

Take Care

simple rules for health and safety

rotork®

The image shows the exterior of a Rotork building. The word "rotork" is written in large, white, lowercase letters on a dark grey facade. The building has large glass windows and a modern architectural style. The sky is blue with some white clouds. The foreground shows a paved sidewalk and a road with yellow double lines.

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I would like to take this opportunity to welcome you to Rotork and to the Rotork family. As a global company, we place the health, safety and well being of our employees, suppliers and customers at the very core of our business.

Take Care is a reference booklet designed to introduce you to health and safety and the way Rotork manages this vitally important activity in the workplace.

Everything we do in life has inherent risk and it is the way we remove, manage and mitigate this risk that has a direct consequence on everyone that we are trying to protect. In effect if we reduce the risk, we reduce the accidents. **Take Care** provides some simple rules and guidance that will help us all to be safer. Please read and understand **Take Care** and pass the message on to everyone around you. Remember that in return, it is these people who will help you to keep safe.

Let me leave you with one simple Rotork rule, **if we cannot do a job safely, we will not do the job**. Let us make sure we can all return home safely and unhurt to our family and friends at the end of the working day.

Be safe

A handwritten signature in black ink that reads "Peter France". The signature is stylized and cursive.

Peter France
Chief Executive

Our Expectation

Whatever your role within Rotork we are all equally responsible and accountable for:

- Caring for the safety and well being of ourselves and others.
- Intervening constructively in risk situations.
- Following defined rules and procedures.

Everyone should:

1. Take personal responsibility for health and safety by focusing on their own behaviour and surroundings.
2. Stop any job that becomes or feels unsafe.
3. Report all accidents, including near misses, immediately.
4. Not be under the influence of alcohol or drugs.
5. Adhere to all health and safety signs.
6. Never cross safety barriers or enter a restricted area without authority.
7. Keep work areas clean, tidy and obstruction free.
8. Use the correct tools in the right way.
9. Use the correct manual handling method.
10. Never interfere with safety systems or advices.
11. Correctly use and maintain personal protection equipment (PPE) appropriate for the job.
12. Ensure that controls are in place when working with hazardous substances.

Remember

If you walk past a hazard then you are condoning it.

Driving

Many people are killed or seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work purposes.

Research suggests that almost 20% of accidents on major roads are sleep-related. Studies have shown that drivers do not fall asleep without warning. Drivers who fall asleep at the wheel have often tried to fight off drowsiness by opening a window, or by turning up the radio. This does not work for long.

Take Care

1. Plan your journey to include a 15 minute break every two to three hours.
2. Don't start a long trip if you are already tired.
3. Driving two hours, working eight hours then driving another two hours day after day is a risk. We recommend you stay overnight near to the work location.
4. Remember the risks if you have to get up unusually early to start a long drive.
5. Try to avoid long trips between midnight and 6.00 am when you're likely to feel sleepy/tired anyway.
6. If you start to feel sleepiness/tiredness find a safe place to stop. Drink two cups of coffee or a high-caffeine drink and have a rest for 10 to 15 minutes to allow time for the caffeine to take effect.
7. Remember, the only real cure for sleepiness/tiredness is proper sleep. A caffeine drink or a nap is a short-term solution that will only allow you to keep driving for a short period of time.

Driving and Mobile Phones

Reaction times for drivers using hand-held phones are 30% slower than reaction times for drivers who have been drinking at the legal limit in the United Kingdom.

Hand-held Phones

It is illegal in many countries to use a hand-held mobile phone while driving.

Take Care

Rotork strongly recommends that you keep your eyes and mind on the road, hands on the steering wheel. Never initiate a call or send a text message (SMS) while driving.

Hands-free Phones

In some countries it may also be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'.

If you must talk on a hands-free phone while driving:

1. Make sure it is a hands-free phone that is set up and working before you start driving.
2. If you must answer a call tell the person on the other end that you are driving and may have to end the call.
3. Keep the conversation short. Do not engage in complex or emotional conversations.
4. End the call if it is distracting you from driving.

Control of Work

You will not carry out work unless:

1. The scope of work is clearly defined, authorised and communicated to those affected.
2. The Permit-to-Work, Method Statement or Instruction, as required is authorised.
3. It will be properly supervised from start to finish.
4. All personnel are competent, have the necessary knowledge, skill and behaviour to safely complete their assigned tasks.
5. Personnel are medically fit to perform the work.
6. Planned and unplanned changes are assessed and updated control measures put in place.
7. The impact of simultaneous operations is assessed and suitable control measures put in place.
8. All electrical and control feeds are isolated and isolation is confirmed.
9. An effective emergency response plan is in place.

Risk Assessment

You will not carry out work unless:

1. All hazards have been identified.
2. The risks have been systematically assessed.
3. The Risk Assessment has involved some or all of the people who will carry out the work.
4. Risk control measures are in place.
5. The Supervisor of the work party holds a pre-job talk, involving all members of the work team, confirming knowledge and understanding of the Risk Assessment and individual responsibilities.
6. All members of the team are satisfied that the Risk Assessment is suitable and it is safe to start the work.
7. Risks are re-assessed whenever work methods or tasks change.
8. Previously documented Risk Assessments are reviewed before the work starts to assess the effects of any change.

Lifting Operations

You will not carry out lifting operations unless:

1. The lift is properly planned and documented with all risks assessed and controlled. This includes the:
 - Potential for falling objects and extent of the drop zone, considering that falling objects can be deflected.
 - Method of communication between the lifting team.
 - Safe positioning of personnel.
 - Load path, snagging and obstruction hazards.
 - Suitability of equipment, safe working load, centre of gravity and rigging arrangement.
 - Forces generated when using mobile lifting equipment.
 - Effects of weather conditions on the load.
2. Equipment is certified for use and is subjected to a visual inspection before and after use.
3. All safety devices are in place and are functioning correctly.
4. The lift team have checked the complete lift role.
5. A banksman or flagman leads the operation.
6. All personnel are kept clear of the identified drop zone by suitable means including barriers, tag-lines, warning signs, public address announcements and sentries.
7. Such operations shall only be carried out using certified equipment, under an approved procedure and Risk Assessment. Other options have been ruled out before basket transfer or winch man-riding for the lifting of persons can take place.

Slips and Trips

Slips and trips are the most common of workplace hazards and make up over a third of all major injuries.

Make a difference

- Your actions could make the difference between someone getting injured or not.
- If you notice a spillage, take control and clear it up.

Use your initiative

1. Keep floors clean and dry.
2. Clear up spillages immediately.
3. Dispose of waste materials.
4. Remove any obstructions.
5. Avoid causing trailing cables.
6. Store goods safely.
7. Keep workstations clear of obstacles.
8. Report flooring materials that are not level and secure.
9. Wear sensible footwear.

Energy Isolation

You will not work on equipment or systems involving energy sources, including electrical, mechanical, pneumatic and hydraulic unless:

1. The method of isolation, release of stored energy and de-isolation is identified, documented and applied.
2. Stored energy is verified as having been discharged.
3. A system of lock-out and tag-out is authorised and applied.
4. A test is performed to verify that the isolation is effective and it is safe to start work.
5. The isolation is periodically monitored to ensure effectiveness.
6. A system is applied to manage and communicate isolations between shifts, work groups and at the end of work.

Mobile Equipment

You will not operate mobile equipment, including cars, light vehicles, mobile plant and cranes, unless:

1. The equipment is designed for the intended use, inspected, certified and maintained in a safe working condition.
2. Drivers and operators are competent in the use of the equipment, and licensed or certified and authorised.
3. Passenger numbers do not exceed the design specification.
4. Loads must not exceed the equipment design specifications. Loads must be properly secured and when a load interferes with the drivers vision, a banksman or flagman must be used.
5. When installed, seat belts must be worn by all occupants.
6. Suitable head protection is worn by operators where there is a risk of falling objects.
7. Drivers have knowledge of local rules and regulations including site specific traffic management policies.
8. Mechanical attachments conform with the equipment manufacturer's instructions and are designed and certified for the intended use.
9. Lifting rules are applied if mobile equipment is used for a lift operation.
10. Drivers are authorised and:
 - Medically fit to operate the class of vehicle.
 - Not under the influence of alcohol or drugs, and are not suffering from sleepiness/tiredness.
 - Do not use hand-held mobile phones or radios whilst driving.
 - Perform daily checks on their assigned mobile equipment.

Confined Space Entry

You will not enter a confined space unless:

1. All other options have been ruled out.
2. The work is controlled by a Permit-to-Work and a rescue plan is in place.
3. There is an adequate supply of breathable air through natural or forced ventilation; otherwise breathing apparatus must be worn.
4. All sources of energy (including gases, liquids and free flowing materials) that could affect the space have been isolated and proven before entry.
5. A sufficient level of illumination is provided for the scope of work with safe lighting (and other equipment) used in potentially explosive atmospheres.
6. Work entry and exit are controlled.
7. Testing of atmosphere is conducted using certified and calibrated equipment and verified before entry and repeated during the work as described in the Permit-to-Work.
8. Hose used to distribute oxygen inert or flammable gases into the confined space are removed, or disconnected if removal is not practicable, when the confined space is unattended.
9. A standby person is stationed outside the entrance and has direct communication with entry personnel and emergency response / rescue personnel.
10. Unauthorised and uncontrolled entry is prevented by a standby person or by other means including barriers and signs.
11. Harmful fumes from equipment in, or close to, the confined space are extracted or directed away.

Work at Height

You will not carry out work where there is potential for a person or an object to fall unless:

1. An approved, fixed and guarded platform is available for the work.
2. If fall prevention is not practicable, certified fall resistant or fall arrest equipment is used which has:
 - Been anchored overhead or in a suitable position to an approved structure.
 - Approved full body harness and connections.
 - Been selected to ensure continuous tie-off.
3. Fall arrest equipment, when selected, incorporates a suitable shock absorber, and limits a fall to 1.8 m (6 ft) or less.
4. A visual inspection of the restraint or fall arrest equipment is carried out before and after use.
5. Permit-to-Work approved and authorised.
6. A rescue plan and the means to carry out an immediate rescue of a fall or suspended person is in place before any personnel starts Work-at-Height.
7. All tools, equipment and loose objects are always secured.
8. An assessment is made of the potential for falling objects and extent of the drop zone, considering that falling objects can be deflected.
9. The drop zone is clearly identified with barriers and signs erected.
10. A Risk Assessment is carried out for working with ladders which must be limited to light duty work of short duration.

Excavations

You will not carry out work that involves an excavation on ground surface unless:

1. The work is controlled by a permit.
2. All overhead and underground services and hazards including pipelines, electric and telecoms cables have been identified, located and where necessary, removed or isolated.
3. Suitable entry, exit and escape methods and routes are established.
4. When people enter an excavation:
 - Confined space entry controls are applied if the area is assessed as being a confined space.
 - Ground movement is controlled and collapse is prevented by suitable means including shoring, sloping and benching.
 - Ground and environmental conditions are continually assessed and monitored for change.
5. Controls are positioned at a suitable distance to prevent equipment falling into the excavation.
6. The excavation is protected from nearby vehicles or equipment vibration to prevent collapse or cave-in.
7. Where existing building or structures are likely to be affected by the excavation work, shoring or other supports are erected to prevent collapse.
8. An inspection is conducted if weather conditions may affect the excavation's integrity.
9. Unauthorised and uncontrolled entry is prevented by barriers and warning signs.

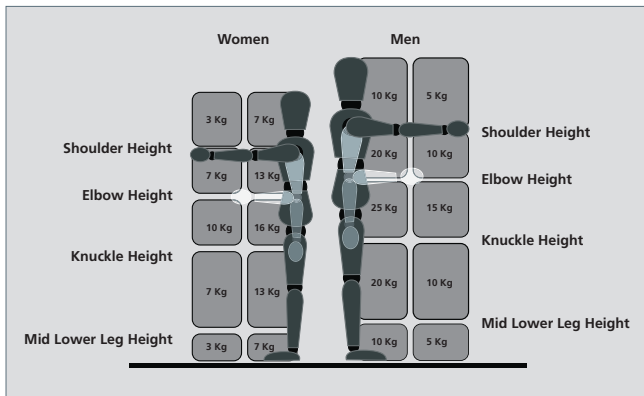
Manual Handling

Approximately a third of all 'over three days injuries' reported each year are caused by manual handling activities. Heavy manual labour, awkward posture, manual materials handling, and previous or existing injury are all risk factors implicated in the development of musculoskeletal disorders (MDS).

MDS prevention is definitely better than cure.

Take Care and apply these simple rules:

1. Co-operate with management on health and safety matters and follow appropriate systems of work laid down for your safety.
2. Make proper use of equipment provided for your safety.
3. If manual handling is the only solution, assess the lift and follow your training.
4. Ensure the activity does not put others at risk.



Guideline weights.

Manual Handling *continued...*

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

Lifting and Lowering

- Use the guideline weights (see page 16) to make a quick and easy assessment.
- Each box contains a guideline weight for lifting and lowering in that zone.
- The guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur.
- Observe the work activity you are assessing and compare it to the diagram.
- First, decide which box or boxes the lifter's hands pass through when moving the load.
- Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.
- If the lifter's hands enter more than one box during the operation, use the smallest weight.
- Use an in-between weight if the hands are close to a boundary between boxes.

The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

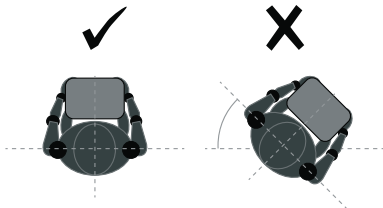
Manual Handling *continued...*

Twisting

Reduce the guideline weights if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45° and by 20% if the handler twists beyond 90°.



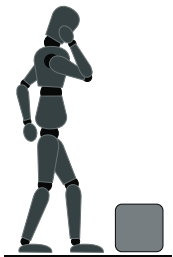
Adopt a stable position with feet apart and one leg slightly forward to maintain balance.



Avoid twisting the back or leaning sideways, especially while the back is bent.

Manual Handling *continued...*

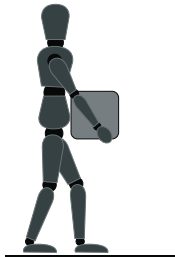
Good handling technique



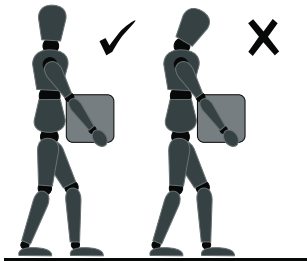
Think before lifting/handling.



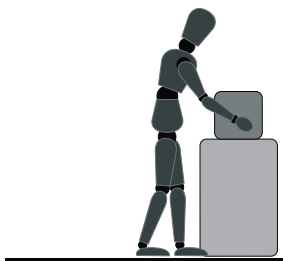
Start in a good posture.



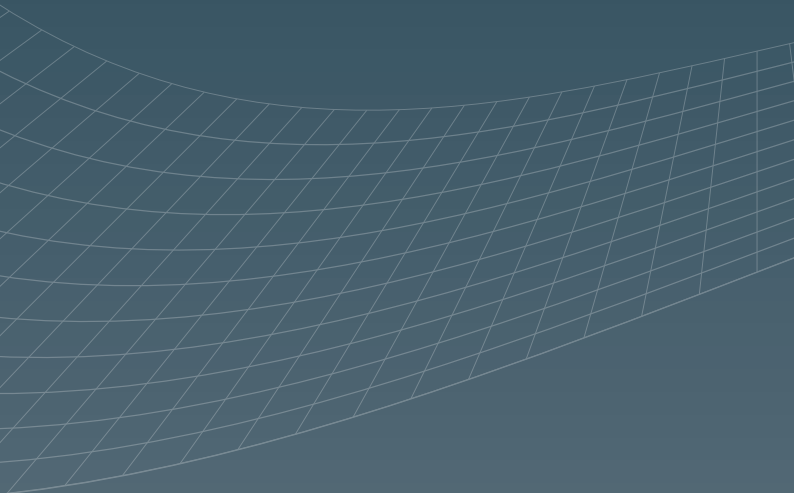
Keep the load close to the waist.



Keep the head up when handling.



Put down, then adjust.



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