding fatigue, please speak to your Operations Manager.

Another cause of fatigue is working for weeks and months at a time without taking annual leave. It is company policy that all employees must take their annual leave within the allotted year, 1st January – 31st December and that no annual leave will be carried forward to the following year.

A refreshed employee is better than a tired employee!

“A refreshed employee is better than a tired employee!”



# SITE SAFETY CONTROLS

## BRIEFINGS

**Do not attempt to start work unless you have received:**

- Client health & safety induction
- Risk assesment method statement
- Daily start of shift briefing (SOS/ COSS)
- Work Package Plans & Task briefings

These are mandatory for every task on site

You must sign on to the Task Briefing and fully understand what is expected of you.

If there is a change in the works method, you must stop and be re-briefed on the changes.



## EMERGENCY ARRANGEMENTS

**If any emergency occurs on the site on which you are working you must:**

- follow the instructions given to you on site by the client/main contractor (this may be your supervisor or COSS),
- not leave the site unannounced,
- not tamper with evidence,
- provide a statement to any official investigators when requested to do so,
- not talk with the press or to anyone not involved with the site.

## FIRST-AID

The Client or Main Contractor is responsible for compiling on site first-aid risk assessments and for ensuring that enough first-aid arrangements are in place on those sites. The slightest cut, splinter

or abrasion can easily turn septic. Do not ignore them, have them attended to immediately by a first aider. All accidents, however trivial, must be entered in the site accident book. Make sure this is done.



## WORK AT HEIGHT

Falls from height are the greatest single cause of accidental death on construction sites.

Many workers are killed or badly injured by falls at unprotected openings. Such openings must either be fenced off or covered over. Covers should either be secured in place or marked with a warning sign.

Working from vehicles, also requires a risk assessment to ensure safe working practices are adopted. These are basic steps to reduce the chance of people falling and being injured.

- avoid the need to work at height if possible (e.g. unnecessary climbing on loads)
- where work at height cannot be avoided, take steps to prevent falls (consider provision of edge protection, loading bays or steps for access to vehicles)
- if there are any remaining risks of falls, take steps to minimize them by ensuring that those involved are briefed on the hazards and appropriate preventative measures

### Follow these simple rules:

- select suitable access equipment, check that it is in good condition
- ensure you are trained to work with the chosen access equipment
- check that there is enough clearance from overhead lines
- ensure platforms are fitted with guardrails and toe boards
- ensure that those erecting the equipment are supervised
- most sites have banned the use of ladders. Ladders can only be used when a suitable risk assessment has been carried out by the main contractor
- employ methods of collective protection over personal protection

“Many workers are killed or badly injured by falls at unprotected openings such as open joisting or holes in floors.”

# LIFTING OPERATIONS

1. Proper signals must be given at all times
2. All operatives undertaking Slinger / Signaller duties must be over 18 years old, fully trained and certified for the type of operation they undertake.
3. Slings must be known to the crane driver and be clearly visible to him, e.g. wear high visibility clothing.
4. Only one Slinger / Signaller must direct the crane driver.
5. All lifting operations includes - amongst other items - cranes, telehandlers, forklift trucks, excavators used for lifting, MEWPs, scissor lifts, HI-ABs, vacuum lifting devices, jacks and hoists, must be subject to a lift plan and a safe system of work developed by a competent person.



6. The systems of work must be communicated to all those who are involved in the operation in any way.
7. All lifting accessories must be clearly marked (tagging system) to identify when the next inspection is due.
8. Ensure that no lifting is undertaken with people in the vicinity of the lift
9. If in doubt ALWAYS ASK!!

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## EXCAVATIONS AND BURIED SERVICES

1. Where persons are at work in excavations, the excavation must be supported if there is a risk of the sides falling in. The sides and the ends should be prevented from collapsing by battering them to a safe angle or supporting them with timber, sheeting or proprietary support systems. Do not go into unsupported excavations. Never work ahead of the support. Remember even work in shallow trenches can be dangerous. You may need to provide support if the work involves bending or kneeling in the trench.
2. A competent person should direct all fitting and removal of excavation supports. The work should also be done by competent experienced workmen. Persons should not unnecessarily enter unsupported excavations during installation of shoring. Where possible install it from the top.
3. There should be an adequate supply of shoring materials on site and these should be used as early as possible in the course of the work.
4. All timbering or other support for an excavation should be sound and in good repair.
5. Edge protection must be provided for all excavations. This should be a rigid barrier where someone could fall more than 2 metres.
6. Make sure the excavation support can withstand loads from vehicles or plant working nearby. Install stop-blocks at least 1 metre from the edge especially where dumpers are used to backfill excavations.
7. Locate and mark all buried services before starting to dig.
8. Never dig without a permit & risk assessment – “if in doubt ask”

“if in doubt ask”

## PLANT & EQUIPMENT

### Operators must:

- Hold a current skill card for the plant or equipment they are operating, recognised by the latest Build UK accepted record scheme.
- Get additional training if operating ancillary equipment, such as quick hitches or grabs.

You must NOT operate mobile plant – dumpers, forklift trucks, tractors etc –

UNLESS YOU HAVE BEEN SUITABLY TRAINED AND HAVE BEEN AUTHORISED TO DO SO BY SITE MANAGEMENT.

## ELECTRICAL SAFETY

Electricity can be very dangerous. You cannot see, hear or smell it but it can, without warning, cause death or serious injury.

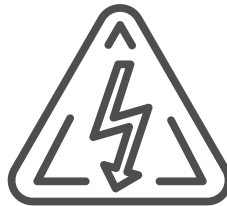
Treat all electrical tools, appliances, switches, plugs, sockets and cables with respect. Report all defects immediately and leave repair jobs to the electrician.

Never lift electrical tools by the lead.

Do not allow the leads of portable lights or tools to trail in water or lie

near sharp edges or where they may be tripped over. Wherever possible they should be carried overhead, out of harm's way.

Temporary lighting and electrical tools and equipment must be operated at 110 volts unless authorised by the site manager.



# HEALTH

You must identify the processes or substances you use which are hazardous to health and have in place procedures to eliminate or control the risks. Where required by legislation health surveillance must be in place.

## VIBRATION

The vibration from hand-held tools such as pneumatic breakers, pokers or impact wrenches can affect the fingers and hands leading to conditions such as Hand Arm Vibration Syndrome (HAVS) and Carpel Tunnel Syndrome (CTS). If any of your workers use such tools you must assess the risk of harm and decide on the precautions to be taken.

In many cases, the need to use handheld tools can be removed entirely by avoiding the operation or doing it by a different means.

Prior to any use of vibration tools or equipment, and as part of the risk assessment process for the task, a specific vibration risk assessment is required.

Where the use of other hand-held tools cannot be avoided, the following precautions should be considered:

- specify and hire reduced vibration tools suitable for the task. This is the main control after elimination and substitution
- cast piles to a more accurate level to reduce the amount of breaking
- use multi-head scabblers rather than single head scabblers for larger areas
- use high efficiency diamond blades rather than standard cutting discs
- maintain tools correctly – simple repairs like replacing worn drill bits and cutting discs and sharpening chainsaws will prevent vibration levels from increasing and will ensure they cut quicker
- use jigs to hold items to be cut or drilled - duct cold exhaust air from tools away from the operator's hands (this will not reduce the amount of vibration but will reduce the operator's risk of vibration related health problems)
- job rotation
- health surveillance

## SILICA

Most construction processes – cutting, drilling, grinding and polishing – of materials such as concrete, stone, bricks, tiles and mortar create silica dust.

Silica dust is the biggest risk to construction workers after asbestos. Prolonged exposure may cause cancers and serious respiratory diseases.

When designing works, construction process, methods of construction and specifying materials the contractor should seek to remove this hazard from the works. Engineering solutions such as water suppression, hoods

and enclosures to contain dust, local exhaust ventilation must be considered if elimination is not possible.

All personnel who could be affected by silica dust must be appropriately trained with regard to the hazards and control measures – this will include the controls identified in the COSHH assessments – and subject to health surveillance.

Any control that requires the use of RPE must also ensure that the correct type of RPE is used and maintained and that the individuals wearing the RPE have been trained and face fit tested if appropriate.





## NOISE

Many construction processes are noisy and may result in permanent deafness if suitable precautions are not taken. For example, piling, tunnelling, scabbling and concreting all produce very high noise levels.

The Noise at Work Regulations tell employers what they need to do to protect the hearing of their workers.

### Employers must:

- assess the personal noise exposure of workers and record the results of the assessments
- reduce the noise levels at source wherever it is reasonably practical to do so (e.g. by using silencers, mufflers or by using quieter machines)
- if it is not possible to reduce noise levels to below the action levels specified in the regulations, provide suitable hearing protection
- tell workers what noise levels they are exposed to, how their hearing may be at risk, and what they must do to protect their hearing
- designate ear protection zones

Remember that hearing protection is always the last line of defence. Wherever possible other measures to reduce or control the risk should be adopted first.

### Employees must:

- wear the hearing protection in all designated zones and when using specific types of machinery
- not misuse noise reducing equipment e.g. silencers

“Many construction processes are noisy and may result in permanent deafness if suitable precautions are not taken.”

# MANUAL HANDLING

Generic risk assessments will be carried out prior to the contracted employee being employed by the Client/Main Contractor. The HSQE Director is responsible for carrying out these assessments.

Specific risk assessments are to be compiled prior to the commencement of work. The Client or Principle Contractor is responsible for compiling and ensuring these specific risk assessments are carried out along with other hazards

identified on site relative to work activity.

There is no question of employees being required to carry out tasks for which they are not physically capable. It may become necessary for the task to be tailored to fit the employee, if this is not possible, the employee will not be permitted to carry out the operation.

Many accidents are caused through mishandling loads and, with care could be avoided.

# COSHH

Most materials, whether liquid, solid or gaseous, can be hazardous.

But some are more so than others and call for special precautions.

All should have been assessed under the Control of Substances Hazardous to Health Regulations (COSHH).

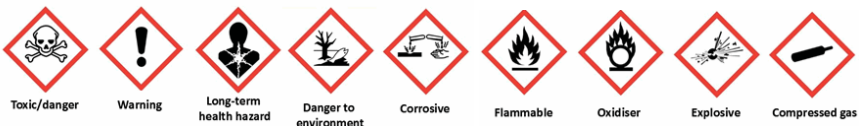
They include materials that are likely to burn, are poisonous, or are irritant to the human body in some way.

When your job requires you to use or work near such materials, you will be

provided with suitable protection and instruction as required by COSHH.

Please read the instructions on the labels or packaging of such materials carefully and carry them out precisely.

If you come across some unexpected or potential hazard in the course of your job informs your foreman or supervisor immediately.



## ASBESTOS

Breathing in asbestos dust can kill by causing irreversible lung damage and cancer. There is no known cure. You are likely to find asbestos as:

- insulation or coatings applied to boilers, pipework or steelwork
- insulating board such as ceiling tiles, internal partitions or cladding
- asbestos cement such as corrugated roof sheets, pipes or gutters

If you discover asbestos in the course of your work, stop and leave

it undisturbed. If you are in doubt, assume that the material does contain asbestos. Stop all works, cordon off the area and make it safe before reporting this to the agent.

All work with asbestos is covered by the Control of Asbestos Regulations which describe the precautions to be taken. Before starting any work with asbestos, an assessment must be made to decide on the precautions needed to control exposure.

## LEPTOSPIROSIS

Leptospirosis, or Weil's disease, is commonly carried in rats and cattle urine. Any person working near fresh water such as canals and rivers as well as those working in sewage areas may be exposed to it.

You must ensure that your personnel are fully aware of this hazard and have received adequate training and instruction on this subject.

“You must ensure that your personnel are fully aware of this hazard and have received adequate training and instruction on this subject”

# POLLUTION PREVENTION

All steps must be taken to:



PREVENT UNAUTHORISED  
OR HARMFUL DISPOSAL  
OF WASTE



ENSURE ALL  
ENVIRONMENTAL PERMITS  
ARE COMPLIED WITH



ENSURE THAT ALL  
MOVEMENT OF WASTE  
HAVE THE CORRECT  
WASTE TRANSFER NOTES  
AND WASTE LICENCES



PLACE WASTE INTO  
SEPARATE SKIPS  
(CONCRETE, WOOD,  
PLASTERBOARD AND  
METAL)



PLACE HAZARDOUS  
WASTE IN LOCKABLE  
WHEELIE BINS



DISPLAY SIGNAGE ON  
EVERY SKIP AND  
CONTAINER TO IDENTIFY  
THE CORRECT WASTE  
TYPE

# PPE



**As a minimum standard of personal protective equipment (PPE), the following must be provided and worn at all times:**

- Safety glasses that incorporate prescription lenses and impact rated, where necessary.
- Safety visors used for brush cutting must be either: impact rated polycarbonate (EN166 1B), or, metal mesh visor with impact rated safety glasses (EN166 1B) underneath.
- High-visibility jacket or vest
- Task-specific gloves.
- Safety footwear with toe and mid-sole protection and ankle support
- Wear all-in-one protective clothing for heat and flame (FR Index 3 and Arc Class 1 as standard) when breaking ground and there's a risk of coming into contact with live services.

## TRACK-SIDE SPECIFIC REQUIREMENTS

**Safety helmets:** Wear white safety helmets on or near the line side.

**Wear blue safety helmets if you:**

- Have a Track Visitor's Permit (TVP).
- Are in receipt of a Personal Track Safety (PTS) card with a green square on it.
- Are included in the Infrastructure Maintenance New Starters Mentoring (Passport) Scheme (provision NR/PRC/ MTC/SE0089).

Names or logos of the worker's Sentinel sponsor (or other logo agreed with Network Rail) can appear on safety helmets if it doesn't exceed more than 10% of the helmet's visible surface.

**Visibility clothing:** High-visibility orange body clothing with reflective tape must:

- Comply with Railway Group Standard GO/RT 3279 and BS EN 471 Class 2.

This includes:

- full-length vests - long-sleeved jackets - no mini-vests

**In addition:**

- Be clearly marked on the back with the relevant Sentinel sponsor's logo or other logo as agreed with Network Rail.

- Be supplied by the Sentinel sponsor, if their logo is on it.
- Not include other logos, unless approved by the Network Rail project manager.

**Additional PPE, as per a task-specific risk/ CoSHH assessment, may be required.**

**Safety footwear for trackside:  
Safety footwear must:**

- Comply with BS EN SIO 20345.

**Ciras is a confidential Incident Reporting Service for any health, safety and wellbeing concerns raised by workers in the UK.**

You can now contact CIRAS from anywhere in the UK by calling **Freephone 0800 4101 101** or **texting 07507 285887**.

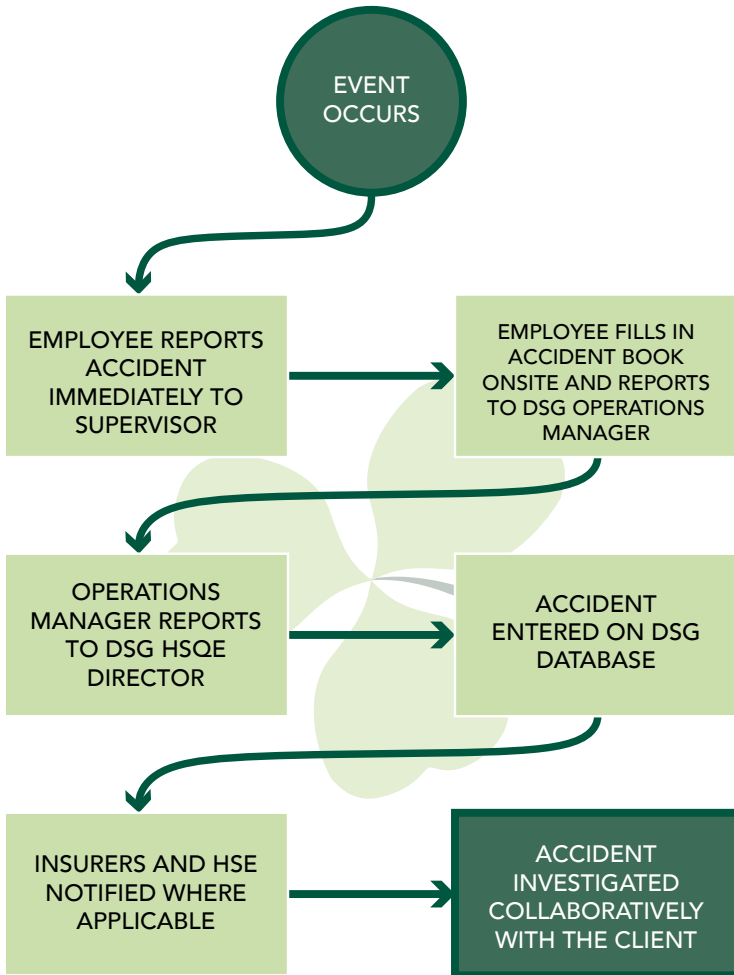
For More information and a direct link to the reporting portal please see [www.ciras.org.uk/report-a-concern/](http://www.ciras.org.uk/report-a-concern/)

# WORKING ON RAILWAY INFRASTRUCTURE

1. You should not enter onto railway infrastructure unless you have been specifically trained to railway infrastructure standards (PTS Card Holder).
2. Be aware at all times of train movements.
3. Know where the safety zones are.
4. Obey immediately all instructions given by your supervisor.
5. Clear away all tools, equipment and rubbish. Leave the work area free from all obstructions.



# WORKING ACCIDENT REPORTING





# EHS RULES

1. You are responsible for your own safety and the safety of others
2. Wear the correct PPE at all times – hard hat, safety eyewear, hi-viz shirt / trousers, safety boots and gloves. Task specific PPE must be worn at all times.
3. Report any unsafe conditions or practices including environmental issues
4. You must not start work until fully briefed on the WPP / TB and you understand it. If in doubt ask!
5. Obey all rules, signs and instructions. Don't take chances, if there is anything you are unsure of, ask your supervisor.
6. Report all accidents immediately to your supervisor. Make sure you know where to find the first aid box and accident book.
7. Use only the correct tools and equipment for the job. Check that they are in good condition before use.
8. Do not use, adjust, alter or repair equipment unless you have been authorised and trained to do so.
9. Only use stores and materials that have been authorised. Hazardous substances must be used in accordance with the COSHH assessment on the safety notice board. Never use a substance until you have been trained in its handling, storage and disposal.
10. You are not allowed to work on any rail infrastructure if you have not been sponsored by your present employer. If you are not sponsored, you cannot start work. If in doubt – ask!
11. If you are taking any drugs prescribed by your doctor or have bought medication over the counter at chemists, please inform your Operations Manager.
12. If you cannot do it safely – don't do it.

# CONCLUSION

The Danny Sullivan Group Ltd expects that you will agree with and abide by the advice and basic precautions outlined in this booklet.

We all know however, that conditions on working sites can change rapidly, suddenly creating new dangers to guard against. For this reason, you are asked to “think safely” and recognise that accident-prevention concerns everyone. Your concern will mean better safety, better conditions, improved productivity and, therefore, the continued prosperity of yourself, your workmates and your company.



YOU CAN PREVENT  
ACCIDENTS HAPPENING.

# DECLARATION

I confirm that I have been briefed on this document and fully understand what is expected of me when working at the Danny Sullivan Group

Print name:

Signature:

Date:

We thank you for your time and for reading this document

We hope you enjoy your time working for the Danny Sullivan Group

If you should have any concerns or enquiries please contact:  
[enquiries@dannysullivan.co.uk](mailto:enquiries@dannysullivan.co.uk)

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