



**HEALTH AND SAFETY POLICY**  
(REV 0/2009)

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**1. GENERAL**

**1.1 Policy Statement**

The Company Health and Safety Policy is based on an absolute conviction that all types of accident can be prevented. Accidents not only cause injury to people, leading to personal suffering, but they also cause damage to plant, property and product.

The Company will take reasonable measures to ensure that we conduct our business in a safe manner. Our aim is to implement a health and safety management system, which is based on achieving compliance with our legal requirements as a minimum.

The management of health and safety is a fundamental part of our business and our systems are designed to contribute in improving business performance. Managers must ensure that all aspects of our business is managed in a safe manner and must take practical measures to ensure that our activities do not harm our employees, customers, contractors and members of the public.

In order to achieve good health and safety performance adequate resources will be provided to implement this policy and associated improvement programmes. The Company will ensure that safe and healthy working conditions are provided and maintained in an efficient order. Risk assessments will be undertaken for all our hazardous operations and safe systems of work, safe plant and equipment, instruction and training will be provided in order for our employees to work safely.

The Company also recognises our responsibility towards the environment and will ensure that our activities are carried out without detriment to the environment.

Managers must be conversant with the contents of this policy and must plan, regularly review and develop this policy. All employees are required to comply with this policy and must understand their specific responsibilities, which are outlined in the organisation responsibilities section. This includes co-operating with the Company on safety matters and taking care of their own health and safety and the safety of others affected by their activities.

Every employee has the right to raise health and safety concerns with a Manager. Effective two way communication and consultation of health and safety is essential and will be achieved by health and safety being a set agenda item at meetings and during employee consultations.

The policy will be brought to the attention of all employees through induction training and a copy will be displayed on the health and safety notice board at our site(s). Furthermore each employee will be provided with a copy of the policy.

This policy will be reviewed annually or more frequently as necessary in the light of legislation requirements or significant changes to the way we operate our business.

Signed .....

Paul Beauchamp Managing Director

Date .....

## **1.2 Objective of the Health and Safety Policy**

The objective of this Policy is to provide effective planning, organisation, control, monitoring and review of preventative and protective measures, which are achieved by the following.

### **Planning**

Adequate planning to ensure that the health and safety policy is fully implemented, with a systematic approach for identifying priorities and setting health and safety objectives, for eliminating hazards and reducing risks.

This will include a programme, with deadlines for the completion of risk assessments, safety method statements and the implementation of control measures. Wherever possible, risks should be eliminated through selection and design of facilities, equipment and processes.

### **Organisation**

The organisational structure has identified individual health and safety responsibilities for implementing health and safety. Training will be provided in order for individuals to carry out their responsibilities. We recognise that a competent workforce is a safe workforce and the competence of our employees will be under continual assessment. Managers and employees must be involved in carrying out risk assessments and must be consulted when implementing suitable control measures.

Our appointed external Health and Safety Consultant (Ranmoor Health and Safety Ltd) will assist with all aspects of implementing the health and safety management system.

Health and safety will be an agenda item at meetings and an effective means of communication and consultation will be established so that employees are provided with adequate health and safety information.

### **Control**

Adequate resources will be provided in order for those with responsibilities to discharge them effectively. Standards will be set by measuring the performance of those with responsibilities to ensure that they are met.

All employees must receive information, instruction and training and must be adequately supervised in order to work safely.

### **Review and Monitoring**

In order to measure the implementation of the health and safety policy, the safety management system will be monitored to assess how effective risks are being controlled.

Active and reactive monitoring systems will be used which include routine inspections, accident investigations, safety audits, measuring safety objectives and management review. The results of monitoring will be fed back into the safety management system in order to ensure continual improvement.

Ranmoor Health and Safety Ltd will carry out an audit of the management system so that we have an independent assessment of our health and safety performance.

## **2. ORGANISATION (RESPONSIBILITIES & ACCOUNTABILITY)**

### **2.1 General**

The Managing Director is ultimately responsible for the application of Health and Safety Legislation and for achieving the objectives of the Health and Safety Policy.

The Managing Director delegates this authority through Managers and Supervisors to employees as defined on the following pages, defining the responsibility for which they will be held accountable.

However every person regardless of position has a legal obligation placed upon them, which includes a duty of care to all other people.

This liability cannot be passed on to anyone else.

There is also a responsibility to observe Acts, Regulations and Codes of Practice.

### **2.2 All Employees**

All employees are held accountable at law, not to commit acts in breach of legislation and they must not wilfully, and without reasonable cause, do anything likely to endanger themselves or others.

The Company undertakes to provide full instruction, training, supervision and information to enable all employees to fulfil their duties expressed in this section.

All employees must:-

- a) Demonstrate their commitment to health and safety through their own attitude and behaviour and promote health and safety in the way they carry out our activities.
- b) Co-operate with the Company in the implementation of all aspects of health and safety.
- c) Conform to rules, procedures and instructions regarding safe working in any workplace or on any job.
- d) Report to a Manager or Supervisor unsafe plant, tools and equipment and unsafe practices, methods of work and any other hazards.
- e) Use correct methods of work, as per the relevant safety method statements and not improvise by using methods, tools or equipment, which entail unnecessary risks.
- f) Assist in the maintenance of good housekeeping standards.
- g) Report any accident or near miss incident to a Manager immediately.
- h) Assist in the investigation of accidents and incidents.
- i) Wear and use the necessary protective clothing and equipment specified in risk assessments, safety method statements and site rules.

- j) Comply with Client/Main Contractor's health and safety site requirements.

### **2.3 Managing Director**

The Director is ultimately responsible for achieving the objectives of the Health and Safety Policy within the Company. He must:-

- a) Take responsibility for, lead and promote the Safety Culture within the Company.
- b) Ensure that all employees know and accept their responsibilities for the Health and Safety Policy and the requirements for the implementation of the policy.
- c) Provide adequate resources in order to fully implement the objectives of the policy.
- d) Monitor the effectiveness of the policy by reviewing safety performance.
- e) Fully investigate any health and safety implications when investing in new plant, processes, products, services and contract tenders.
- f) Make health and safety targets and actions an agenda item at meetings with the management team.
- g) Set health and safety objectives for employees and review their performance against these objectives annually through the Company appraisal system.
- h) Take practical measures to ensure that business decisions do not harm our employees, contractors, customers and members of the public.
- i) Ensure that all accident/incident reporting and investigation procedures are carried out. Examine all accident reports, implement any remedial action and monitor accident statistics.
- j) Work closely with our consultants, Ranmoor Health and Safety Ltd to ensure that the health and safety management system is fully implemented.

### **2.4 Site Managers**

The Site Managers are responsible for ensuring that the organisation and arrangements for carrying out the policy are adhered to; as part of the management team they will:-

- a) Lead by example and promote health and safety.
- b) Ensure that a risk assessment and safety method statement has been completed before work commences.
- c) Operate within all legal and Company requirements applicable to the work in their area of work and the site requirements a) within Power System Services Ltd, and b) under the control of Client/Main contractors.
- d) Clearly define safe operating procedures and instructions and ensure that they are known and observed.

- e) Ensure that safety receives full consideration in:-
- current work programmes
  - planning and design to Client's/Customers requirements
  - new operations and methods of work
  - operational activities
- f) Ensure that employees are properly trained and, in particular, receive adequate induction training and on-the-job training.
- g) Take reasonable steps to ensure adequate control of contractors, their employees and sub-contractors, whilst at work on our sites.
- h) Take reasonable steps to ensure that all plant and equipment for use at work is adequately maintained, checked on a daily basis and tested to ensure its safety.
- i) Carry out random site inspections and use the findings to improve health and safety standards.
- j) Seek consultation with and contribution from employees.

## **2.5 Supervisors (NS Nominated Supervisors)**

Supervisors and such personnel are responsible and will be held accountable for assisting the Site Managers in achieving arrangements of the Health and Safety Policy.

In the unique position to influence Company/employee relationships, they have the following important duties:

To take immediate action to stop any unsafe practice or procedure.

- a) To understand and operate within all legal and Company requirements applicable to the work and by continual and regular checks, ensure that these are adhered to in practice. Ensure that all personnel have the skills to carry out the tasks required.
- b) Ensure that all plant, tools and equipment are available, are safe to use and that there is safe access to all places at work.
- c) Ensure that all safe working procedures and instructions are applied in practice, and report to appropriate Management or Site Representative the need for revision of such procedures and where further training needs are identified.
- d) As part of the normal routine, maintain the highest standard of housekeeping.
- e) Implement the accident/incident reporting and investigation procedures and conform to agreed Company practice.
- f) Ensure that all new employees and trainees have received appropriate training to conform to agreed Company practice.

- g) In certain emergency or unforeseen circumstances where close supervision is required, in the absence of the Site Manager, they will take all possible steps to minimise health and safety risks.
- h) Ensure that all areas or jobs requiring protective clothing or equipment are specified. Ensure that this protective clothing and equipment is worn and used, by applying agreed disciplinary procedures if required.
- i) At all times set the example for all employees to follow.
- j) Bring to the attention of a Senior Manager and our external Health and Safety Consultant any unsafe acts or conditions.
- k) Ensure that our employees adhere to all health and safety site requirements a) within Power System Services Ltd, and b) under the control of the Client / Main contractor.

## **2.6 Health and Safety Committee**

- a) A Joint committee is established for the purpose of communication and consideration of all aspects of the Company's Health and Safety Policy and the implementation thereof. Matters for consideration will include, but not be limited to:-

### Health and Safety Policy

- Health and Safety Objectives
  - Statutory Legislation and Codes of Practice
  - Training and Instruction
  - Accident/incident Statistics
  - Safety inspections and audits of the health and safety management system
  - Effects of changes in working practices or equipment
- b) Membership of the committee will be drawn from volunteers from different departments of the Company, and the committee will be chaired by the Managing Director with a Site Manager deputising in his absence. The committee will meet regularly. Present membership of the committee is shown in Appendix 2.

## **2.7 Safety Responsibility (Family Tree) Appendix 1**

### **Note: All employees Section 7 HASAW Act**

It shall be the duty of every employee while at work:-

- (a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

### 3. ARRANGEMENTS

#### 3.1 Risk Assessments

Each Department will ensure:-

- a) Risk assessments must be completed for all significant hazards throughout all functions of the Company. Risk assessments must consider all those who might be affected by our activities, e.g. employees, visitors, contractors and members of the public.
- b) The general principles of a Risk assessment is to:
  - **Identify the hazards**, (including specific risks identified by Acts or Regulations)
  - **Identify who might be harmed and how**, (including specific groups, e.g. young workers, new and expectant mothers, specific needs, lone working)
  - **Evaluate the risks from the identified hazards**, (including the effectiveness of existing controls and additional controls required to reduce the risk)
  - **Implement control measures**, (eliminate or reduce the residual risks by implementing safe systems of work)
- c) In addition to risk assessments safe working procedures and safety method statements will be completed in order to provide employees and sub-contractors with the safe system of work for carrying out our activities. All employees and sub-contractors will be briefed on the findings of the risk assessment and safety method statements. It is a requirement that all employees and sub-contractors attending such briefings must sign a register in acknowledgement that they have received and understood the hazards, risks and control measures.
- d) Point of work risk assessments must be completed on a daily basis in order to ensure the ongoing effectiveness of risk control measures identified in job specific risk assessments and safety method statements.
- e) Risk assessments and safety method statements must be reviewed and modified where necessary following a new work instruction; accidents/incidents; changes in work processes or where they become no longer valid, e.g. changes in legislation.

#### 3.2 Accidents and Near Miss Incidents

- a) All accidents and near miss incidents must be reported in the Company Accident/Incident book. Accidents and incidents occurring at a Clients premises or a site under the control of a main contractor must also be reported to a Site representative. It is the responsibility of all employees to ensure that accidents and near miss incidents are reported. Entries into the accident book must be completed by a Site Manager, Supervisor or trained first aider.

- b) The Managing Director must be notified of all accidents and near miss occurrences at the earliest opportunity.
- c) All accidents/incidents will be investigated by a Site Manager. The aim is to learn when things go wrong and how to prevent similar accidents/incidents re-occurring.
- d) Witness statements must be taken from the injured person and any witnesses to the accident or incident. Ideally witness statements should be completed at the earliest opportunity to ensure that factual details of the accident or incident are recorded.
- e) Where a major accident/incident occurs, e.g. a broken limb; collapse of machinery or a structure; injury requiring hospital treatment; the scene of the accident must not be disturbed nor evidence removed until a full investigation has been completed. A Senior Manager as well as the Site representative must be notified immediately of such incidents and where necessary the relevant enforcing authorities.
- f) **RIDDOR** - In order for the Company to fulfil our obligations under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the local enforcement authority will be notified where applicable. It is the responsibility of a Senior Manager to report RIDDOR's within the timescales set within these regulations, see Appendix 4.
- g) The accident/incident book should be reviewed during formal health and safety meetings in order to identify trends and take measures to reduce accidents/incidents.

### 3.3 Fire Prevention Procedures

- a) A Fire Risk Assessment has been completed for our premises in order for the Company to fulfil our obligations under the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- b) Fire safety precautions comprising of a fire alarm, fire extinguishers, emergency lighting and fire exit signs have been provided at our Company premises. Fire safety precautions must be adequately maintained by a competent contractor and must be tested on a regular basis in order to ensure its effectiveness. All testing, maintenance and repairs must be logged on a Fire Log register.
- c) All employees must receive training in fire safety and evacuation procedures. Fire wardens must be appointed and trained in order for them to fully understand their responsibilities. Fire evacuation drills must be carried out at least annually observations should be made and be recorded to evaluate effectiveness.
- d) Fire alarm drills will be undertaken at set intervals so that employees are familiar with the sound of the fire alarm and the procedure to follow in an emergency situation.
- e) All employees are required to comply with the fire safety provisions at Client's premises. Employees must make themselves familiar with the fire safety arrangements on site including the means for raising the alarm, fire escape routes and fire assembly points. Employees must ensure that our activities do not comprise fire safety provision or arrangements on site.

### **3.4 Safety Training**

- a) Health and safety training is provided for all new starters and where job specific training is required. All training must be recorded on standard Company training forms, which must be signed for by each employee; records must be kept for auditing purposes. A training card will be kept for each employee in order to record those tasks for which employees are competent to perform safely. An overall training matrix must be maintained in order to keep up to date with training needs, e.g. refresher training.
- b) Basic health and safety training will be provided for all employees as part of the employee induction training programme and during on the job training. It is the responsibility of Senior Managers to ensure that training is delivered by a competent person. Safety training must include the relevant hazards and risks associated with risk assessments and safety method statements. In addition employees will undertake job specific health and safety training.
- c) Site Managers and Supervisors must ensure that no employee is asked to do a job for which they have not received job specific safety training. Equally it is the responsibility of the Site Managers and Supervisors to ensure that the competence of employees is assessed at a local level and on an ongoing basis, so that employees remain safe.
- d) Safety training must take place before the implementation of new processes and equipment. Training will be provided on an ongoing basis through a series of 'Toolbox Talks', which focus on specific health and safety hazards and issues arising out of our operational activities. This will allow the Company to increase the awareness of employees on health and safety issues and provide refresher training and training appropriate to legislative changes.

### **3.5 Visitors and Contractors**

- a) All visitors and contractors must be signed in/out of Company premises. It is the responsibilities of visitors and sub-contractors working on our behalf to follow the relevant signing in procedures at Client's premises. All employees and visitors are required to comply with the relevant site rules and conditions of work imposed on them.
- b) Visitors where required must comply with the rules at the Client's site in relation to safety inductions and the wearing of PPE.
- c) Where appropriate only sub-contractors from the approved contractor list will be allowed to carry out work on behalf of the Company. Approval of a contractor will include an assessment of health and safety and be subject to the suitability of safety arrangements. Sub-contractors are required to complete a Pre Qualification Questionnaire and will be subjected to ongoing assessments on health and safety arrangements and performance. Safety information will be collated and assessed, with assistance from, Ranmoor Health and Safety Ltd, e.g. Contractors Liability Insurance covers Health and Safety Policy, Risk Assessments and Safety Method Statements.

- d) All sub-contractors must be made aware of the safety rules and standards at Client's premises. In recognition of our duty towards others, sub-contractors will be provided with a copy of relevant risk assessments and safety method statements and any other relevant safety information. Where relevant sub-contractors will also be included in ongoing 'Toolbox Talks'. Sub-contractors are required to sign a register following the receipt of health and safety documentation.
- e) Sub-contractors will be monitored on site daily by Supervisors and on a more formal basis during site inspections and audits.

### **3.6 First Aid Arrangements**

- a) First aid boxes are provided at our premises in order for the Company to comply with our duties under the First Aid at Work Regulations 1981. First aid training will be provided for key personnel to ensure that there is adequate provision for first aid in the absence of first aid provision at Client's sites.
- b) Site Managers must ensure, as part of the planning of the works, that First aid arrangements are provided and are suitable at Client's premises. It is the responsibility of our employees to familiarise themselves with First aid arrangements.
- c) The contents of first aid boxes must be kept fully replenished and serviceable. First aid boxes must be checked during weekly site inspections.
- d) Travelling First aid kits will be provided for each Company vehicle. Employees are responsible for ensuring that the contents of the First aid kits are checked and replenished on a regular basis.

### **3.7 Hazardous Substances**

- a) All substances purchased by the Company must be accompanied with the relevant Material Safety Data Sheet (MSDS) so that an assessment of the hazard and risks can be made, to safe guard the health and safety of employees coming into contact with it.
- b) The Company will comply with the provisions set out in the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Our policy is to achieve the control of hazardous substances by using a hierarchy of controls which include: -
  - Prevention of exposure through elimination or substitution
  - Minimising exposure through the use of mechanical controls
  - Provision and maintenance of PPE where appropriate
  - Information, instruction, training and supervision of employees
- c) Furthermore health surveillance will be provided where required and the relevant records will be kept for 40 years.
- d) All employees must receive information and instruction for the use of any products where a risk has been identified. Furthermore all employees must comply with site rules in relation to hazardous substances in use at Client's premises.

### **3.8 Electricity**

- a) All Electrical work must be carried out by a competent electrician in compliance with IEE Wiring Regulations and the Electricity at Work Regulations 1989. Minor repairs, e.g. changing fuses, fitting light bulbs, can be carried out by nominated person(s), who have received electrical training. Electrical training must also include how to carry out electrical visual inspections.
- b) All portable equipment must be checked and inspected; this should be achieved during daily pre operation checks and formal electrical equipment inspections. Portable Appliance Testing (PAT) must be completed by a competent person; all electrical equipment must be individually numbered and placed on a register. Results of checks and repairs will be recorded on the register, which must be kept on site. Any faults found must be rectified.
- c) All fixed electrical equipment must be adequately labelled, maintained and checked for electrical safety by a competent electrician. This will usually be carried out at 3 or 5 year intervals or sooner, as dictated by electrical faults or repairs.
- d) Electrical equipment provided for use on site consists of 110v powered hand tools, transformers and extension leads. It is the responsibility of employees to ensure that electrical tools are maintained in a safe condition, this must be facilitated by inspections of tools prior to their use. Any defects must be reported to a Supervisor immediately so that a replacement can be provided and the tool labelled and taken out of use until a repair is affected. The electrical equipment register must be maintained and kept up to date with current electrical equipment.

### **3.9 Display Screen Equipment**

- a) All workstations, where employees use a visual display unit for a significant part of their working day, must be assessed in order to meet the requirements of the Health and Safety Display Screen Equipment Regulations 1992 (DSE). The control measures identified in the risk assessment must be fully implemented.
- b) Each employee falling within the scope of DSE must complete a checklist as part of the assessment process. The completed checklist will be reviewed by a Manager and where necessary control measures will be implemented.
- c) Information relating to the correct workstation layout and seating position will be provided in order for employees to check that their workstation is adjusted correctly.
- d) The specification and purchase of new equipment must comply with these Regulations.

### **3.10 Manual Handling Operations**

- a) All employees have a responsibility to ensure that safe lifting techniques are followed during manual handling activities. Site Managers and Supervisors are responsible for ensuring that manual handling activities are planned and suitably controlled by implementing the following Hierarchy of Controls:

- Avoid all hazardous manual handling operations where reasonably practicable
- Carry out an assessment of manual handling in order to reduce the risk
- Provide mechanical assistance to reduce the risks

In addition, employees will be provided with manual handling training in 'How to Lift Safely'.

- b) Manual handling assessments must be completed to cover our activities where there are significant manual handling risks. Every effort must be made to fully utilise mechanical assistance and where necessary team lifting in order to reduce the risk of injury. Employees are reminded that they must follow safe lifting techniques, including the assessment of loads by utilising load/weight information and by conducting trial lifts.
- c) Managers ordering bulk items must consider manual handling issues, where the load can be made smaller or lighter this must be considered as part of the Hierarchy of Controls in order to reduce the risks associated with manual handling.

### **3.11 Housekeeping**

- a) Slips trips and falls can be prevented by good housekeeping and by maintaining the work area in a safe condition. Employees are reminded of their responsibilities in keeping their area of work safe and tidy. Access routes must be maintained to and from work areas by ensuring that materials and equipment are placed safely during the work process.
- b) Employees must ensure that their activities do not place other employees, visitors, sub-contractors, customers and members of the public at risk; it is imperative that housekeeping is implemented as part of the work process.
- c) Trailing cables must be organised to minimise risks by routing them safely within the work area. Furthermore trailing cables must be unplugged and re-coiled when not in use.
- d) Waste materials must be transferred to the relevant waste skips provided at our premises or disposed of utilising the system for disposing waste on site. Where the Client has made arrangements for waste segregation, e.g. recycling, employees must ensure that these requirements are followed.

### **3.12 Work Equipment**

- a) The use of plant and equipment must be covered by documented Safe Working Procedures in order for the Company to comply with the provisions set out in the Provision and Use of Work Equipment Regulations 1998. Safe working procedures will include risk control measures, safety method statements and manufacturers instructions.

- b) All plant operators must be trained, licensed and authorised to operate plant. Operators must carry out daily checks, which must be logged on a plant register to ensure that plant is maintained in a safe, efficient working order.
- c) All plant and vehicle operators must adhere to site rules in relation to the site traffic plan, traffic routes and procedures for the segregation of vehicles and pedestrians.
- d) Employees must check all plant and equipment before use. Any defects noted must be reported to a Manager or Supervisor in order for an assessment to be made to determine whether the equipment is safe or whether it must be taken out of use.
- e) Plant and equipment registers must be available on site and weekly inspections must be completed.
- f) All maintenance, repairs and servicing must be undertaken by competent persons and must be recorded on an equipment register.
- g) Where equipment is hired e.g. crane's, mobile elevated work platforms they must be accompanied by a current examination and test certificate.
- h) Where work equipment is designed to be fitted with guards, those guards must be fitted and adjusted correctly prior to use.

### **3.13 Safety Monitoring**

- a) In order to assess the suitability of our health and safety management system, regular inspections of the workplace will be conducted by nominated employees. Site inspections at Client's sites will be undertaken through daily point of work risk assessments and contractor to contractor audits.
- b) Site Managers are responsible for completing health and safety checks using a standard safety inspection proforma. Supervisors will be responsible for carrying out daily site checks as part of the ongoing supervision of work. Health and safety inspection forms must be filed and a copy must be given to the Managing Director for review.
- c) Ranmoor Health and Safety Ltd will also carry out non-routine safety inspections and audits in order to review the Company's safety performance.

### **3.14 Consultation and Communication**

- a) All employees are encouraged to take part in two-way health and safety consultation. Health and safety committee meetings will take place where health and safety representatives will be invited to raise concerns / issues on behalf of employees.
- b) Employees will be kept informed, by their Managers and Supervisors through team talks and 'Toolbox Talks' on health and safety matters, which affect their working activities.
- c) Employees will be kept informed of the outcome from site health and safety forums. The forum will also be used to raise health and safety concerns

### **3.15 Work at Height**

- a) Adequate arrangements must be in place where Work at Height is undertaken in order to ensure that the risks to health are reduced to an acceptable level.
- b) Risk assessment and safety method statement must ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.
- c) Site Managers and Supervisors must implement suitable and sufficient measures to prevent, so far as is reasonably practicable, any person (or plant, equipment and materials) falling a distance liable to cause personal injury.
- d) All such work at height will be subject to risk assessment prior to commencement of work and will be carried out in accordance with the requirements of the Work at Height Regulations 2005.
- e) All access equipment, e.g. ladders, mobile towers and scaffolds must be checked before use and inspected at relevant intervals by a competent person; the results of such inspections must be entered onto a register.
- f) Scaffolds provided by the Client should be checked and tagged and must be suitable for use. Where defects or unsafe conditions are noted this must be brought to the attention of the Site representative immediately.

### **3.16 Health Surveillance**

- a) The Company will ensure that we comply with the provisions set out in the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (COSHH) Regulations 2002, in relation to health surveillance. Employees will be provided with appropriate health surveillance based on the outcome of risk assessment(s) associated with work activities.
- b) Where health surveillance is required the Company will employ the services of an Occupational Health Nurse or Doctor to facilitate this.
- c) Prior to the employment of a new employee a Health History Questionnaire must be completed in order to establish the health status of employees. The questionnaire will allow the Company to assess the suitability of placing the new starter in a particular job or to identify where additional control measures may be required.

### **3.17 Vehicle Safety**

- a) Only authorised employees are permitted to drive Company vehicles. All drivers of Company vehicles must ensure that the vehicle is safe to drive and is properly maintained at all times. All drivers must hold a full, current UK driving license.

- b) All drivers must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding speeding, drinking and driving, loading of vehicles, and the use of mobile phones. Under no circumstances must hand held mobile telephones be used whilst driving. Where it is necessary to take or make a call during transit the driver must ensure that the call is taken or made by the co-driver or the driver must pull over to take or make call.
- c) It is the responsibility of employees to report all accidents or damage, however minor to a Manager. Any traffic violations, which result in a prosecution, must be reported to the Managing Director.
- d) Employees are required to submit their driver licence for checks when requested to do so by the Company.
- e) Drivers are required to complete a vehicle checklist on a weekly basis to ensure that the vehicle is kept in a maintained road worthy condition. Defects must be reported and the necessary action must be taken to rectify them.
- f) Drivers are reminded that they must not drive when tired. They must plan their journey, allowing sufficient time including time to stop for a break, e.g. stop for a break after 2 hours of driving. Drivers should consider sharing the driving with other employees.
- g) The Company will provide overnight stays where employees are required to travel long distances in the working day. Employees must not embark on a long journey following working a long shift, e.g. travel home following a 12 hour shift.

### **3.18 Noise at Work**

- a) Where noise hazards are identified at work, the Company will ensure that we meet our obligations under the Control of Noise at Work Regulations 2005.
- b) An assessment will be undertaken to establish the noise levels in relation to the 'daily personal noise exposure' levels, which are a lower exposure action value of 80 dBA and an upper exposure action value of 85 dBA. The findings of such assessments will determine the measures needed to reduce the noise hazard.
- c) Where 'hearing protection zones' have been identified on site, employees will be provided with hearing protection, which must be worn in these areas. It is the responsibility of employees to ensure that hearing protection is worn at all times during noisy processes.
- d) Employees likely to be affected by noise will be provided with information, instruction and training.
- e) Audiometric testing will be provided for relevant employees where it is likely that they will be exposed to levels of noise, which are at or above the upper exposure action value of 85 dBA. Audiometric testing will also be provided for other employees who are occasionally exposed above the upper exposure action value and who are particularly sensitive to noise induced hearing loss.

### **3.19 Vibration at Work**

- a) The Company will undertake vibration assessments in order to meet the requirements of the Control of Vibration at Work Regulations 2005. The assessment of vibration will consider the following:
  - The magnitude, type and duration of exposure;
  - Effects of vibration on the workplace and equipment, including the proper handling of controls;
  - Information supplied by the equipment manufacturers;
  - The availability of replacement equipment to reduce vibration exposure, or alternatively, ongoing maintenance to ensure vibration effects remain low;
  - Any specific working conditions, such as low temperatures; and
  - Health surveillance information.
- b) Where necessary vibration screening will be arranged for employees likely to be exposed to vibration.
- c) Employees will be provided with information, instruction and training in the risk to health as a result of exposure to vibration and the measures they can take to reduce vibration exposure, including the maximum operating exposure time for equipment.
- d) Employees are required to follow risk assessment control measures by using the correct equipment and accessories provided for the work being undertaken.
- e) Where an employee believes that they are suffering from the symptoms of hand arm vibration, the matter must be reported to a Manager.

### **3.20 Mechanical Handling**

- a) In order to ensure safety during lifting and handling of items all works must be planned and co-ordinated in accordance with risk assessments and safety method statements.
- b) Suitable measures must be taken against:
  - Failure or collapse of lifting equipment and attachments;
  - Overloading lifting equipment and lifting beams;
  - Loads slipping and falling; and
  - Others in the work area being struck by items being transported.
- c) Employees must be trained, experienced and authorised in the use of lifting equipment.
- d) Lifting equipment and accessories must be suitably, maintained and inspected in accordance with Lifting Operations Lifting Equipment Regulations 1998 (LOLER). Lifting equipment used on site must be accompanied with the relevant certificates and equipment registers. Checks must be completed and recorded on a weekly basis.

### **3.21 Personal Protective Equipment (PPE)**

- a) The Company recognises our responsibilities under the Personal Protective Equipment (PPE) Regulations 1992. These regulations seek to control the provision, maintenance and use of PPE in the workplace.
- b) In order to secure compliance with the above regulations we will provide PPE when the risk presented by a work activity cannot be adequately controlled by other means. Risk assessments and safety method statements will be undertaken to determine the requirements for PPE and types of PPE most suited to the job.
- c) In selecting PPE we will: -
  - Identify tasks that require the employee to use PPE.
  - Select and issue the correct type and standard of PPE.
  - Maintain the PPE and replace it in the event of its failure.
  - Provide suitable storage for PPE.
  - Train the employee in the correct use of PPE.
- d) Employees must: -
  - Wear all appropriate PPE provided by the Company.
  - Ensure that equipment is suitably maintained and looked after.
  - Report any defects or problems with the PPE as soon as practicable.
- e) No charges will be levied for the issue of PPE or for replacement of equipment that has failed due to normal wear and tear.
- f) On the receipt of PPE employees will be required to sign a PPE issue form.

### **3.22 Smoking**

- a) In order to ensure that our employees, customers, contractors and members of the public are protected from second hand smoke, our premises are smoke free. Smoking is prohibited in all enclosed and partially enclosed premises, this includes Company vehicles.
- b) All employees are obliged to adhere and support this requirement; therefore the Company will ensure that all employees are informed of their role in the implementation and monitoring of this policy.
- c) Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within our premises and in Company vehicles.
- d) Employees must co-operate with the procedures regarding 'No Smoking' at Client's premises.

- e) Disciplinary procedures will be followed if an employee chooses not to comply with this policy. Those who do not comply with the smoke free law may be liable to a fixed penalty fine and possible criminal prosecution.
- f) If an employee requires help to stop Smoking, the NHS offers a range of free services, to help you to give up call the NHS Smoking Helpline on 0800 1690169.

### **3.23 Stress at Work**

- a) The Company is committed to protecting the health, safety and welfare of employees and in doing so we recognise the hazard of workplace stress. We also understand that workplace stress is; “the adverse reaction people have to excessive pressure or other types of demand placed on them” and therefore an occupational safety and health issue.
- b) The importance of identifying and reducing workplace stressors is acknowledged. This policy will apply to everyone. Managers will be responsible for its implementation and for providing the necessary resources.
- c) Workplace stress where relevant will be identified in our risk assessments, including the identification of workplace stressors and the controls required to eliminate stress or control the risks from stress. These Risk Assessments will be reviewed regularly.
- d) If an employee believes that they are suffering from stress or are struggling with their work based activities then they have the facility of being able to contact their Manager or Supervisor to discuss the issues. If employees are feeling under Stress, they are encouraged to get help and not wait for the problem to build up. Employees are therefore urged to talk to someone immediately.

- e) **Employee responsibilities**

If it is a work problem or a home problem affecting an employee’s work, then they are encouraged to discuss it with a Manager or Supervisor. The Manager or Supervisor will then know the situation and treat the matter in confidence, wherever possible. On occasions, the Manager may recommend the involvement of a consultant/specialist or Occupational Health Nurse.

- f) **Management responsibilities**

- Conduct and implement recommendations from risk assessments.
- Ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- Ensure that all employees are fully trained to discharge their duties.
- Ensure that employees are provided with meaningful development opportunities.
- Monitor workloads to ensure that people are not overloaded.

### 3.24 Construction

- a) In line with the Construction (Design and Management) Regulations 2007, the Company aims to manage the safety of our employees and sub-contractors involved in 'Construction Work' by ensuring that:
- Only **competent** employees and sub-contractors are involved in construction work.
  - The Company seeks **co-operation** with other persons involved in the construction work to ensure that Safety is managed at all times during the construction phase.
  - Our activities are **co-ordinated** with others who are carrying out or affected by construction work.
  - Our activities are **controlled** in a safe manner without risks to health and safety.
- b) With the assistance from Ranmoor Health and Safety Ltd the Company will ensure that we comply with the 'Duties of Contractors' so that our works are planned, managed and monitored, so far as is reasonably practicable, without risks to health and safety.
- c) All employees and sub-contractors carrying out construction work under our control will be provided with information and training for that work, so that it can be carried out safely. Safety information will include:
- Site inductions, where not provided by the Principal Contractor.
  - Information on the risk to health and safety.
  - Site safety rules.
  - Procedures to be followed in the event of serious and imminent danger.
  - The names of the individuals nominated to implement safety procedures.
  - Information regarding welfare facilities as outlined in schedule 2 of CDM.
- d) Where a construction project is notifiable under these regulations the Site Manager will liaise with the CDM Co-ordinator and the Principal Contractor so that safety information is passed between all parties. This will include obtaining a copy of the Construction Phase Plan and providing the Principal Contractor with relevant Risk Assessments and Safety Method Statements for our part of the works.
- e) Site Managers and Supervisors must ensure that our works are organised and managed in order for the Company to comply with the requirements of Part 4 of the regulations, (Duties relating to health and safety on construction sites).

### **3.25 Permit to Work**

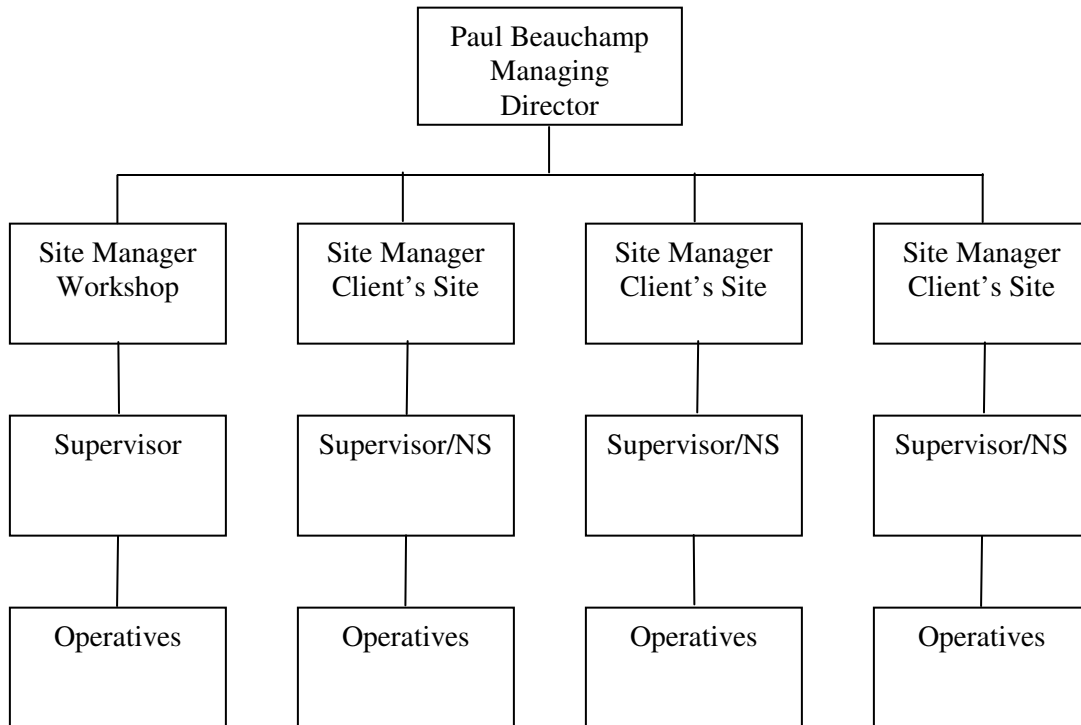
- a) The company has identified high risk activities, which require a permit to work. The permit has been introduced to ensure that these activities are controlled in order to reduce the risk to health and safety. The permits in operation include the following:
  - Hot work outside our normal welding activities;
  - Confined spaces;
  - Work at height;
  - Work on asbestos containing materials (ACM's)
  - Excavations; and
  - High voltage electrical work on main distribution supplies.
- b) A written permit to work must be used in conjunction with risk assessments and safety method statements. The permit to work system applies to all work carried out at our premises and at Client's sites. Employees must follow the permit to work system in operation at Client's sites.
- c) A permit must only be issued by a competent person therefore only Site Managers and Nominated Supervisors are allowed to issue the permit. They will be responsible for the issue and sign off of the permit during the duration of the works.

### **3.26 Alcohol and Drugs**

- a) The Company will not tolerate any employee under the influence of or in possession of alcohol or an illegal drug whilst at work. Any employee who is found in such situations will be removed immediately from Company premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures, which could include dismissal for serious offences.
- b) Employees are reminded of their duty in relation to their acts or emissions and their responsibility to safe guard themselves and others who may be affected by their actions.
- c) If an employee suspects that a colleague or sub-contractor is at work under the influence of alcohol or drugs this must be reported immediately to a Senior Manager.
- d) The Company reserves the right to carry out spot checks to ensure that all employees are complying with this policy.

## 4 APPENDICES

### APPENDIX 1 SAFETY RESPONSIBILITIES (FAMILY TREE)



## **APPENDIX 2 SAFETY COMMITTEE**

Committee shall consist of:-

- Paul Beauchamp; Managing Director
- Site Manager(s)
- Supervisor(s)
- Nominated Competent Person(s)
- Specialists; e.g. Ranmoor Health and Safety Ltd (as and when required)
- Employee representative (Invited)

Meetings to be held a minimum of four times annually, additional meetings may be convened at the request of management.

## **APPENDIX 3 ADDRESSES**

### **Factory Inspectorate:**

Health & Safety Executive  
Edgar Allen House  
241 Glossop Road  
Sheffield  
S10 2GW

Tel: 0114 291 2379

### **Medical Advisory Service:**

Employment Medical Advisory Service  
Health & Safety Executive  
Edgar Allen House  
241 Glossop Road  
Sheffield  
S10 2GW

Tel: 0114 291 2379

### **Local Fire Authority:**

394 Sheffield Road  
Chesterfield  
Derbyshire  
S41 8LF

Tel: Operations 01246 275 986

## APPENDIX 4 ACCIDENTS AND INCIDENTS

### Accident/incident Reporting and Investigation

*The prevention of accidents is everyone's responsibility, and each member of staff should ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.*

#### Introduction:

The importance of accident, incident and near miss recording, reporting and response cannot be over-stressed. The necessity arises from two fundamental requirements:

- only if every accident, incident and disease is reported can action be taken to prevent reoccurrences;
- a record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against the Company.

#### Responding to an Accident or Incident:

The general order of response to an accident or incident should be:

- Giving first aid and if required, remove the injured person to hospital;
- Making the area safe;
- Isolating the scene to ensure it is undisturbed until it is inspected or an investigation is carried out;
- Recording the accident and, where appropriate, reporting it to Health and Safety Executive and our Health and Safety Consultants;
- Identifying witnesses;
- Conducting an investigation;
- Making recommendations; and
- Implementing corrective actions.

#### Who Should Be Informed Immediately After An Accident or Incident?

The Managing Director or a Manager must be informed as soon as possible to enable them to carry out or arrange for someone else to undertake an investigation into the cause of the occurrence, and so that arrangements can be made to have the scene photographed if necessary.

The Managing Director or Manager may also decide to call in our Health and Safety Consultants, Ranmoor Health and Safety Limited, to investigate the occurrence. This will be necessary where the incident is reportable to the Health and Safety Executive, (see below).

## Recording an Accident or Incident:

All accidents / incidents should be entered in the accident book on site no matter how trivial and irrespective of whether the injured person is an employee, visitor or contractor. This entry should be completed as soon as is possible after the accident.

A Manager is responsible for completing the accident book and reporting the accident/incident to all relevant persons.

## Reporting an Accident, Incident or Disease

### A. Reporting Accidents etc To Our Company Health and Safety Consultants

The Manager dealing with the accident should inform the Company Health and Safety Consultants at the earliest opportunity, by telephone at first. The contact telephone number for Ranmoor Health and Safety Limited is 0114 2632302

Arrangements can then be made for more information to be sent to the Consultant or for him to visit to undertake an investigation on our behalf.

### B. Reporting To The Company Insurers

Accidents or incidents that have the potential for involving a civil claim or HSE interest should always be reported to the Company Insurers.

### C. Reporting To The Health and Safety Executive

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)** require certain accidents, diseases and incidents to be reported to the enforcing authority, and it is important that our internal systems for dealing with incidents are speedy and effective so that we can comply with our legal duties. Details on the reporting requirements are given on the following pages.

### ***In the Event of a Major Injury or Fatal Accident to a Employee, Visitor or Contractor:***

A *major injury* is defined as:

- Fracture other than to fingers, thumbs or toes.
- Amputations.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents.

- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

*Following a Major Injury the Manager or Supervisor should:*

- Inform the Managing Director immediately.
- Report the accident to the HSE by the quickest possible means (i.e. telephone). A new central call centre has been set up by HSE for reporting accidents, dangerous occurrences and illnesses. The telephone number is **0845 300 9923**
- Inform Ranmoor Health and Safety Limited by telephone on 01142 2632302, who will investigate and produce a report of investigation.
- If the injured person is a contractor, inform their employers of the accident.
- Enter details of the accident in the accident book.
- The Manager should report the accident formally to the Health & Safety Executive by completing the HSE form F2508 and sending this to:  
Health & Safety Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG  
Or fax to 0845 3009924
- Alternatively the incident can be reported on line through the HSE website [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm).
- A copy of the completed accident report form F2508 should be given to the Managing Director
- A further copy of the accident report form should be sent to Ranmoor Health and Safety Limited.

FAO Ray Palmer  
Ranmoor Health and Safety Limited  
Ranmoor House  
237 Graham Road  
Sheffield  
S10 3GS

Fax 01142 2632309

***In the Event of an Accident To An Employee Resulting In Absence From Work For More Than 3 Days (Including Days Which Would Not Normally Be Working Days)***

Any accident resulting in necessary absence from work for more than 3 days, but not included in the major injury category listed above, the site manager should:

- a) Enter the details in the accident book.
- b) Follow the same procedure in paragraphs d) to h) as for fatal or major injuries.
- c) Report the accident formally to the HSE within 10 days using Form 2508 and send to the address given above.
- d) Send a copy of the completed Form 2508 to the Director and also send a copy to our safety consultants, Ranmoor Health and Safety Limited at the address also given above.

***In the Event of an Incident Involving Members of the Public or Visitors***

*If any member of the public or visitor is involved in an incident or is injured, details must be entered in the accident book, and the system as above should be followed.*

Note that if the incident is such that the injured person has to be taken to hospital (by whatever means) the incident is a “Major Injury” as defined in the Regulations, and so it must be reported to the Health and Safety Executive by the quickest means (i.e. telephone) and confirmed within 10 days on the HSE form, F2508. Follow the procedure for recording and reporting a Fatal or Major Injury.

***In the Case of a Specified Industrial Disease***

*There are a number of specified industrial diseases that must be reported to the Health and Safety Executive. If such a situation is suspected, the Manager or Managing Director and Ranmoor Health and Safety Limited should be contacted and the affected person will be advised accordingly. Examples include occupational asthma and dermatitis.*

***In the Event of a Dangerous Occurrence***

*There are a number of specified incidents that must be reported to the Health and Safety Executive as a “Dangerous Occurrence”. The reporting requirements are the same as for Major Injuries: verbal notification to HSE by the quickest practicable means (telephone), followed up by completion and submission of Form F2508 to the HSE within 10 days of the incident.*

What Constitutes a Dangerous Occurrence?

The following incidents are reportable dangerous occurrences:

- a) The collapse of, or overturning or failure of any load bearing part of lifts and lifting equipment.
- b) Explosion, collapse or bursting of any closed vessel.
- c) Plant or equipment coming into contact with overhead power lines.
- d) Electrical short circuit or overload causing by fire or explosion.

- e) Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- f) Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- g) Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work.
- h) Explosion or fire causing suspension of normal work over 24 hours.
- i) Accidental release of any substances that may damage health.

**Flow Chart:**

The flow chart below is produced to assist with actions to be taken following an incident:

