



## **HEALTH AND SAFETY POLICY**

**LOGAN CONSTRUCTION LIMITED**

# HEALTH AND SAFETY POLICY

## STATEMENT OF INTENT

**Logan Construction** is legally and morally responsible for health and safety of its employees and for the impact of work activities and business operations as it affects others, including the general public, and the environment. The Management are committed to continual improvement of health and safety performance.

The Management will:

- Prepare, communicate and regularly review and revise as necessary the Health, Safety and Environmental Policy and Procedures for their business;
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented;
- Ensure that employees receive training in order to competently carry out their duties as commensurate with their post;
- Ensure that management systems provide for effective monitoring and reporting of health, safety and environmental performance;
- Prepare and implement aims & objectives with measurable improvement targets;

The management recognises that such policy and measures are advantageous to employees and the company by minimising the likelihood of injury or ill health to people, controlling loss, damage, wastage, avoiding disruption of the production process and safeguarding the environment.

To uphold compliance with legislation through the implementation of this policy, **Logan Construction** will consult with and seek the cooperation and support of all personnel (directly and indirectly employed).

Managing Director  
Date

Review date	Reviewer and position	Signature

## **Objectives: EXAMPLES – TO BE DETERMINED**

The following objectives will be met prior to the next annual review of our health, safety and environmental policy:

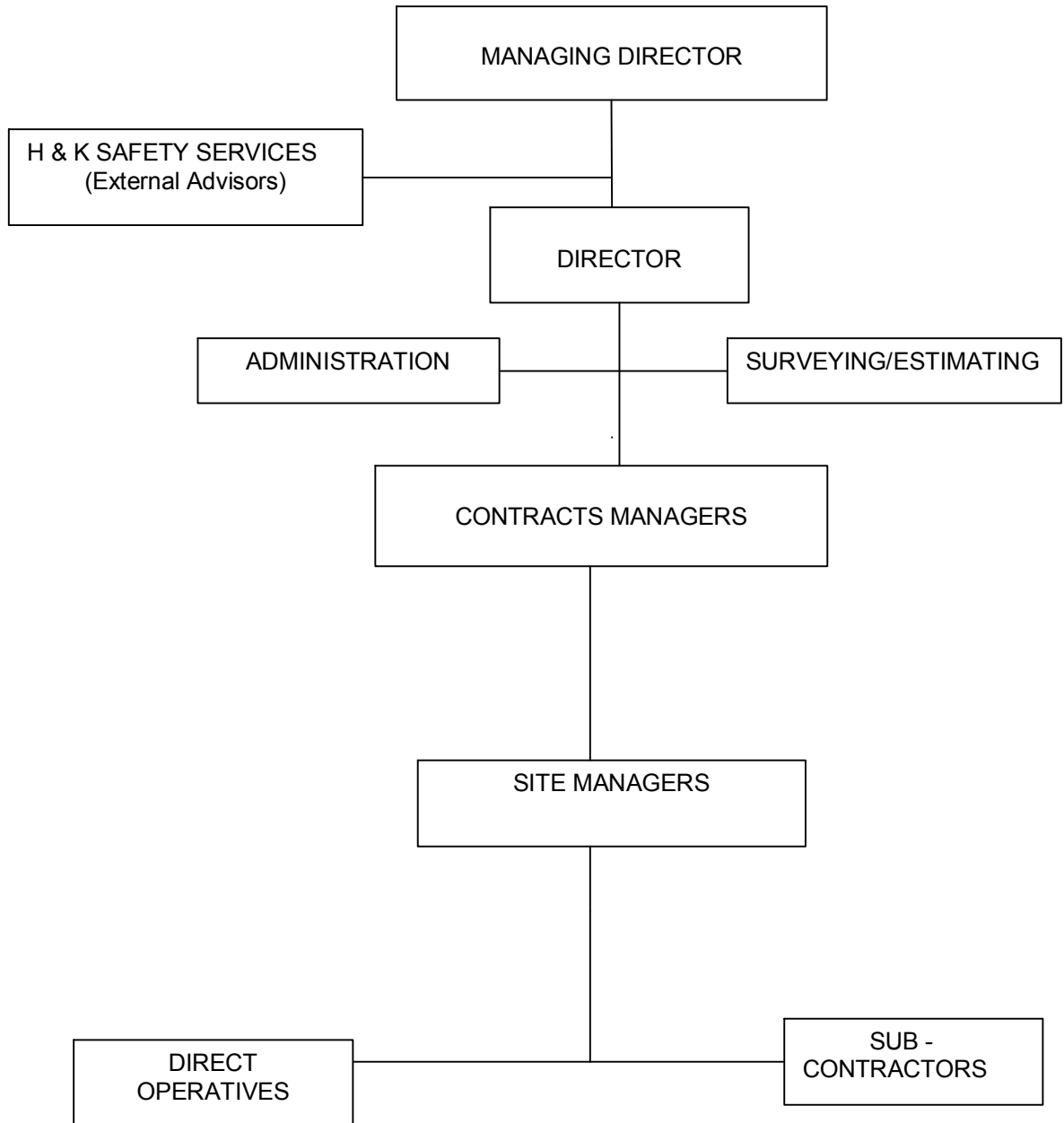
We shall:

- Ensure Site Managers and Foremen receive specific training in our determined risk assessment procedures; work at height, scaffold inspection techniques, tower and ladder training.
- We shall ensure that the relevant sections of the revised health, safety and environmental policy are brought to the attention of employees.
- Implementation of a contractor competence evaluation system.
- Assessment and evaluation of our environmental performance in order to set targets for the subsequent twelve-month period.

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ORGANISATION CHART



## **RESPONSIBILITIES**

### **The Managing Director (Director responsible for health and safety)**

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Have overall responsibility for the implementation, monitoring and review of the health, safety and environmental policy and ensure relevant parts are brought to the attention of employees (and others) as appropriate.
- 6) Ensure that all levels of staff receive adequate and appropriate training.
- 7) Will monitor the performance of senior management in discharging their responsibilities under this policy.
- 8) Reprimand members of staff failing to discharge satisfactorily the responsibilities reasonably allocated to them under this policy.
- 9) Will ensure allocation of sufficient resources to enable the policy to be operated effectively.
- 10) Will ensure the setting of specific aims and objectives and measurement of overall performance.
- 11) Liaise with external health and safety advisors and other relevant bodies, evaluating site inspection reports and audit reports provided and take appropriate actions on recommendations.
- 12) Will include health and safety issues in any staff appraisal system.
- 13) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 14) Ensure that where consultants and contractors are engaged they have the relevant competencies.
- 15) Maintain an open-door access policy

Specific arrangement responsibilities included under items:

**1.0 – 9.0 inclusive, 12.0 16.0, 18.0, 22.0, 29.0, 30.0, 31.0, 32.0 and 33.0**

**Director**

- 1) Will understand the requirements of this policy and actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and will bring to the attention of the managing director any noted defects in company health and safety policy.
- 5) Ensure that health and safety and the environment are considered in any business or development procedures.
- 6) Specifically be responsible for the implementation of the requirements of health and safety legislation applicable to the office and yard environments.
- 7) Will ensure that maintenance records for the building are collated and up to date including portable appliance testing records, fire logs, fixed installation services records etc.
- 8) Will ensure arrangements are in place for the maintenance and servicing of company vehicles and for ensuring that vehicles are properly operated as far as is reasonably practicable.
- 9) Will identify training requirements of staff within his operational sphere, making recommendations to the Managing Director.
- 10) Will monitor the performance of staff under their direction with regards their responsibilities made under this policy and reprimand staff within company guidelines for any failure to comply with the requirements.
- 11) Ensure that where consultants and contractors are engaged they have the relevant competencies and provide relevant documentation.
- 12) Maintain an open-door access policy
- 13) When acting as a contracts manager, comply with the responsibilities imposed under that role.
- 14) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.

Specific arrangement responsibilities included under items:

**2.0- 5.0 inclusive and 7.0 – 18.0 inclusive, 22.0 – 24.0 inclusive 26.0, and 28.0 - 33.0 inclusive.**

**Contracts Manager**

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 5) Be specifically responsible for ensuring the requirements of health, safety and environmental legislation and the requirements of this policy, as far as it relates to construction projects, is implemented and performance monitored.
- 6) Specifically monitor the performance of operatives and contractors under their direction, reprimanding them within company guidelines for breaches of policy or legislative requirements.
- 7) Make representation to the Director in respect of required resources and ensure allocated resources are suitably used.
- 8) Ensure construction sites are properly set up with adequate welfare and first aid facilities from the first day of use until the last day on site.
- 9) Liaise closely with clients, site management and health and safety professionals on all health, safety and environmental issues.
- 15) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 16) Comply with company policy when undertaken associated roles (e.g. acting as an estimator / buyer)
- 17) Maintain an open-door access policy

Specific arrangement responsibilities included under items:

**2.0 - 14.0 inclusive, 16.0 and 18.0- 33.0 inclusive.**

**Site Managers and Supervisors**

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 5) Be specifically responsible for ensuring the requirements of health, safety and environmental legislation and the requirements of this policy, as far as it relates to construction projects, is implemented and performance monitored.
- 6) Specifically monitor the performance of operatives and contractors under their direction, reprimanding them within company guidelines for breaches of policy or legislative requirements.
- 7) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 8) Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.
- 9) Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.

Specific arrangement responsibilities included under items:

**2.0, 4.0, 5.0, 7.0, 8.0, 9.0,10.0, 11.0, 12.0, 13.0, 16.0, 18.0, 19.0, 20.0, 21.0, 22.0,23.0, 24.0, 25.0, 26.0, 29.0, 30.0, 31.0, 32.0 and 33.0.**

**Surveyor / estimator**

1. Will actively participate in and support the development of a positive health, safety and environmental culture throughout the head office premises.
2. Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 5) Consider fully all health and safety issues in every tender preparation and allow adequate provision to enable works to be completed in accordance with health and safety regulations.
- 6) Advise contracts managers on identified safety issues relating to the project and tender.
- 7) Ensure that all contractors provide for adequate health and safety measures and include the necessary information relating to health and safety requirements.
- 8) Ensure that prior to orders being placed that contractors are fully aware of their duties concerning health and safety.
- 9) Maintain the company preferred list of contractors and carry out competence checks for new contractors or those re applying after being removed.
- 10) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.

Specific arrangement responsibilities included under items:

**2.0, 4.0, 7.0, 11.0, 19.0, 22.0, 24.0, 27.0, 29.0, 30.0, 31.0, and 32.0**

**When acting as Buyer**

- 1) Will actively participate in and support the development of a positive health, safety and environmental cultures throughout the head office premises.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 5) Arrange for materials to be delivered in reasonable sized units or arrange adequate mechanical handling to enable safe off loading and distribution.
- 6) Advising when appropriate, any known alternative materials, which could be used that are less hazardous in their usage.
- 7) Ensuring that fully detailed operating and erecting instructions are requested when items of plant, equipment, scaffold towers and site welfare facilities are delivered to site.
- 8) Request that material safety data sheets are supplied for all hazardous substances.
- 9) Specifically fulfil all applicable requirements of the arrangements section.

Specific arrangement responsibilities included under items:

**2.0, 4.0, 7.0, 9.0, 12.0, 13.0, 19.0, 22.0, 24.0, 29.0, 30.0 and 32.0**

**All other employees**

- 1) Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
- 2) Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
- 3) Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
- 4) Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.
- 6) Report any incidents, accidents or unsafe conditions to their line manager.
- 7) Do not remove, tamper or interfere with, any items of safety equipment.
- 8) Co-operate with the requirements of this policy and associated safe systems of work.
- 9) Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.
- 10) Specifically fulfil all applicable requirements of the arrangements section.

Specific arrangement responsibilities included under items:

**2.0, 22.0, 24.0, 29.0 - 32.0 inclusive.**

## ARRANGEMENTS

### 1.0 Competent advice

It shall be company policy to fulfil the requirement for access to competent advice through use of external consultants and through a training programme for directly employed staff; to ensure continual improvement of competence levels.

We shall determine competency as a person or group with sufficient knowledge, training and experience in health and safety and other matters relating to our undertakings, or specific tasks.

The **Director** shall be responsible for ensuring competent advice is provided and maintained.

### 2.0 Consultation and communication

The company will consult with employees through a number of mediums: site visits, induction, toolbox talks, scheduled meetings and memorandums.

**All Management** members shall operate an open-door access policy throughout.

Contractor consultation shall be afforded through project specific meetings, determined and chaired by the **Contracts Manager**.

Communication chains shall generally follow the company hierarchy (see organisation chart). We shall communicate through a range of mediums e.g. the intranet, poster campaigns, inductions, toolbox talks etc. We shall operate a policy whereby non or poor English speaking labour is employed, they will either speak English as a second language being able to understand simple instructions adequately, or an interpreter will be required at all times. We shall ensure that where visually or hearing-impaired persons are employed that adequate communication measures are provided. **Those employing such personnel** will be responsible for ensuring this arrangement is followed.

**All employees** are required to contribute to the consultation process and communicate effectively through the identified communication chains.

### 3.0 Information and records

Information relating to health and safety matters shall be obtained through a variety of mediums including the HSE website, external advisors, through professional bodies such as CITB.

**Line Management** shall determine dissemination and mode of communication of relevant information (taking into consideration any potential barriers such as eyesight, hearing impairments and language differences).

General update information shall also be provided at site level through our external health and safety consultants visits. Specific information will be communicated through the intranet system, this policy, assessment briefing, health and safety plans and training.

Where records are generated or required throughout sections of this policy, they shall be kept in-line with our company procedures and in accordance with our data protection policy.

### 4.0 Induction and Training

**Line Management** shall determine training needs appropriate to task and roles and requirements imposed upon our employees through their employment and via this policy. Recommendations will be made to the **Director** for evaluation and agreement.

Training programmes shall be developed and monitored, with records being maintained through the central administration system. The **Director** shall ensure that all relevant records are passed through this system.

Company induction training shall be given on the first day of employment to new employees. Site-specific induction training will be given to all site personnel on the first day of their commencement on site. **Line Management** (persons employing or responsible for supervision of new starters) will ensure the requirements of this arrangement are met.

Tool-box-talk refresher training requirements shall be determined and arranged on a project-specific basis by the **Contracts and Site Manager** as applicable to project and risk encountered.

Training levels of contractor personnel shall be determined prior to commencement on site and verified at site level on a project-specific basis. **Those engaging the contractor** shall be responsible for initial determination and **Site Managers** at site level for secondary verification.

## **5.0 Supervision and inspection**

It is company policy to determine adequate supervision levels through project specific risk assessment, taking into consideration such factors as difficulty of tasks, risks involved, operative experience, client requirements, contractor employment etc. Where contractors are engaged they will be required to provide their own supervision regardless of our own provision. The **Contracts Manager** will be responsible for ensuring this arrangement is adhered to.

The **Director** shall ensure that our offices are periodically inspected and that projects are formally inspected through both internal and external means as appropriate to project (**Contracts Manager** responsibility to determine, arrange and monitor). All written reports of external inspections are to be evaluated by the **Director and Manager** relevant to the project with remedial actions determined. Internal reports are to be evaluated by the relevant **Line Manager** and necessary remedial actions determined.

## **6.0 Monitoring, measurement and review**

It shall be company policy to place emphasis on active monitoring systems. The requirements and related health and safety performance of this policy shall be monitored through a range of systems, including inspections and safety tours of premises and sites, where key-performance indicators are determined and operation evaluated. The **Director and Line Management** shall be responsible for selection of monitoring modes and for ensuring this arrangement is followed.

Contractor performance shall be monitored through **Site Management** completion of performance records; being passed to the **Director** for inclusion onto the contractor database. He shall monitor the database and evaluate performance to determine appropriate action.

It shall be company policy not to rely on accident, ill health and incident statistics as a measurement of performance. **Line Management** are responsible for ensuring the relevant information is collected and passed to the **Director**, who shall ensure statistics are evaluated.

The **Managing Director/Director** shall measure performance in relation to set aims and objectives on an annual basis and discuss review of policy during management meetings.

It shall be company policy to undertake regular internal and external audits of management systems. The **Directors** shall be responsible for ensuring this arrangement is followed.

## **7.0 Contractor and agency selection and control**

We shall select contractors from our current database of preferred contractors and consultants, of whose health and safety performance is already known to us and broadly compatible with our own standards. The database shall be determined and maintained by the **Director**.

New or Client named contractors will be subject to competency checks prior to appointment through a variety of methods including questionnaire response evaluation, document evaluation, references and interview. **Line Management** shall be responsible for ensuring this process is adhered to and for the selection of competence vetting method.

Secondary vetting shall be undertaken through evaluation of site-based documentation. **Contracts Managers, and Site Managers** shall be responsible for secondary vetting of projects.

Contractor and agency worker performance shall be controlled through planned and agreed working methods and supervision.

Where contractors consistently fail to perform to standards expected of them, they will be removed from the preferred contractors database lists and be subject to re-vetting of competency prior to any further appointment. Removal and re-engagement shall be the decision of the **Directors**.

Agency workers shall only be engaged from reputable agencies where relevant documented evidence of the person's competencies has been provided. **Those that engage** such labour will be responsible for ensuring compliance with company policy.

#### **8.0 Risk assessment, safe system of work and control hierarchy**

It shall be the company policy to assess all aspects of company undertakings to determine significant risks. All significant risks shall be recorded and communicated to those who may be exposed to that risk. Risk assessment shall be reviewed regularly to ensure that they remain suitable and sufficient with any changes being communicated to those affected.

Contractors employed shall be expected to provide assessments and a system of reviewing those risks of their activities. **Contracts and Site Managers** shall evaluate these prior to allowing commencement on any given task, highlighting and taking action on any noted deficiencies.

Our risk control policy shall follow the principle of prevention of:

- Avoiding risks
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Substitution of the dangerous for the less dangerous
- Giving collective protective measures priority over individual protection measures
- Giving appropriate, instruction, information and training to employees.

In addition where a specific hierarchy has been determined by regulation, then these shall be followed.

We shall seek specific advice where special risks arise from circumstances of which we are unfamiliar or do not have relevant competencies to properly evaluate or control.

With particular reference to young persons and pregnant women, it is the company policy to take specific account of the vulnerability of these groups and to make assessment of the potential impact of company undertakings upon them to determine adequate controls.

**All Directors and Management** will be responsible for ensuring risk assessment is undertaken as applicable for matters under their direct control. They shall also be responsible for ensuring that safe systems of work are developed and all findings notified to those affected. **Site Managers**, shall be responsible for further site based evaluation to ensure the findings remain suitable or adjust as necessary to ensure they remain task specific. They shall also be responsible for ensuring the safe systems of work are followed on site.

## 9.0 Control of substances hazardous to health

No substances that fall into this category shall be used unless an assessment has been made and control measures identified, taking into account the substance format, issues affecting the substance, the environment, purpose of use, routes of exposure, people involved, waste control, hazards arising and emergency actions. All aspects of handling, use, storage and transport shall be considered.

Information about all such substances shall be obtained from the manufacturer or supplier (hazard data sheets – not product information sheets) to enable assessment to be undertaken. Assessments are to be completed as per item 8.0 of this policy. **Those ordering materials** shall be responsible for obtaining the safety data sheet and for passing it to the relevant person(s) as appropriate.

The following hierarchy of controls will be followed:

- Avoid use of hazardous substances where practicably possible
- Substitute hazardous materials for non-hazardous materials
- Protection through design of work processes and engineering controls and use of work equipment.
- Control of exposure at source, including adequate ventilation systems.
- Use of PPE

## 10.0 Personal Protective Equipment

It shall be company policy not to rely on the use of Personal Protective Equipment, but to make assessment of the task and determine controls following our hierarchy in items 8.0 and 9.0 in particular.

Where it is deemed that PPE is necessary, it shall be considered for ergonomic design and associated hazards and assessed for the relevant BS or EN standard applicable to the task by **Contracts and Site Managers**.

We shall ensure people are trained in the use, storage and maintenance of PPE.

## 11.0 Asbestos

The **Director** shall ensure that an asbestos survey has been undertaken in respect of owned premises and that a management programme is in place for any asbestos containing materials identified. No work will take place to the fabric of our premises unless these documents have been evaluated in the first instance.

All work relating to asbestos containing materials will be subject to the risk assessment process with a written control plan devised. **Site Managers and those engaging contractors** will enforce this at site level and our premises respectively.

It will be company policy to ensure **those evaluating tenders** have considered asbestos issues in all projects at planning stage and/or when preparing health and safety plans or assessments.

Only trained operatives will work with asbestos containing materials. We shall not undertake work with Asbestos Insulation Board or Coatings with directly employed personnel.

Where we do not have sufficient expertise in asbestos related activities, we shall employ the services of specialist contractors (**as determined by those managing the project**).

## 12.0 Hand-Arm and Whole Body Vibration

It is company policy to avoid as far as is reasonably practicable, exposure to vibration through job-design alterations or automated processes.

Where this is not reasonably practicable to achieve, we shall operate a low-level emission policy whereby all equipment purchased or hired shall be evaluated for vibration emissions. Equipment relative to the task with the lowest emission rate shall be selected (taking into consideration other potential health and safety factors). **Those responsible for purchase or hire of vibrating equipment** shall ensure company policy is followed.

All activities shall be assessed for potential exposure and assessment policy applied.

### **13.0 Noise**

The company policy regarding noise is broadly as identified for vibration, with intent to implement a hierarchy of combating exposure at source, providing enclosures, barriers and distance between source and operatives prior to reliance upon setting and marking of hearing protection zones and use of PPE. **Responsibility is as item 12.0 above.**

### **14.0 Manual Handling Operations**

It shall be the company policy to avoid manual handling where practicably possible through use of mechanical lifting aids. Risk assessments shall be undertaken in line with company policy where manual handling operations are necessary with consideration given to the task, the individual, the environment and the load.

### **15.0 Stress management**

It shall be company policy to determine working methods that avoid excessive exposure to stress. We shall monitor staff absence and behaviour in relation to signs of stress. We encourage individuals to report symptoms of stress to their line manager and shall treat all cases confidentially. Any employees identified with work related stress will be fully supported by the company, who will consider measures to help resolve issues, seeking advice from occupational health professionals as necessary. **Line Management** are responsible for reporting cases to the **Director**, who shall be responsible for ensuring that the company stress management arrangements are followed.

### **16.0 Working time**

We recognise the importance of social life in relation to personal welfare and it is company policy to follow the Working Time Regulations to ensure that excessively long hours are not worked in any given period. We shall ensure adequate rest times are provided between shifts and adequate break times are provided daily during working shifts. We shall ensure that holiday entitlement meets the minimum requirement and that the full amount is taken each year. **All Directors and Management** has the responsibility for ensuring this requirement is followed.

### **17.0 Display Screen Equipment**

It is company policy to evaluate and assess the risk from all display screen equipment use. The **Director** shall ensure users are determined, assessment (and review) is undertaken, appropriate control measures are identified and applied; and for ensuring users are aware of their entitlement for eye tests and glasses where prescribed.

### **18.0 Health surveillance**

It shall be company policy to control our activities to prevent the need for health surveillance wherever practicable. However we shall determine any necessary health surveillance requirements through the assessment process and continual monitoring (e.g. through absence records, complaints etc.) by **Line Management**.

Where health surveillance programmes are required, we shall consult with a medical practitioner or occupational health professional for suitability of design. The decision to consult in such a manner will be made by the **Director**. **All Directors and Managers** have a

responsibility for providing the **Director** with relevant information on which to base any decisions.

We shall operate a system, determined and maintained by the **Director** whereby all new starters shall either complete a medical questionnaire or be requested to attend a medical.

#### **19.0 First aid**

The company shall ensure that adequate numbers of First Aid at Work trained persons and First Aid equipment is provided and maintained within the office at all times. A **designated person** shall be appointed and be responsible for the maintenance of the first aid equipment including all reserve stocks. Notices will be displayed to identify the first aid contact and equipment location. The **Director** shall be responsible for ensuring first aid provision is maintained at the office.

All projects will be assessed for required first aid training, equipment, notice and facility levels and provision made and maintained accordingly. Project designated first aid personnel will be responsible for the maintenance of all first aid provision at site level. **Contracts and Site Management** will be responsible for ensuring this policy is maintained.

#### **20.0 Welfare**

Welfare facilities shall be provided at head office in accordance with the requirements of the Workplace Health, Safety and Welfare Regulations and undertakings at that place. The facilities shall be regularly cleaned and maintained. The **Director** is responsible for ensuring provision and maintenance of facilities at the office.

Project specific welfare provision shall be determined by the **Estimator** and **Contracts Managers** through assessment and shall conform to the requirements, as far as is reasonably practicable to the Construction (Design and Management) Regulations currently in force. All project facilities shall be regularly cleaned and maintained, being the responsibility of the **person in control of the site**.

#### **21.0 Fire safety and emergency procedures**

A fire risk assessment has been undertaken in respect of the office and is retained within the fire safety file. The fire safety file contains all relevant information on appointed personnel, control procedures, evacuation procedures and fire drill, equipment testing and maintenance logs. The file shall be reviewed annually or in light of any changes that may affect the suitability of the assessment. The **Director** shall appoint a responsible person to implement, monitor and maintain the company fire procedures.

It is our policy to assess the fire risk and produce a written plan on all projects; being the responsibility of the **Contracts Managers**. Fire plans shall be implemented and monitored by **Site Management**.

Emergency procedures shall be determined by the **Director (office)** and **Contracts Managers** for all projects including for additional hazards other than the fire risk, such as rescue during working at height, accidental exposure to asbestos, striking of electrical, gas and communications services etc.

#### **22.0 Smoking policy**

In compliance with current legislation smoking is strictly prohibited throughout our office premises and throughout internal areas on all remote sites. We shall on any given site determine the smoking policy for external areas. Signage shall be erected and the **Director** and **Site Management** shall ensure enforcement respectively.

### **23.0 Incident reporting / investigation**

We shall operate a near-miss incident reporting system, being evaluated every six months. Not exclusive to near-miss reporting, it shall be company policy to insist all incidents requiring first aid treatment and all lost-time (including any down time spent in investigation) incidents that do not require reporting to the authorities under RIDDOR are to be regarded as a near-miss incident. **All employees** have a responsibility to report near-miss incidents to their line manager, and **Line Managers** for evaluation and reporting on to the **Director**.

All reportable incidents relating to RIDDOR shall be communicated from site to office, or within the office premises to **Line Management** who in turn shall ensure they are forwarded to the **Director** (or appointed deputy), who shall evaluate and ensure forward reporting to the relevant authorities as required.

Where reportable incidents occur to contractor personnel, they shall be required to report to the relevant authorities and to forward a copy of the report to us. **Site Managers** shall ensure they are informed of the requirement and that copies of reports are obtained and forwarded to the **Director**.

Incident statistics shall be collected, collated and passed to the **Director** for evaluation. Interim statistics shall be provided for all health and safety committee meetings.

Accident books shall be kept in the head office, within all company vehicles and on all projects. Where an entry is made in the accident book, those making the entry shall return the data immediately to the **Director**.

It shall be the company policy to investigate all reportable incidents. Any over-three day incident shall be investigated internally through **Line Management**. External consultants shall be required to assist in investigation of all major reportable incidents. The **Director** shall be responsible for ensuring this arrangement is adhered to. **Line Management** shall ensure action is taken to mitigate any consequences arising from accidents or incidents and report closure to the **Director**.

### **24.0 Work at height**

It shall be company policy to plan all work at height activities, ensuring those involved are trained and competent. Emphasis shall be given to avoidance of working at height wherever practicably possible. It is however recognised that avoidance will not always be possible and therefore we shall follow a hierarchy of controlling measures.

We shall provide fall protection measures such as birdcage scaffolding structures, scaffolding with adequate guard railing and safe access/egress. Descending in priority, we shall utilise fall arrest systems such as netting and soft-bag systems, down to restraint systems, harnesses with fall arrest lanyards, through to demarcation systems with simple instruction. Rescue systems shall be determined wherever fall arrest systems are identified for use.

We shall place prominence on equipment selection in light of required access and task and determine inspection requirements through the assessment process.

Wherever practicable it shall be company policy not to allow lone working during work at height activities.

The **Director** and **Contracts Manager** will be responsible for ensuring that the above policy is followed and the **Site Managers** will have responsibility for ensuring controls are maintained at site level.

## 25.0 Work equipment

Only those with relevant training shall be permitted to operate work equipment, though this policy shall not prevent equipment use for training purposes when under the supervision of a competent person. At site level, **Site Managers** shall ensure policy is adhered to.

We operate a hire and purchase system whereby equipment is assessed for ergonomic design and technological advancement (in addition to other considerations mentioned elsewhere in this policy). **All employees involved** in purchase or hire of equipment shall be responsible.

Equipment use shall be suitable for task and regularly inspected (including before use), as determined through the assessment process and inspection by the **End User**.

All equipment noted to be defective will be removed from use until repaired or replaced. All equipment removed shall be marked as unsafe for use. **The End User** shall be responsible for notification to their **Line Manager** who in turn shall be responsible for ensuring the repair or replacement.

It is our policy to ensure all equipment is maintained and shall be verified for existence of calibration, examination, inspection or testing as applicable. **The End User** and **Site Manager**, as applicable shall be responsible. Equipment shall be used as designed for purpose and not adapted. No **employee** shall use equipment with designed safety provisions (guards etc.) removed or disabled. **All Equipment Users / Operators** shall use equipment according to instructions provided and training received.

## 26.0 Mechanical lifting activities

All lifting activities using mechanical means shall be assessed, properly planned and supervised. We shall ensure that the work environment and supporting surfaces are suitable (and exclusion where necessary maintained), determine equipment and accessory type (and verify examination and test records) in respect of the conditions, task and loads, consider weather conditions and ensure suitably trained personnel are identified and employed appropriate to task. We shall ensure that all appropriate licenses and permissions are obtained. **Contracts Managers** shall be responsible for ensuring lifts are properly planned and **Site Managers** as applicable on site shall ensure lifts are carried out to the prepared plans, or adapting plans as required, ensuring lifts are carried out in a safe manner in the site environment.

All crane use will be undertaken through contract lifts whereby specialists will provide the necessary equipment, assessment, planning and personnel. **Contracts Managers** shall determine and arrange necessary contract lifts. **Estimators** shall consider requirements at tender stage and liaise with other managers as required.

## 27.0 Services policy

The following policy will be adopted within the company:

- Assessments shall be undertaken in respect of all work involving services.
- All fixed and temporary electrical appliances will satisfy the relevant IEE Wiring standards and British Standards and shall be accordingly inspected, tested and maintained
- All site tools and equipment shall be of 110 volt or lower. Where equipment can only be used of a higher voltage, express permission must be gained from management in writing, following an assessment.
- No live working will be permitted
- All work on or near services will be subject to a permit to work system.
- All services will be located, identified and marked as appropriate prior to any other related activity. Where applicable, drawings will be obtained from service providers but these will not be strictly relied upon for accuracy

- Competent, trained persons shall only be permitted to work with services and related equipment
- Emergency plans shall be determined for all work relative to services

The **Director** (in respect of the office) and **Contracts Managers** (project specific) shall ensure planning for the above an applicable projects and **Site Managers** shall ensure policy is adhered to at site level.

### **28.0 Project planning**

We are committed to planning for safety. On all projects we shall evaluate enquiry information, assess hazards and risks to determine control measures and necessary resources to comply with statutory requirements and our policy. We shall ensure that our tender prices include appropriate sums to maintain the safe systems of work and resources for the project, identified through planning. The **estimator** shall ensure this policy is applied at tender stage (through liaison with **contracts managers** as necessary)

In particular, where the CDM Regulations apply and we are appointed as principal contractor, we shall:

- Follow policy on project planning
- Ensure the CDM co-ordinator has been appointed
- Develop and maintain the health and safety plan
- Ensure competent people and contractors are engaged as required
- Allow adequate time for sub contractors to plan and mobilise.
- Ensure a documented induction system is in place at the start of each project.
- Ensure co-ordination of activities and request cooperation from all
- Consult with the workforce
- Ensure project notified and display notification details
- Monitor health and safety performance
- Provide reasonably requested information to the CDM Co-ordinator

The **Contracts Managers** shall ensure health and safety plans are developed and that health and safety file information is provided. They shall also ensure that the company policy in this regard is maintained at site level.

### **29.0 Traffic management**

Traffic management plans shall be considered and developed appropriate to all projects. **Contracts Managers** shall ensure traffic management plans are developed and included in the construction phase plan, the **Site Manager** will develop the plan on site making alterations to the original plan and communicating any amendments to the workforce.

### **30.0 Company vehicles/personal vehicles used for company business**

It shall be the **Drivers** responsibility to ensure all vehicles must be properly driven with due care and attention at all times and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. **Drivers** of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence may drive company vehicles.

### **31.0 Mobile telephones**

In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer. **All employees** are expected to comply with this policy.

Hands free mobile conversations are permissible with the correct equipment but should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is our preferred policy for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

On site use of mobile phones will be restricted to the welfare areas where reasonably practicable. **Site managers** shall enforce this policy.

### **32.0 Housekeeping and waste control**

The company shall enforce a policy of high standards of housekeeping at all premises, within company vehicles and on all project sites. The office have a cleaning and waste control programme in place, to be maintained by the **Director** and all projects will be assessed by **Contracts Managers** with appropriate control measures identified to maintain company policy throughout. **Site Managers** shall enforce this policy at site level.

All sites shall be assessed for special / hazardous waste and relevant licences obtained and methods of removal determined. This shall be the responsibility of the **Contracts Managers**.

There shall be no burning of waste on sites no fly-tipping of waste materials. All waste shall be controlled in-line with our environmental and waste recycling policy. **Site Managers** shall enforce this policy at site level. **All Employees** responsible for waste disposal shall comply with this policy.

### **33.0 Disputes and discipline**

In the event of any dispute regarding health and safety matters, these should be addressed to **Line Management** to evaluate in the first instance and if not successfully resolved directed to the **Director** in writing who will determine the necessary action.

Failure to comply with the Company Health and Safety Policy or contravention of statutory requirements, regulations, rules or procedures will be disciplined in accordance with company procedures.

### **34.0 Confined Spaces**

The company do not have personnel trained for confined space working activities. All identified work relating to confined spaces shall be evaluated in line with our assessment policy and control measures determined accordingly.

### **35.0 Drugs and alcohol**

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening.

It will be the individual's responsibility to notify their line manager when taking prescriptive drugs that may affect their performance putting others and themselves at risk especially when operating plant & equipment.

## ENVIRONMENTAL POLICY STATEMENT

We recognise that our activities have the potential to create a detrimental effect on the environment. We are committed to minimizing our impact and ensuring environmental protection, encouraging recovery as far as is reasonably practicable.

### It is therefore the policy of the Company to:-

- ◆ Use materials from sustainable or renewable sources wherever practicable and take care when ordering materials to prevent excessive surplus.
- ◆ Reduce pollution and promote fuel and energy saving methods throughout our activities, particularly when purchasing new, or hiring equipment.
- ◆ Recycle materials where practicably possible and ensure waste management plans are developed, enforced and monitored (in particular for projects in excess of £300,000).
- ◆ Encourage all employees to avoid and prevent environmental damage and likewise advise our clients accordingly.
- ◆ Comply with legal requirements.
- ◆ Monitor the effects and review this policy at 12 monthly intervals.

Within the organisation, arrangements will be made to submit environmental reports and discuss environmental matters at Management meetings. We shall set objectives annually to measure our performance.

SIGNED:.....

POSITION:.....

DATE:.....