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Safety Policy Statement

Accident prevention is the responsibility of all employees. Preventing accidents shall be a primary consideration in all phases of our operations and administration. It is our intention as a company to provide a safe and healthy work place. This Company will establish and insist upon safe work practices by all employees at all times.

All supervisors must make employee safety an integral part of his or her management duties. Each employee must accept and follow all established safety, loss control and risk management regulations and procedures.

- ***This Company believes that safety starts with proper training***
- ***We will provide training to all of our employees***
- ***Employees must help to prevent accidents***
- ***PPE is everyone's responsibility***
- ***Unsafe conditions must be reported immediately to management***
- ***Follow the Civil Aviation Authority Flight Operation Guideline***

If an employee is not sure of how to perform a task safely, he or she should ask a qualified person for guidance or help. If someone needs help to perform a task safely, we will provide assistance.

Safety is a team effort!

Every injury must be reported immediately. Even a slight cut or strain injury must be reported immediately. Accidents and injuries must be reported to your supervisor, management or safety officer immediately. "IMMEDIATELY" MEANS WHEN THE ACCIDENT OR INJURY OCCURS. Never leave the job site or clock out before reporting the accident or injury.
Serious injuries that require emergency medical care must be reported to management immediately after emergency care has been provided.

- ***All accidents will be thoroughly investigated!***
- ***Employees must cooperate with management during any accident or injury investigation!***

Remember, Always Work Safe! Accidents Hurt Everyone!

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PERSONAL PROTECTIVE CLOTHING & EQUIPMENT (PPE)

Employers have duties concerning the provision and use of personal protective equipment (PPE) at work.

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

PPE IMPORTANCE

Making the workplace safe includes providing instructions, procedures, training and supervision to encourage people to work safely and responsibly.

Even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- the lungs, e.g. from breathing in contaminated air
- the head and feet, e.g. from falling materials
- the eyes, e.g. from flying particles or splashes of corrosive liquids
- the skin, e.g. from contact with corrosive materials
- the body, e.g. from extremes of heat or cold

PPE is needed in these cases to reduce the risk.

OTHER ADVICE ON PPE

- Never allow exemptions from wearing PPE for those jobs that ‘only take a few minutes'
- Check with your supplier on what PPE is appropriate – explain the job to them
- If in doubt, seek further advice from a specialist adviser

MAINTENANCE

PPE must be properly looked after and stored when not in use, e.g. in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

Think about:

- using the right replacement parts which match the original, eg respirator filters
- keeping replacement PPE available
- who is responsible for maintenance and how it is to be done
- having a supply of appropriate disposable suits which are useful for dirty jobs where laundry costs are high, e.g. for visitors who need protective clothing

Employees must make proper use of PPE and report its loss or destruction or any fault in it.

MONITOR AND REVIEW

- Check regularly that PPE is used. If it isn't, find out why not
- Safety signs can be a useful reminder that PPE should be worn
- Take note of any changes in equipment, materials and methods – you may need to update what you provide

TYPES OF PPE YOU CAN USE

EYES

Hazards
Chemical or metal splash, dust, projectiles, gas and vapour, radiation

Options
Safety spectacles, goggles, face screens, faceshields, visors

Note
Make sure the eye protection chosen has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly

HEAD AND NECK

Hazards
Impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature

Options
Industrial safety helmets, bump caps, hairnets and firefighters' helmets

Note

- Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection
- Don't forget neck protection, e.g. scarves for use during welding
- Replace head protection if it is damaged

EARS

Hazards
Noise – a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration

Options
Earplugs, earmuffs, semi-insert/canal caps

Note

- Provide the right hearing protectors for the type of work, and make sure workers know how to fit them
- Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication

HANDS AND ARMS

Hazards
Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water

Options
Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm

Note

- Avoid gloves when operating machines such as bench drills where the gloves might get caught
- Some materials are quickly penetrated by chemicals – take care in selection, see HSE's skin at work website
- Barrier creams are unreliable and are no substitute for proper PPE
- Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this

FEET AND LEGS

Hazards
Wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, vehicles

Options
Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear, e.g. foundry boots and chainsaw boots

Note

- Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil - or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating
- Appropriate footwear should be selected for the risks identified

LUNGS

Hazards

- Oxygen-deficient atmospheres, dusts, gases and vapours

Options – respiratory protective equipment (RPE)

- Some respirators rely on filtering contaminants from workplace air. These include simple filtering facepieces and respirators and power-assisted respirators
- Make sure it fits properly, eg for tight-fitting respirators (filtering facepieces, half and full masks)
- There are also types of breathing apparatus which give an independent supply of breathable air, eg fresh-air hose, compressed airline and self-contained breathing apparatus

Note

- The right type of respirator filter must be used as each is effective for only a limited range of substances
- Filters have only a limited life. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge
- You will need to use breathing apparatus in a confined space or if there is a chance of an oxygen deficiency in the work area

WHOLE BODY

Hazards
Heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing

Options
Conventional or disposable overalls, boiler suits, aprons, chemical suits

Note

- The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility
- Don't forget other protection, like safety harnesses or life jackets

EMERGENCY EQUIPMENT

Careful selection, maintenance and regular and realistic operator training is needed for equipment for use in emergencies, like compressed-air escape breathing apparatus, respirators and safety ropes or harnesses.

EMERGENCY REPORT:
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www.cygnusaerial.com
info@cygnusaerial.com

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