



GLOBAL REMEDIATIONS

## **Global Remediations Limited**

# **HEALTH AND SAFETY POLICY 2014**

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**PREPARED BY**

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**Valid to 2<sup>ND</sup> January 2015**

**Rev 1.0**

## **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**

Global Remediations Ltd Health and Safety Policy shall be formally reviewed annually or more frequently by Mrs Linda Crossland Clarke HSE consultant and, 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**

Mr Craig Ray 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.

and shall evaluate:

- e) Management and employee attitudes to Health and Safety;
- f) the effectiveness of the training carried out and the requirements for further training;
- g) 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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## HEALTH AND SAFETY POLICY STATEMENT

Global Remediations Ltd has a good safety record and is justly proud of our reputation with both clients and others within the trade. This status has been achieved not only by our continued compliance with the legal requirements of the Health & Safety at Work Act 1974, but also in the spirit of the act and a genuine concern for the welfare and the well being of our own employees and those other persons who may be affected by our works activities.

Health and Safety is of paramount importance and the Managing Director affords it equal status with all other Management functions.

With the introduction of CDM Regulations (1994) Global Remediations Ltd ensures that all Management, Staff, Operatives and Trade Contractors receive training and are fully aware of their responsibilities under these regulations.

Safety is the responsibility of the Operations Director (MrCraig Ray). If accidents are to be avoided, good working practices are essential and will be required. Therefore all employees shall familiarize themselves with their duties as detailed in the "Site Safety Notes" and "On Site" induction meetings, and the part they have to play if high standards are to be maintained. All employees are encouraged to contribute by way of suggestions, discussions, on ways of improving Health & Safety Performance.

The operation of this policy will be monitored by the Director and will be subject to Annual Review.

This statement is to be displayed in a prominent position at all work locations and sites for reference by any employee.

Signed...Mr C. Ray

Director

Date: 2<sup>nd</sup> January 2014

## **GLOBAL REMEDIATIONS LTD ENVIRONMENTAL POLICY**

Global Remediations Ltd having recognised responsibilities for environmental matters, place particularly high priority on environmental affairs with regard to the Company operations and the services offered to customer. The Company operate a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements.

Global Remediations Ltd staffs are aware of the environmental sensitivity of the business sector in which the Company operates and seek to continually develop the Company's environmental compliance. The following specific objectives form the basis of the Company Policy.

All the Company's operations must be carried out with due regard to the appropriate and relevant legal requirements.

The Company will continue to make available resources to ensure that suppliers and customers are made fully aware of their environmental and legislative responsibilities with regard to the provision of services in association with asbestos removal.

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible management.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within the legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The Company operates a continual training programme to ensure that staff keeps up to date on the safe handling and disposal of asbestos waste.

The Company will take whatever measures may be necessary to ensure that the collection, transport and disposal facilities which it utilises are not and do not become hazardous to public health or the environment.

The Company will ensure that all transport and the disposal of asbestos waste is covered by the appropriate documentation to ensure that the Special Waste Regulations 1996 are fully complied with, regarding Controlled Waste transfer Notes and waste description. The Company will ensure that every effort is made to police the compliance of third parties within this legislation.

The Company co-operates with, and assists to the best of its ability, officers of the Environment Agencies in the exercise of their duties.

The Company requires its staff to advise the Director of any concerns they have regarding poor practice by Waste Disposal contractors, or about any acts, which might be detrimental to the environment or to the interests of the industry.

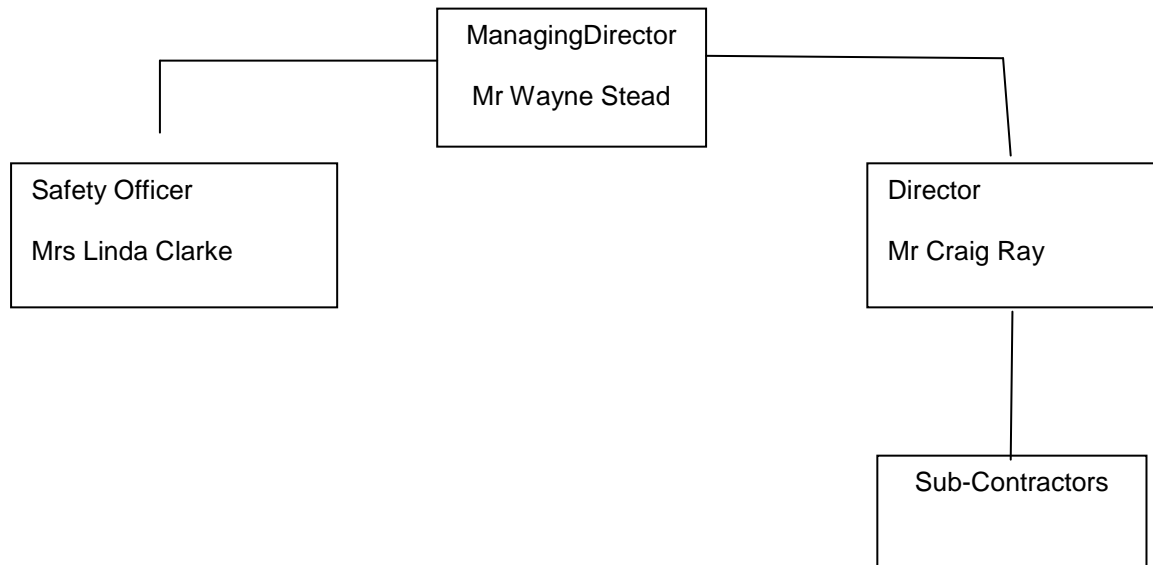
The Environmental Policy of Global Remediations Ltd is one of the continual review, and the company's responsibility will be maintained through a sound Management Structure.

Signed.....Mr C. Ray

Director

Date: 2<sup>nd</sup> January 2014

**GLOBAL REMEDIATIONS LTD  
MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY**



**Management roles for project are as follows:**

- Mr Craig Ray will be overseeing full responsible for the running of the project and implementing all H&S including all Method Statements and Risk Assessments.

**Liaisons on site**

- Mr Craig Ray (director) will be responsible for any liaisons with client and sub-contractors which relate to Health and Safety on a project by project basis.
- Mr Craig Ray (director) will ensure sub-contractors comply with the Health, Safety and Environmental requirements inline with current legislation.
- Mr Craig Ray (director) ensure all staff are aware of their duties under Health and Safety law and the Methodology for each project is understood and followed.

## RESPONSIBILITIES

These responsibilities are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **Global Remediations Ltd**

### **MANAGING DIRECTOR – MrWayne Stead**

Will carry out the implementation of the Health and Safety Policy and ensure its is reviewed and updated as and when necessary.

### **DIRECTOR – MrCraig Ray**

Will assist in the implementation of the Health and Safety Policy and ensure its effectiveness by: -

- a) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- b) Ensuring that CDM Regulations are followed and the necessary Health and Safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- c) Ensuring all staff at all levels receive appropriate training and are assisted with training needs at all levels of employees.
- d) All equipment identified within the method of work and risk assessment for safe working is provided and working.
- e) Monitoring health and safety performance through site meetings, actioning of safety adviser reports, and responding to actual site conditions observed when on routine site inspections.
- f) Holding regular meetings through 'Tool Box Talks' with all employees and to receive comments and suggestions on ways in which Health & Safety performance can be improved.
- g) Setting a good personal example and having adequate knowledge of Health & Safety legislation relating to the Company's work.
- h) Plan, Implement, Review, Audit and produce plans of work (Method Statements) and Risk Assessments which will comply with current legislation.
- i) Understand the Company Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- j) Commission site safety inspections and audits at least every 12 months and as often as required.
- k) Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment trained first aiders or appointed persons, and that procedures, to be followed in an emergency are all in place.
- l) Ensure any accident/incident is reported and logged into the company's accident book and records are kept in the registered office for a minimum of three years in accordance with Company Policy.
- j) Responsible for Collating and the keeping of all records.

- k) In planning the site layout and work, make adequate provision for welfare facilities. Organize the site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and out with site hours. Encourage employees to be pro-active in developing a positive approach to health & safety performance.
- l) Carry out (or arrange for others to carry out) site induction talks for new arrivals onto site.
- m) Set a good personal example at all times.

**MrCRAIG RAY (Director) &Mrs LINDA CLARKE (H&S Consultant)**

To encourage a pro-active approach to Health and Safety matters and a positive attitude to risk management functions.

- a) To keep themselves upto date with current legislation and best working methods and to disseminate this information throughout the Company. At all times they must be prepared to assist Management in whatever way they can with regards to Health and Safety.
- b) With regards to sites, they should carry out regular inspections and report on their findings. In addition they should assist the site Manager by advising on working methods and training requirements. They should be available, when requested, to attend planning meetings.
- c) They should submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assist in setting objectives for the next period.
- d) If in their opinion they are confronted with a risk imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the site Manager, and if need be, the Manager Director.

**DUTIES OF ALL OPERATIVES:**

The Health & Safety at Work Act 1974 requires all employees and self employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties.

Employees are responsible for:

- a) Taking a pro-active role assessing the Company's Health & Safety performance and suggesting ways) in which improvement can be made.
- b) Using of the appropriate protective equipment as outlined in the Method Statement (i.e. head protection, eye protection, hearing protection, footwear etc) if required for the job.
- c) Not eating, drinking and smoking in the defined workplace only in places designated outside the workplace.
- d) Keeping personal tools and equipment in good condition.
- e) Stopping work immediately and inform the Site Supervisor of any situation which they would consider to be a danger to the health and or safety of themselves and others.
- f) The protection of their own health and safety and that of others who may be affected by their undertakings.
- g) Understanding the Health and Safety Policy and project Method Statements and Risk Assessments.



- h) Any operative failing to adhere to Global Remediations Ltd health & Safety policy will be treated as gross misconduct and his or her employment terminated with immediate effect.
- i) Reporting all defects in plant or carrying out any task for which they have not been trained or are unfamiliar.  
It is important that they feel capable of doing the task in which they may be involved.  
If any doubt exists all works will be stopped immediately and the site supervisor will be informed.

#### **CHANCES SHOULD NEVER BE TAKEN**

- e) All accidents/injuries and near misses should be reported in accordance with the procedures detailed in section 2.

#### **SUB-CONTRACTORS**

Sub-Contractors are to comply with all requirements of this Safety Policy and are to provide copies of their Safety Policies and other documentation appertaining to Health and Safety that may be requested by the Company.

Failure to do so will render the Sub-Contractors liable to suspension from the site and any financial penalties will be charged to that Sub Contractor.

Labour only Sub-Contractors shall, for the purpose of Health and Safety only be considered as employees of the companies.

## RISK ASSESSMENTS

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 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, or do, present a health and safety risk to either our own employees or others affected by our activities. These assessments will require to 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 being reviewed 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.

All vehicles of the employer or employees will be assessed in accordance with regulation 3 of The Management of Health and Safety at Work Regulations, 1999. Any control measures or training that is highlighted will be completed in accordance with Global Remediations Ltd procedures. A Written record will be retained of all risk assessments and training carried out as a result of Global Remediations Ltd procedures.

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

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

## HAZARDOUS SUBSTANCES

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

It is the policy of this Company that all substances in use by our employees will have an assessment made with regard to the health risks imposed on the employee, and others, by its use. Where possible, hazardous substances will be substituted by another, less harmful substance.

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**  
                  **The Management of Health and Safety at Work Regulations 1999**  
                  **The Control of Substances Hazardous to Health Regulations 1999**

## 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 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**  
                     **The Management of Health and Safety at Work Regulations 1999**  
                     **The Provision and Use of Work Equipment Regulations 1998**

## 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 it's employees when it is not in use.

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

## 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 which could pose a risk to their hearing.

It is the policy of this Company to comply with the Noise at Work Regulations, 1989, in so far as they affect our own employees and those persons not in the employ of the Company

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, then a noise survey will be carried out by a competent person to ascertain the actual levels.

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**  
                  **The Management of Health and Safety at Work Regulations, 1999**  
                  **The Noise at Work Regulations, 1989**

## WORK WITH ELECTRICITY

It is the policy of this Company that no person in its employment shall be permitted 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 included for consideration in determining whether work with live conductors is justified:

- a) When it would not be practicable to carry out work with the conductors dead (e.g.: testing purposes)
- b) If the making of the system dead will create hazards for other users of the system, or for continuously operating plant, etc
- c) The need to comply with other statutory requirements
- d) 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 in "Electrical Procedures at Work" in section 2 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**  
                      **The Management of Health and Safety at Work Regulations 1999**  
                      **The Electricity at Work Regulations 1989**

## 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 Section 2, 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 the entire 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**  
                      **The Management of Health and Safety at Work Regulations 1999**  
                      **The Construction (Health, Safety and Welfare) Regulations, 1996**

## 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 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 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**  
                      **The Management of Health and Safety at Work Regulations 1999**  
                      **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995**

## 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. Section 2 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:       **The Construction (Health, Safety and Welfare) Regulations, 1996**

## FIRST AID

### Nominated Person

The term "First Aid" refers to where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and, treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

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. The 'Site File' will contain 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:           The Health and Safety (First Aid) Regulations, 1981**

## 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 advisors, The Health and Safety People, will visit the workplace to carry out Safety Inspections and Audits.

Records of Safety Inspections and Audits will be kept in order that Managing Director 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 "Site Auditing and Monitoring Procedures" in Section 2 of this policy.

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



## 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 representatives 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 section 2 of this policy.

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

## 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 from attending residential courses to "tool-box-talks"

All employees will receive appropriate induction training which 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 section 2 of this policy.

Sources:        **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**

## **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 then measures will be taken to ensure that the asbestos is dealt with in accordance with the relevant legislation.

Company procedures and safe systems of work to be used when removing asbestos are detailed in section 2 of this policy, i.e. "Procedures for dealing with Heavy Duty Asbestos" and "Procedures for dealing with Asbestos Cement Products".

Sources:       **Control of Asbestos at Work Regulations 2006**  
                      **Asbestos (prohibitions) Regulations 1992**  
                      **Control of Asbestos in the Air Regulations 1990**  
                      **Asbestos (licensing) Regulations 1998**

## **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 is 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 unless it is not 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:       **The Confined Spaces Regulations, 1997**

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

## CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS

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 in so far 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 Section 2 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: **The Construction (Design and Management) Regulations, 1994**

## 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. memo's, formal safety meetings, verbal, compilation of documentation, etc). The mode of communication will be agreed upon prior to works commencing and that both site management and operatives are aware of this requirement. 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. 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.

Source: **Health and Safety at Work, etc Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Construction (Design and Management) Regulations 1994**  
**Health and Safety (Consultation with Employees) Regulations 1996**  
**Health and Safety (Information for Employees) Regulations 1989**

## 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 in the event of any of our Company employees being required to periodically work or visit external work sites or parts of the Company's premises that are deemed to be hazardous, then certain procedures will be required to 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 or a frequent check in procedure.

Source: **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**

## FIRE PREVENTION

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 effective ongoing evaluation of our premises and other workplaces where our employees may be required to work, to determine fire risks and control measures required to eliminate or reduce the risk of fire to as low a level as possible. This Company is also committed to the provision of adequate and suitable fire fighting equipment, training in the use of such equipment to identified members of staff, and any such measures as required by the stipulations contained in the Fire Certificate issued in relation to these premises and on site (as applicable). An example of a checklist used for maintenance of fire fighting measures can be found in the "Fire Risk Checklist" section, in section 2 of this safety policy.

Source: **Fire Certificates (Special Premises) Regulations, 1976**  
**The Fire Precautions Act, 1971**  
**Fire Precautions (Workplace) Regulations 1997**

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

This Company recognises that it has certain duties under relevant legislation 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 it's implementation will be accorded to this Company's director, or a designated subordinate.

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

## **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 a safe system of work in section 3 of this policy.

Source: **Environmental Protection Act 1990**

## **SAFETY REPRESENTATIVES AND SAFETY COMMITTEES**

This company has a system whereby safety representatives have been appointed in accordance with section 2(4) of The Health and Safety at Work etc Act, 1974 and the Safety Representatives and Safety Committees Regulations, 1977. Safety representatives so appointed have the following functions:

- to represent the employees in consultation with the employer with regard to health and safety issues
- investigate potential hazards and dangerous occurrences at the workplace and examining causes of accidents at the workplace
- investigate employees complaints regarding health and safety
- make representations to the employer regarding the two matters above as well as general matters affecting health and safety
- carry out inspections of the workplace, documents or as a result of a notifiable accident, dangerous occurrence or notifiable disease
- represent employees in consultation with an enforcing authority
- receive information provided by inspectors
- attend safety committee meetings as a safety representative

This company also recognises that management have a duty to provide facilities and assistance reasonably required by safety representatives and consults the safety representatives in good time with regard to:

- matters at the workplace which may substantially affect the health and safety of the employees he represents,
- the employers arrangements for appointing or nominating persons under sections 7(1) (Health and Safety Assistance) and 8(1) (Procedures for Serious and Imminent Danger and Danger Areas) of the Management of Health and Safety at Work Regulations 1999,
- any health and safety information required to be provided to the employees by legislation
- planning and organisation of any legally required health and safety training
- the health and safety consequences of new technologies into the workplace

Where this company have been requested in writing by two safety representatives to set up a safety committee, such a committee will be set up and this company will:

- consult with the safety reps who made the request as well as other recognised trade union reps in the workplace affected
- post a notice in a conspicuous place stating the composition of the committee and the workplaces covered
- establish the committee within 3 months after the request for it

Source: **Safety Representatives and Safety Committees Regulations, (3<sup>rd</sup> edition 1996)**  
**Health and Safety at Work etc, Act, 1974**  
**Management of Health and Safety at Work Regulations 1999**

## **OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE**

At the present time Company employees do 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 on it's employees. 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 by this Company (and their effects on health) and legislative requirements. Additionally, we employ the services of an external independent health and safety consultancy to advise on such issues. Company procedures regarding health surveillance for employees can be found in the "Procedures" section of this policy.

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