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### 1.0 GENERAL STATEMENT OF POLICY

#### 1.1 Introduction

This company intends to maintain safe and healthy working conditions, equipment and systems of work for all our employees. To achieve this goal appropriate information, training and supervision will be provided. The company also considers the health and safety of other people who may be affected by our activities.

#### 1.2 Responsibilities

The allocation of duties for safety matters and the particular arrangements required to implement them are detailed in the subsequent sections of this document.

#### 1.3 Policy Revision

The policy will be reviewed intermittently to take into account changing legislation, working practices and business changes.

### 2.0 ORGANISATION

#### 2.1 Introduction

Primary responsibility for health and safety lies with the directors/proprietor. However the success of the policy requires safety to be managed at all levels of employment.

#### 2.2 Directors Responsibilities

- 2.2.1 Knowledge of and compliance with the company's policy for health and safety including delegation of responsibilities to subordinate staff.
- 2.2.2 To have an understanding of current health and safety legislation applicable to the construction industry including the Construction (Design and Management) Regulations and the Health and Safety at Work act and other associated legislation.
- 2.2.3 The provision of adequate resources to secure compliance with the requirements of the safety policy.
- 2.2.4 Setting a personal example on site visits and acknowledging suggestions for improvement in safety organisation where and when appropriate.

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- 2.2.5 Recognition and implementation of training for employees.
- 2.2.6 When appropriate initiate disciplinary action against staff at all levels who have failed to comply with their duties under the safety policy or statutory requirements.
- 2.2.7 Ensuring that sub contractors and self employed persons have knowledge of the company's safety policy and their responsibilities under the policy and appropriate statutory legislation.
- 2.2.8 Monitoring site safety and if necessary implementing remedial or additional measures.

### 2.3 Contract Manager's Responsibilities

- 2.3.1 Knowledge of and compliance with the company's policy for health and safety including delegation of responsibilities to subordinate staff.
- 2.3.2 Determine at the project planning stage:-
  - The most appropriate order and methods of working.
  - The provision of welfare and sanitation facilities.
  - Hazards which might arise from overhead or underground power lines or services.
  - The allocation of responsibilities with sub contractors and others.
  - Necessary fire precautions.
- 2.3.3 Ensuring that work is executed as planned and in accordance with the company safety policy and current legislation.
- 2.3.4 Setting a personal example on site visits by wearing appropriate protective clothing and by observing safety precautions and practices.
- 2.3.5 Where no site based supervision exists, be responsible under the Health and Safety (First Aid) Regulations for site first aid equipment, making its location known to all employees, and know how to summon emergency services.
- 2.3.6 Monitoring site safety and if necessary implementing remedial or additional measures.

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- 2.3.7 Ensuring that sub contractors and self employed persons have knowledge of the company's safety policy and their responsibilities under the policy and appropriate statutory legislation.
- 2.3.8 Discuss working methods and precautions with the site supervisor prior to commencing work on site.
- 2.3.9 Ensuring as necessary that site operatives have safety training commensurate with their responsibilities.

### 2.4 Site Supervisor's Responsibilities

- 2.4.1 Knowledge of and compliance with the company's policy for health and safety including delegation of responsibilities to subordinate staff.
- 2.4.2 Planning and executing activities on the site in order to eliminate as far as practicable situations liable to be hazardous to the health and safety of both operatives and the general public.
- 2.4.3 Ensuring that work is executed as planned and in accordance with the company safety policy and current legislation.
- 2.4.4 Instructing subordinate staff in their responsibilities for ensuring that safe operations and work methods are utilised for the direct benefit of the individual and the community as a whole.
- 2.4.5 Be responsible under the Health and Safety (First Aid) Regulations for site first aid equipment, making its location known to employees, and know how to summon emergency services.
- 2.4.6 Setting a personal example to other personnel by wearing appropriate protective clothing and by observing safety precautions and practices.
- 2.4.7 Ensuring that suitable protective clothing and equipment is available and that it is used when required.
- 2.4.8 Check that all machinery and plant is maintained in good condition and report any defects immediately to the contacts manager/director.
- 2.4.9 Ensure safe working practices are implemented for the storage and distribution of all materials and plant.

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- 2.4.10 Ensure appropriate fire fighting equipment is maintained on site.
- 2.4.11 Liaise with and work in tandem with both the client's safety officer and the representatives of the statutory agencies.
- 2.4.12 Ensuring that sub contractors and self employed persons have knowledge of the company's safety policy and their responsibilities under the policy and appropriate statutory legislation.
- 2.4.13 Informing the contracts manager of any changes in the safety training needs of the staff or other employees.
- 2.4.14 Report all accidents and dangerous occurrences to the directors, contracts manager and appropriate statutory bodies.
- 2.4.15 Ensure all relevant health and safety notices are posted together with safety signs in appropriate locations.

## 2.5 Site Operatives Responsibilities

- 2.5.1 Observe safe working practices in line with statutory requirements and the company health and safety policy.
- 2.5.2 Maintaining a personal concern for health and safety, together with consideration for others who might be affected by acts or omissions.
- 2.5.3 Use the correct tools and equipment for the task, ensuring that safety equipment and protective clothing are used where appropriate.
- 2.5.4 Keep tools and equipment in good condition. Do not use defective equipment, if located ensure it cannot be utilised by others and report to the company management to ensure defects are rectified.
- 2.5.5 Avoid any improvisation which may create unnecessary risk.
- 2.5.6 Suggest methods of eliminating hazards and warning other employees and the company management of known hazards.
- 2.5.7 Refrain from 'horse play' and the abuse of welfare facilities.

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- 2.5.8 Be aware of notices offering information and advice.
- 2.5.9 Report all accidents and dangerous occurrences to the directors, contracts manager and site supervisor.
- 2.5.10 Cooperate in the investigation of accidents with the objective of introducing methods to prevent recurrence.

### 2.6 Office Staff Responsibilities

- 2.6.1 Observe safe working practices in line with statutory requirements and the company health and safety policy.
- 2.6.2 Be aware of and implement if required fire and emergency evacuation procedures.
- 2.6.3 Be aware of first aid arrangements and the identities of first aiders.
- 2.6.4 Good housekeeping in the work place.
- 2.6.5 Report any potential hazard to the appropriate manager. Particular attention is drawn to electrical equipment, trip hazards from cables and filing cabinet drawers etc.

## 3.0 ARRANGEMENTS FOR SAFETY

### 3.1 Health and Welfare

- 3.1.1 All sites will comply with current statutory requirements.
- 3.1.2 All accommodation will be kept clean and in good condition.
- 3.1.3 A record will be kept of any shared welfare facilities.

### 3.2 First Aid

- 3.2.1 The company will comply with the requirements imposed by the Health and Safety (First Aid) Regulations

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- 3.2.2 All permanent and temporary premises will have sufficient facilities to enable first aid to be applied.
- 3.2.3 A competent person will be responsible for taking control of events arising from any accident.
- 3.2.4 If a first aider is appointed they will take responsibility for:-
  - Taking control if an accident occurs.
  - Ensuring emergency services are called as and when required.
  - Administer appropriate first aid.
  - Maintain the first aid equipment and advise if additional equipment is required.
- 3.2.5 If no first aider is available another competent person will be appointed to undertake the role.
- 3.2.6 First aid boxes will be provided in permanent and temporary accommodation as well as company vehicles.

### 3.3 Training and Information

- 3.3.1 It is the company policy to provide training and supervision to ensure the health and safety of its employees.
- 3.3.2 Where safety training is required either by statute or to meet best practices the company will make appropriate provision.
- 3.3.3 The company will endeavour to identify training needs appropriate to its employees. It will also accommodate where appropriate recommendations from trade bodies, statutory bodies and the employees themselves.
- 3.3.4 The company will bring to the attention of employees and the general public any information required to maintain their health and safety.

### 3.4 The Control of Substances Hazardous to Health

- 3.4.1 All products and processes that may cause hazards to health must be identified and the risk evaluated.

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- 3.4.2 Assessments will include appropriate measures to prevent or control the risk.
- 3.4.3 Employees should refer to the labels on the packaging, assessment records and hazard data sheets for all products and take all precautions recommended.
- 3.3.4 Where required protective clothing and equipment will be provided.
- 3.3.5 Employees must cooperate with their employers and comply with the implication imposed by the regulations.
- 3.3.6 All substances subject to the regulations must be stored in a safe place.
- 3.3.7 Assessments will be updated as required.

### 3.5 Personal Protection

- 3.5.1 It is the company's policy to comply with the wearing of head protection, as required by the Construction (Head Protection) Regulations. All operatives working in areas where there is a risk of head injury will be required to wear an appropriate safety helmet.
- 3.5.2 All operatives of plant and machinery shall where protective clothing appropriate to the task.
- 3.5.3 Safety harnesses, lifelines etc are to be utilised by operatives working at height when no other practical means of protection is available.

### 3.6 Noise

- 3.6.1 The requirements of the Noise at Work Regulations will be implemented.
- 3.6.2 The company will maintain a file of noise assessment carried out on all standard items of plant and machinery and update as required. Where a defect is detected remedial action will be undertaken.

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- 3.6.3 Where it is not possible to remove or reduce the noise below the first action level 85db (A) protective equipment will be available to all employees exposed to risk.
- 3.6.4 An employee must wear ear defenders when exposed to the second action level of 90db(A) or above.
- 3.6.5 Where reasonably practicable the company will observe the requirements for restricting noise exposure.

### 3.7 Excavation Safety

- 3.7.1 It is company policy to carry out all work of this nature safely and in accordance with the Construction (General Provisions) Regulations.
- 3.7.2 Earth work support will be installed by competent operatives as and when required.
- 3.7.3 Appropriate inspections and documentation will be completed on a regular basis.
- 3.7.4 Appropriate barriers and or signage will be provided to avoid personnel or others not directly involved in the operation gaining access to those operations.

### 3.8 Working at Heights

- 3.8.1 Roof ladders will be utilised when gaining access onto a sloping roof.
- 3.8.2 Crawling boards will be used on known or suspected fragile roof surfaces.
- 3.8.3 Where safety protection cannot be afforded by other means safety harnesses must be worn.
- 3.8.4 All necessary precautions will be taken to prevent debris from falling onto areas below.
- 3.8.5 Guard rails will be provided as appropriate when operative are working on a roof.

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### 3.9 Welding

- 3.9.1 Suitable fire extinguishers/ fire blankets will be made available in the proximity of the operation.
- 3.9.2 Flammable materials will be kept away from the operational area.
- 3.9.3 Suitable protective clothing will be worn, with particular attention being paid to eye protection.
- 3.9.4 The operational area will be secured by barriers or other suitable means to avoid access by unauthorised persons .
- 3.6.6 If gas cylinders are being used these will be secured in the upright position and fitted with appropriate regulator and flash back arrester.

### 3.10 Cutting and Grinding

- 3.10.1 Only appropriately trained operatives will carry out work of this nature.
- 3.10.2 Precaution will be taken to ensure only the correct wheels and discs are utilised and that they are stored in optimum conditions.
- 3.10.3 Appropriate eye protection will be worn by operatives utilising this equipment.

### 3.11 Site Visitors

- 3.11.1 All sub contractors and visitors must visit the site office and be made aware of the safety policy.
- 3.11.2 All visitors and subcontractors visiting site must wear appropriate safety clothing and equipment.
- 3.11.3 All visitors must be registered particular attention being paid to arrival and departure times to assist with roll calls in the event of an evacuation being required.

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### **3.12 Housekeeping**

- 3.12.1 Cleanliness:- Will be checked on a regular basis by the site supervisor.
- 3.12.2 Waste Disposal:- Will be checked on a regular basis by the site supervisor.
- 3.12.3 Materials Storage:- Initial positioning will be agreed with all interested parties. Once stored it will be monitored on a regular basis by the site supervisor.
- 3.12.4 Access Routes:- Will be kept clear at all times.
- 3.12.5 Mechanical and Electrical Equipment:- This will be checked weekly by the site supervisor. Where specialist inspections are required these will be arranged by the site supervisor.
- 3.12.6 A register of inspections will be kept.

### **3.13 Dangerous Substances**

These will be dealt with by appropriate specialists and overseen by our site supervisor.

### **3.14 Fluids Under Pressure**

Appropriate specialist advice will be taken and implemented.