

# PK Construction (Lincs) Limited



## HEALTH AND SAFETY POLICY

AS REQUIRED BY SECTION 2 (3) OF THE  
HEALTH AND SAFETY AT WORK ETC. ACT 1974



## HEALTH AND SAFETY POLICY

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## Policy Record

The Company commits to annually reviewing this policy in order to continuously improve. Taking into consideration changes in legislation, industry best practice, in order to ensure the continued adequacy, suitability and effectiveness of this policy.

Review Number	Amendment	Date	Initials
01/03	First issue of policy	August 2003	LG
02/04	Review and re-issue of policy	December 2004	LG
03/05	Review and re-issue of policy	December 2005	LG
04/06	Review and re-issue of policy	December 2006	LG
05/07	Review and re-issue of policy	December 2007	LG
06/08	Annual review	December 2008	LG
07/09	Annual Review	December 2009	LG
08/09	Annual Review	December 2010	LG
09/11	Update and revision	December 2011	LG
10/12	Annual Review	December 2012	LG
11/13	Revision To Paragraph 4.3	January 2013	LG
12/13	Annual Review	February 2013	LG
13/14	Annual Review	February 2014	LG
14/14	4.31 & 4.32 Transposed	September 2014	RE
15/14	4.31 & 4.32 Transposed / revision to 3.2 Site Supervisors – Client Document Control	November 2014	RE
16/15	Addition of Uncontrolled when Printed, Change to Policy Record Table Contents, 4.27 CDM Regs update, Annual Review	August 2015	RE
17/16	Annual Review	September 2016	RE
18/17	Review 4.30 Use of Mobile Phones – Legal Changes – 6points. Annual Review	August 2017	RE
19	Change to Director responsibility	January 2018	RE
20	Annual Review	January 2019	RE

21	Annual Review. Amendments to format. Update to organisation chart. 3.4 reporting of prescribed medication. 4.1 Report to H&S Manager. 4.3 Supervisor aware.	January 2020	RE
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## 1.0 - Introduction

Section 2 (3) of the Health and Safety at Work Act 1974 states:-

“IT SHALL BE THE DUTY OF EVERY EMPLOYER TO PREPARE AND, AS OFTEN AS MAY BE APPROPRIATE, REVISE, A WRITTEN STATEMENT OF HIS GENERAL POLICY WITH RESPECT TO THE HEALTH AND SAFETY AT WORK OF HIS EMPLOYEES AND THE ORGANISATION AND ARRANGEMENTS FOR THE TIME BEING IN FORCE FOR CARRYING OUT THAT POLICY, AND TO BRING THAT STATEMENT AND ANY REVISION OF IT TO THE NOTICE OF ALL HIS EMPLOYEES”.

This policy is a statement of intent by PK Construction (Lincs) Limited to comply with or exceed current statutory requirements and to provide a safe place of work for its employees. It will be subject to annual audit by competent external advisors during their audit of the company safety management system and be reviewed and revised based on their audit findings and recommendations. It will also be revised periodically should changes in circumstances make it appropriate.

Overall responsibility for implementing this policy lies with management at the highest level, however all employees must accept a degree of responsibility for ensuring a safe working environment.

## 2.0 – General Statement of Intent

PK Construction (Lincs) Limited accepts its responsibilities under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any others who may be affected by its activities.

It is the policy of PK Construction (Lincs) Limited to give prompt attention to all aspects of health and safety at work. The company firmly believes that these responsibilities are of equal importance to any other of its business functions. The company will strive to achieve continual improvement in its health & safety performance throughout its operations.

It is the Company's objective to minimise losses through avoidable unplanned events, by systematically identify and controlling risks arising out of the company's business activities. The company seeks to foster a culture which is supportive of health and safety within the organisation.

In particular the company will give due attention to the provision and maintenance of:-

- Safe plant, equipment and systems of work
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work including access to it & egress from it.
- Adequate welfare facilities.
- Adequate information, instruction, training and supervision.
- Suitable means of identifying, assessing, eliminating or controlling potential hazards.

As Managing Director of PK Construction (Lincs) Limited I have the health, safety and welfare of its employees in mind. I am convinced that by working together and accepting our own individual levels of responsibility, we shall achieve the aims of this policy; namely the health, safety and welfare of all company employees, the control of risks arising from our activities, and the minimisation of avoidable losses.



Signed \_\_\_\_\_

Andy Knowles  
Director

Date: January 2020

## 3.0- Organisation & Responsibilities

### 3.1– Directors

The Directors have overall responsibility for health, safety and welfare within the company, and particularly for: -

- Initiating and administering the company policy and procedures on health and safety.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Providing facilities and resources for the implementation of the company safety policy. Technical, operational and environmental safety on all premises.
- The use of plant and operations,
- Engaging the use of specialist health & safety services.
- Communication, through the management chain, of health and safety requirements to all employees and sub-contractors.
- Promotion of a safety conscious attitude within the workforce.

### 3.2- Construction Site Manager/ Health & Safety Manager

- Construction Site Manager/ Health & Safety Manager are responsible for:-
- The implementation of the health & safety plan on site
- Attend project meetings, brief information out to directors, employees and sub-contractors
- To undertake formal site inductions for all site operatives, contractors and visitors, as required
- Ensure all employees and contractors adhere to site rules
- Ensure on site that traffic/pedestrian segregation routes are in place
- Review contractors RAMS and COSHH assessments
- Provide advice on health and safety issues
- Identify 'Permit to work' requirements, and issue as required
- Carry out formal health & safety inspections and provide advice on remedial actions as required
- Report all health & safety non compliances to directors
- Undertake accident investigations and report on findings.

### 3.3 – Site Supervisors

Site Supervisors are responsible to the Directors for:-

- Implementing and monitoring all company safety precautions, procedures and operating instructions within their area of control.
- Ensure compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Communication of health and safety requirements to workforce, sub-contractors and non-permanent labour.
- Ensure site rules including traffic/pedestrian routes are adhered to.
- The request, conformance to; control, retention and archiving of all client generated paper work, such as drawings, permit to works.
- Ensure that all tools and equipment in use are inspected, tested and maintained as required
- Ensure compliance with safe systems of work and issued RAMS.

### 3.4 - All Employees

All employees have a responsibility for actively promoting a safe working environment and accepting that they have a key role in achieving the aims of this policy.

All employees have a duty under the Health and Safety at Work Act 1974 to: -

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with their employer in meeting the company's safety responsibilities.

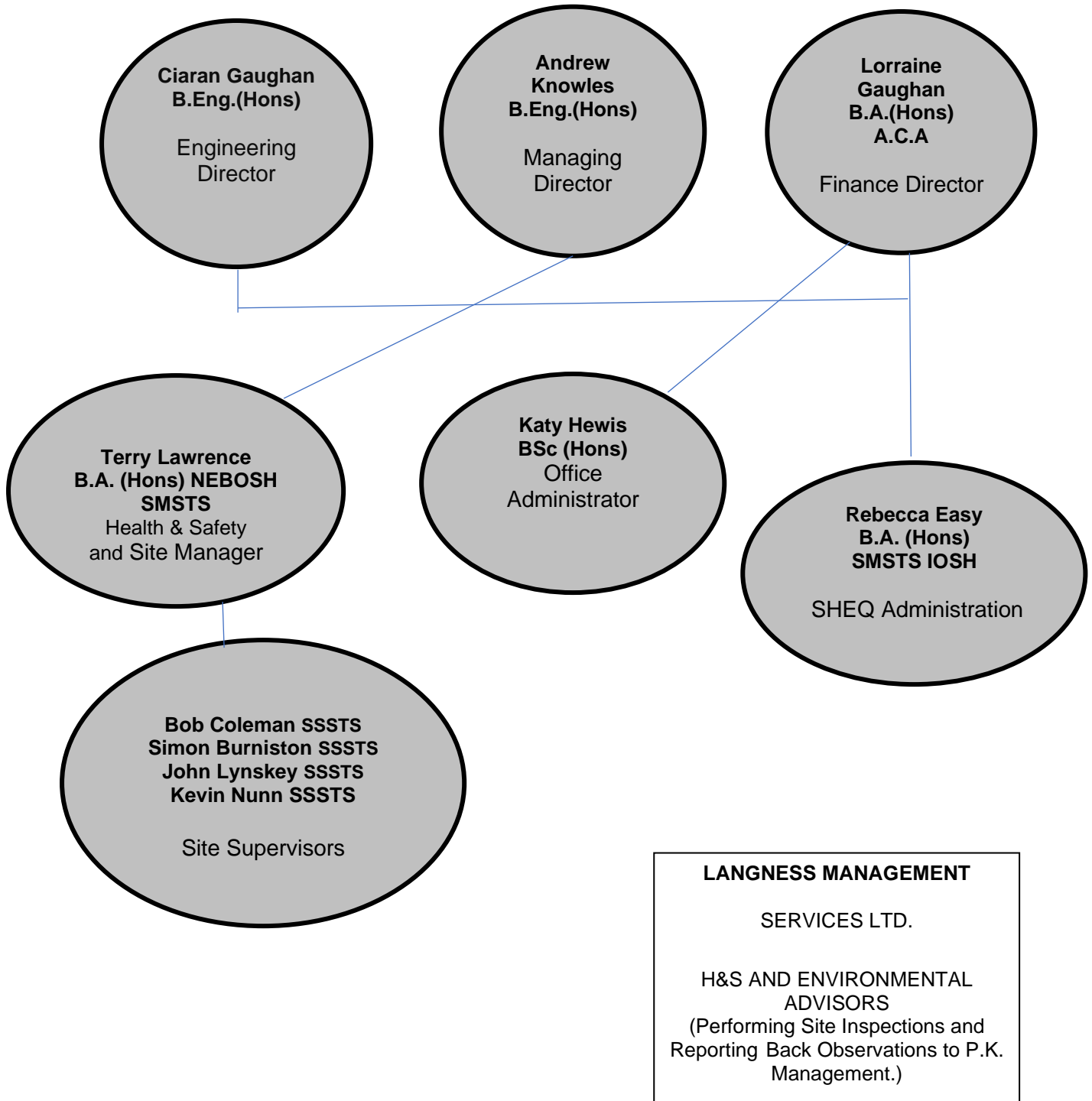
Employees also have a duty under other legislation to: -

- Use plant, machinery, equipment or substances in accordance with any training received, and any instruction provided.
- Inform their employer of any situation, which could reasonably be considered a serious and immediate threat to health and safety.

The company expects that employees will inform the Directors of

- Any health issues they are experiencing.
- To advise the Directors of any medical diagnosis they receive
- An employee must inform their immediate supervisor and a Directors if they are prescribed or take a medication which may affect their ability to carry out their work tasks as required.

## Organisation Chart





## **4.0 - Arrangements**

### **4.1 – Accident Reporting & Investigation**

The company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring safety performance and also in providing information that may assist in preventing recurrence. With this in mind, all accidents and incidents which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the company accident/incident report forms.

Accidents must be reported to the Health & Safety Manager who will ensure that the Directors or a nominated deputy is made aware of the circumstances and consequences of any accidents or incidents. A documented investigation will be carried out with corrective actions detailed.

Should an accident be reportable under RIDDOR the Directors or nominated deputy, assisted by the company's retained external safety advisors (if appropriate) will ensure that accidents are reported to third parties as required (HSE, Insurance). And that an adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent reoccurrence.

Guidance on what constitutes a reportable incident can be found on the HSE website.

Accidents occurring on client's premises will also be reported to the client's representatives in accordance with their own site or contractual requirements.

For further information and guidance the company Accident & Incident Reporting & Investigation Procedure should be consulted.

### **4.2 – Alcohol & Drugs**

Attending work whilst under the influence of alcohol or drugs is strictly forbidden. Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the company disciplinary procedure.

Some client's may operate random drug and alcohol screening programmes and in these circumstances the company will co-operate fully with the client in any screening process required.

### **4.3 - Prescribed & Over the Counter Medication**

GP or consultant prescribed medication, and over the counter medication may cause an individual to experience side effects which have an adverse effect on their ability to complete particular tasks in the workplace. When prescribed medication an employee should make themselves aware of any potential detrimental side effects of their medication. The employee should speak to their supervisor and a Director in confidence. Support can then be offered to the employee, and a mutually agreed plan can be made when allocating tasks.

### **4.4 - Asbestos**

PK Construction is aware that asbestos is still present in buildings, especially those constructed prior to the 1980's. Therefore before any works are carried out on an existing building or structure, the company will seek relevant information from the client or will arrange for an appropriate survey to be carried out if there is a suspicion that asbestos is present. Any information obtained from a completed survey will be shared with the client and other subcontractors.

When necessary the company will arrange for a licensed asbestos contractor to attend site and remove any contaminated product.

Where employees are required to carry out works involving asbestos (not subject to licensing requirements), and in conjunction with the company health and safety advisors, safe working methods will be produced and issued to all concerned.

In the event that any employee discovers asbestos in the workplace, all works will cease immediately. The discovery will be reported to the Site Supervisor/ Manager and to the Directors. Arrangements will then be made for the area to be surveyed by a licensed asbestos contractor.

#### **4.5 – Communication & Co-operation**

The company accepts that it must develop a culture of co-operation and mutual respect for the business to succeed and for the aims of this policy to be achieved.

Clear and open communication throughout the business, is vital for the flow of information regarding changing client needs, project requirements and progress, issues regarding the supply of goods or sub-contractors, and the reporting to supervisors and directors of any problems or safety breaches encountered in the workplace.

The flow of information must extend beyond employees and directors to include subcontractors, clients and external bodies. The company will endeavour to communicate appropriate health and safety information in writing, through copies of policies, procedures and working instructions. Copies of documents will be available within the 'Van files' carried on company vehicles.

Information will also be exchanged verbally on a day-to-day, face-to-face basis between employees, site supervisors, directors, sub-contractors and clients. It is expected that all employees will fully co-operate in the transfer of information and will strive to maintain a culture supportive of health and safety in the workplace.

#### **4.6 – Consultation with Employees**

The company will consult with employees collectively and individually on matters regarding health & safety.

#### **4.7 – Contractors & Sub-contractors**

PK Construction may employ the services of a subcontractor for certain elements of a project, to work under the control of PK Construction.

Under these circumstances, the subcontractor will be selected through a supplier appraisal system. The appraisal requires a sub-contractor/supplier to provide evidence of competence and experience for the work they are engaged to undertake. Together with evidence of suitable arrangements for managing health & safety during the course of their work. Subcontractors will be expected to comply with the requirements of this policy and any associated company and site rules/ procedures as applicable, in addition to all other prevailing legislation relating to them.

Throughout the works the sub-contractor will be monitored by the site manager, supervisors and directors and their performance taken into consideration when awarding future contracts.

#### **4.8 – Display Screen Equipment**

In accordance with statutory requirements, the company will ensure that wherever employees use visual display equipment as a significant part of their work, a suitable assessment will be made of their workstation in order to identify and minimise any risks to health which may arise from it. Where necessary, appropriate steps will be taken to arrange the workstation and work schedule in such a manner as to protect employees from

unacceptable levels of risk to their health. Such training, information and instruction as is necessary will be given to allow for the proper use of the workstation.

#### 4.9 – Driving Company Vehicles

Employees driving company vehicles are responsible for driving in accordance with the requirements of the Road Traffic Act and the Highway Code. Any breaches, or involvement in any accident involving a company vehicle should be reported to management as soon as reasonably possible.

Any incident, circumstance or medical condition, whether at, or outside of work, which may result in a driver losing their licence or having it endorsed in any way, must be reported to management immediately.

Driving whilst under the influence of alcohol or drugs, or whilst excessively tired, is strictly forbidden.

All drivers should check their vehicle at the start of each day and report any obvious defects immediately. Lights, tyres, fluids and wipers should be checked at least weekly and all vehicles serviced in accordance with manufacturers recommendations.

When attending sites, drivers should report to the site office or reception on arrival, be in possession of all requisite PPE, and proceed with caution particularly where traffic routes are of a temporary nature.

#### 4.10 – Emergency Procedures

The company will identify such events as may cause imminent danger for its employees and other persons in the vicinity, and will adopt procedures designed to give warning of any imminent danger and allow personnel to move to a place of safety. Information on emergency procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of an emergency arising, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the emergency.

Whilst on client sites, company personnel will familiarise themselves with emergency procedures in force and will observe any relevant rules and procedures at all times.

#### 4.11 – Employee Behaviour & Conduct

All employees are expected to conduct themselves in an appropriate manner whilst at work and to comply with the Company Code of Conduct, and all duties as listed in Section 3.4 of this policy. (The section details the legal responsibilities as an employee to themselves and to co-workers)

Employees must also comply with all company policies, health and safety procedures, rules, and safe systems of work, as implemented by the business and or clients. Employees must also comply with the duties listed in section 3.4 of this policy and all rules relating to behaviour and misconduct which may be issued as part of the contract of employment. The company is committed to the belief that a safe working environment depends on the attitude of those persons at work and will treat breaches of any company rules, but especially health and safety ones as serious.

Serious or repeated breaches of company policies will result in the Company Disciplinary procedure being implemented.

#### 4.12 – Employee Welfare

In accordance with statutory requirements, the company will ensure that employees have access to adequate welfare facilities whilst at work. The nature of these facilities will vary

according to the location of the site and may be shared use of client's facilities, temporary portable facilities, or use of office based facilities when in the vicinity. The type and location of these facilities will be identified prior to commencing each project.

#### 4.13 – Fire Procedures

The company will identify events which may give rise to the risk of fire breaking out in the workplace and will take such steps as are appropriate to minimise the likelihood and/or consequences of any such event. It will adopt procedures designed to give warning of any outbreak of fire and to allow personnel to move to a place of safety. Information on fire procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of a fire breaking out, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.

Whilst on client sites, company personnel will familiarise themselves with the fire procedures in force and will observe any relevant rules and procedures at all times.

#### 4.14 – First Aid Facilities

The company will maintain suitable numbers of trained first aid personnel to deal with minor accidents and emergencies in the workplace, and for more serious instances, to provide first-aid until more qualified assistance can be summoned. These personnel will have undertaken such training as is required by statutory requirements and the identity of these first aiders will be displayed in the workplace and in the site office when applicable.

The company will also maintain adequately stocked first aid kits, which will be kept in each company vehicle and also readily accessible in office areas.

#### 4.15 – Hazardous Substances

In accordance with statutory requirements, the company will ensure that employee exposure to hazardous substances is prevented or controlled. Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of employees.

Such assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Under no circumstances should work involving exposure to hazardous substances be commenced before the appropriate information has been received and understood.

Material Safety Data sheets will be held for all hazardous materials handled or used by employees.

#### 4.16 – Health & Safety Assistance

The Directors are responsible for ensuring that statutory duties are met and that company policy is being adhered to, however, the company recognises that there may be occasions when additional advice is required and therefore have appointed a competent advisor to offer guidance and assistance as required, and provide regular information on safety related issues.

The Competent advisor being;

Langness Management Services Ltd  
Lancaster House  
Lancaster Approach  
North Killingholme

DN40 3JY  
Tel: (01469) 541538

In the first instance requests for advice should be made through the Construction Site Manager or SHEQ Administrator, however all personnel have access to the external advisors should they require it.

#### 4.17 – Housekeeping

The company accepts that good housekeeping practices are necessary to maintain high standards of hygiene and safety in the workplace. Welfare facilities should be kept clean and tidy. All employees will ensure that they maintain their work area in a clean and tidy condition, ensuring that access and egress routes remain clear, and that access to emergency equipment is maintained. Appropriate facilities and receptacles will be provided for waste materials. Maintaining good housekeeping standards will be an integral part of every job.

#### 4.18 – Induction

All employees will be taken through a company induction, which details Company Structure Code of Conduct, Health and Safety, Equal Opportunities, Quality and Environmental Policies.

Employees are told the importance of working to the defined work practices as detailed in Risk Assessments and Method Statements, and the necessity to wear PPE in order to reduce risk of injury. Mandatory PPE site requirements are safety hat, safety boots, eye protection, appropriate gloves and Hi Vis clothing.

#### 4.19 – Manual Handling Operations

In accordance with statutory requirements, the company will ensure that manual handling operations which present a risk of personal injury will be avoided so far as is reasonably practicable. Where it is not possible to avoid such manual handling operations a suitable assessment will be made of the risks to health arising from the activity, taking account of the task, the load, the working environment and the capability of the individual. The results of the assessment will be brought to the attention of the employees concerned, and, based on the findings of the assessment, reasonably practicable measures will be implemented to reduce the risk of injury.

#### 4.20 – Noise & Vibration

The company is aware that operating or working near plant, vehicles and machinery may expose employees to, noise and vibration. The company will arrange for an appropriate assessment to be carried out to establish the noise and vibration levels involved in company activities and establish precautions which need to be taken. The company will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate hearing protection and necessary health surveillance. All employees are expected to fully co-operate with the use of hearing protection and in any health surveillance provided by the company.

#### 4.21 – Non Permanent Labour

At times of peak activity, the core workforce may need to be temporarily supplemented by additional non-permanent labour to maintain adequate staffing levels. The company accepts that such labour may not have the same level of qualification or experience as the full time employees, and as such will require a greater level of supervision. In recognition of this, non-permanent labour will always work alongside competent PK Construction employees, and will never be allowed to work unsupervised.

Additional consideration will be given to workers who may not speak English as their first language.

Non-permanent labour will be provided with information on the activities which they will be required to undertake, the risks involved, and the particular skills and training that they will require.

#### 4.22 – Young Persons

The company is aware of the possible additional risks in employment of young persons, and will take all reasonable measures necessary to minimise such risks. An assessment of any additional risks will be carried out and documented.

The company recognises the definition of a young person as an individual who is under the age of 18 years.

A young person due to lack of workplace experience may be less aware of potential risks, they may be susceptible to peer pressure, and the need to prove themselves. As such the young person will need to be paired with a responsible mentor and taken through a thorough induction. With attention paid to how and with whom the young person should raise any concerns they have. The mentor should encourage the young person to ask questions, in order for them to learn and complete a task correctly.

The young persons may not have reached full physical maturity and as such expectations regarding physical ability and strength may need to be modified.

#### 4.23 – Occupational Health

The company accepts that an employee's health is equally as important as their safety or welfare, and will provide such health surveillance or periodic medical examinations as are appropriate to the activities carried out in the course of their employment. The nature and frequency of these medical and health surveillance provisions will, as a minimum, meet statutory requirements and will take into consideration relevant guidance and best practice.

Employees will be made aware of the purpose, scope and arrangements for carrying out medical examinations or health surveillance, and will be appraised of the results. Confidentiality will be maintained as is appropriate for personal medical records.

#### 4.24 Personal Protective Equipment

In accordance with statutory requirements, the company will ensure where risks cannot be controlled by other means, appropriate personal protective equipment will be freely available and will be issued to those personnel requiring it. An adequate assessment of the need for PPE will be carried out along with an assessment of the suitability of any equipment selected.

All employees provided with personal protective equipment will receive appropriate training, instruction and information necessary to enable them to use the equipment in a proper manner, and understand the risks that the equipment will protect against and its limitations.

It is the employee's responsibility to use this equipment in accordance with the training given, to keep the equipment clean and well maintained as instructed, and to report any defects in the equipment or its operation.

#### 4.25 – Protection of the Public

The company will ensure that all necessary measures for the protection of the public will be allowed for and planned, taking into account the location of schools, leisure facilities, public amenities, retail and residential developments etc. All company employees, contractors and sub-contractors will be required to consider the health and safety of members of the public at all times. Where there is an apparent risk of injury to the general public from the company's activities, then work will cease immediately and the site supervisor will notify the Directors who will liaise with the company's safety advisors to establish suitable precautionary and protective measures.

#### 4.26 – Risk Assessment

The company will carry out suitable and sufficient assessments of all significant risks to which its employees (and others) maybe exposed during work activities. In the first instance risk assessments will be completed by the company Site Manager/ Health and Safety Manager, and or the Directors. In the case where significant or complex risks are involved, professional guidance will be sought from the company safety advisors.

Based on these assessments and other factors, the company will adopt a hierarchy of measures intended to reduce risk to an acceptable level. The results of these assessments will be brought to the attention of the workforce along with details of any measures to be taken to reduce risks.

Under no circumstances should work be commenced before an appropriate risk assessment has been undertaken, and suitable information on safe working practices have been received and understood by those undertaking the work.

#### 4.27 – Safety Signs & Signals

In accordance with statutory requirements, the company will ensure (where required) the use of signs to warn and instruct employees in relation to risks that cannot be adequately controlled by other means.

Where such signs are provided, they will be of such design, dimensions and colour as is commensurate with the type and degree of risk involved. Where provided, they will be displayed at the entrance to the site, or within the site office.

#### 4.28 – Scaffolds

The company will ensure that scaffolding will be erected, maintained, inspected, altered and dismantled by a competent person. Operatives are required to report any defects or unsafe scaffolding immediately to the site supervisor/manager. Under no circumstances must an unauthorised person alter or remove any section of scaffolding.

#### 4.29 – Smokefree Policy

It is the policy of PK Construction (Lincs) Limited that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed areas in the workplace. This policy applies to all employees, consultants, contractors, customers and visitors.

Smoking is permitted in designated areas. Those who use e-cigarettes will be allowed 'vaping' breaks, and where practicable should not be put at risk of harm from second-hand cigarette smoke.

#### 4.30- CDM Regulations

This company is aware of its obligations under the above 2015 regulations and when operating, as a Duty Holder will fully co-operate with all parties concerned to ensure our obligations are met. Suitably qualified and competent professionals will be consulted and/or engaged to ensure that any work undertaken as a Duty Holder fully meets the requirements of the regulations.

#### 4.31 – Training, Instruction & Information

The company regards safety training and competence as an indispensable ingredient of an effective health and safety management system and will ensure that employees are

provided with suitable and relevant training. In order to enable employees to develop their level of competency and carry out their duties safely and without risk to themselves or others.

Such training will be provided on induction and periodically throughout employment to take account of role changes, new technology, new procedures or simply as a refresher.

This training will be supported by the periodic issue of such instruction and information as may be required in relation to working practices systems of work, or any other factor.

The competence of employees in specific duties and activities will be monitored and assessed on an ongoing basis. This may be internally by the management team or externally for such tasks as plant operating.

Training records will be maintained and will record the date training was provided, when the accreditation expires and the level of competence attained by individuals in particular skills.

#### **4.32 – Use of Mobile Phones**

The use of hand held mobile phones whilst driving is illegal. It is illegal to use a handheld mobile phone whilst at traffic lights or in stationary traffic. Vehicles should be 'pulled over' into a safe parking spot before attempting to make or receive calls using a hand held phone.

The use of hands free telephones with voice command, blue tooth headsets or a dashboard holder is permitted. However drivers are reminded that using a mobile phone hands free is still distracting and are advised to park up before making or receiving any telephone calls.

In the event of personnel being involved in an accident where their use of a hand held phone is implicated, recompense for losses may be sought from the employee.

#### **4.33 – Work At Height**

The company will seek to avoid work at height, however if it is required this will be planned and organised by a competent person. Only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection (e.g. guard rails) priority over the use of personal protective measures (e.g. safety harness). The works will be adequately supervised and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations

#### **4.34 – Work Equipment & Lifting Equipment**

In accordance with statutory requirements, the company will endeavour to ensure that all equipment provided for use in the workplace is safe and suitable for the purpose for which it is to be used, is maintained in good working order and repair, and that training is given to employees in its correct use.

Equipment will be maintained in good order and repair, be tested in accordance with statutory requirements, and all relevant reports and certificates will be readily available for inspection. The company shall ensure that all work equipment will be marked with health and safety warnings, indicators of limitations etc, where appropriate.

The use of any work or lifting equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons and it is the responsibility of those persons to use the equipment provided in accordance with any instructions given, and report any defects in the equipment or its operation forthwith.



#### 4.35 – Work in Excavations

The company will ensure that before any person is to commence work within an excavation that adequate protection has been made to prevent collapse or the ingress of plant or vehicles. An assessment will also be undertaken to assess the excavation as meeting the definition of a confined space in which case a specific confined space assessment will be undertaken and a safe system of work including emergency procedures produced. No person is to commence work in an excavation until it has been inspected by a competent person and declared safe.

#### 4.36 – Work Related Stress

Stress in the workplace is a growing problem and it is the policy of this company to prevent work related stress using a combination of management and task related provisions, these include:

Management Related:

- Good relationship between staff and management
- Achievable objectives,
- Effective communications between employees, site supervisors, directors, sub contractors and the client
- Employee involvement
- Good management support and adequate pre-planning.

Task Related:

- Clearly defined tasks and timescales
- Clear responsibilities
- Efficient and proper use of skills
- Good control of hazards and risks and support from senior management.

Any employee displaying signs of stress will be sympathetically dealt with to discover the cause of stress and every effort will be made to reduce stress levels in the workplace.

#### 4.37 – Workplace Inspections

In accordance with statutory requirements, and in order to constantly monitor the performance and effectiveness of the health & safety management system, the company will ensure that regular documented inspections of the workplace are carried out. Such inspections will be carried out by a member of the management and/or external safety advisors. These formal inspections will be supplemented by ongoing inspections by supervisory staff in order to identify areas where risk control measures are ineffective, not being observed, or otherwise require improvement.

Information obtained from these inspections will, in conjunction with monitoring data, be used in regular review of the safety management system.