



OCCUPATIONAL HEALTH AND SAFETY HANDBOOK FRENCH SCHOOL OF ATHENS

CONDUCTED BY GEP

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1. Introduction

This manual has been composed in order to inform the personnel occupied in excavation areas on behalf of the French School of Athens, regarding occupational health and safety issues. The reader may be informed about the basic hazards resulting from the working activity into the excavations area and the surrounding area, as well as being aware of the proper measures of minimizing the risks to avoid any accidents and/or health damage.

The suggested instructions with which the excavations' responsible persons, employees and visitors shall comply during their stay and work in the excavations area are presented below.

Health and Safety is everyone's responsibility.

2. Signage – excavation boundaries

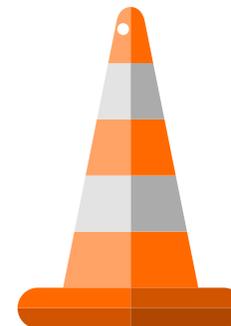
Prior to the commencement of works in an excavation area, it is important for this area to be bounded and for signs to be placed on each spot where a hazard is detected, on the spots where there is obligation for a certain action and on spots related to rescue. Specifically, signage concerns warning for falling from elevated work positions, dangerous ground slopes/inclinations, open sections, spots with existing ropes which define areas (string), spots with existing rising rails or pickets, different ground levels, spots with existing shoring and danger of being buried down by materials, low spots where there is a possibility of head impact.

Additionally, while entering the barricaded space, there shall be appropriate signage indicating the use of the necessary Personal Protective Equipment, as well as in spots related to rescue.

For the placement and storage of the tools and equipment used, it is required to create and limit a certain room for every excavation area, in order to avoid hazardous situations from contact with left, as well as for the check, the inspection the organization and the delivery/ storage of the equipment to be feasible.

Important note:

- We get informed about the meaning of the signs (obligation - prohibition - warning - information).
- We inform accordingly individuals entering the working area.
- We report immediately every wear or damage of signs we may detect
- In every excavation area it is recommended to set a place for protection from severe weather conditions, which will provide chairs for the rest of the people, as well as enough space for storage of supplies such as water and First Aid Kit. This place shall be properly signed.



3. Personal Protective Equipment (PPE)

For entering the excavation area, it is mandatory the Personal Protective Equipment to be used. Entering the area without the appropriate PPE is prohibited.

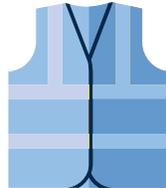
At least there shall be use of:

Depending on the working activity, additionally there may be use of:

Safety shoes with anti – slippery sole and toe protection.



Reflective vest, provided that the work will be made with reduced lighting or that there will be vehicles passing through the working area.



Work uniform



Protective helmet in special occasions such as working with lifted loads or in confined spaces.



Head cover



Protective glasses (when work is conducted during which various shards, rocks, rubbles etc. may be blasted off).



Solar radiation protection glasses



Kneecaps/Elbowcaps for working in positions in which the workers get in contact with the ground.



Protection gloves



Mask for protection of the respiratory system.



4. Emergency, Pharmacy & First Aid

Before the initiation of works, it is important to have a First Aid Kit available, equipped with all the proper medication, which will be kept in an accessible spot, bearing the appropriate sign and be easily transferred.

It is recommended that all workers should be familiar with First Aid and approximately 10% of the workers should have specialized training. The corresponding certificate for this training shall be available for demonstration for all the trained workers.



For the better possible incident treatment, the phone numbers and locations of the closest hospitals/health care stations shall be known.

EMERGENCY PHONE NUMBERS

| | |
|-------------------------------------|--------------------|
| EUROPEAN EMERGENCY CALL NUMBER | 112 |
| POLICE | 100 |
| NATIONAL DIRECT HELP CENTER (EKAB): | 166 |
| FIRE DEPARTMENT | 199 |
| POISONINGS CENTER | 210 7793777 |

Altering Personal Protective Equipment **IS PROHIBITED.**



5. Hand tools

For excavation works hand tools are mainly used. The most commonly used, concerning almost all works are picks, trowels, shovels, spades, brushes and rakes.

The general principles are:

- We use the tools only for the scope of works for which they have been designed.
- We transfer the tools in proper cases (where applicable).
- We check the tools before their use.

If there is use of electrical tools

- All electrical tools shall be CE certified and have insulators.
- We do not use electrical tools in places with water or intense humidity.

6. Heat stress

The measures which can be taken for treating heat stress of the workers include:

- Provision and use of proper head cover in cases safety helmet use is not planned, as well as skin protection means.
- Choice/formation of a shadowy place for breaks.
- Programming of the works so that the works charged with the most physical effort will take place during the hours with the lowest temperatures.
- Reduction of work from 12.00 until the end of the working shift.
- Provision of potable cool water (10-15°C).
- Possible postponement of works until passing of the heat waves, if applicable. Indicative temperature of heat wave: 35°C.

Personal Protective Equipment

- Use of head, neck covers, and other skin protection means e.g. sunscreen is recommended.
- Use of sunglasses is recommended.



7. General works and staying on the excavation area

For circulation and working in the excavation areas, the following measures shall be taken:

- In case of working for many hours in standing position, chairs must be available in the breakout spaces for the rest of the workers.
- All workers shall be informed about the proper signs and their meanings.
- Wherever there is connection between different levels, passages – ramps with hand rails must be available.
- Attention must be given in order to avoid getting close to cliffs/voids or standing under rocks without any previous shoring.
- We inform everyone entering the area about the special circulation rules and the excavations' particularities.
- It is forbidden to use mobile phone (except approved communication

systems) or consume alcohol during vehicle driving.

- We are obliged to keep the speed limits and the existing signs.
- We obviate anything that may distract our attention (mobile phone, food etc.).
- We only park in safe spots.

8. Manual handling of loads

Manual load handling is to be applied only when there is no other alternative way for the execution of the work. Firstly, the alternative of using mechanical means will be considered e.g. pallet trucks or trolleys.

We always conduct the load lifting with DEEP SQUAT.



9. In case of accident

In case of an accident in which a worker or a third person is involved, the following actions must be taken as soon as the accident is perceived:

Immediate actions:

We firstly care for our safety, and then for the safety of the victim and the other present people. We check the area and we approach as long as we are not in danger, (in case there is danger we take care to seclude it e.g. moving vehicles – loads – isolation of electricity etc.). As long as it is safe, we quickly evaluate the needs of the victim, we try to realize what has happened and if the victim has any life signs (breathing and reaction).



First Aid:

We provide First Aid to the victim, either us or the first aid team, using the First Aid Kit provided in the working area. If the incident is mild, taking care of the victim is completed at this point. However, if the incident is severe, then the first aid is provided until the ambulance arrives, meaning the specialized assistance, in the place of the incident, in order to undertake the situation. We answer all questions asked from the ambulance service. We do not move the victim from the position they were found and we provide the first aid on the exact location where the accident occurred, unless this is not safe. During providing first aid, we wear one-use gloves and if the victim retains consciousness, we ask what happened and how do they feel. Such information may be useful to the health professionals who are to undertake the situation.



Calling for help:

Since it is indeed an accident, we ask for specialized assistance. In case of a mild incident (e.g. an abrasion), we have to call for the first aid team to take care of the victim. In case of a more severe accident (e.g. a big bleeding), we have to call the National Center of Medical Emergency (166) or the European Emergency Number (112) saying our name, our exact location and what kind of situation we are confronting, answering all questions and hanging up the phone last, in order to ensure that the proper assistance will come.

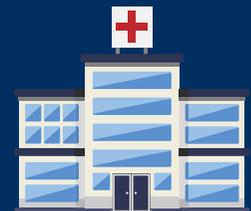


Carrying the victim:

Transferring the victim is provided by the ambulance to the most proper or the closest hospital, provided that this is considered necessary.

Specialized care:

The victim is provided with specialized care from the hospital to which they have been transferred.





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