

# HEALTH AND SAFETY POLICY

# URANG LIMITED

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## HEALTH AND SAFETY POLICY AMENDMENT SHEET

### Record of Amendments

Issue No.	Date	Index Ref.	Brief Description of Amendment
One	10.01.05		First issue

Distribution	Purpose of Issue	Number.



## **INTRODUCTORY NOTE**

This safety policy is divided into three sections, namely “Policy”, “Procedures” and “Safe Systems of Work”. The “Policy” section contains the general Company policy, in broad stroke form, to a variety of health and safety issues applicable to our operations. Organisation, arrangements and procedures (including assessment and documentation procedures) for putting the goals of the “Policy” section into practice are contained in more specific form in the “Procedures” section. Lastly, more explicit detail to be observed and adhered to during the course of Company operations can be found in the “Safe Systems of Work” section. Such safe systems of work would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments. Although not specifically referred to in each “Policy” sub section, most of the items covered will have corresponding entries in the “Procedures” section.

## **COMPLIANCE REVIEW**

URANG LIMITED Health and Safety Policy shall be formally reviewed annually, or more frequently by The Health and Safety People Limited, for as long as this Company retains their services. This review shall cover all sections of the Policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the Company;
- b) The arrangements remain unchanged;
- c) The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## **SAFETY PROGRAMME**

The Health and Safety People shall undertake an annual review of the Company’s Safety Programme to ensure that the Company is in compliance with the Policy. This review shall check that:

- a) All the responsibilities allocated in the Policy are understood and are being performed;
- b) The procedures set up in the Policy are being complied with and remain effective;
- c) Records, as required in the Policy, are being adequately compiled and retained;
- d) All the necessary reports are being prepared and forwarded to the relevant persons within the Company and the relevant Enforcing Authorities.

They will also evaluate:

- a) Management and employee attitudes to health and safety;
- b) The effectiveness of the training carried out and the requirements for further training;
- c) The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of the review shall be compiled into a report for the Managing Director and shall include recommendations of the action to be taken to rectify any non-compliance.



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## **URANG LIMITED HEALTH AND SAFETY POLICY STATEMENT**

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act, 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Board of Directors of **URANG LIMITED** have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining safe plant and work equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information;
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment, which is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This policy is to be read in conjunction with the responsibilities, procedures and applicable safe systems of work that together form the URANG LIMITED health and safety manual.

Signed.....

Date: .....

DIRECTOR

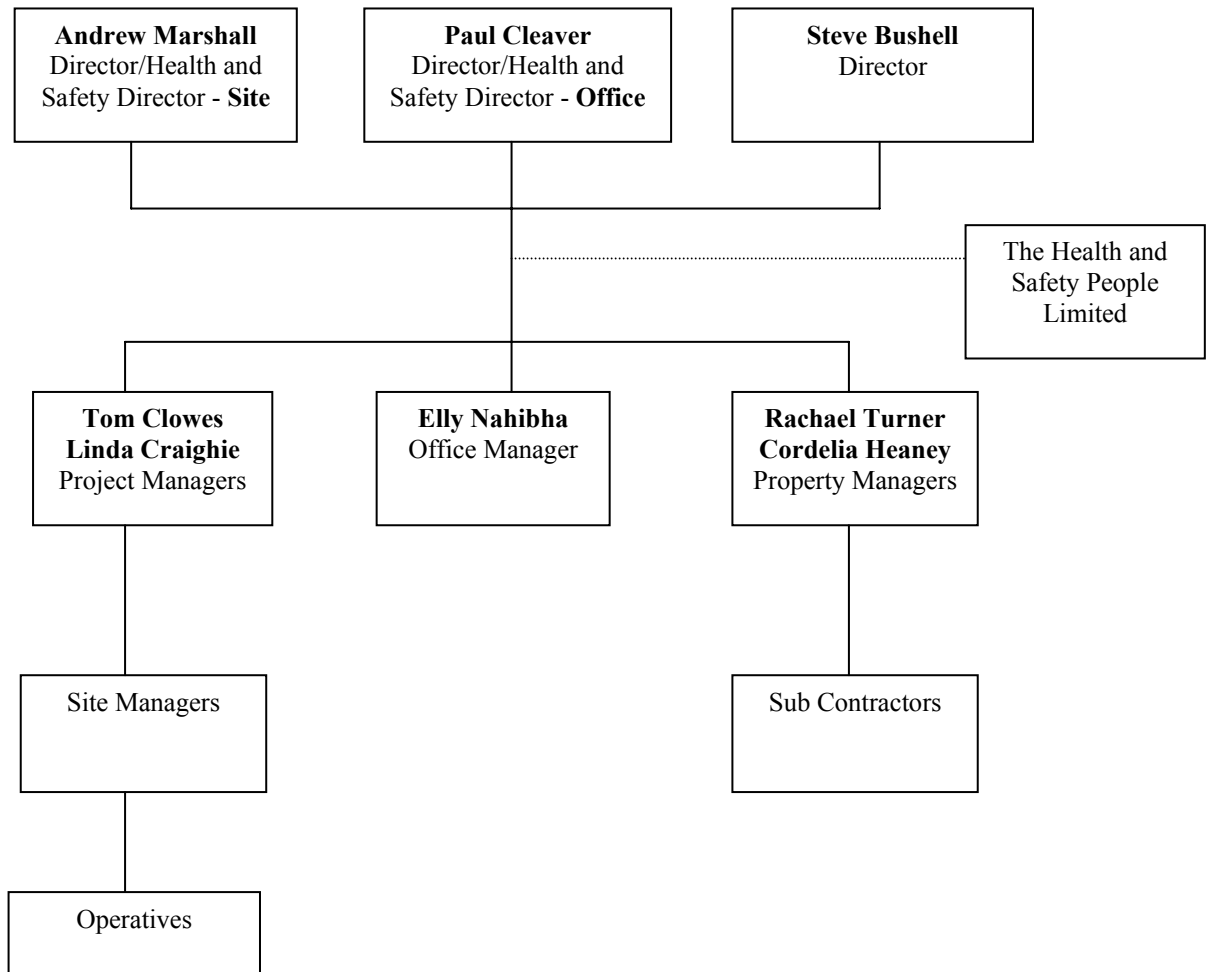
Signed.....

Date: .....

DIRECTOR



## MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY





## **HEALTH AND SAFETY RESPONSIBILITIES**

These responsibilities are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **URANG LIMITED**.



**ANDREW MARSHALL, DIRECTOR/HEALTH AND SAFETY DIRECTOR – SITE**

Andrew Marshall's Health and Safety responsibilities are to ensure that:

- a) The Company's policy for the prevention of injury, ill health and damage is initiated;
- b) He understands the Company's Health and Safety Policy and appreciates his role in the health and safety of all;
- c) The board accepts formally and publicly its collective role in providing health and safety leadership in the Company;
- d) Board members accept their individual roles in providing health and safety leadership in the Company;
- e) The board understands that all board decisions need to reflect its health and safety intentions, as articulated in the health and safety policy statement;
- f) The board recognizes its role in engaging the active participation of workers in improving health and safety;
- g) He takes responsibility for ensuring that the board is kept informed of relevant health and safety risk management issues within the Company;
- h) Health and safety is an agenda item at all board meetings;
- i) Procedures are put in place to ensure that the policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development;
- j) Procedures are put in place to ensure that all accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident;
- k) Procedures are put in place to ensure that disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- l) Procedures are put in place to ensure that liaison with external safety and health organisations is instigated;
- m) Procedures are put in place to ensure that pertinent information is distributed throughout the Company;
- n) Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;
- o) Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures;
- p) Procedures are put in place to ensure that written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- q) Procedures are put in place to ensure that work is carried out as planned and the relevant legislation is complied with;
- r) Procedures are put in place to ensure that all plant is operated by trained and experienced personnel;
- s) Procedures are put in place to ensure that all repairs to plant are carried out in the proper manner;
- t) Procedures are put in place to ensure that the required protective equipment is issued and used correctly;
- u) He sets a good personal example by using appropriate protective equipment and exhibiting appropriate behaviour.



**PAUL CLEAVER, DIRECTOR/HEALTH AND SAFETY DIRECTOR - OFFICE**

Paul Cleaver's Health and Safety responsibilities are to ensure that:

- a) The Company's policy for the prevention of injury, ill health and damage is initiated;
- b) He understands the Company's Health and Safety Policy and appreciates his role in the health and safety of all;
- c) The board accepts formally and publicly its collective role in providing health and safety leadership in the Company;
- d) Board members accept their individual roles in providing health and safety leadership in the Company;
- e) The board understands that all board decisions need to reflect its health and safety intentions, as articulated in the health and safety policy statement;
- f) The board recognizes its role in engaging the active participation of workers in improving health and safety;
- g) He takes responsibility for ensuring that the board is kept informed of relevant health and safety risk management issues within the Company;
- h) Health and safety is an agenda item at all board meetings;
- i) Procedures are put in place to ensure that the policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development;
- j) Procedures are put in place to ensure that all accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident;
- k) Procedures are put in place to ensure that disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- l) Procedures are put in place to ensure that liaison with external safety and health organisations is instigated;
- m) Procedures are put in place to ensure that pertinent information is distributed throughout the Company;
- n) Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;
- o) Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures;
- p) Procedures are put in place to ensure that written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- q) Procedures are put in place to ensure that work is carried out as planned and the relevant legislation is complied with;
- r) Procedures are put in place to ensure that all equipment is operated by trained and experienced personnel;
- s) Procedures are put in place to ensure that all repairs to equipment are carried out in the proper manner;
- t) Procedures are put in place to ensure that the required protective equipment is issued and used correctly;
- u) He sets a good personal example by using appropriate protective equipment and exhibiting appropriate behaviour.



**STEVE BUSHELL, DIRECTOR**

Steve Bushell's Health and Safety responsibilities are to ensure that:

- a) He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- b) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;
- c) The following are determined at the planning stage:
  - The most appropriate order and method of work;
  - The provision of adequate lighting;
  - Allocation of responsibilities with other contractors on site;
  - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
  - Facilities for sanitation and welfare;
  - The provision of basic fire precautions.
- d) The necessary contacts with emergency services regarding first aid, medical care and rescue procedures are established. The necessary fire fighting arrangements are established;
- e) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- f) The precautions and work methods are checked with site management prior to commencing work;
- g) Work is carried out as planned and the relevant legislation is complied with on site;
- h) He sets a good personal example by using the appropriate protective equipment whilst on site;
- i) All plant on site is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- j) All plant is operated by trained and experienced personnel;
- k) All repairs to plant on site are carried out in the proper manner;
- l) The required protective equipment is issued and used correctly.



**TOM CLOWES and LINDA CRAIGHIE, PROJECT MANAGERS**

Tom Clowes and Linda Craighie's Health and Safety responsibilities are to ensure that:

- a) They understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;
- b) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;
- c) The following are determined at the planning stage:
  - The most appropriate order and method of work;
  - The provision of adequate lighting;
  - Allocation of responsibilities with other contractors on site;
  - All site documentation including Risk, COSHH and Manual Handling Assessments and Safety Plans are specific and in place;
  - Facilities for sanitation and welfare;
  - The provision of basic fire precautions.
- d) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- e) All Risk, COSHH, PPE and Manual Handling Assessments re compiled and distributed;
- f) The precautions and work methods are checked with site management prior to commencing work;
- g) Work is carried out as planned and the relevant legislation is complied with on site;
- h) All plant and equipment on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- i) All plant and equipment is operated by trained and experienced personnel;
- j) All repairs to plant and equipment on site are carried out in the proper manner;
- k) Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks;
- l) The required protective equipment is issued and used correctly;
- m) They set a good personal example by using the appropriate protective equipment whilst on site.



**RACHEL TURNER and CORDELIA HEANEY, PROPERTY MANAGERS**

Rachael Turner and Cordelia Heaney's Health and Safety responsibilities are to ensure that:

- a) They understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;
- b) The most appropriate order and method of work are determined and followed;
- c) Hazards within the working area are identified and that the appropriate action is taken to remove or reduce the hazard;
- d) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- e) Work is carried out as planned and the relevant legislation is complied with;
- f) All Risk, COSHH, PPE and Manual Handling Assessments are compiled and distributed;
- g) They set a good personal example by using the appropriate protective equipment;
- h) All equipment is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- i) All equipment is operated by trained and experienced personnel;
- j) All repairs to equipment are carried out in the proper manner;
- k) The required protective equipment is issued and used correctly;
- l) Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



**ELLY NAHIBHA, OFFICE MANAGER**

Elly Nahibha's Health and Safety responsibilities are to ensure that:

- a) She understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- b) The Safety Policy is effectively implemented in all functions under her control;
- c) She co-operates with the Company on all aspects of health, safety and welfare;
- d) Responsibilities are correctly assigned and accepted;
- e) First aid facilities are available at all times;
- f) All equipment within her area of control is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- g) Management is informed of any change to her state of health, either temporary or permanent, which might affect her working ability or her suitability to carry out any particular task or tasks.



## **SITE MANAGERS**

The Site Managers' Health and Safety responsibilities are to ensure that:

- a) They understand the requirements of the applicable legislation and the Company's Health and Safety Policy;
- b) Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- c) Arrangements are implemented with all contractors to avoid any confusion about areas of responsibility;
- d) Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials;
- e) The first aid equipment, as laid down, is available on site and that employees know where it is kept;
- f) The precautions and work methods are checked with Trade Contractors prior to commencing work;
- g) The legal requirements are observed on site and that all registers, records and reports are in order;
- h) All employees are given precise instructions on their responsibilities for the correct working methods;
- i) Employees are not required or permitted to take unnecessary risks;
- j) Provisions are made for the delivery and stacking of materials to avoid unnecessary handling;
- k) All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- l) Machinery and plant, including hand tools, are maintained in good condition;
- m) The electricity supply is installed and maintained so as not to present a risk to men and equipment;
- n) All hazardous materials are correctly marked, stored, handled and used;
- o) The site is kept tidy;
- p) Suitable protective clothing is provided where appropriate and is correctly used;
- q) They set a good personal example by using the appropriate protective equipment whilst on site.
- r) They co-operate with the Safety Adviser and acts on his/her recommendations;
- s) Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



### **LABOUR ONLY SUB-CONTRACTORS**

Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the companies. Their Health and Safety responsibilities are to ensure that they:

- a) Understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;
- b) Use the correct tools and equipment for the task;
- c) Use the protective equipment provided;
- d) Only use tools which are in good condition;
- e) Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- f) Do not endanger themselves or other persons through their actions or failures to act;
- g) Avoid improvisation;
- h) Warn new employees of known hazards;
- i) Refrain from horseplay;
- j) Do not abuse the welfare facilities;
- k) Co-operate with the Company on all aspects of health, safety and welfare;
- l) Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- m) Comply with the requirements of the Company's Safety Policy;
- n) Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



## **OPERATIVES**

The Operatives' Health and Safety responsibilities are to ensure that they:

- a) Understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;
- b) Use the correct tools and equipment for the task;
- c) Use the protective equipment provided;
- d) Only use tools which are in good condition;
- e) Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- f) Do not endanger themselves or other persons through their actions or failures to act;
- g) Avoid improvisation;
- h) Warn new employees of known hazards;
- i) Refrain from horseplay;
- j) Do not abuse the welfare facilities;
- k) Co-operate with the Company on all aspects of health, safety and welfare;
- l) Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- m) Comply with the requirements of the Company's Safety Policy;
- n) Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



### **DRIVERS OF COMPANY SUPPLIED VEHICLES**

The Drivers' Health and Safety responsibilities are to ensure that:

- a) Daily checks are carried out on their vehicles to ensure that they are safe and roadworthy;
- b) They comply with the road traffic regulations at all times;
- c) Maintenance is carried out as required by the manufacturers instructions;
- d) All defects are reported on vehicles and any ancillary equipment and any additional maintenance is carried out as and when required;
- e) They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation;
- f) They comply with the requirements of the Company's Safety Policy;
- g) They do not use a hand-held mobile telephone in any vehicle unless the vehicle is parked and the engine is switched off;
- h) Information is given to management of any medical or legal impediment to their driving licence or any pending prosecutions;
- i) Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



**THE HEALTH AND SAFETY PEOPLE LIMITED**

The Health and Safety People Limited have been retained as the Company's Safety Advisers and shall:

- a) Carry out site inspections, as requested by the Company;
- b) Provide written reports and assessments for the Company subsequent to the inspections;
- c) Provide a telephone advisory service relating to all aspects of health and safety at work;
- d) Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
- e) By arrangement, provide an accident investigation service and liaise with the enforcing authority;
- f) If requested, assess all method statements prepared by the Company;
- g) If requested, attend meetings regarding health and safety, on behalf of the Company;
- h) If requested, provide Health and Safety Training to both management and staff;
- i) Ensure that The Health and Safety People's staff act to reduce imminent danger wherever that may be seen in areas of the Company's responsibilities.



## URANG LIMITED POLICIES IN OUTLINE

This section contains the management policy for approaching specific health and safety topics. Each policy is expanded into a management system in the procedures section of this document.

### RISK ASSESSMENT

The purpose of risk assessment is to identify the risks to health and safety to Company employees, as well as others affected by this Company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as is reasonably practicable.

In order to comply with legislation this Company will require that written risk assessments be compiled by designated Company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers. All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

Company procedures for carrying out risk assessments can be found in the procedure section of this safety policy.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**

### ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both, and includes acts of non consensual physical violence done to a person at work.

It is the policy of this Company that all accidents, whether they result in injury or not, MUST be reported to the supervisor or other premises management as soon as possible for recording in the accident book and investigation purposes and, where necessary, for notifying the appropriate authority as required by the Regulations.

The Regulations stipulate the circumstances under which the enforcing authority must be notified immediately by the responsible person (normally by telephone) and a written report submitted using F2508 within 10 days of the occurrence; these are:

- Death at work.
- Major injury at work.
- A person not at work is injured and taken to hospital for treatment.
- Dangerous occurrence.

Where an employee of the Company is unable to return to normal duties as a result of an injury sustained during the course of work for a period of more than three consecutive days the responsible person will, as soon as practicable, but within 10 days, send a report to the enforcing authorities.

Where an employee suffers from an occupational disease it must be reported forthwith to the enforcing authority on the form F2508A. The disease must only be reported if the responsible person has received a written statement of diagnosis of the employee by a medical practitioner.

Records of accidents and injuries will be kept for at least 3 years from the date it was made. Extracts of the records will be sent to the enforcing authority if and when requested.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995**

## **ASBESTOS**

It is the policy of this Company that all employees will be protected from exposure to asbestos, where that exposure would be in breach of the various Asbestos Regulations. Any material suspected of containing asbestos shall be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature.

Should this material be confirmed as being asbestos other than asbestos cement, then measures will be taken to ensure that the asbestos is dealt with by a licensed contractor in accordance with the relevant legislation.

Company safe systems of work to be used when removing asbestos cement products are detailed in the Safe Systems of Work Section of this policy, i.e. Asbestos General and Asbestos Cement Removal Procedures.

Sources:           **The Asbestos (Prohibitions) Regulations, 1992**  
                          **The Control of Asbestos in the Air Regulations, 1990**  
                          **The Asbestos (Licensing) Regulations, 1983 (Amended 1998)**  
                          **The Control of Asbestos at Work Regulations, 2002**

## **COMMUNICATIONS ON SITE**

Every effort will be made by both management and employees of this Company to keep other contractors, clients and other interested parties informed of health and safety issues pertinent to this Company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g. memos, formal safety meetings, verbal, compilation of documentation, etc). The mode of communication will be agreed upon before work starts and that both site management and operatives are aware of this requirement.

Communications between management and employees of this Company will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their health and safety during the course of works. Modes of such communication can be found in "Consultation with Employees Procedures" in the Procedures Section of this Policy.

Trade contractors/sub contractors carrying out work for our Company are expected to have a communications procedure in place, which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of our vetting procedure prior to works being awarded.

Source:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Construction (Design and Management) Regulations 1994**

## **COMPANY STAFF VISITING HAZARDOUS AREAS/SITES**

"Hazardous Areas" in the context of this section relates to areas within the Company premises, or on external work sites (e.g. construction sites) where Company employees are required to work/visit on Company business. It is the policy of this Company that when Company employees are required to work in/visit external work sites or parts of the Company's premises that are deemed to be hazardous, then certain procedures will be put into place before entry or any works are undertaken. These procedures will either be in the form of a specific risk assessment or safe system of work as the case may be and might incorporate a permit to work system.

Source:           **Management of Health and Safety at Work Regulations, 1999**

## **CONFINED SPACES**

A confined space is defined in the Confined Spaces Regulations, 1997, as being a place of an enclosed nature where there arises a reasonably foreseeable specified risk. As entry, working and exiting from confined spaces are within our Company remit it will be ensured that such work is done in a safe manner as prescribed by legislation. This will include the provision of suitable and effective emergency arrangements, risk assessment prior to any working in a confined space and a Company safe system of work for entry, exit and working in confined spaces. Our Company employees will not be required to work in confined spaces if it is reasonably practicable to carry out the work in another way. Detailed Company procedures for entry, exiting and working in confined spaces can be found in the safe systems of work section of this safety policy.

Source: **Confined Spaces Regulations, 1997**

## **CONSULTATION WITH EMPLOYEES**

The Health and Safety (Consultation with Employees) Regulations, 1996, require the employer to consult with employees in good time on matters of health and safety in the workplace. It is the policy of this Company that all personnel will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety at the workplace, including:

- The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance;
- Planning and organising of required Health and Safety training for employees and health and safety information;
- Any health and safety information the Company is required to provide to our employees by or under any relevant statutory provisions;
- The health and safety consequences for Company employees of the introduction (including the planning thereof) of new technologies into the workplace.

### **Persons to be Consulted**

As required by law the consultation required with the employees of this Company will be with the employees directly, or if elected to the position by this Company's employees, a representative of employee safety. Where a representative of employee safety has been elected then the Company management will inform Company employees of the names of those representatives and the group of employees represented by those representatives.

Details of Company procedures relating to methods of consultation with employees can be found in "Consultation with Employees Procedures" in the Procedures Section of this policy.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**Health and Safety (Consultation with Employees) Regulations, 1996**  
**Construction (Design and Management) Regulations, 1994**  
**Management of Health and Safety at Work Regulations, 1999**

## **DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES**

The Dangerous Substances and Explosive Atmospheres Regulations impose requirements on employers so far as is reasonably practicable to eliminate or reduce risks to safety from fire, explosion or other events arising from the hazardous properties of dangerous substances in connection with work.

A dangerous substances is defined as:

- a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable;
- any other substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk;
- any dust which can form an explosive mixture with air or an explosive atmosphere.

It is the policy of this Company that all substances used by our employees or affecting our employees, will be assessed with regard to the risks imposed on the employee and others from fire, explosion or other events arising from the hazardous properties of dangerous substances in connection with work.

Where possible, dangerous substances will be substituted by another, less dangerous substance.

Where risks cannot be eliminated, this Company will apply measures to control risks and to mitigate the effects of fire, explosion or harmful physical effects arising from dangerous substances.

This Company will identify places in the workplace where an explosive atmosphere may occur and classify those places in accordance with the Regulations.

Assessments made under the Regulations will be recorded and retained for future reference by employees and First Aiders. The procedure for making such assessments can be found in the Procedures Section of this policy.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **The Management of Health and Safety at Work Regulations, 1999**  
                          **The Control of Substances Hazardous to Health Regulations, 2002**  
                          **The Dangerous Substances and Explosive Atmospheres Regulations, 2002**

## **DRUG AND ALCOHOL POLICY**

To assist in the safe performance of our duties, this Company operates a strict policy of **NO ALCOHOL** and **NO DRUGS** in the workplace.

No alcohol or drugs will be tolerated on site. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager **must** be informed of that circumstance.

Source:           **The Health and Safety at Work etc. Act, 1974**  
                          **The Management of Health and Safety at Work Regulations, 1999**  
                          **The Provision and Use of Work Equipment Regulations, 1998**

## DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations, 1992 require an employer to perform a suitable and sufficient analysis of workstations within the company for those employees deemed to be “users”, including those provided for use at home for the purpose of assessing the health and safety risks to which those persons using them are exposed in consequence of that use. It is the policy of this Company that a competent person will assess all workstations so as to ensure compliance with legislation, which in turn will ensure that employees are protected from potential harm. These assessments will be the subject of periodic review. The following definitions apply:

- “Display screen equipment” is defined as any alphanumeric or graphic display screen, regardless of the display process.
- “User” means an employee who habitually uses display screen equipment as a significant part of their normal work.
- “Workstation” means an assembly comprising display screen equipment (plus ancillaries), desk, chair, work surface and the immediate surrounding area, together with any other equipment used at the place of work, e.g. telephone, printers, etc.
- “Operator” means a self-employed person who habitually uses display screen equipment as a significant part of their normal work.

This Company has put in place procedures for completing assessments and these can be found in the Procedures Section of this Policy.

Sources:           **The Health and Safety (Display Screen Equipment) Regulations, 1992**  
                          **The Health and Safety at Work etc. Act, 1974**  
                          **The Management of Health and Safety at Work Regulations, 1999**  
                          **The Workplace (Health, Safety and Welfare) Regulations, 1992**  
                          **The Provision and Use of Work Equipment Regulations, 1998**

## EMERGENCY PROCEDURES

In order to ensure the safety of employees, and any other person, it is the policy of this Company that documented procedures are put in place regarding situations presenting serious and imminent danger. The individual emergency procedures contained in the Procedures Section, set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases it might mean some or all, of the workforce moving to a safer part of the workplace.

A sufficient number of competent persons within the workplace will be nominated to implement those procedures, which relate to evacuation of any part of the workplace.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Construction (Health, Safety and Welfare) Regulations, 1996**

## **EMPLOYMENT OF YOUNG PERSONS**

This Company does not generally employ young persons (defined in the Regulations as someone under 18 years of age) in the course of Company business (including for training purposes). However, in the event that this should change, risk assessments will be carried out on any risks to young persons before they start work in accordance with legislation. The young persons risk assessments carried out by this Company will follow the same procedure as that for other risk assessments as described in the Procedures Section of this safety policy, but will specifically take the following into account:

- The young person's inexperience, lack of perception of danger and immaturity;
- Their workplace and workstation;
- Any exposures to physical, chemical and/or biological agents;
- Any work equipment used;
- The work activities and processes to be undertaken;
- Any training provided, and any risks from specified agents and processes (listed in the original Directive).

The restrictions on work to be done by a young person, as required by legislation, will be complied with by this Company.

Source: **Management of Health and Safety at Work Regulations, 1999**

## **FIRE PREVENTION**

This Company does not require a Fire Certificate, either for its premises or site. However, in accordance with relevant legislation this Company recognises the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by our activities.

To this end we are committed to the principle of fire risk assessment (the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work) to determine fire risks and the control measures required to eliminate or reduce the risk of fire to as low a level as possible.

Where necessary, the assistance of suitable persons and/or companies will be enlisted. This Company is also committed to the provision of suitable and sufficient fire fighting equipment, training for identified members of staff in the use of such equipment, and any other such measures as required by the stipulations contained in relevant legislation. The Fire Risk Assessment and Fire Risk Checklist Sections in the Procedures Section of this Policy detail the way in which this Company will conduct fire risk assessment, as well as a checklist of items to be inspected on our premises.

Sources: **The Fire Precautions (Workplace) Regulations, 1997 (Amended 1999)**  
**The Construction (Health, Safety and Welfare) Regulations, 1996**  
**The Management of Health and Safety at Work Regulations, 1999**

## **EMPLOYMENT OF TEMPORARY WORKERS AND PERSONNEL OBTAINED FROM EMPLOYMENT BUSINESSES**

This Company recognises that it has duties to ensure the health and safety of employees who are temporary workers, or employees obtained from an employment business. These duties include the following:

1. To provide any operative whom he has employed under a fixed term contract of employment (i.e. Temporary Worker), or who has been provided by an employment business with comprehensible information on:
  - a) any special occupational qualifications or skills required to be held by that employee if he is to carry out his work safely (e.g. working at height); and
  - b) any health surveillance required to be provided to that employee by legislation.
2. To ensure that the person carrying on the employment business has been provided with comprehensive information on:
  - a) any special occupational qualifications or skills required to be held by the operative if he is to carry out his work for this Company safely; and
  - b) the specific health and safety features of the jobs in this Company to be filled by operatives obtained from employment businesses.
3. To check that the information provided by this Company, to an employer carrying on an employment business, is received by the operative (although it is appreciated that the person carrying on the employment business has a legal obligation to pass this information on once received from this Company).
4. Informing the persons responsible for the provision of health and safety assistance to this Company of the employment of temporary workers or of operatives obtained from an employment business.

It is the policy of this Company to adhere to the requirements above, and the responsibility for its implementation will be accorded to this Company's director, or a designated subordinate.

Source: **Management of Health and Safety at Work Regulations, 1999.**

## **FIRST AID**

It is the policy of this Company to provide, or arrange to be provided, equipment and facilities which are adequate and appropriate for rendering of First Aid to employees. Additionally, a sufficient number of trained and suitable persons will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of his daily tasks. The risk assessment process will be used to determine specific risks as necessary.

The procedures outlined in the Procedures Section of this policy will be used as a guide to enable this Company to determine suitable numbers of First Aid trained personnel.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of First Aid boxes/equipment and the names of First Aiders will be indicated by signage. Wherever reasonably practicable COSHH data sheets and assessments will be available for use by First Aiders.

Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/appointed persons are made responsible for the safekeeping and maintenance of First Aid boxes/equipment and their contents, and to report deficiencies to Company management for action.

Source: **Health and Safety (First Aid) Regulations, 1981**

## **HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES**

This Company is committed to providing a safe working environment for its employees required to work on construction sites. The standard that is used to achieve this goal, as well as monitoring of compliance, is the Construction (Health, Safety and Welfare) Regulations, 1996, these being regarded as the minimum requirements for this Company's operations. Where a particular site activity (e.g. erection of scaffolding) is not part of our Company operation then this Company will make all reasonable enquiries to ascertain compliance by other parties responsible for provision of such aspects of the works. The Procedures Section of this Safety Policy contains various aspects of health and safety on site (i.e. CDM Roles and Responsibilities, Site Documents, Site Monitoring and Auditing Procedures, Temporary Structures, Emergency Procedures, Transport, etc).

Source: **Construction (Health, Safety and Welfare) Regulations, 1996**

## **HAZARDOUS SUBSTANCES**

Hazardous Substances encompass all those substances - liquid, solid, gaseous or biological, that may pose a hazard to health.

It is the policy of this Company that all substances used by our employees or affecting our employees, will be assessed with regard to the health risks imposed on the employee and others. Where possible, hazardous substances will be substituted by another, less harmful substance. The company will also take due regard to the storage and transport of hazardous substances.

Assessments made under the Regulations for controlling hazardous substances will be recorded, and retained for future reference by employees and First Aiders. The procedure for making such assessments can be found in the Procedures Section of this policy.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Control of Substances Hazardous to Health Regulations, 2002**  
**The Dangerous Substances and Explosive Atmospheres Regulations, 2002**

## **HEALTH AND SAFETY ASSISTANCE**

The Health and Safety People Limited have been retained by this Company for the purpose of assisting the Company in keeping up to date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Their call out service and telephone advisory service is available. A Director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below. Should a call be answered by an answer phone, the caller must record their name, their Company name and the number at which that person may be contacted.

**The Health & Safety People Limited: 01767 682 800**

## **HEALTH, SAFETY AND WELFARE ON COMPANY PREMISES**

It is the policy of this Company that close attention is paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements on health, safety and welfare of its employees at work. Where such a duty extends to outside contractors, visitors or others attending our premises, then procedures will be implemented to ensure their health, safety and welfare whilst on our premises. The Company's risk assessment procedure will be used to identify risks to health and safety on the Company's premises. A breakdown of the various requirements for health, safety and welfare under the relevant health and safety legislation can be found in "Health, Safety and Welfare in the Workplace" in the Procedures Section of this policy.

Source: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Workplace (Health, Safety and Welfare) Regulations, 1992**

## **HIRE AND SUPPLY**

### **Hire**

Where equipment is hired in from another organisation, this Company has a duty under The Provision and Use of Work Equipment Regulations, 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required is carried out at the correct intervals by a competent person;
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations, 1998.

### **Supply**

Where equipment is supplied to another organisation, this Company has a duty under The Provision and Use of Work Equipment Regulations, 1998 to:

- Ensure that it is supplied in good working order, accompanied by a current inspection/test certificate;
- Ensure that it is supplied with all relevant information and instruction;
- Provide any training as required by the hirer;
- Provide maintenance/inspection schedules as required;
- Ensure that any equipment supplied complies with The Provision and Use of Work Equipment Regulations, 1998.

Source: **The Provision and Use of Work Equipment Regulations, 1998**

## **LIFTING OPERATIONS**

It is the policy of this Company that all lifting operations carried out by or on behalf of this Company by others will at all times be safe. This policy also extends to any lifting equipment used by the Company or others on its behalf and includes equipment that may be wholly owned or hired in by the Company or others working on its behalf.

Lifting equipment means any chain, sling, shackle, crane or hoist or any other piece of equipment designed to raise or lower a load. Also included is equipment that is designed to raise or lower persons such as lifts, mobile elevated work platforms and ropes used for climbing work.

All those persons who use lifting equipment whilst carrying out work for this Company and those who supervise them will at all times have adequate health and safety information available to them.

A competent person will plan all lifting operations and only those persons who are specifically trained and authorised will be allowed to operate the equipment.

It is the policy of this Company that all equipment used for the purposes of lifting will be supported by the correct and up-to-date documentation.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **The Provision and Use of Work Equipment Regulations, 1998**  
                          **The Lifting Operations and Lifting Equipment Regulations, 1998**

## **MANUAL HANDLING OPERATIONS**

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, this Company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the Company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this Company (as the employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the Company's employees.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations 1999**  
                          **Manual Handling Operations Regulations, 1992**

## OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE

At the present time Company employees use or come into contact with substances in concentrations, or in circumstances, which warrant an occupational health programme or health surveillance to be carried out.

The need for health surveillance has been identified as a result of our assessment procedures and by review of applicable health and safety legislation, and such health surveillance and monitoring has been initiated by the management of this Company. Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used, (and their effects on health) and legislative requirements.

Sources:           **Management of Health and Safety at Work Regulations, 1999**  
                          **Control of Substances Hazardous to Health Regulations, 2002**  
                          **Control of Lead at Work Regulations, 2002**  
                          **Control of Asbestos at Work Regulations, 2002**

## NOISE AT WORK

Excessive noise in the workplace presents a risk to all personnel, and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provisions to protect their employees from levels of noise that could pose a risk to their hearing.

It is the policy of this Company to comply with the Noise at Work Regulations, 1989, insofar as they affect our own employees and those persons not in the employ of the Company. A noise survey will be carried out by a competent person to ascertain the actual levels, where any doubt exists as to whether any machinery or plant owned or used by Company employees has a noise output in excess of 85dB(A), or a peak output in excess of 200 Pascals.

Where the level is less than 85dB(A) no further action will usually be necessary, although it is the policy of the Company to keep all noise to a minimum level consistent with good commercial practice.

Where the level exceeds 85dB(A), but is less than 90dB(A), then all persons affected shall be advised of the survey results, instructed about industrial hearing loss and advised to wear hearing protection. The Company shall supply, maintain and replace such protection free of charge.

Should the survey reveal levels of over 90dB(A), and/or peak levels of over 200 Pascals, then the Company shall do all that is possible to reduce these levels so far as is reasonably practicable. Identified areas will be marked as Ear Protection Zones in accordance with BS 5378, and the wearing of hearing protection shall be made mandatory.

Employees have a duty under these Regulations to wear protection provided. Records will be kept of all surveys and subsequent action taken.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Noise at Work Regulations, 1989**

## **SAFETY AUDITS**

Progressive improvement in Health and Safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control. It is the policy of this Company that a systematic audit of all safety arrangements will be carried out on a regular basis.

Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area.

Where appropriate the Company's health and safety advisers, The Health and Safety People Limited, will visit the workplace to carry out Safety Inspections and Audits.

Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of the Company and improve the overall safety culture within the workforce.

An example of a typical audit form can be found in the Workplace Monitoring and Auditing Procedures in the Procedures Section of this policy.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Construction (Health, Safety and Welfare) Regulations, 1996**

## **OUTSIDE CONTRACTORS WORKING ON THIS COMPANY'S PREMISES**

It is the policy of this Company that in situations where outside contractors (e.g. utility company personnel, cleaners, maintenance personnel) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. These measures may include any or all of the following:

- Induction training (to include the hazards and/or risks posed by this Company's operations);
- Supervision by a competent representative of this Company who is aware of the hazards presented in the area of works to be performed;
- Ensuring that personal protective equipment has been provided and is being worn, as required;
- Verifying that the outside contractor is competent and trained to carry out the proposed tasks;
- Ensuring that outside contractors' employers have received appropriate safety information relative to their proposed tasks, issued by this Company, and that outside contractor employees have been informed of such information prior to their works commencing.

The measures to be taken will be dependent upon the hazard presented and the control measures as recommended by the risk assessment procedures. Likewise, this Company requires that any proposed works by outside contractors' employers which includes elements of risk or hazard to this Company's employees, is communicated by that employer to this Company's authorised representative in the form of a risk assessment or similar, prior to works commencing on the premises.

Source:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

It is the policy of this Company that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

It is also a legal requirement that the employee uses the protective equipment provided by the Company, where practicable return it to the accommodation supplied, and report defects or loss of PPE to the Company immediately.

PPE will only be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

This Company also recognises that they are legally required to provide training to their employees in the proper fitting and use of PPE, and the provision of accommodation for the PPE it provides to its employees when it is not in use.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Personal Protective Equipment at Work Regulations, 1992**

## **PROTECTION OF THE PUBLIC**

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities is to be identified in the risk assessment procedure and the control measures required to prevent such injury or ill health implemented as part of the risk assessment procedure.

Source:            **Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**

## **SHARED PREMISES**

As this Company shares its premises with other parties there could be risks inherent in our work processes that may affect the health and safety of persons not in our employ, but who are employees of or visitors to the other party. Likewise there could be risks inherent in the other party's business undertaking that may affect the health and safety of our own employees or visitors. It is the policy of this Company that the following procedures be put into place:

- We will co-operate so far as is necessary with the other employers concerned to enable them to comply with statutory requirements imposed upon them;
- Any measures taken by this Company to comply with the requirements of the relevant statutory provisions will be co-ordinated with the measures taken by the other parties who are striving for the same goal on the part of their business(es);
- We will inform the other parties concerned of the risks to their employees' health and safety arising from the carrying out of our business (our risk assessment process would be instrumental in achieving this goal).

As required by legislation we would expect that other parties sharing these work premises with us comply with the requirements set out above.

Source:            **The Management of Health and Safety at Work Regulations, 1999**

## TRADE CONTRACTORS SAFETY INFORMATION

Safety information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all Trade Contractors and persons under their control and forms part of the Terms of Contract. Trade Contractors are required to ensure that:

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
2. Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
3. They comply with all the relevant legislation applicable to the workplace;
4. They provide the correct protective equipment and clothing to their employees at the contractor's expense;
5. Employees remain within the designated areas of their work;
6. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed, the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute or Common Law. Failure to comply with our Company's Health and Safety Policy or any legal requirements will lead, at our Company's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

Source:           **Health and Safety at Work etc. Act, 1974**  
                      **Management of Health and Safety at Work Regulations, 1999**  
                      **Construction (Design and Management) Regulations 1994**

## TRAINING

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do. Whilst appropriate qualifications are required by the Company before employment, it is not accepted that training will cease for that employee. It is the policy of this Company that all employees continue training during the course of their employment by various methods ranging from attending residential courses to "toolbox talks".

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Company Safety Policy. An awareness of safety issues at all levels is an important feature in the promotion of this Safety Policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory and records kept of courses and qualifications. Examples of training records can be found in "Consultation with Employees Procedures" in the Procedures Section of this policy.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                      **Management of Health and Safety at Work Regulations, 1999**  
                      **Provision and Use of Work Equipment Regulations, 1998**

## **WORKS FALLING UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994**

This Company has the ability to assume roles and responsibilities under the above regulations, dependent upon the duty holder role decided upon at the pre tender stage of the works. It is our aim to comply with the Regulations insofar as they relate to our work activities and our relations with other duty holders during the course of the works, and to ensure that all duties and responsibilities assigned to us under the relevant statutory provisions are fulfilled in as competent a manner as possible. The detail of the requirements of various roles under CDM are described in “CDM Roles and Responsibilities” in the Procedures Section of this policy, and it is the intention of this Company to adhere to its responsibilities in performing whatever role it assumes during a project which falls within the scope of the CDM Regulations.

Source: **Construction (Design and Management) Regulations, 1994**

## **WORK EQUIPMENT**

It is the policy of this Company that all work equipment used in the course of Company activities, whether provided by the Company, on lease or loan to or from another Company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions and at intervals set by this Company.

Work Equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instructions in the safe use of that equipment.

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is considered to be in any way dangerous, will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that equipment. Where applicable, manufacturers and/or suppliers of work equipment to this Company will be approached by management to supply pertinent safety instruction and information relating to the work equipment’s function and safe usage.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Provision and Use of Work Equipment Regulations, 1998**

## **WORKING AT HEIGHT**

The operations of this Company include the need for employees to work at height. Such operations are recognised as being hazardous to Company employees, other trades on site and in some cases members of the public.

This Company's management undertake to minimise the hazards presented by assessing the hazards and likely risk and implementing control measures to reduce the risk as far as reasonably practicable. Control measures will be based on the findings of risk assessments (together with any other assessments required by legislation) and the requirements of specific legislation dealing with work at height. Additionally, it is the policy of this Company to devise and implement safe systems of work that address the risks posed by working at height.

In essence operatives working from suspended equipment such as cradles will require a permit to work as detailed in the procedures section of this Safety Policy. Work at height undertaken from temporary access platforms such as scaffolds will only take place once the company representative responsible for the work has satisfied themselves that the access platform has been erected in accordance with current legislation and has received confirmation of this in the form of a handover certificate from the company responsible for the erection of the scaffold.

Source:           **The Health and Safety at Work etc. Act, 1974**  
                      **Management of Health and Safety at Work Regulations, 1999**  
                      **Construction (Health, Safety and Welfare) Regulations 1996**  
                      **Provision and Use of Work Equipment Regulations 1998**  
                      **Lifting operations and Lifting equipment Regulations 1998**

## **WORKING WITH ELECTRICITY**

It is the policy of this Company that no person in its employ be allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out. The following factors will be considered when determining whether work with live conductors is justified:

1. When it would not be practicable to carry out work with the conductors dead (e.g. testing purposes);
2. If making the system dead will create hazards for other users of the system, or for continuously operating plant, etc;
3. The need to comply with other statutory requirements;
4. The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

This Company recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary, should not be so near the conductors that they are at risk of injury.

Portable electrical equipment will be tagged, tested and maintained on a regular basis. The recommended maintenance frequencies under Electrical Procedures at Work in the Procedures Section will be used as a reference point for all items of electrical equipment utilised by this Company.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                      **Management of Health and Safety at Work Regulations, 1999**  
                      **Electricity at Work Regulations 1989**

## **WASTE DISPOSAL**

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable. Such procedures are specified in the Procedures Section of this safety policy where applicable, or are covered separately in the Safe Systems of Work Section of this policy.

Source:           **Environmental Protection Act, 1990**  
                      **Control of Substances Hazardous to Health Regulations, 2002**  
                      **The Health and Safety at Work etc Act, 1974**  
                      **The Controlled Waste Regulations, 1992**  
                      **The Special Waste Regulations, 1996**  
                      **The Carriage of Dangerous Goods & Use of Transportable Pressure Equipment**  
                      **Regulations, 2004**

