



# Zurich Engineering safety rules for field staff working on clients' premises

Annex 4 to Standard Inspection Contract

## Foreword

**Zurich Engineering (ZE) is committed to best international standards and practices of health, safety and environmental matters. The company operates safe systems of work to ensure, so far as is reasonably practical, that its field staff and all other persons who could be affected, are not exposed to hazards which could result in harm or injury. It is the company's policy to promote a positive attitude from staff towards all matters relating to health, safety and the environment.**

## Purpose of these safety rules

These basic rules are intended to inform clients of the arrangements in place to enable Zurich Engineering field staff to meet their statutory duties for health and safety when carrying out contractual activities on clients' sites. Successful application of these rules ensures safe examinations take place with minimum disruption to the clients' operations. Clients' co-operation with these safety rules is essential, particularly regarding planning, provision of information and adequate preparation of plant for examination.

Field staff will observe the following basic rules as well as the more specific health and safety policies in Zurich Engineering's health and safety manual.

## Health and Safety Policy

Zurich Engineering safety policy, together with the organisation and arrangements for implementing this policy are fully detailed in the Zurich Engineering Health and Safety Manual for Technical Staff.

## Drug and alcohol abuse

The use of illegal drugs, or misuse of legal drugs including alcohol and other substances, presents serious risk in the workplace, especially where staff are engaged on the safety-critical work of Engineer Surveyors.

Field staff should decline to work with local staff where there is reasonable cause to doubt the individual's ability; such concerns must immediately be brought to the attention of a responsible officer of the client.

## Initial contact and departure from premises

Prior to starting work, field staff must always report on arrival to a person in authority. Normal reception facilities will be used to ensure compliance with existing security procedures, e.g. site passes. It is at this stage that specific

site-safety requirements, including permit to work systems, personal protective equipment and other necessary safety precautions are established between clients' representatives and Zurich Engineering field staff. Where any doubt exists concerning the adequacy of safety precautions, the field staff should contact their manager for further advice. On completion of their work, the field staff should report back to the person in authority before leaving the premises.

## Permits to work

Field staff should adhere to clients' permit to work systems, subject to the provision of adequate guidance and instruction on their operation.

Conditions and precautions laid down in the permit to work document will be complied with and on completion of the examination activity the work permit will be returned to the authorised person duly completed and signed by the field staff.

## Personal protective equipment

Field staff should always use the appropriate personal protective equipment (PPE) for the particular conditions applying at each site.

The following standard PPE is provided by Zurich Engineering and is available for use wherever required. PPE regulations and/or standards apply, to some items and the PPE supplied is tested to ensure it meets the requirements of those regulations/standards:

- Head protection (safety helmet)
- Body protection (protective overalls)
- Eye protection (safety goggles and, where spectacles are worn, prescription safety spectacles)
- Foot protection (safety footwear)

- Ear protection (ear plugs or muffs)
- Lung protection (respiratory protective equipment – specific filters are provided for use with asbestos and aerosols used for non-destructive testing)
- Working at height protection (safety harness)
- Hand protection (gloves)
- Traffic protection (fluorescent high visibility waistcoats)

If other specialist PPE is required, it should be provided by the client, together with instructions and any necessary training for use. Where the need for this protection is identified but not made available by the client, work should not proceed until adequate protection has been obtained. The Engineer Surveyor will contact their Regional Service Manager in such cases.

### Working alone

The client should provide a responsible person to accompany the Zurich Engineering field staff wherever possible. Where it is necessary for the field staff to work alone, they should firstly establish with the person in authority whether any potentially hazardous conditions have been identified, and what precautions will be required in work areas. Field staff should not proceed where an unsafe situation exists, or could arise, because of lack of co-operation or lack of familiarity with the premises/equipment, until the problem has been discussed with their manager and the danger element removed.

### Entry into confined spaces, e.g. pits, tanks and vessels

Before entry into any confined space, field staff should carry out a risk assessment (in accordance with the ZE health and safety manual). If the assessment identifies risks of serious injury from working in the confined space, then the Confined Spaces Regulations (CSR) apply and an appropriate safe system of work should be applied including any reasonable measures specified by the client.

### Substances hazardous to health

Substances already on client's premises:

The Control of Substances Hazardous to Health (COSHH) Regulations, together with specific regulations for asbestos and lead, require that the client assess the risks to field staff from exposure to hazardous substances at work, and the precautions needed. In particular, the client must warn the field staff if they are liable to be exposed to any substances for which there is a prescribed 'maximum exposure limit' and 'occupational exposure standard.' Any control measures, equipment and facilities (including personal protective equipment) provided to control the risks shall be properly maintained, tested and examined with suitable records and results made available for examination.

Field staff will comply with clients' precautions, including permits to work and the use of any protective equipment considered appropriate for the duty.

In cases where field staff consider the precautions or equipment insufficient for their purposes and the problem cannot be resolved on site, they must contact their manager for further advice. See also paragraph – Personal Protective Equipment.

### Substances taken onto the premises by field staff:

Zurich Engineering have assessed the risks to field staff from hazardous substances used for inspection work, which are predominantly risks associated with substances used to perform non-destructive testing (NDT). Material safety data sheets, together with a documented safe system of work for the substances, are available on demand. Field staff will comply with these safe systems of work, including the use of any identified safety equipment, and also adhere to clients' waste disposal procedures where applicable.

### Working above ground (at height)

Where it is necessary for the client to provide ladders, these should be of adequate length and sound construction and the client will have to provide 'footing facilities.' If the ladder has to be used as a working place for inspection purposes, the top of the ladder should be secured (note Engineer Surveyors have ladder ties available that are suitable for this purpose). Ladders must never be placed against moveable items. Where it is necessary for the Engineer Surveyors to use a power-operated mobile elevated work platform (MEWP) to gain access to plant requiring examination, the client must provide the MEWP and an authorised and suitably trained operator.

Operation of power operated MEWPs by Engineer Surveyors will be confined to hoisting and slewing motions only, and will not be undertaken unless authorisation and instruction in the operation of the platform have been obtained from the client.

Engineer Surveyors will use a safety harness for carrying out inspections involving climbing to significant heights where no permanent guards or rails are fixed, e.g. tower cranes, radio masts and other high structures.

Where Engineer Surveyors are required to access machinery or plant in the vicinity of an overhead travelling crane, suitable measures shall be taken to ensure that any crane activity does not give rise to danger.

### Machinery and guarding

The operation of powered machinery will only be carried out by the Engineer Surveyor if competent to do so and only to the extent necessary to facilitate a thorough examination. This operation will only be undertaken with the prior knowledge and consent of the client. At no time will any machinery be operated without a person situated at the proper control station.

The law permits the removal of guards or fences when it is necessary to carry out an examination of the machine. Where such removal is necessary, the Engineer Surveyor

will request the client to remove the guard or fence with the machine stopped. Power Press field staff are required to actually test the safety devices of the press and consequently they are exposed to those risks involved in power press operation. Special care will therefore, be exercised at all times.

All machinery examined by the Engineer Surveyor must be provided with adequate facilities for electrical isolation. The surveyor is provided with a 'lock-off' device and will present a pro-forma for client authorisation before using the device.

Engineer Surveyors will comply with clients' safe systems of work and take precautions to protect clients' employees and other members of the public during lift inspections. In particular, lift warning notices will be displayed at all landings to indicate that the lift is not available for use and Field Staff will utilise suitable barriers provided by Clients when it is necessary for landing doors to remain open during examinations.

### **Electrical hazards**

Engineer Surveyors will comply with the Electricity at Work Regulations (EAW).

During all inspection activities, Engineer Surveyors will identify components that are likely to be electrically live, and assess the risks associated with working on plant that is electrically energised. Manual working in direct contact with live electrical conductors is not considered necessary for Engineer Surveyors and is prohibited. In circumstances where working adjacent to electrical conductors is necessary, Engineer Surveyors will assess whether isolation is necessary for the safety of themselves and others.

Where it is judged that isolation is not necessary, the Engineer Surveyor will adopt the working clearances specified in the current edition of the Institute of Electrical Engineers Wiring Regulations. Electrical testing on live circuits will only be carried out using appropriate instruments.

Where it is judged that isolation is necessary, the isolation must be secure. Isolation will only be carried out with the consent of the client and must subsequently be proved effective. Should it be necessary to make contact with the electrical conductors for any reason, the conductor must be tested by an effective live line tester.

Engineer Surveyors will use, wherever possible, an ISO lock-off device with the clients' documented approval and a suitable notice posted on the switch gear. Where it is not possible to apply the ISO lock-off device, then isolation can be achieved by the removal of fuse or links subject to proper control procedures. Such control procedures should include the fuses being held in safe keeping, switch/fuse secured and a notice posted. Engineer Surveyors will advise an authorised person in writing.

In conjunction with the client where appropriate, the Engineer Surveyor will on completion of the inspection activity: check that all tools and instruments are moved; replace all covers, remove all notices; sign off any permits to work; re-energise the circuit; generally return to normal service wherever possible.

### **Testing**

Engineer Surveyors will comply with the clients' safe system of work for proof load testing of lifting machines and over-pressure testing of pressure systems. In both instances, the Engineer Surveyor will take all reasonable precautions to ensure that his own safety and the safety of others are not endangered by his actions or instructions.

In cases where an Engineer Surveyor is requested to witness a proof load test of a lifting machine and it is considered that the conditions for the test are unsatisfactory or potentially dangerous, he will bring this to the attention of the client and consult with the Regional Service Manager before proceeding with the test.

The clients' safe systems of work for the over-pressure testing of pressure systems should evidence cognisance of relevant Health and Safety Executive- and trade association guidance.

### **Ionising radiation**

Engineer Surveyors attending premises where clients undertake work with ionising radiation must be safeguarded by the implementation of the Ionising Radiation Regulations (IRR) and the associated Approved Code of Practice.

The IRR are intended to afford protection to persons against ionising radiation from any work activity.

In its capacity as an employer, Zurich Engineering, and its Engineer Surveyor employees, will meet specific responsibilities included in the regulations, and will co-operate with the client to achieve full compliance with the regulations.

Local rules prepared for the premises in order to enable the work with ionising radiation to be carried out in compliance with the regulations must be brought to the attention of Zurich Engineering Engineer Surveyors and the rules clearly explained. Ionising radiation dose monitoring for Engineer Surveyors will be undertaken by Zurich Engineering, where considered necessary.

### **Fire precautions and emergency evacuation**

Field staff will comply with the clients' clearly communicated procedures on fire precaution, fire fighting and emergency evacuation.



#### Zurich Insurance plc

A public limited company incorporated in Ireland. Registration No. 13460.

Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales Registration No. BR7985.

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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