### Health ar

## > ent Policy

#### 1. General Health And Safety

#### 1.1 Introduction

It is the policy of Company Nam organisation because we believ company efficiency and compet

To achieve this the company wi appropriate measures to eliminal operations by applying positive supervision as needed.

Employees at all levels are remeasure that the company's heal

- To take reasonable care for affected by their actions, or
- To co-operate with their em safety imposed upon their e
- To co-operate with any other employers working at our property workplaces) as far as is need
- Not to intentionally, or reckl health, safety or welfare.
- To report to supervisory sta arrangements.

The company recognises that it Accordingly the Managing Directimplementation. In turn all level out those health and safety duti safety plan includes sufficient re Safety Management Policy.

Development of the Health and business meetings where health business.

The company will appoint a nun implementing this policy. The S advice to managers with individ

Name:	
Position:	
Signature:	
Date:	

1.2 Health And Safety ObjectivesThe objectives to be met in ensign

ealth and safety culture throughout the nealth and safety are necessary for

ntify all workplace hazards and take ployees and others affected by our pvision of information, training and

ity, commensurate with their position, to served. In particular they are required:ety at work and of those who may be

duty, or requirement, for health and med or complied with.

fety duties (such as contractors or other byers when you are working at their perform their duties.

suse anything provided in the interests of

or defects in the company safety

sponsibility for health and safety.
nsibility for policy formulation and
supervisors are responsible for carrying
he Managing Director will ensure that the
full implementation of the Health and

cy will be conducted through normal standing equal to other activities of the

ns to assist the company directors in rovide independent and authoritative alth and safety.

policy are:-

- To actively involve employe operates safe and efficient v sickness and absence with productivity. It will also help business.
- To set standards that will at safety, product safety and e customers, contractors and
- To review and, where approtechnology, industry practic
- To co-operate with the appr of standards and means of
- To ensure that the potential for all new products, activitie
- To inform employees of the information, instruction and which they are exposed.
- To ensure that contractors v group are informed of its sta compliance without detracti
- To ensure that the company participation on matters affe
- To ensure as far as reasona elimination of any foreseeal property damage, process I
- To ensure that these object

#### 2. Individual Responsibilities

2.1 Managing Director - Name of M

Policy Makers

The key role of the Chief Execu company safety policy, establish the general business mission. reviewing, auditing and implementations are series of the chief Execution of the Chief E

Their key Tasks regarding Police

- Formulate and issue a writt objectives that will give dire safety culture.
- Provide a policy for the syst resources to control them, v unplanned events.
- Set up an effective organisa necessary resources to upo

Their key Tasks regarding Orga implementing the arrangements responsibilities of each individual

Their key Tasks regarding Co-o the Company and ensure that a developing, planning, measuring standards. g a competent workforce that continually rill reduce lost time from accidents, of high morale and increased ge of a well-run, safe and trusted

statutory requirements for health and these may affect our employees, public at large.

andards in the light of changes in

chnical organisations on the formulation

and environmental effects are assessed

onsibilities and provide sufficient o be aware of and avoid the hazards to

of subsidiary companies within the riate procedures exist for monitoring sibilities of the contractors.

/ is used for employee consultation and twork.

it, safe systems of work and the sult in injury, occupational health illness, and environmental damage.

ough auditing company activities.

ors is to devise and formulate the ent the policy and integrating these into offy a structure for planning, measuring, supporting plans.

ral health and safety policy and strategic encourage the development of a positive

dentification of risks and the allocation of financial losses arising from avoidable

competent employees and provide the ce as and when necessary.

organisation for controlling and afety with a clear definition of the

e co-operation between all levels within nployee participation in setting, and implementing of performance



Their key Tasks regarding Co-o health and safety policy, discuss organisation to communicate he

Their key Tasks regarding Co-d

- Set measurable and achiev foreseeable risks connected
- Provide sufficient resources
- Direct resources for suitable elimination or reduction of r
- Require monitoring and rev a recognised health and sat

#### 2.2 Functional Directors and Depart

Planners

The key role of functional direct the Health and Safety Policy; id fixed time periods; establish sta arrangements; co-ordinate spec arrangements and participation health and safety legislation and allocate responsibilities for heal

Their Key Tasks regarding Polic safety standards by visible lead employees or others from work training that ensure employee c

Their Key Tasks regarding Orga company policy is adequate to standards.

Their Key Tasks regarding Con

- Allocate responsibilities for
- Delegate health and safety competence, allocating ther
- Ensure that employees are are motivated by target sett
- Provide adequate supervisi
- Take appropriate remedial a performance.
- Arrange, where necessary,

Their Key Tasks regarding Co-d representatives by:-

- Involving them in department auditing and reviewing of he
- Complement any general he specific operational activitie
- Ensure that co-operation be and works.

Their Key Tasks regarding Comwritten material and face-to-face briefings, etc.

Their Key Tasks regarding Com

rough written statements of general ployee Health and Safety Committees the sthroughout the Group.

jectives which take account of all ness activities.

- e health and safety objectives.
- as regards the identification and

ty standards implementation by means of

inagers is to: produce plans to support safety objectives to be achieved within viewing and auditing the safety policy or implementing the policy and mselves up-to-date with changes in ctices relevant to the organisation; and area of authority.

ge the implementation of health and limination or minimising of risks to standards concerning recruitment and

at the organisation for implementing the offective monitoring/reviewing of

ins and for reporting on performance.
with the necessary authority and
purces to carry out their duties effectively.
r health and safety responsibilities and

nce.

standards are indicated by reports on

sts and competent persons.

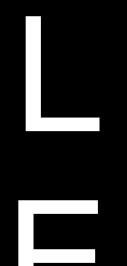
e co-operation of employees and safety

anning, implementing, measuring, ince:

nents by issuing departmental rules for

mployees occurs at all stages of projects

effective communication by means of artmental meetings and supervisor



- Ensure competence by app transfer, training and the presented
- Award works contracts to company.

Their Key Tasks regarding Plan

- Set targets for achievement
- Set standards for actions ne culture in four key areas – o
- Ensure that hazard/risk ass considered necessary are b
- Maintain the necessary hea company standards.

Their Key Tasks regarding Risk

- Briefing of employees on ris
- Briefing of employees who
- Provision of information to r
- Provision of information to e
- Co-operation and exchange company at all sites.

Their Key Tasks regarding Train within their functional responsib health and safety training plan.

Their Key Tasks regarding Perf

- Ensure that active and read necessary from such monitor measures are reviewed; an
- Co-operate with the Group
- 2.3 Managers Engineers Super
  - Implementers

The key role of managers, enging implement the operational plans Safety management Policy with and policy makers on performant standards, procedures or system

Their Key Tasks regarding Polic Health and Safety Management of the policy relating to their em document.

Their Key Tasks regarding Orga employees (and others reportin manner and without risks to hea

Their Key Tasks regarding Impl

- Take personal responsibility responsibility and others wh
- Implement the company op inclusive of those for seriou
- Ensure safe and healthy wo others.

on recruitment, selection, placement, ialist advice; and

etent and meet the standards set by the

are to:

nd safety objectives;

maintain a positive health and safety munication and co-operation;

and that the control measures

ation to meet current legislation and

e that arrangements exist for:-

risk assessments.

us or imminent danger.

ng on-site hazards.

zards brought on site by contractors.

contractors, sub-contractors and the

n and safety training of all employees rd being that set out in the company

re to:

rds are applied and, where identified as ures, systems of work and other control

its of health and safety management.

lose with equivalent responsibilities is to ns required by the company's Health and bility; and provide feedback to planners of successes or deficiencies in plans,

loyees are aware of the company's at employees are briefed on all sections ave reasonable access to this policy

ne means and support necessary for and carry out their duties in a safe

of all employees within their areas of mpany operations.

dures for their area of responsibility

hich do not create risks to employees or



- Ensure that the company's
- Ensure health and safety co

Their Key Tasks regarding Performance through performance, including success systems.

Their Key Tasks regarding Audi auditing and reviewing the heal

Their Key Tasks regarding Co-crequired to do so, and also to prinstructions as regards the contauditing activities.

Their Key Tasks regarding Com and safety communications with

Their Key Tasks regarding Corr their area of responsibility.

Their Key Tasks regarding Risk and control section of the policy the risks to the health and safet operations.

Their Key Tasks regarding Com there is a need for their assistar identified by risk assessment ar

Their Key Tasks regarding Arra Regulations are to implement the document and other supporting meet the requirements of all rele

#### 2.4 Group Safety Officer

The key role of the Group Safet Management Policy formulation secure effective implementation and monitor and review the con of safety systems as necessary

Their Key Tasks regarding Polic communication of the health an systems to keep abreast of rele safety management practice.

Their Key Tasks regarding Impl authoritative health and safety a

Their Key Tasks regarding Impl

- Establish and maintain a he
- Establish and keep up-date plant, substances, equipme
- Establish and maintain prod accidents and incidents.
- Establish and maintain ade management and safety pe
- Keep managers informed or standards.

ot in themselves create risks to others. loyees and contractors on shared sites.

re to implement the procedures for itoring, and provide feedback on iencies in plans, procedures and

w are to participate in arrangements for nt system.

e in health and safety meetings when rational systems, procedures and and operating monitoring and/or

nplementation of the procedure for health bility.

nt the policy relating to competence within

I are to implement the risk assessment nd sufficient assessments are made of rs who may be affected by company

lvise their functional managers when rotective and preventative measures

ic and Relevant Health and Safety
e Health and Safety Management Policy
n established to enable the company to
egislation.

he policy makers on Health and Safety ote a positive safety culture which will nce standards and the policy in general; it system, preparing reports and analysis

oonsible with the formulation and licy. Maintain adequate information al) and with developments in general

sation are to provide independent and within the organisational structure.

t control system.

control standards in relation to premises, and people.

estigating, recording and analysis of

stems for monitoring and auditing safety

vise of health and safety performance

- Arrange or carry out safety
- Impromptu visits to operation the relevant managers and

Their Key Tasks regarding Performance measurement thro management systems and prep

Their Key Tasks regarding Co-

- Encourage co-operation of culture at all times;
- Liaise with contractors on h
- Provide all necessary inform operations and gain informations work activities; and
- Provide information to all pe safety standards.

Their Key Tasks regarding Com

- Secure effective communication attendance at departmental and adequate internal traini
- Liaise externally with organ Health Officer, Local Author to health and safety.
- Produce a quarterly health a elected safety representative

Their Key Tasks regarding Comcompetence, and keep abreast standards, etc.

#### 2.5 All Employees

The key role of employees is to company's Health and Safety M of their elected representative a at risk or in imminent danger.

Their Key Tasks regarding Police health and safety and meet those

Their Key Tasks regarding Orga company in meeting their duties and safety rules within the company to the company of the compa

Their Key Tasks regarding Impl by co-operation with supervisor they should also:

- Report all potentially hazard
- Report all injuries and dang
- Ensure that company work report to their supervisor an
- Be aware of risks to themse
- Co-operate with changes in plant, procedures, systems
- Ensure that they are aware imminent danger.

d contractors as required by managers. eering projects, reporting deficiencies to ompany sites.

re to implement the procedures for he company health and safety action plans for managers.

romotion of a positive health and safety

arding risks to them by company to risks to employees from contractors'

or implement the company health and

of written material, publicity promotions, nealth and safety leaflets, circulars, etc.

th and Safety Executive, Environmental ers in our industry on all matters relevant

lation to managers and employee-

nt the company policy relating to of practice, official guidance, recognised

ns, procedures and systems in the where necessary, to bring to the attention which could place employees or others

s aware of their responsibilities regarding spects of their duties.

ir supervisors, managers and the vely participating in all aspects of health

n ensuring safe and healthy work sites pects of health and safety. In addition

ause injury or damage.

vices do not create risks to anyone and

essary due to changes in materials,

ency procedures for serious and

Their Key Tasks regarding Co-

- Participate, when required, health and safety.
- Participate in ballots for eletheir views at safety commit

Their Key Tasks regarding Com

- Digest the health and safety company.
- Report to their supervisors/ safety management or risks

Their Key Tasks regarding Comwhere they consider that insufficantly out work without placing the competent persons appointed before Aiders, Fire Officers, Safet

Their Key Tasks regarding Risk health and safety connected wit systems they must apply to min when required in identifying and associated risks and risk contro

#### 3. Principal Arrangements for

3.1 Health and Safety Assistance

As required under The Manage been appointed as 'competent p

**Group Safety Officer** 

**Group Personnel Manager** 

3.2 Consultation with Employees

The Group will ensure that proc information on matters of health given training and allowed the u their role during their normal wo

Employee-elected representative unless they wish to resign at an concerned will elect a replacem and management will be held quand safety matters in need of displacement.

Duty To Consult And Provid

Regulations held by manageme representatives must be consult themselves with these details. Regulations during company tra

3.3 Guidelines For Raising Matters

The procedures to be applied in

 Individual employees are themselves with their im they are able to within the any other meeting which discusses
es or welfare representatives to present

instructions provided to them by the

ns or concerns as regards health and

eir supervisors/managers of any situation ion have been given to enable them to sk, and further to be aware of the ic duties under health and safety. (e.g.

ain aware of the significant risks to d of the controls, procedures and lves and others. Assist the company n any investigation or assessment of the

#### anagement

y Regulations 1992, the following have lith and safety:-

ег

nsult with employees and provide elected safety Representatives will be noluding reasonable time to carry out

e shall hold office for a period of 2 years t of a resignation the departments all meetings between representatives September and December when health on the agenda.

atters on which employees or their ty Representatives are to familiarise es will be introduced to these

afety

safety matters locally are:
ty that they consider relevant to

will quickly settle such matters as far as



- Individuals not satisfied Safety Representative w on behalf of the individu representatives the indiv
- Should a Safety Repres consider the matter report agenda of the next Heal
- Notwithstanding the aboverious enough to require by an employee at any thowever, that line mana safety problems.
- 5. Where Safety Represen arrange the timing of the inspected. On completic shall agree any actions record to this effect. Rerepresent and, if necess

Department Managers and Safe any general safety topics within informal basis but one of the pa what action can be expected. I with in item (4) of the above Gu

Safety Representatives are to p there is a need remedial action be taken) prior to returning the r then consider the decision with of the endorsed report is to be f he may keep the Health and Sa implemented throughout the Gr

3.4 Health And Safety Essentials

In the design and selection of p laboratory equipment, protective of such plant, equipment and st

Design, operating and general to procedures manuals or posted of These rules cover statutory, cor

It is essential that all employees By the issue and up-dating of staims to ensure that no failure in rules which refer to work activiti

- Relevant legislation and sta
- Codes of practice/regulation
- Manufacturers' instructional
- Subsidiary Company or Gro
- Subsidiary Quality Manuals
- Plant and 'site' operational a
- Risk Assessments as record
- Industry best practice stand

ler (1) are to refer the matter to their p with the department/function mangers as where there are no elected e matter up directly with their manger. With the action taken under (2), or if they as, a matter may be placed on the eting.

be followed wherever possible, matters the Group Safety Officer may be raised propriate. It is to be remembered, very opportunity to deal with health and

workplace inspections, they are to responsible for each area to be elevant Representatives and managers alth and safety and produce a written report back to the employees they alth and Safety or staff meeting.

o consult at 3 monthly intervals regarding meetings may be conducted on an vritten notes of what was discussed and requiring immediate action are dealt ers Regarding Health and Safety.

orts on all cases where they consider ers are to record the action taken (or to ive concerned. The Representative may rting back to those represented. A copy afety Officer for information in order that ittee informed of all risk controls being

acilities, vehicles, engineering and lse used in work activities, the suitability n and use is of prime consideration.

out in operating instructions, safe works opriate for the many activities conducted. requirements and industry best practice.

I and specific rules that apply to their job. actice in the requirements management rough lack of knowledge. The specific pllowing documents:-

able through Safety Officer). railable through Safety Officer).

ures.

s.

#### 3.5 Employee Involvement

Every employee has a general sthemselves and others who may their employer, so far as is necessarily

The successful implementation active support and co-operation requirement. Arrangements to operation of all employees are demployees perform their work dissued rules and work permits; and health; and report to the appresent a risk to safety or health

Employees are reminded that could result in prosecution

3.6 Health And Safety – Good Prac

No machine, item of plant or eq been trained and authorised to machinery, equipment or plant

- All machine guarding is to b
- Competent and authorised to machinery, plant or equip
- All defects, malfunction or d immediately.
- No machine, plant or equipi to operate in this manner ur
- Substances are to be used, the container and/or set out
- All hazard notices, warning information displayed comp
- Safety equipment, clothing instructions and not wilfully
- Site housekeeping is to be container or vehicle.
- All spillage of materials or s
- All emergency procedures rexits and equipment kept from the exits and exits a
- Report all used or damaged
- Report all accidents/inciden assistance where necessar
- Workstations provided are t employees or others.
- Plant, equipment and mach inspected/examined at the i

#### 3.7 Work At Other Companies' Prer

Employees who are required to conversant with the safety rules premises where specialist traini attend training and be assessed work on the premises/site conce

sonable care for the safety and health of s or omissions, and to co-operate wither to fulfil the statutory obligations.

Management Policy depends on the xtent that goes beyond the statutory ures the continuing involvement and cohis document. It is essential that all at in doing so they: comply with the ning provided in the interests of safety ccurrence or defect which appears to

d safety legislation is a criminal offence is well as or instead of the Company.

by any person unless the person has years of age may only operate of a competent authorised person.

adjusted prior to use of the machinery.

out repairs, maintenance or adjustments

nt or equipment must be reported

ded whilst in motion, unless it is designed es.

n accordance with written instructions on information file.

ation notices are to be read and the

e to be used in accordance with

t all times and waste disposed of by

cleared up immediately.

are to be obeyed and emergency routes,

mmediately.

injury. Seek first aid or medical

to put at risk the health or safety of

inspections are to be

other companies are to be made fully at premises. Those employees attending carrying out work (e.g. off-shore), are to cessary procedures prior to carrying out

#### 3.8 First Aid Facilities

The company will provide first a the Approved Code of Practice

The company standard is to pro employed and first aid kits on ve conditions, at transient sites or ve

Sufficient numbers of qualified f those departments where employ Transient/peripatetic workers wi immediate response skills in the

Safety information notices are p aiders' names and locations. In contact the person in charge of

First aid boxes and kits will be r dated. The checks are to be ca

Managers at principal workplace of the first aid facilities under the

Maintenance and upkeep of vel whom the vehicle is allocated.

The duties of the first aider/app

- Ensure stocks of first aid ite
- Ensure accidents are record
- Inform managers of all treat
- 3.9 First Aid Kit Contents and Chec

First aid kit checks are necessa

Appointed persons and/or vehice the contents updated.

This form when completed is to deficiencies.

#### First Aid Box Contents

K	it A - stock for up to 50 pers
•	Medium Sterile Unmedicate
•	Large Sterile Unmedicated
•	Extra Large Sterile Unmedic
•	Sterile Eye Pad:
•	Triangular Bandage:
•	Individually wrapped sterile WATERPROOF:
•	Individually wrapped sterile
•	Safety Pins:
•	Safety Pins:
•	Guidance Card:

nt at least to the standard laid down in

ncipal work places where people are o work in isolated or peripatetic s tools.

nted at all principal workplaces and within ork under transient/peripatetic conditions. e a Life" techniques to provide them with

ses informing staff of appointed first cessitating treatment, employees are to that treatment may be administered.

um 3 monthly) and the contents upncluded in the box or kit.

aider or appointed person to take charge

the responsibility of the employee to out regularly (minimum 3 monthly).

ers are to:-

rt Book

f the equipment for emergencies.

its are checked at least 3 monthly and

pervisor/manager to obtain the equipment

	<b>*</b> 8
	<b>•</b> 4
	<b>♦</b> 4
	<b>•</b> 4
	<b>•</b> 2
	◆ 2 (10 in packet)
RIC:	◆ 2 (10 in packet)
	◆ 2 (6 in packet)
	◆ 10 (2 in packet)
	<b>♦</b> 1

- Non-alcohol sterile wipes:
- Non-alcohol sterile wipes:
- Aids Hygiene Kit:

# Additional Items Where Risk Them Necessary (Not Held I

- Eyewash 500mm diffuser:
- Eyewash double diffuser ho

#### All Operational Vehicles Are

#### Kit B Vehicle Kit:

- Medium Sterile Unmedicate
- Large Sterile Unmedicated
- Extra Large Sterile Unmedie
- Sterile Eye Pad:
- Triangular Bandage:
- Individually wrapped sterile WATERPROOF:
- Individually wrapped sterile
- Safety Pins 6 in packet:
- Safety Pins 2 in packet:
- Guidance Card:
- Non-alcohol sterile wipes 10
- Non-alcohol sterile wipes 6
- Aids Hygiene Kit:
- Additional Items Where Ris Necessary (Not Held Inside
- Eyewash 500mm diffuser:
- Eyewash double diffuser ho

#### All Operational Vehicles Are

#### 3.10 Health Surveillance

Where risk assessments of comhazardous chemicals, etc., empmanager/supervisor of any expetaken to prevent a recurrence of

The services of the company do necessitates a medical inspection necessary, the services of the E Occupational Health Advisers works activities.

# ↑ 1 (10 in packet) ↑ 1 (6 in packet) ↑ 1 r ↑ 2 ↑ 1

#### ities

	<b>*</b>	3
	•	1
	<b>*</b>	1
	<b>*</b>	1
	•	2
	•	2 (10 in packet)
RIC:	<b>*</b>	1 (10 in packet)
	•	1
	•	3
	<b>*</b>	1
Them		
	<b>*</b>	2
	<b>*</b>	1
_		

#### ities

a need for health surveillance due to o co-operate and inform their so that the necessary action may be

e exposure to substances/chemicals e exposure effects. Where considered sory Services or that of competent rticular health problems arise from The company will actively prom Authority and, wherever possibl that employees may take advar

#### **Procedures**

A number of operations/activitie for signs of ill health within the v

Illness
Noise induced deafness / Tinnitus - constant noise in the ears.
Repetitive Strain Injury or Upper Limb Disorder
Vibration White Finger
Carpal Tunnel Syndrome
Leptospirosis
Asthma
Skin/Acne/Rashes etc

Where risk assessments indicate ensure that health checks are c

#### 3.11 Manual Handling Operations

Many work activities include the provide training on manual hand assessment of risks to employe problems that may affect their of their managers how these may have problems affecting their lift preparation of any assessment

#### 3.12 Emergency Plans

The company has prepared an themselves with any requirement of procedures will take place from ordinated by the Technical Assi

#### 3.13 Vehicles and Plant

Company-owned vehicles or pla an appropriate valid driving licer company. This applies on priva vehicles are to be used only for are not to be carried as passen onsored by the Health Education nises health surveys or x-ray services so

bany will require monitoring by managers h problems which may occur are:-

	_
	Sources
riodic ests.	Noisy machinery or equipment.
limb or	Use of VDU equipment or other repetitive work.
n ood nities ngers.	Use of road breakers and percussive equipment
er	<ul><li>VDU work.</li><li>Use of vibratory machinery/equipment.</li></ul>
d	Work in areas where employees come into contact with rats' urine.
	Dusty work or vehicle/machinery fumes.
ness,	Corrosive chemicals, tar, bitumen etc.

osure to health risks, managers are to any exposure kept.

Ig of materials, etc. The Company will ed by managers, carry out on-site ns. Employees who suffer from health andling tasks are required to report to. Managers shall confirm if employees his information into account during the

nt and all relevant staff should familiarise der the plan. Incident rehearsals/practice g of the emergency plan will be cong Co-ordinator).

r employees and others in possession of alent) and authorised to do so by the c highway. Company commercial persons not employed by the company cars that allow for private use.

- 3.14 Provision and Use of Work Equ 'Work Equipment' is broadly def 'Use' includes starting, stopping maintaining and cleaning.
  - All work equipment provided requirements at the time of who intend putting any equiting the suitability of the equipments intended installation
  - Records of all maintenance throughout the equipment's
  - User departments are to preoperator but also to those s workforce are to have easy instructions about the plant
- 3.15 Procurement and Purchasing C

The Group subsidiary companie to ensure that lack of informatio damage or premature equipmer considerations in mind right fror apply a purchasing standard/stahealth protection and provision purchase is approved. This proworking group.

The purchasing policy to be app

- All new products, materials, safety considerations prior to
- Safety specifications are ob raised.
- Suppliers/manufacturers are well as on revision or renew
- Safety information regarding shall be obtained from the s
- Data sheets giving the cher shall be obtained from supp
- An assessment of all substa and first aid treatment, shal substances.
- Where necessary the manu the operation and maintena
- 3.16 Workplace Health, Safety and V

Subsidiary companies will take rooms, where provided, are not Segregated facilities will be provpremises. Managers are encoupremises. Due account will also safe and healthy environment.

3.17 Substances/Materials Hazardou

The company is aware that cert ingestion, skin contact or absor to be acquired for all items purc g from a hand tool to a complete plant. programming, setting, transporting,

th the existing statutory safety

It. Company specifiers and purchasers

It consult the manufacturer/supplier over

It assess the hazards/associated risks

Ince and operation.

manufacturer/supplier and repairs t by the user department.

on, instruction and training not only to the he operator. This means that the alth and safety information and written are operating or using.

rement procedures incorporate controls ental losses through injury, illness, effective procedure is to bear safety ecifiers and purchasers must in all cases sideration of occupational safety and tion and training by the supplier before a y management using an in-company

npanies shall ensure that:

ent are reviewed (risk assessed) for or to being put into use.

r supply and included on all orders

health and safety on a regular basis as

ent installation, use and maintenance

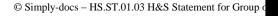
zardous properties of all substances

f safe use, safe storage, safe disposal oyees informed prior to use of

directed to carry out training of staff on

sary to meet current legislation. Rest equipment or other items or materials. Here smoking is allowed on the company tanon-smoking policy at all company itilation and other facilities to ensure a

may cause bodily harm by inhalation, uppliers' Health Hazard Data sheets are to use a substance/material an



assessment shall be carried our necessary to guard employees assessments are to be recorded from the Group Safety Officer. Safety Instructions Manual.

3.18 Safe Systems and Method State

Where complex or potentially had contractors, safe systems of wo Departmental managers are to a for ensuring that safe system do points. These documents are of Management Safety Plan (Constrom the Group Safety Officer.)

Employees are to be fully briefe issued with a copy of the docun

3.19 Permits to Work

Where the nature of the work not a Confined Space), guidance for Instructions Manual. Full use statis section concerning the variety

3.20 Active Monitoring of Safety Perf

Managers and Supervisors are basis. Assistance will be provid persons and, where considered

#### **Active Monitoring**

- Inspection of the workplace by managers and superviso
- Joint inspection on a threewill include all plant and wo the control measures identi
- Actioning of hazard reports
- Regular meetings with emp

#### **Procedures Compliance**

Each department will have acce health and safety instructions. standards set out in the instruct

#### Performance Monitoring

All employees with direct duties subjected to performance monit

Each department will appraise t measures, including health surv suitable and sufficient.

Managers and supervisors will of company works procedures and where a serious health or safety should be carried out so that the

Functional directors/department performance of their departmen

risks and bstance ment form OSHH is

risks and whether control measures are bstance or material. These ment form, stocks of which are available DSHH is contained in the Health and

undertaken by either labour or ethod statements are essential. or nominated persons, take responsibility atements include all necessary safety pany's Construction Design and I documentation pack or may be obtained

thod of work decided upon and shall be the work.

f a Permit to Work (eg Entry and Work in t the beginning of the Health and Safety ns and advisory information contained in need to be employed.

nspection, Checks and Audits
nce of their department on a continuous
officer or other appointed competent

ealth and safety consultants.

conjunction with visits for other reasons

yee representatives. These inspections hould be used to remind inspectors of assessments.

al and from employee representatives. discuss health and safety matters.

and safety arrangements and works departmental compliance with the

d safety monitoring will themselves be managers.

assessments and ensure that risk control ces are reviewed to ensure they are

sure that they are complying with the

. Deviations are to be investigated and,
hent of hazards and employee re-training

in annual report on the health and safety Managing Director.



A health and safety tour should basis. Managers are encourage order to provide an independen

#### Safety Inspection

Safety inspections are to be car conducted using a checklist. In

A general inspection of a compl

An inspection of one specific ar hazard (e.g. fire precautions).

Whatever method is used, the c corrected as soon as is reasona deficiency must be corrected as

#### **Employee Participation**

Employee-elected safety repres shall be encouraged to do so or department manager concerned

Situations where safety represe

- Planned general workplace
- A substantial change in con
- Notifiable accidents, diseas
- Inspection of documents

The employer is required to kee provision (but not individual hea representatives by allowing ther

#### Inspection/Audit Report Proced

Audits are to be reported and a Findings of all audits are to be r Officer.

The Risk Assessment Form, als record information as necessary formed. The summary and actithe Management of health and

Hazard reporting is to be condupolicy dealing with Consultation

#### 3.21 Plant And Equipment Checks

Department managers are resp substances and work systems I completed on a 3-monthly rotati

Function managers are respons machinery are carried out and t registers.

Static Cranes

epartment manager at least on an annual om another department to participate in nce.

nanagers and should generally be

peration or controls for a particular

y the inspection should be prioritised and statutory requirement is breached the

d to carry out workplace inspections and irst agreed a day and time with the

eir rights to carry out inspections are:-

nces (in conjunction with management)

ealth and safety under a statutory ny will co-operate with safety working hours to carry out their duties.

procedure shown later in this section.

m available from the Group Safety

up Safety Officer, should be used to ich the summary and action plan is information to employees as required in

procedure set out in the section of this

the checks of premises, equipment, fety management audit record book are them for inspection on dates below:-

#### ar

ious periodic checks of equipment and sare kept, some of which are prescribed

se.

every 14 months.
and major modifications.

© Simply-docs – HS.ST.01.03 H&S Statement for Group of

**Forklifts** Hiabs fter major repairs. Mobile Cranes fter major repairs. **Excavators** fter major repairs. Fire Extinguishers **Cable Locators** se. nths. Portable Electric Tools se. ix or twelve months depending on First Aid Kits ix or twelve months. sponsible for vehicle First Aid Kits Air Receivers vritten scheme. nths. Chlorine Pipework k procedure - 1 yearly or 5 yearly heme). Prescribed registers shown below Form F31 Form 2346 gister of employee to mount wheels) F91 PT1 B F91 PT1 D n company owned machines F91 PT1 F91 PT1 C n Pick-Up Vehicles, xamination (Pressure Vessels)

In addition to the foregoing regis by examiners are held by the M installed/used. test or inspection certificates supplied ne premises where the equipment is Copies of test certificates relatir forwarded to our insurers (insur be up-dated.

All new air receivers/pressure s may be entered on the policy ar also be notified. These notificat

The Control of Substances Ha equipment used in control meas used by the company requiring are responsible for ensuring ser

Equipment	Use
CABA Breathing Apparatus	Treatment Plant
Full Face Cannister Mask	Treatment Plant
Exhaust Fans	Treatment Plant
Gas Leak Detector	Treatment Plant
Fume Extractor	Welding
Fume Cabinets	Chemical Lab

Note: All inspections and servi

3.22 The Control Of Legionellosis

HSE 70, on the control of legion

- a) Identify and assess soul
- b) Prepare a scheme for pr
- c) Implement and manage
- d) Keep records of the pre-

Managers are required to ensur their control is subject to routine out. These inspections are to b

The main problem areas within including emergency showers.

3.23 Fire Prevention and Action on S

All subsidiary companies will co which direct owners/occupiers of fire safety precautions at premis covered by the Fire Precautions premises, the company also red must not be made without the a es purchased or re-tested must be so that the schedule of insurance may

o our insurers (insurer B) so that they n up. All disposals of receivers should t through the Group Safety Officer.

ulations (COSHH) requires inspection of ve clothing/equipment. Those items I are listed below. Function Managers e carried out.

tional eck	Six Months	Twelve Months
es	Service	Service
es	Service	Service
es	No	Service
es	Service	Service
es	Service	Service
n and ct as 37258	Service	Service

tered in the equipment log book.

aires disease, requires employers to:

e risk

distribution within the premises under / disinfection or remedial work is carried and the necessary records kept.

volve storage tanks and shower units,

lutions (Workplace) Regulations 1997 ess the risks and put into place adequate by existing fire legislation. For premises Certificate will be in existence for the its but changes to control measures uthority.



Those employees delegated resprecautions as listed below are premises.

- Undertake a fire safety asset
- Identify and provide an ade premises.
- Implement a visitor/contract their time in the premises.
- Provide and maintain (by re
- Draw up and post fire emer understand how to carry the
- Clearly sign all escape rout

#### **Specific Duties**

These duties are common throu in control of premises are requir implemented.

- Fire drills are carried out tw
- Fire alarms are tested week
- Emergency lighting is tested
- Training of staff is carried o
- Fire extinguishers are in poinspected/serviced by contr
- Fire escape routes checked

#### Fire Prevention

Fire prevention is the responsib

- Keep heat sources (such as
- Do not overload electrical c or obvious defective electric
- Report all defects.
- Switch off and isolate where
- Ensure good housekeeping
- Strictly control the use of fla instructions for use.
- Hot work carried out by craft conditions.
- Use and storage of highly fl regulations.

#### Fire Emergency Action

Fire drills are a necessity to ens them if there is a fire and evacu all visitors to the premises are e premises showing the relevant a instructions require action as be

- Raise the alarm.
- Call the Fire Brigade. (Swit
- Fight the fire if possible. (Do
- Prevent the spread of fire (
- Evacuate the building and r

premises shall ensure that fire account the size, layout and use of the control measures necessary.

niment procedure where required during

ction and of warning people in the

ricing) adequate fire fighting equipment. nsure those using the premises

arm points throughout the premises.

mandatory under this policy. Managers cautions listed are below are

pt.

ords kept.

bt.

rices are in position. Extinguishers are not checks to be carried out quarterly. ctions.

utions taken by staff are as below.
ustible materials separate.
red fitments (multi-socket adapter plugs)

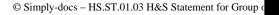
pliances at the end of the working day. ulation of combustible materials. always follow the manufacturer's

be carried out under Permit to Work

es must comply with the relevant

e aware of what action is expected of ecessary. Employees are to ensure that are posted at all company manned fficer for the premises. Briefly the fire

ssembly point.



Managers with health and safet ensure that Fire Officers are ap event of a fire; and that all other

Employees/visitors/contractors by the Fire Brigade or the senio the premises are safe to enter.

#### Treatment Gas Installation Eme

Emergency instructions for guid stored or generated gas may be dealing with such emergencies Breathing Apparatus) are to mo premises until told to do so by a

Instructions on dealing with a ga who need to deal with an escap they must take and be exercise

#### 3.24 Risk Assessment

The Group is committed to achi employees, visitors, the public a hazards associated with their or which arise from those hazards protect against them. This prod

Risk assessments will be carrie standards and relate to the build methods of work we employ.

Assessments shall be conducte and analysis, and reference to I management systems (risk as assessing health and safety risk and supervisors. Employees m taken of how a task is performe where the risk is considered more measures.

Subsidiary companies are to en persons and conducted to a pla

Initial Review:	•	Class been
Carry out Generic Assessments:	•	Ident pract in the
	•	Reco for re
Site Specific Assessment:	•	Carry condi are a

Implement all control measures tasks to be undertaken.

Introduce measures to control a conditions and tasks to be unde assessments.

manned company premises are to ; that they are aware of their duties in the of the assembly point.

It into the building until instructed to do so esent on site, who will have first ensured

others are displayed at all sites where and create a risk. Persons not trained in protective equipment (Compressed Air embly point and not return to the affected

all relevant sites as information for those st be made conversant with the actions tions.

gh standards of health and safety for all is, subsidiary companies are to identify health and safety, evaluate the risks ble, practical precautions which will sment.

eck on our performance against statutory y, the equipment we use and the

ps circulated to employees, task study upational health and safety ch is the standard to be adopted when f BS 8800 are issued to all managers sessment procedure so that account is sessor thinks it is done. All hazards ed the implementation of further control

re carried out by competent and trained minimum requirements below:-

determine how much has already
I, control and documentation.
equirements, approved codes of
pest practice have been accounted for
Immum standard Generic Assessments
Ind managers.
Ent to determine how the work will be
gnificant hazards with associated risks

neric assessments which relate to the

on site and relating to the existing covered by existing generic



All risk assessments are to be assessment content and require other employers' sites will necestoncerned.

#### Basic steps in risk assessment:

- classify all activities: prepa procedures, and gather info
- identify hazards: identify all

Consider who might be harmed

- determine risk: make a subj planned or existing controls controls and the consequer
- decide if the risk is tolerable are sufficient to keep the ha
- prepare a risk control action assessment to require atter are effective;
- review the adequacy of the controls and check that the
- review assessments period the activity is done.

Tolerable means that risk has t

#### Documentation

A number of regulations direct t operations are listed below:-

- Management of Health and
- Assessments.)
- Manual Handling Operation
- Noise at Work Regulations.
- Display Screen Equipment
- Control of Substances Haza
- Protective Clothing and Equ
- Signing and Guarding for S
- Fire Precautions (Workplac
- Construction Design and M
- Control of Asbestos at World
- Control of Lead at Work Re

The proforma for recording of a copied for use when carrying or

The use of hazard prompt lists i lists taking into account the cha carried out.

#### Risk Assessment: New Works A

Designers of structures have du and The Construction Design a hazards are avoided from const

For example, a hazard/risk cons

loyees affected informed of the e occasions where work undertaken on iding risk information to the employer

covering premises, plant, people and

ng to each work activity.

sociated with each hazard assuming that should also consider the effectiveness of

or existing OH&S precautions (if any) neet statutory requirements.

eal with any issues found by the nd existing controls are implemented and

e risks on the basis of the updated

it change of circumstances affecting how

st level that is reasonably practicable.

carried out, those relevant to Group

eral Activity Risk

ions

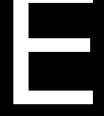
er in this document and may be freely

liary companies are to draw up promptices and locations where the work is

#### isting Structures

nent of Health and Safety Regulations ons to ensure wherever possible that aintaining any structure they design.

g project would be:-



The positioning of the main, any to account for future repairs ma hazard will be in most instances reasonably practicable to protect the above operations. Positioni carrying out the initial laying operations.

There are many other hazards vidocuments drawn up to deal wit Officer.

3.25 Visual Safety Display Equipmer

To secure the health and safety consultation with staff and their

- Carry out an assessment of equipment, the furniture, the
- Take all necessary measure
- Take steps to incorporate c day to prevent intensive per
- Review software to ensure
- Arrange for the free provision using VDU equipment and the Regulations 1992.
- Arrange for the supply of ar that they are required speci
- Advise employees, and age health and how these are a

#### Eyesight Tests And Provision C

Where an employee experience may be caused by work with a ceyesight test.

#### **Job Changes**

Where an employee transfers, of display screen equipment, he of This entitlement also applies who work for an employee not previous

#### Regular Eyesight Tests

Employees who are specifically eyesight test at intervals of not a company.

#### Cost Of Testing

All agreed costs of eyesight test arranged through the company. the knowledge of the company, company shall not be responsible

#### **Pre-Employment**

All new employees with eyesigh provide him/herself with suitable work. Thereafter, regular eyesi paragraphs of this policy.

#### Provision Of Spectacles

valves, fire hydrants and washouts etc. ding or repairs. The most significant ructures should be positioned as far as k of contact with the traffic during any of ave a bearing on the risks to which those

 Assistance can be obtained from the available from the Group Safety

onably practicable, the company will, in

into account the display screened the employee.

und as a result of the assessment.

e's work schedule throughout the working

ask.

employee reports a visual problem when ated "User" under the Display Screen

where the appropriate optician confirms splay screen equipment.

display screen equipment, of the risks to

has good reason to believe that these any will offer the opportunity for an

se moved, to a job involving the use of a eyesight test should the necessity arise. I ment becomes a significant part of the fular user.

equipment will be invited to undergo an such tests must be arranged through the

pany, provided that the testing has been tains a test independently and without cally related to display screen use, the

aken into employment by the Group, g up employment that involves VDU spectacles apply as in all other



Spectacles, where an eyesight expense and will be of a frame equivalent to the cost of these sor her own spectacles in his or I

#### Care And Replacement Of Spec

Employees will be personally re supplied in accordance with a s offence to interfere with, or mist Employees are expected to sho safety equipment.

#### **Rest Breaks**

Users of display screen equipm of breaks from work with the eq objective the company will seek Department managers are expe assisting staff to plan their daily

#### Radiation And Pregnancy

Scientific research has conclude or person seeking to become predefor them to avoid working concern the company may, afte an employee to transfer duties to

#### 4. Safety Administration

#### 4.1 Safety Management Communic

Within the Group, communication safety performance and to build be achieved using regular meet and personal communication wit action to improve health and sa maintain regular and frequent perisk controls. A formal system of the encouraged by managers, is designed to the means of health and safety communication.

#### Health And Safety Managemen

This committee meets under the term objectives:-

- Update the Group Health ar
- Consider the validity of any committee.
- Prioritise any deficiencies for
- Identify any costs of correct
- Allocate responsibility for in
- Monitor the progress and co

#### Subsidiary Company And Depa

Local meetings are an important information to all levels of employmeetings such as yard briefings work methods. These meetings company and ensure that the satisfactions when safety should be

quired, shall be provided at company company. Alternatively, a payment to the employee who will then provide his

eping of spectacles. The spectacles are ne interest of health and safety. It is an the interest of health and safety. re for spectacles as for any other item of

will be expected, to take the opportunity the onset of fatigue. To achieve this of activity into the working day.

If the objective through advising and

sts from radiation to a pregnant person, lequipment. Consequently, there is no ould an employee have a genuine effect of any resultant disruption, allow

ep employees informed of the business's of safety priorities and needs. This will s working to attain predefined objectives, el through departmental discussion and ervisory staff shall be encouraged to loyees to give relevant advice and agree ty matters, which is to be actively nent and is considered an important

naging Director with the following long-

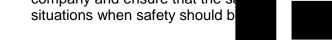
ht of new legislation/ information.
safety management reported by any sub

orise the necessary funding.

e action.

e action.

ctive communication of health and safety pervisors are encouraged to hold short updated on new information or existing ve a positive safety culture within the nicated to all staff. A number of



- Weekly briefing and staff m
- Monthly meetings involving
- Monthly meeting of Departn
- Subsidiary Company and/or
- Departmental level meeting
- Joint Consultative Committee

#### Subsidiary Company Departme

The Group recognises that consimportance and encourages em safety management and standa meetings are a necessary vehiclevel most affected.

Meetings will take place at agre

- Reviewing the existing arrai
- Proposing suggestions and
- Monitoring new equipment, health and safety
- Examining safety audit repo
- Monitoring safety training pl
- Keeping up to date and ens
- Advising managers on any assisting with implementing

#### Health Safety And Welfare Mee

Elected safety representatives sof health and safety affecting er local level. A condition of raisin level have been exhausted.

#### Information To Employees and

Managers are to make arranger Relevant information can be obhealth and safety information sh Subsidiary Company Safety Po Departmental Safety Information policy documentation must be n employees. Departments may carrying out briefings required in

- The risks to the employee's
- The preventative and protection
- The procedures for evacuat
- The identity of the appointe person with specific health evacuation procedure. Oth
- The risks notified by any co company employees.
- The company arrangements safety laws.
- The planning and organisat

un by supervisors.

un by supervisory staff (toolbox talks). Supervisors.

d Safety Committee meetings. resentatives.

#### ommittees

es on health and safety is of high ved in the improvement of health and y and Departmental health and safety nication and addressing problems at the

wing objectives:-

fety improvements

which may significantly affect employees'

n is available to those affected ealth and safety arrangements and

dictates, raise at these meetings matters esent and which remain unresolved at avenues to resolve the matter at local

#### sentatives Are To Be Consulted.

on the information listed in this section.
of existing generic risk assessments,
ee Health and Safety Handbook,
ation and, where applicable,
are to be issued with the Handbook. This
ient locations for reference by all
of the Group Safety Officer when
inform each employee about:

- ed by any risk assessment.
- e to all risks identified.
- e event of serious and imminent danger. spect of health and safety and any other e of those nominated to oversee any

tc.

ite or in the premises which might affect

advice on implementing health and

raining.



 The health and Safety cons procedures or equipment et

#### Sources of Health and Safety In

Managers and other employees participation in meetings mention and safety information throughout or display on notice boards of:-

- Various health and safety p
- Group Safety Officer's quar
- Reports on health and safe
- Health and Safety Instruction
- HSE (Health and Safety Ex
- Environmental Health Depa
- Minutes of Health and Safe
- Minutes of Joint Consultative
- Risk Assessments and Hea
- Health and Safety in-house
- Prescribed notices.
- Prescribed registers and ce
- Company employee Health
- Statutory Instruments and F

#### 4.2 Employee Competence

It is the policy of the Group to recan only be achieved by good splanning shall implement syster information provision and specia and safely at all times. The extendividual's specific health and specific he

#### Recruitment And Placement

The Group Personnel Manager, formulation and implementation recruitment. The effectiveness

- Individuals involved in recru
- All jobs are analysed for ph requirements prior to intervi

This procedure will:-

- Minimise the risk of placing
- Identify any pre-existing pro
- Provide a database for future
- Reduce the possibility of ab
- Improve quality, efficiency,
- Interviewers have available and of tasks where respons
- Interviewers keep complete experience, skills or knowle

Pre-Employment Health Checks

new technology or changes to ns.

n health and safety mattes through ent. Further communication of health isseminated as necessary by circulation

or other relevant companies.

Procedures).

es and other publications.

es and other publications.

rts.

Booklets.

nt employees. Effective job performance it of staff. Managers in their business on of education, skills training, in carrying out their duties effectively factors is required will depend upon the nature of their work.

artment Managers, is responsible for the and the competence of all involved in tinually monitored to ensure that:

e the necessary interviewing skills.

n as lifting ability) and mental

re incapable of doing;

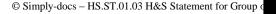
gravated;

son;

turnover;

s, including details of any critical tasks the recruit is particularly important.

ake follow up checks on any claims of in the selection.



Recruits will be required to unde certain tests as set out in section Assurance Department. A presubjected to an audiometry and

Other staff recruited into the Grahealth questionnaire (the prof

#### Competence Of Managers

Managers are expected to ensu situations with potential to caus preventative or protective action safety will depend on the extent implementation of risk assessm

#### Competence Of The Safety Offi

The Group Health and Safety C management of Health and Saf with statutory requirements and

Competence is to be demonstra qualification or by working towa standard and level of experienc

#### Job Descriptions

Where specific duties regarding written into their job description. responsibilities as set out for va "individual responsibilities".

#### 4.3 Health and Safety Training

The Group shall provide employ jobs in accordance with recogni production, quality and safety. and meet their own training nee

- Identifying the training need each post.
- Formulating training plans a
- Measuring the effectiveness where necessary.

#### **Training Needs Identification**

Responsibility for ensuring that rests with the employee's mana identifying training requirements

- Specified individuals with cr
- Managers and supervisors
- Employee-elected Safety R
- New recruits, younger inext
- Employees exposed to new
- All other employees

Subsidiary company/department Group Personnel Manager and the relevant Managing Director out the training. Training plans may take advantage of training



nedical and, when necessary, to undergo giene Code distributed by the Quality ve operational employees is that they are n.

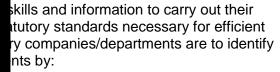
of employment, be required to complete e from the Personnel Department).

cnowledge to enable them to recognise o design and implement effective nce required of managers in health and volved in the planning and s.

pmpetent person" under the assist the Group in achieving compliance and safety policy.

Officer by holding a technical by meeting the required educational

aced upon employees, these will be general health and safety e section of this policy covering



e and employee competence relating to

the requirements above.

sting the content or means of delivery

the necessary health and safety training Officer will consult managers and assist in ups below:-

esponsibilities

agency staff



-ordinated with the assistance of the

All training plans must be approved by pvision of adequate resources to carry hout the Group so that all subsidiaries

#### **Training Requirements**

Training is an important means work practices. Situations when below:-

- A statutory requirement.
- Induction into the company
- Emergency procedures (red
- A change of work equipmer
- A change of responsibility of
- As necessary for on-going |
- Where an employee takes of
- Where a risk assessment id

#### **Induction Training**

Induction of new and young em covered later in this policy docu section on "induction of new em

#### **On-going Training**

Effective job performance depe NVQ assessment, which is a sy standard within a job function, v companies. Training in other as approach with the objective that competence in a time span set

Line managers and supervisors reaching implications of this res

- Apply the relevant health ar
- Formulate and implement s
- Apply effective supervision
- Identify any areas of weakn
- Apply the procedures of dis
- Recognise their own limitati assistance.
- Communicate with all levels relating to health and safety

Other employees (operatives, of requirements and the arrangements to discharge their responsibility. They also need to know how to arrangements. Their training with the control of the co

- What their duties are under
- What the in-house safety ar evacuation rules.
- Safe working practices related equipment.
- Hazard identification and av
- Specialist training (e.g. CIT)
- How to report health and sa

and helps convert information into safe nust be trained or retrained are listed

t eg first aider)

on work experience programmes etc, is d by all managers who recruit staff (see

aining and development of staff. The nce and aims to achieve a universal applicable to operations in subsidiary ty will be carried out using a modular ob function obtain a similar level of

ctions of employees and, due to the far

nts and company policy.

g activities.

h and safety arrangements.

in health and safety compliance.

nowledge and where/from whom to get

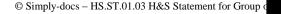
ent within the company on matters

etc.) need to fully understand the alth and safety. They need to know how eating risks to themselves or others. company health and safety

g company policy and any emergency

use of personal protective clothing and

ent, NRASWA, etc.)



Employee Elected Safety Repressions to the health and safety to:

- Carry out their role as requi Regulations 1996.
- Hazard spotting and reporti
- Communicating with management

#### Means Of Training

- External courses at venues
- In-company training carried carried out by competent competent
- On the job training.
- Manufacturers' training coul
- Distance learning courses.
- 4.4 Reactive Monitoring of Safety P

#### Reporting

All injuries, dangerous occurren management in order that the c corrective action applied to prev

#### All Employees

- Each employee is responsil sustained at work, or arising
- Each employee is responsil incident or potential source form is provided for use on this policy dealing with Guid

#### Managers

- Managers are responsible f Officer to enable, where ne
- The accident reporting system Dangerous Occurrences Report be followed by managers and the system of the system of

#### Analysis Of Accidents And Incid

It is the Group policy that a reco and that these records shall be or systems. Where such deficie practices/procedures, substitution training to update employee cor

#### Accident Reporting

Company procedures following

Incident		
Death	•	Manag
	•	Depart
	•	Safety
	•	HSE (E

ole which supports management in nust be trained in addition to the above

Safety (Consultation with Employees)

ns.

ecognised training organisations. om recognised organisations and/or

Incident Report and Investigation

disease are to be reported to g the event can be investigated and g duties are as follow:-

lelay any injury or ill health condition

pervisor or manager, any accident, aware. A hazard/potential hazard report le of the report is shown in the section of and Safety Matters.

ents are reported to the Group Safety of the circumstances.

e Reporting of Injuries, Diseases and R) is set out later in this section and is to

nd dangerous occurrences shall be kept ends and/or a failures in work practices shall be corrected through updating work it and, where necessary, improved

as below:-

#### **Other Action or Documentation**

Keep incident scene undisturbed and safe until accident has been investigated.

Assist HSE with investigation.

Log incident/accident in Accident Book B1 510



	T	
		<ul> <li>Send completed company</li> <li>Accident Report to Safety Officer (within 5 days)</li> <li>Form 2508 sent by Safety Officer to HSE</li> </ul>
Major Injury	<ul> <li>Company Managing Director</li> <li>Department Manager</li> <li>Group Safety Officer</li> <li>HSE (By Telephone)</li> </ul>	<ul> <li>Keep incident scene undisturbed and safe until accident has been investigated.</li> <li>Assist HSE with investigation.</li> <li>Log incident/accident in Accident Book B1 510</li> <li>Send completed company Accident Report to Safety Officer (within 5 days)</li> <li>Form 2508 sent by Safety Officer to HSE</li> </ul>
Notifiable Dangerous Occurrence	<ul> <li>Company Managing Director</li> <li>Department Manager Group Safety Officer</li> <li>HSE (BY TELEPHONE)</li> </ul>	<ul> <li>Keep incident scene undisturbed and safe until accident has been investigated.</li> <li>Assist HSE with investigation.</li> <li>Log incident/accident in Accident Book B1 510</li> <li>Send completed company Accident Report to Safety Officer (within 5 days)</li> <li>Form 2508 sent by Safety Officer to HSE</li> </ul>
Injury resulting in over 3 days off work or unable to carry out normal duties	<ul><li>Department Manager</li><li>Group Safety Officer</li></ul>	Complete Documentation as above
Accident no time off	<ul><li>Department Manager</li><li>Safety officer</li></ul>	<ul> <li>Log in Accident Book B1 510</li> <li>Forward completed company Accident Report to Safety Officer</li> </ul>
Reportable Disease	<ul><li>Department Manager</li><li>Group Personnel Manager</li><li>Group Safety Officer</li></ul>	<ul> <li>Report disease to HSE after doctor's written diagnosis/statutory sick form</li> <li>Complete all documents as for major injury etc.</li> </ul>

## HSE CONTACT TELEPHONE NUMBERS ARE DISPLAYED ON POSTERS IN EACH WORKPLACE

#### 4.5 Accident Investigation

The Group policy concerning accident investigation is that <u>all 'time off' accidents</u> be investigated and their causes determined. The objectives of a company investigation are:-

- To ensure appropriate action is taken to prevent recurrence of similar incidents.
- To gather information for use in any criminal or civil proceedings.

- To confirm or refute industri
- To prepare notifications to be
- Laying the blame is not an odisciplinary action is necess procedures. Discipline will

Accident investigations will be of employees will be expected to a witnesses, plant, materials, equipment Questions which will need to be are:-

- What are the root causes of
- Who was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been pre
- How can a recurrence be p

If all seven questions cannot be witnesses with a view to obtaini

The incident investigation will, in underlying causes will involve me practice and implementing char

- Review of the risk assessm
- Further formal procedures t
- Training programmes to be

Guidelines prepared for operation procedures or training programm

- Instructions more clearly de
- The introduction of new me
- Improving or extending prev
- Introducing additional check

#### Accident Follow-Up Action

Should any change to existing parties it is the responsibility of the Dep Representatives shall be given

Any deficiency still apparent mu further review and, where necessity

#### Employee Elected Safety Repre

Elected Safety Representatives accidents and hazardous situati investigation once the accident Representatives may wish to ca confidential for future use.

#### 5. Personal Protection

5.1 Personal Protective Clothing &

The Group will provide persona where the risk is from a work at

incident.

her enforcing agency.

ion and should be avoided. Where ed to follow employment policy on most occasions.

Safety Officer. Managers and other and make available all information, ch have a bearing on the incident. restigation can be considered complete

e necessary to re-examine certain

iderlying causes. Dealing with the Safety officer in reassessing existing

to the operation.

work operations.

t justify the preparation of formal

accountability.

r equipment.

nonitoring of certain operations.

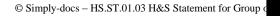
d as a result of an accident investigation, monitor its effectiveness. Elected Safety iput into any reviews carried out.

ntion of the Group Safety Officer for

entitled to carry out an investigation of e allowed to carry out such an pany recognises that Safety nvestigation and keep the results

fety Appliances

reduce residual risks to a tolerable levelely controlled by other means such as



engineering controls. Training of limitations will be carried out as

The implementation of this polic involvement of elected Safety R of equipment. Departmental Ma

#### Health And Safety Arrangement

Subsidiary companies and/or de

- Carry out an assessment of
- Where two or more items of that no item reduces the pre
- Implement steps for the ma for ensuring the PPE does i
- Provide or replace necessa
- Inform all employees of the works process or substance
- Investigate complaints and

#### **Employee Responsibilities**

#### Employees must:

- Use PPE only for its intended
- Not misuse any PPE issued
- Carry out maintenance and
- Inform a responsible persor
- Keep statutory records upd

#### **Information And Training**

Subsidiary companies and/or de to ensure the health and safety experience personnel and contr supervisory staff responsible for

Minimum information and instru

- The risks the PPE is control
- The way the PPE controls t
- The way to use the PPE so
- The pre-use tests necessar
- How to maintain the PPE in
- Any documentation to be continuous.

#### Safe System Of Work

The use of PPE is an important Employees are to be instructed correct use of any equipment pr when using PPE:

- Ensure that the PPE fits pro
- Carry out all pre-use tests/c
- Report all defects. Do not under the control of the c
- Ensure items of PPE are co and their effectiveness is no
- Inform your manager/super

ct use of the equipment and its count any statutory requirements.

tion of all employees and the tation on matters regarding the suitability for implementation of this policy.

uly consulted Employee Representatives: nine its suitability for the risks identified.

eously, ensure they are compatible and her.

tir and suitable storage of the PPE and subjected to other risks.

loyees.

assess activities where changes to the

PE suitability or defects.

cordance with training provided.

equired.

cts (supervisory staff or manager)

h is provided.

cient information, instruction and training his includes temporary staff, work mployed staff. Managers and eceive appropriate training.

etency of staff is:

ts use

s

nt is functioning correctly

repair

s in certain working environments.

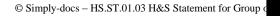
Ifacturers' and in house instructions on
procedure below is to be observed

rtable.

nanufacturer's instructions.

re than one item of PPE simultaneously

d on any PPE you are expected to use.



Report any symptoms of dis

#### **Visitors**

Managers are responsible for e PPE necessary for those risks v

#### 5.2 Eye Protection

The requirements are laid down company operations necessitate wear the necessary PPE. Thes cutting and grinding with abrasis may fragment, welding and cutt boards. This list is not exhausti protection will be required.

#### 5.3 Hearing Protection

The 'Noise at Work' Regulations exposure levels of employees. exposure level (LEPd) of 85 dB defined level is a peak pressure

The policy of the Group is to red PPE. Those responsible for demust, prior to placing any purch equipment/machinery and obtain these noise levels not be achieved supplier to correct the hazard at emission from any equipment of they be necessary.

Where noise levels of existing e level, the company will carry ou practicable noise reduction mea Where the residual noise level:

- remains above 85 dB(A), th at their discretion;
- exceeds 90 dB(A), the commark a hearing protection z hearing protection within the

Assessments of noise levels wil at the request of managers or e report via a manager.

As a rough guide, should it be n 2m away, then it can be judged protection is to be worn.

#### 5.4 Respiratory Protection

As with protection against noise tackling hazards at source. This (LEV), fixed or portable, as requirespiratory equipment. Respiratust masks/respirators, canister (CABA). Risk assessments will activity/task.

Use of **disposable dust masks** exposures recommended by the prior to making use of this type

st using PPE.

re in place to provide visitors with the sposed to whilst on company premises.

s' Regulations 1974. Where subsidiary on, employees must be provided with and dling dusty materials, hazardous liquids, ols and powered tools on materials which work and trimming wires on circuit may identify other situations where eye

s based on personal daily noise esponds to a personal daily noise I corresponding to 90 dB(A) and a third 00 pascals.

be by controls other than provision of proper purchasing equipment and machinery ers as to the likely noise levels from their as to the design noise levels. Should in the contract must place a duty on the up's standard for maximum noise with sound reduction hoods fitted should

lie between the first and second action els, implement any reasonably d efficient maintenance of the equipment.

earing protection for use by employees

protection which employees must use, tutory signs and enforce the use of

neral risk assessment programmes and atives where they have raised a hazard

hout to be heard at a distance of up to ment is required and that hearing

is to reduce risks to the employee by cal ventilation and extraction systems erations may also necessitate the use of t (RPE) can vary between disposable pressed air breathing apparatus RPE is necessary for any particular

ifined to low risk operations and s to be sought from the manufacturer need for statutory record keeping with

this equipment, however users disposed of.

Full face canister respirators of protection, such as maintena This equipment requires checks monitored and enforced by mar checks.

Compressed air breathing ap emergency situation, such as er confined space entry necessitat record keeping are statutory red managers.

In all instances, managers/supe needed where the risk to emplo

#### 5.5 Foot Protection

Employees shall be issued with where injuries to the foot could employees must provide protect objects. Protection to minimise footwear with high resistivity sol diesel and/or lubricating oils, etc.

#### 5.6 Body and Hand Protection

The Construction (Health, Safet suitable clothing to employees a where employees are exposed to combat specific hazards iden

Hand protection of various types and shall be provided as require

#### 5.7 Head Protection

The requirements are laid down company staff are to wear safet other than by falling. Certain we working in excavations 1.2 m or other construction plant, on site confined space work and any of

Safety helmets are not to be us that the helmet is over two year helmets and implement a chang

#### 5.8 Hi-Visibility Clothing

It is a requirement of 'The Code working on/or near the carriage' those attending worksites cover

#### 5.9 Safety Harneses

Where it is not practicable to prosafety harnesses are to be worn harnesses shall be worn.

Company risk assessments ide safety harnesses. Where they of the responsibility of the owner of

ensure contaminated masks are

exposure is likely to need a higher level it by Alpha Industries Ltd employees. irement under COSHH. These are to be been issued for the recording of these

used by trained employees in an toxic gas leak has occurred, or where all face canister masks, checks and must be monitored and enforced by

ne hazard and the suitability of protection sufficiently by other controls.

wellingtons if involved in operations d to Alpha Industries Ltd operations rfoot against penetration by sharp shock is achieved from purchasing should give protection against ingress by

1996 require provision of adequate and ement weather conditions. Operations provided with the necessary protections.

iary company activity risk assessments

d Protection' Regulations 1989. All a foreseeable risk of injury to the head safety helmets absolute and include imity to excavators, lifting appliances or s in progress, designated hard hat sites, hagers or supervisors decide the need.

er's date stamp on the helmet indicates
Id carry out regular inspections of

eet Works and Roadworks that persons hing. Supervisory staff are to ensure e comply.

ays with guard-rails at levels above 2m, g in certain confined spaces safety

ons where it will be necessary to use provision of suitable anchorage-points is

At locations where fixed ladders used as an alternative safety m to be carried out by a competer

#### 6. Contractors

#### 6.1 Control of Contractors

Where the Group retains occup ordinate, control and monitor the presented to employees and oth will only use contractors who has afeguard their employees and administered in the form of an a capabilities and limitations. She approved list, then their compet information as listed on the competent of the competen

#### Provision of Information

The company recognises that c health and safety resources if the Therefore, the company undertaprior to tender.

#### Safety Rules and Procedures

Where the Construction Design contractor selected to carry out for approval **prior to construct** health and safety aspects of col

The subsidiary company repres starting, arrange that contractor to the site.

In shared work places, the princ of relevant information arising o may be affected are informed.

#### Reporting

All subsidiary company employemanager or supervisor who will

#### STOP THE WORK IF SERIOUS

Notify the person appointed to a written report.

Where contractors' employees a supervisory staff and then inforr the project.

#### Supervision

The Group recognises its duty the primary responsibility to supcontractor. Provision of adequation contracts.

Where contractors are employe on the subsidiary company/depo expected to supply competent p by the subsidiary company/depo ty hoops, fall arrest systems may be ladders. Inspection of these systems is s.

ry company or its agent will plan, coso as to effectively minimise the risks ontractors' works. Subsidiary companies rge their primary responsibility to ted by their works. This will be swhich will describe the contractors' vite tenders from contractors not on the should be assessed by provision of cuments for contractors.

le to tender allowing for the necessary able information prior to tender. on concerning existing hazards on site

ations (CDM) are applicable, the construction Health and Safety Plan e contractor shall be responsible for all the project.

project shall, prior to construction work hazards and safety procedures relevant

all be instructed to arrange the exchange actors works and ensure all those who

danger from whatever source to their

ER IS FORESEEN, AND

ne department, by telephone followed by

o the attention of the contractors' y the subsidiary company to co-ordinate

nonitor contractors' work activities, but ork and workforce lies with the ntractor will be a key factor in all

r only basis, the duty of supervision falls itract. The contractor concerned will be certification of whom must be confirmed them. Contractors employed under these terms are to be briefed by procedures before starting work

#### Safe Systems of Work

Accountabilities must be clearly they are responsible for in adva such as permits to work.

All plant, equipment, personal p unless exceptional circumstanc company need written authority and the contractor must be com

#### Elements of Contractor Site Rul

The Group/contractor pre-work shown below:-

- Site safety policy and activit
- Procedures for high risk act work, excavations, etc.
- Method statements.
- Communication arrangeme
- Site access arrangements,
- Local emergency procedure
- Accident and dangerous oc
- Risks from company plant,
- The existing environment, e

#### Project Record Keeping

To demonstrate its commitment company/department will, for all

- Information provided by the
- Contractor works specificati
- Records of all safety comm
- Minutes of all meetings with
- Copies of agreements enab contracts.
- Copies of any statutory insp contractor.
- Agreed product quality prot apparatus and structures w
- Copies of all risk assessme Management of Health and Regulations.
- Copies of Permits to Work (
- Copies of all site safety aud
- The Project Safety File to in and maintenance manuals
- 6.2 The Construction (Design and N

#### **Application Of The Regulations**

Major construction/building proj companies or persons in all dut

ant in-house health and safety

s know, accept and understand what agreement of a method and systems

are to be provided by the contractor hich case any such items loaned by the . The item must be in sound condition

site rules are to include the elements

nfined spaces, work at heights, electrical

mpany appointed person. naterial storage areas.

gements.

which may affect the contractor staff. ctures, etc.

t of contractors the subsidiary llowing records:-

of his competency in health and safety.
ents.

actor.

resentatives.

g, etc. supplied and erected under other

icates, etc. supplied by or to the

nection and test running of new

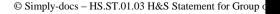
ntractor in compliance with the truction Design and Management

e and implementation).

tractor's appointed competent person.

d and materials incorporated. Operation

ate the employment of outside competent e various configurations of combined



duties which can take place on to conditions concerning combine the Group Safety Officer.

#### Application Of The CDM Regula

- Will the construction work in
- Will the construction phase project).
- Will the work involve any de
- All demolition work.
- Designer's duties will apply

#### Responsibilities

Managers planning projects tha determine, with the aid of the G Where compliance is found to b take place 'as soon as reasonal competency enquiries are available.

Managers issuing competency of Safety Officer, that relevant che

Where compliance with CDM is not begin prior to a suitable and Contractor.

#### **Conditions Of Appointment**

Duties placed upon appointees Conditions of appointment are t Appointment Forms available fr and signed by the parties conce include any extension of the dut the Regulations. Principal Cont Contract prepared by the Comn

#### Competence

Managers are required to ensur internally or from outside agenc supervisor responsibilities.

#### Notification

All projects/works where the connotified to the HSE. Notification available from the Group Safety

#### **Documentation**

All projects/works, whether dire documentation governed by the

Documentation packs available

- Project Pre-Tender Safety F
- Project Construction Safety
- Construction Work Pre-tend

#### Provision of Information

The subsidiary company (client) planning supervisor to ensure the

uld be agreed at the outset. Reference de using the publications available from

e at any one time? or 500 person days? (HSE notifiable

umbers of workers?

orks programmes are required to her CDM compliance is necessary. ment of competent duty holders must ification questionnaires to assist with tv Officer.

ure, with assistance from the Group ovided are carried out.

ust ensure that construction work does ng developed by the Principal

nust be understood clearly by all parties. the company's Conditions of cer. The documents are to be agreed in dictates, the text may be altered to ning Supervisor beyond those set out in in the company general Conditions of rs.

t persons/organisations are available to carry out designer and planning

30 days or 500 person days are to be inning supervisor using the F10 Rev form

ut, will require varying levels of the three thr

ion Plan. (OS format)

necessary to enable the appointed an is prepared. A CDM Toolkit

information file distributed to the what is to be included in the saf

#### **Legislation**

Not all works will fall within the f managers are required to apply ensure safe operational sites.

Other regulations which should works are:-

- Workplace (Health, Safety a
- Provision and Use of Work
- Personal Protective Equipm
- Manual Handling Operation
- Chemicals (Hazard Informa
- Supply of Machinery (Safet
- Control of Substances Haza
- Electricity at Work Regulation
- Noise at Work Regulations
- Construction (Health, Safet)
- Construction Head Protection

#### 7. Induction of New Employee

#### 7.1 Induction Training

The Group will ensure that all n work experience, are given suff health and safety risks associat be carried out at company/depa SC/Induction 001. The employe training progresses. Any relevainitial briefing.

Subsidiary companies are to be undertaken by young persons a young person will be given simi

The Personnel and Department provisions of this policy are met

#### 7.2 Health and Safety of Pupils on V

The department and school/coll

- the department and school/
- the activities in which the year
- activities which the young p
- any special arrangements (
- time and place of the induct
- issue of protective clothing
- levels of supervision and vis
- how incidents involving you

panies/departments gives guidance on

gulations. Should this situation arise, lth and Safety Regulations 1992 to

igning and/or carrying out construction

1992

992

upply) Regulations 1994

ons 1994

ns 1996

young persons on schemes such as ensure they are conversant with the h they will be employed. The training will the general information listed on Form as specific to their employment as job ht shall be given to the employee at the

estrictions imposed upon work restrictions. During any placement, the loyees.

sponsibility for ensuring that the

lvance:-

es.

loyed.

as hearing impairment etc.)

with and review of the placement.

#### 7.3 Risk Reduction

Areas and/or activities to which recognised training with suitable exposed at any time are:-

- dangerous machinery. (eg r
- mechanical lifting operation
- work over or adjacent to de
- · climbing operations.
- construction site visits (unle
- activities involving high nois
- work or entry into excavatio
- work or entry into areas who
- · climbing operations.
- construction site visits (unle
- activities involving high nois
- work or entry into excavatio
- work or entry into areas whe
- entry into areas isolated for
- work involving possible exp categorised as a carcinoger

#### 7.4 Safe Systems of Work

All new employees shall be fully undertaken by the Subsidiary C

- introduction to the manager
- introduction to the Health ar
- issue of any relevant safety
- prohibited areas and/or acti
- hazardous substances (war
- lifting heavy objects.
- · housekeeping.
- electrical equipment hazard
- use of protective clothing ar
- emergency procedures (fire
- first aid and accident report
- hygiene.
- how to obtain further inform

#### 7.5 Provision Of Information

Schools and colleges etc may r protect their placement. Should completed and available, they s placements are initiated.

#### **Definitions**

Young Person under the age 18
Child not yet re

be exposed (unless undergoing and to which children are not to be

ds equipment etc).

cipal Site Contractor).

ined space.

stances is foreseeable.

cipal Site Contractor).

ined space.

stances is foreseeable.

ork, eg around open panels etc.

mical agents, or any substance

to any placement. The briefing shall be rvisory staff and shall include:-

oyee.

artment safety rules.

machinery).

and signs).

evacuation).

rning any risk assessments carried out to tance in ensuring assessments are om the Group Safety Officer immediately

ol leaving age.

#### 8. Lone Working

#### 8.1 Management Guidance

Whilst generally there is no legal intention to place any of its empty when working alone. The Group employees, including those who

The purpose of this section is to implement specific procedures to

#### 8.2 Assessing the Risk

Managers are to ensure assess activities are being carried out u work methods are safe. Where activities include:-

#### The Task

Can the job be done safely by o systems of work, procedures ar

Even if the main work content c equipment, covers or materials/

Is the person medically suitable health problems that could poss

#### The Area

Are there special problems assolocation or away from the vehicle

Some safe systems of work and for gas operations, already spec

Managers' risk assessments mu so that employees may be able supervisors can monitor lone we

#### 8.3 Planning the Work

All work is to be properly planne employees are required to work companies or those belonging t commercial customers. Those advance of the work as to wheth and take these into account who

Where practical the movements would be a reasonable method employee keeps supervision infinitially recorded. There are oth sheet or diary into which the emare recorded and checked period

Managers must ensure that a the end of the normal working exists where lone workers are

8.4 Methods of Checking Employee

Regular communication betwee well being and safety can be ch departmental operations, acquir orking alone, it is not the Group's ny employee to place him/herself at risk, og the health, safety and welfare of all

nables managers to develop and propriate situations.

all work activities to determine which ions and as to check whether existing ial considerations in assessing their

, taking into account present safe has been given?

rker, can one person safely handle any

know which of your employees have

ork is to be undertaken? (eg. Remote is, difficult access etc.)

ose for confined space entry and those king and must be enforced by managers.

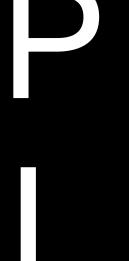
rovide extra communication equipment vent of emergencies and so that but the day.

s becomes especially important when is on sites operated by subsidiary property developers, domestic or the enquiries with the owner/occupier in the for lone working at the site or premises

recorded. A 'daily whereabouts record' an be implemented, provided the the order of attending sites from that employee whereabouts, such as a log me, expected job duration and finish time y to confirm the employee's safety.

bnfirm that all lone workers are safe at also ensure that a reporting system nd the end of the normal working day.

lals is a means by which lone workers' dentify the method suitable to their es and implement the system.



Some systems which may be in

- Twinning with a partner or p other's task location and ex completion of work at a loca physical check by a supervi
- Radio and/or telephone cor pattern, especially at the en
- Where work is pre-schedule their working day and log of log at the end of the day an
- There should be a method/s to return or report in, there s being and safety.

#### 8.5 Implementing Measures

Department managers are resp departmental operations, that w

A review of any procedures in p or whenever there is a significal

te and keep each other informed of the They would also contact each other on municate as planned would involve a yee.

e or the control centre on an agreed g day, shift or period of working late.

employees should log on at the start of A nominated person should check the have returned safely.

ivities of employees. If an employee fails procedure to check the employee's well

I implementing procedures, suited to the eworker to a tolerable level.

by managers periodically (eg. annually)

