



Health, Safety & Environmental Policy

**Downsway Industrial Estate
Heathhall
Dumfries
DG1 3RS**

Dumfries: 01387 253030
E:mail: info@rearsman.co.uk

Index

PART A – POLICIES

- 1 Health & Safety Policy Statement
- 2 Environmental Policy Statement

PART B - ORGANISATION

- Organisation for Implementing Policy
- Deputising Order

PART C – ARRANGEMENTS FOR IMPLEMENTING POLICY

A) LEGAL & MANAGEMENT

- 1 Accident Reporting, Recording & Investigation
- 2 CDM Regulations
- 3 Sub-contractors
- 4 First Aid
- 5 Risk Assessments
- 6 Statutory Testing
- 7 Training
- 8 Communication & Consultation
- 9 Competency/Permitted Use of Equipment
- 10 Toolbox Talks
- 11 Non-English Speakers
- 12 Young People
- 13 New Legislation
- 14 Site Set Up and Security
- 15 Emergency Procedures

B) HEALTH & WELFARE

- 16 COSHH
- 17 Health Surveillance
- 18 Noise
- 19 Staff Welfare
- 20 Skin Protection
- 21 Alcohol & Drugs
- 22 Asbestos
- 23 Weils Disease
- 24 Vibration
- 25 Manual Handling
- 26 Slips, Trips and Falls
- 27 PPE
- 28 Meeting Workers Needs

C) GENERAL SAFETY

- 29 Abrasive Wheels
- 30 Access/Egress
- 31 Compressed Gases
- 32 Emergency Procedures
- 33 Fire
- 34 Flammable Liquids
- 35 Lighting
- 36 Machine Safety
- 37 Mobile Plant
- 38 Peripatetic Working
- 39 Portable Electrical Goods
- 40 Hand Tools
- 41 Site Transport

D) HIGH RISK ACTIVITIES

- 42 Confined Spaces

- 43 Excavations
- 44 Lifting Operations
- 45 Signallers & Slingers
- 46 Buried Services
- 47 Road & Streetworks
- 48 Lone Working
- 49 Working from Heights

E) ENVIRONMENTAL

- 50 Housekeeping
- 51 Storage
- 52 Emergency Spillage
- 53 Neighbours
- 54 Waste Management
- 55 Energy Resources

PART A 1 Health & Safety Policy Statement

This document sets out the Health & Safety policy of R Earsman Ltd. It covers activities undertaken throughout all office locations and operations.

This document will be reviewed for continued suitability, will be communicated within the Company and, wherever appropriate, made available to interested parties. The review interval for this document is annually.

We are committed to eliminating risks and reducing OH&S risks wherever possible; and to consult and actively seek workers participation, and workers representation should they exist.

Policy statement

Effective health and safety management is of prime importance to our business and we are committed to the continuous improvement of our health and safety performance.

We aim to cause no harm to people and will work with clients, suppliers, the workforce and other stakeholders towards achieving these goals. We will comply with all legislative requirements pertaining to health and safety as its minimum standard.

We aim to pursue high standards of health and safety management as an integral part of efficient management of the business, ensuring that business decisions take proper account of health and safety implications.

The company will consult with employees and others under our control on health and safety matters to ensure that this policy and its arrangements are maintained.

We will ensure that all employees are provided with adequate training, instruction and information to enable them to safely undertake their work activities.

R Earsman Ltd will ensure health and safety risks arising from our work activities are fully and effectively controlled, cooperating with clients and other contractors.

Adequate resources will be provided, including finance and competent health and safety advice to achieve the aims of this policy.

The company shall employ a consistent framework for the management of health and safety issues across its operations.

The Managing Director is responsible for taking measures to help staff act in compliance with this policy. All Managers are required to check that their staff are aware of this policy. All staff are required to comply with the policy requirements and share responsibility for our performance in implementing it.

The Managing Director has overall responsibility for implementing this policy. Individual responsibilities of key R Earsman personnel are set out clearly in supporting documents.

SIGNED:

DATE: July 2024

John Armstrong
Managing Director

PART A 2 Environmental Policy Statement

This document sets out the Environmental policy of R Earsman Ltd, it covers activities undertaken throughout all office locations and operations.

This document will be reviewed for continued suitability, will be communicated within the Company and, wherever appropriate, made available to interested parties. The review interval for this document is annually.

Policy Statement

This policy aims to support continual improvement in our operations to help us protect the environment by reducing the impact of our activities on the sectors in which we operate.

Awareness of the environment and our impact on it, forms a cornerstone of our professional activities. We are committed to the protection of the environment, including the prevention of pollution, by minimising the environmental impact of our operations and activities, as far as reasonably practical. We are committed to fulfilling our compliance obligations. We will comply with all legislation, standards, statutory and other obligations, client requirements and best practice, where required, reasonably possible and relevant to our activities and the sectors in which we operate.

This will be achieved by the following means: -

- Educating, training and motivating employees to carry out tasks in an environmentally responsible manner.
- Giving due consideration, in advance, of the environmental impact of the work which is to be carried out.
- Reviewing the materials which are required to carry out the work and, wherever it is reasonably practicable, using materials which are the most environmentally friendly option.
- Carefully considering how to eliminate or minimise any waste at source and to consider at all times the possibilities for re-cycling materials.
- Controlling the disposal of waste materials generated using registered carriers and waste management companies, all in accordance with the Environmental Protection Act.
- Encouraging environmental protection among suppliers and subcontractors.

The Managing Director is responsible for taking measures to help staff act in compliance with this policy. All Managers are required to check that their staff are aware of this policy. All staff are required to comply with the policy requirements and share responsibility for our performance in implementing it.

The Managing Director has overall responsibility for implementing this policy, which will be reviewed at least annually.

SIGNED:

DATE: July 2023

John Armstrong
Managing Director

PART B - ORGANISATION

Organisation for Implementing Policy

RESPONSIBILITIES

1. Managing Director

The Managing Director will have overall responsibility for the implementation of the Company Health, Safety & Environmental Policy and will be responsible for ensuring that adequate resources are provided to enable the policy to be implemented.

In his absence, or in the absence of other responsible persons identified in the Organisation Chart, the responsibility for carrying out these duties will be taken on by the person so designated on the Deputising Order.

2. Supervisors and Foremen

Supervisors and Foremen are responsible within the limits of their authority for the health, safety and welfare of persons under their control. Effective supervision plays a vital part in achieving the aims of the policy. A special responsibility for safe working rests with supervisory staff who possess the knowledge and experience to spot potential hazards.

Supervisors and Foremen's duties include the following: -

- a) Ensure a safe working environment is provided and maintained.
- b) Ensure that a safe means of access and egress is provided and maintained to every workplace.
- c) Ensure that maintenance and servicing of equipment is carried out, as required.
- d) Report all defects to their immediate superior.
- e) Receive reports from operatives of any incident which led or might have led to injury or damage and to investigate such reports with the object of preventing recurrence. Ensure such reports and recommendations are passed to their immediate superior.
- f) Ensure Company and local procedures are complied with.
- g) Identify and minimise unsafe acts or conditions.
- h) Ensure safety induction of all site visitors, as may be necessary.
- i) Supervise contractors and visitors, in order to ensure compliance with legislation, Company or local standards.
- j) Ensure personal protective and safety equipment is in good order and used as appropriate.

3. Site Operatives

Each and every individual employee carries a personal responsibility under the Health and Safety at Work Act. Duties are imposed on all employees to take reasonable care for their own health and safety at work, to avoid placing others at risk and to co-operate in the steps which their employer must take to comply with the Act and to refrain from interfering or misusing anything provided in the interests of health and safety, and :-

- a) Shall make themselves familiar with and conform to the safety policy.
- b) Shall observe all safety rules and carry out their work in the manner in which they have been instructed and trained to do so.
- c) Shall wear appropriate safety equipment and use appropriate safety devices, ensuring that it is in good condition and report to their immediate supervisor any known defects.
- d) Shall report to their immediate supervisor any observed accidents and damage to property or equipment irrespective of whether persons are injured.
- e) Shall report to the person in charge of the accident book, all accidents to themselves whilst at work and sign the book stating that the entry made is correct.
- f) Shall report any hazards or unsafe conditions to their immediate supervisor.
- g) Shall keep the workplace in a safe and tidy manner.
- h) Shall refrain from any horseplay and misuse of facilities.
- i) If the safety aspect of a job which they have been asked to carry out gives cause for concern, or, if they feel that they do not possess the necessary skills or experience to carry out the work in a safe manner, then they must inform their immediate supervisor.

4. Clerical, Technical, Administrative and Office Personnel

- a) Shall make themselves familiar with and conform to the safety policy.
- b) Shall carry out their work in the manner in which they have been instructed to do so such that they do not place themselves or anyone else at risk.

- c) Keep their workplace in a safe and tidy condition, ensuring that access ways and doors are not obstructed.
- d) Report any defects in equipment to their immediate supervisor and under no circumstances attempt any makeshift repairs.
- e) Comply with Fire Fighting and Emergency Procedures applicable at the workplace.
- f) Report any accidents to their immediate supervisor and agree that the entry made in the accident book is correct.
- g) Ensure that any equipment which is provided in the interest of safety is not misused.

5. Health and Safety Adviser

The Health and Safety Adviser will act as the competent person to assist the Management of the Company in carrying out their duties as required by the relevant statutory provisions (Management of Health and Safety at Work Regulations), and whose main duties are to:

- a) Advise on the formulation, production, monitoring and review of the Company Safety Policy.
- b) Liaise with the Managing Director and members of the Management to ensure implementation and monitoring of Health and Safety Procedures.
- c) Attend Management H&S meetings
- d) Inform the Management of Health and Safety legislation and make recommendations for the implementation of such legislation.
- e) Investigate and record information on all accidents, dangerous occurrences and enforcement notices. Provide a written report to the Managing Director and relevant member of the Management who is responsible for workplace safety with regards to any Reportable Accident or Dangerous Occurrence.
- f) Assist the management in any dealings with the Health and Safety Executive and or other enforcing authorities.
- g) Assist in the compilation of Risk Assessments, Method Statements and the Construction Phase Plan where necessary.
- h) Shall be available for advice/consultation, on all matters relating to health, safety and welfare at work.

6. Contractors

All Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is available on site while work is carried out.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site/premises.

When requested to do so Contractors must provide Risk Assessments and or Method Statements for the work which they are to carry out.

All plant or equipment brought onto site by Contractors must be safe and in good working condition, fitted with the necessary guards and safety devices and with any necessary certificates available for checking.

No power tools or equipment of greater voltage than 110 volts may be brought onto site, cordless equipment should be used whenever possible.

Any injury sustained or damage caused by Contractors employees must be reported to the Site Foreman.

This company has engaged a Safety Adviser, who as part of his duties carries out site safety inspections/audits and reports on Health and Safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.

Any material or substance that is brought on site or any operation that is carried out and which is considered to be hazardous to health, must be accompanied with the relevant COSHH Assessment. All such assessments must be given to the site foreman prior to any operation taking place.

Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc. is cleared as work proceeds.

8 **Delegating Responsibility**

Any person delegating responsibility for health, safety or welfare must ensure that;

- the recipient is competent to assume it
- clear instructions are given regarding the nature and extent of the responsibility
- adequate facilities exist (including status) for executing it
- the responsibility is properly discharged, and
- all legal requirements are adhered to.

Any person who finds that the delegated responsibility cannot be fully complied with must report this immediately to the delegator.

7. **Construction Phase Plan**

A Construction Phase Plan will be prepared for all works which fall under the CDM Regulations 2015.

The Plan will be prepared by a member of the Senior Management. Assistance from the Safety Advisor and other experts will be sought if deemed necessary.

The Plan will address the potential hazards as outlined by The Client and or Principal Designer, along with any others which the Management are aware of.

Contractors will be made aware of any relevant sections of the Construction Phase Plan during their Site Safety Induction Training.

The Site Supervisor / Foreman will be responsible on a day to day basis for ensuring compliance with the Plan. Monitoring compliance with the Plan will be carried out throughout the Construction Phase by a member of the Senior Management and or the Managing Director when they visit site.

As the Construction Phase progresses additional "in house" Method Statements/Risk Assessments may be added to the Plan, also any information which has been supplied by Contractors and which has a bearing on Health and Safety at Work.

Deputising Order

- a) **J J Armstrong (Managing Director)**
- b) **B Armstrong (Administrator)**
- c) **A Thomson (Administrator)**

If any of the above are absent or unavailable, then the person named immediately below them will deputise upwards

PART C - ARRANGEMENTS FOR IMPLEMENTING POLICY

Our summary policy statement on the implementation of important topics is summarised in this part of the Company Health and Safety Policy.

A) LEGAL & MANAGEMENT

1. ACCIDENT REPORTING, RECORDING AND INVESTIGATION (Ref: A13)

All accidents, however minor, resulting from incidents at work must be reported to the representative of the Company who is in charge of the work site, e.g. working foremen and thereafter entered in the accident book B1510. This is a legal requirement.

- a) All personnel on site must report accidents and near-miss incidents occurring during work activities on behalf of the Company. The most important steps are:
- b) Where an accident is classed as "Reportable" under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the following procedure will be followed.
- c) The Working Foreman must be informed of the accident; within offices the Managing Director must be informed.
- d) The Working Foreman must contact his immediate supervisor, by the quickest possible means (usually telephone) and inform them of the accident.
- e) Remove residual hazards that may pose a risk for other people in the area.
- f) The Supervisor/Director being informed of the accident will contact the Safety Advisor, who in turn will carry out an investigation.
The Managing Director will contact the HSE Accident Reporting Line, providing them with all details.
If a medical certificate or other written diagnosis from a Doctor has been received in respect of an employee who is absent from work and the disease is diagnosed as one of those listed in RIDDOR, the Managing Director will contact the HSE Accident Reporting Line, providing them with all details.
- g) All accidents and dangerous occurrences, whether notifiable to the enforcing authorities or not, shall be thoroughly investigated by Management.
- h) Management shall review existing systems of work to prevent a recurrence.

2. CDM REGULATIONS (Ref: A02)

Construction work is both wide-ranging and diverse with many statutory provisions relating to health and safety. Where the Construction (Design and Management) Regulations 2015 apply and where R Earsman has been appointed as Principal Contractor only competent Sub-Contractors will be appointed. Under CDM Regulations:

- a) construction work will not commence until a satisfactory construction phase health and safety plan has been agreed
- b) appropriate measures must be in place before works starts

3. SUB-CONTRACTORS

In any circumstance where work is being undertaken by sub-contractors, Company procedures must be followed. In particular:

- a) Select, co-ordinate and monitor competent contractors who under normal circumstances would be on the Company's approved sub-contractors list and properly supervise health and safety control measures.
- b) produce proper design specifications, exchange information and demand method statements which deal with the health and safety issues as they develop at each phase of the work and which are commensurate with the scope and risks in the activity.
- c) maintain regular effective two-way communications which promptly accommodate changes and unforeseen problems

4. FIRST AID (Ref: A14)

The following steps are most important in the provision of adequate and effective first aid cover:

- a) Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
- b) Ensure that an appropriate number of first aid personnel are trained and available in the workplace as required.
- c) Maintain adequate first aid equipment and facilities appropriate to the degree or risk, including for those employees who work away from site.

5. RISK ASSESSMENTS (Ref: A06)

The Company accepts that some of its operations may, unless properly controlled, create risk to employees and others and will take all reasonably practicable measures to reduce these risks to an acceptable level.

The Company procedure for undertaking risk assessment is comprehensive and will be followed as an ongoing part of the management of health and safety. Wherever reasonably practicable, engineering solutions will be introduced to avoid or minimise any identified risk. Further controls will be exercised through the implementation of Safe Systems of Work.

6. STATUTORY EXAMINATIONS

Legislation requires that certain items of plant, equipment and workplaces must receive regular inspection and examination to ensure that defects or weaknesses are detected, and action is taken to remedy the situation. The Company will ensure that the examinations are carried out by a competent person. Records of any examinations will be kept and made available for inspection as required. In accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER) & with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

7. TRAINING

Training plays an essential part in the effective development of human resources.

Constructive health and safety training will enhance performance of individuals and thereby improve company productivity. The purpose of training, as part of achieving competence, is to bring the employee to a desired standard of practice or level of understanding to enable a task to be carried out effectively and in safety.

Training programmes will be devised accordingly and implemented through a combination of internal and external courses / seminars. The Company will operate a Training Plan identifying training needs and setting targets. Refresher training will be carried out to comply with card renewal dates and to provide staff with regular updated training.

8. COMMUNICATION & CONSULTATION (Ref: A08)

Management will hold regular minuted meetings with the Company's external HSE advisors. Procedural changes within the Company's Policies will be advised to all staff in the form of a formal memo. Where general awareness is identified, an HSE Awareness Flyer will be issued to all employees.

9. COMPETENCY / PERMITTED USE OF EQUIPMENT (Ref: A05)

Only trained and authorised employees are permitted to use work equipment, with operators being trained to use individual items of plant to a competent acceptable standard. All equipment faults must be reported immediately.

10. TOOLBOX TALKS

The Company has a range of toolbox talks designed to give supplementary assistance to staff on particular safety topics. Part of a suite of short presentations, these talks are pertinent to the workplace and form part of our commitment to safety awareness.

Talks, which include sub-contractors if applicable, are carried out by management/supervisors on a regular basis with evidence of attendance recorded.

The Company actively encourages safety improvement suggestions as part of its toolbox talk routine.

11. NON-ENGLISH SPEAKING WORKERS

The Company acknowledges that a significant number of workers within the construction industry do not have English as their first language. These workers may have both language and literacy difficulties. A Guidance Note for communicating with such workers is available and is set out in a clear and comprehensible manner.

12. YOUNG PEOPLE IN THE WORKPLACE (Ref: A07)

Young people, especially those new to the workplace, encounter unfamiliar risks from the jobs they will be doing and from the working environment. A lack of experience and maturity makes them particularly vulnerable to workplace risks. A Guidance Note to assist in the management of young people is available and is set out in a clear and comprehensible manner.

13. NEW LEGISLATION

The Company will identify and consider all new or amended legislative standards. Any implication to the business activities of the Company will be brought to the attention of the Directors.

The Company Health and Safety Policy together with any relevant procedures and safe systems of work will be duly amended resulting from implications of any legislative amendments.

14. SITE SET UP & SECURITY (Ref: A03)

Legally, trespassers have a right not to be put at risk if they enter a construction site. Others, for example children, may enter a construction site unwittingly and we have a duty to ensure their safety.

- a) ensure that any unauthorised visitor is escorted to a place of safety
- b) secure tools and equipment in an area only accessible to site workers
- c) secure the site and its accommodation out of working hours

15. EMERGENCY PROCEDURES

Each operating division will assess what emergency procedures are necessary.

When devising a plan, it is important to:

- a) Nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities.
- b) Ensure that all employees without special responsibilities are aware of how to evacuate the area without delay.
- c) Test the emergency plan and rehearse it at suitable intervals, reviewing it if any shortcomings become apparent.

B) HEALTH & WELFARE

16. COSHH

Modern working methods involve the use of substances, principally chemicals which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and airborne dust, in significant quantities, may damage health. The Company procedure for the control of substances hazardous to health must be followed, and, in particular:

- a) Identify the hazard and assess any risk.
- b) Eliminate, prevent or control the risk.
- c) Maintain and monitor the controls.
- d) If required, monitor the health of employees.
- e) Inform and train employees, as necessary.
- f) Follow guidance on COSHH datasheets with regard to the purchase, handling and storage of substances hazardous to health.

17. HEALTH SURVEILLANCE (Ref: B06)

R Earsman Ltd undertakes limited health surveillance on a regular basis. General health and wellbeing are important not only for now but for later life as well.

Employees are encouraged to inspect their hands/arms/face on a regular basis and to immediately report to their immediate supervisor any sign of irritation, pain, etc. Everyone is encouraged to seek consultation where they feel they have developed health conditions out of the ordinary.

18. NOISE (Ref: B11)

The Company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees or other persons who work with noisy equipment or in a noisy environment is reduced to a minimum. The Company has an established procedure for the control of noise in accordance with The Control of Noise at Work Regulations 2005:

- a) assessment of noise and evaluation of operator exposure.
- b) introduction of control measures to reduce noise emissions, wherever reasonably practicable.
- c) provision of information, instruction and training of employees regarding noise, including the issuing and use of personal hearing protection.

19. STAFF WELFARE (Ref: B07)

Staff working within the Company's office have access to a modern on-site canteen, male, female and disabled toilets and washroom facilities. A drying room facility is also provided.

Hired site cabins are provided for site workers. Cabins are fitted with washroom and toilet facilities, hot and cold running water. Each generator-powered cabin also has a mess room and drying area. In some instances, on-board facilities are provided within the company's vehicle fleet.

In accordance with Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992.

20. SKIN PROTECTION (Ref: B01 to B02)

Precautions should be taken not to expose areas of the skin to the sun, or to other hazards associated with construction work.

- a) use creams or sprays to avoid sun burn
- b) cover areas of the skin to minimise risk to sun burn or other material hazards
- c) comply with any safe system of work and manufacturer usage guidance
- d) wear appropriate PPE

21. ALCOHOL & DRUGS (Ref: B04)

Policies are in place covering the risks associated with the use of alcohol and drugs. Use or misuse of either, in a high-risk industry such as construction, may result in disciplinary action being taken.

22. ASBESTOS (Ref: B09)

Asbestos can break down into tiny sharp fibres which may lodge in the lungs causing asbestosis or fibrosis. Working with some types of asbestos may be extremely hazardous. Appropriate PPE should be worn at all times. If you think that asbestos is present in a building or material, you are handling:

- a) stop work and consult your supervisor
- b) prevent access to contaminated area using barriers and signs
- c) risk assess the potential hazard
- d) await further instruction from your supervisor

23. WEIL'S DISEASE (Ref: B03)

Weil's disease is a kind of jaundice which enters through the skin and through the lining of the mouth and nose. It is caused by contact with water contaminated by the urine of rats or other small mammals. Left untreated, this disease can be extremely dangerous.

- a) wear appropriate PPE
- b) avoid handling carcasses
- c) carry your Weil's Disease card to notify others of the risks

24. HAND-ARM & WHOLE BODY VIBRATION (Ref: B12)

Depending on the type of work situation, vibration of the whole body or the hand-arm are potential safety hazards. Excessive exposure to vibration may cause current or later life damage. In accordance with Control of Vibration at Work Regulations 2005

- a) select hand tools which minimise vibration, where possible
- b) take breaks from operation to avoid excessive vibration exposure
- c) keep limbs warm and dry if possible

25. MANUAL HANDLING (Ref: D01)

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. The Company is committed to reduction of the risk of manual handling injuries and the provision of guidance on the measures that should be taken to ensure the safe movement of loads. In accordance with the Management of Health and Safety at Work Regulations 1999 as well as the requirement in the Manual Handling Operations Regulations 1992 (MHOR) the company will:

- a) Ensure assessment of all manual handling activities is undertaken.
- b) Where reasonably practicable ensure manual handling will be minimised by either elimination, improved ergonomic design or mechanical aids.
- c) Introduce safe systems of working.
- d) Provide suitable information, instruction and training of persons who are required to undertake manual handling activities.

26. SLIPS, TRIPS & FALLS (Ref: D03)

Be aware of hazards which invite the potential for slips, trips and falls. Clear areas of debris at regular intervals to avoid creating hazards and work in a tidy manner. Keep access routes free and dispose of waste in a controlled manner.

27. PERSONAL PROTECTIVE EQUIPMENT (Ref:C01)

The Company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with personal protective equipment.

Personal protective equipment is only effective in protecting the wearer or user where the following steps are taken:

- a) only use PPE in accordance with the employers and manufacturer's instructions and during the activities for which they are designed to provide protection
- b) store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.

28. Meeting Workers Needs

R Earsman Ltd is committed to making reasonable adjustments to meet worker's needs.

Where possible work will be adapted to suit the individual as well as adapting to technical progress, at all times taking into account the workers capabilities.

C) GENERAL SAFETY

29. ABRASIVE WHEELS (Ref:CO5)

Abrasive wheels, if handled correctly and safely are an invaluable tool. However, in order to reduce the risk of accident and injury, the following steps should be taken:

- a) make sure that all relevant personnel are adequately trained to mount abrasive wheels, to anticipate hazards and to know the precautions to be taken.
- b) ensure that all machines and associated equipment, including rests, guards and abrasive wheels, are well maintained and in good working order.
- c) ensure that any defect found is reported immediately to a responsible person.
- d) always use equipment within safe working tolerances and in a safe operational manner

30. ACCESS / EGRESS

Safe access and egress shall be achieved by following these basic precautions:

- a) ensure high standards of housekeeping are maintained.
- b) regularly check access and egress routes and remove or report obstructions and other hazards immediately.
- c) comply with procedures where limitation of access applies.

31. COMPRESSED GAS CYLINDERS (TRANSPORTABLE GAS CONTAINERS) (Ref:C15)

Compressed Gas Cylinders (transportable gas containers) are widely used throughout the working environment. They can be used safely by following these basic principles.

- a) Handle all compressed gas cylinders carefully, keeping them upright and secured in transit and protected from excessive heat.
- b) Provide adequate information to employees involved in the handling or use of compressed gas cylinders to enable them to identify and understand the risks associated with each product being handled.
- c) Implement procedures for all employees working with compressed gas cylinders to enable them to carry out their work in a safe and effective manner.

32. EMERGENCY SPILLAGE (Ref: E03)

Most spillages can be avoided with great care and control. Spill kits are available to avoid further escape and potential pollution. Staff are trained in the use of kits. In case of an emergency spillage:

- a) follow emergency procedures
- b) advise supervisor / the office of any spill
- c) dispose of soiled spill kits in an authorised manner
- d) ensure any spillage does not enter a watercourse or drain

33. FIRE (Ref:C14)

The Company will take all reasonably practicable steps to prevent or minimise the probability of all causes of fire.

In particular:

- a) Periodic inspections will be undertaken to identify fire risks and ensure that appropriate precautions are in place.

- b) Housekeeping standards will be maintained to minimise the risk of and development of fire and will include the provision of adequate firefighting equipment.
- c) Effective security precautions should be taken to minimise the risk of arson both within buildings and on the grounds of every site.

34. FLAMMABLE LIQUIDS (Ref:C16)

The Company acknowledges that health and safety hazards may arise from the use of flammable liquids and will take all reasonable steps to ensure that health and safety of employees and other persons who may be affected.

In particular:

- a) Make sure that all personnel are adequately trained in the use of flammable liquids, including emergency response.
- b) Ensure that all equipment used for conveying or storage of flammable liquids is adequate and suitable fire extinguishers are readily available and easily accessible.
- c) Ensure that any equipment defects, spillages or other accidents are reported immediately to a responsible person.

35. LIGHTING

The provision of a safe and well-lit environment is fundamental to good working practice. All reasonable steps will be taken to ensure safe working conditions, in particular:

- a) Ensure that at no workplace the lighting level falls below the absolute minimum required for the safe performance of the task.
- b) Monitor changes in the workplace, equipment and tasks undertaken in order to assess the impact on lighting requirements.
- c) Select and position all lighting equipment so that it presents no danger to the occupants either during normal operation, maintenance, or lamp replacement.

36. MACHINERY SAFETY (Ref:C04)

The Company will provide machinery, equipment and other plant that is safe, practicable, and will maintain it in a safe manner. In accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER)

In order to ensure machinery safety, the Company will:

- a) carry out risk assessments and implement safe systems of work for operating and maintenance
- b) Ensure guarding of, all dangerous parts and correct continual use of the guards.
- c) Undertake training in the correct method of machinery operation and safe systems of work.
- d) maintain the machinery, including testing following installation procedures and ensuring a safe hand over to operators following any maintenance task.

37. MOBILE PLANT (Ref:C13)

The operation of mobile plant may give rise to hazardous situations, if not adequately controlled. In order to minimise any risk, the Company will:

- a) ensure that all items of mobile plant are fit for the purpose intended and are regularly maintained.
- b) train and assess all operators to ensure that a level of competence is achieved and maintained.

38. PERIPATETIC WORKERS

Work at changing locations poses special problems with regard to hazards and control of risks. To ensure that such employees are not exposed to unnecessary or excessive risk, the standards which the Company would apply to activities in locations under its direct control must be reviewed, where appropriate in association with any other parties involved, to ensure that allowance is made for any additional hazards which arise due to the location itself or changes to the way of working.

39. PORTABLE ELECTRICAL APPLIANCES

Tools and equipment are inspected prior to use by the operator, in addition all such equipment is subject to routine PAT Testing, by a Specialist Company. Equipment which is faulty should not be used and should be returned for repair/disposal.

40. USE OF HAND TOOLS (Ref: C06 to C09)

The Company will, in accordance with its general duties, make a suitable and sufficient assessment of the risk to the health and safety of employees working with hand tools.

The most important points with regard to their safe use are:

- a) to use the correct tool for the job.
- b) to report any defect found and to stop using the defective tool immediately.
- c) to maintain the tool in a safe condition, which will involve regular inspection in the case of electrically powered tools.

41. SITE TRANSPORT & PEDESTRIANS (Ref:C12)

Construction sites can be a dangerous place due to the mix of vehicle and pedestrian movements. All on-site vehicles and plant should be operated by authorised users. Pedestrian areas and walkways should be clearly defined, and any speed restrictions observed. Sites are safer if site rules are observed. Pedestrians should stay well clear whilst vehicles are passing or unloading. Vehicles should be driven in a safe manner observing foot traffic routes and safe loading/unloading routines.

D) HIGH RISK ACTIVITIES

42. CONFINED SPACES (Ref: D14)

A restricted space is not necessarily a confined space and guidance should be sought if any doubt arises. When proper precautions are adhered to, employees may safely enter confined spaces provided:

- a) As much information as possible is found out about the confined space, including details of any previous contents and their associated hazards.
- b) Always prepare thoroughly for work and adhere strictly to the rules of any permit to work system that applies.
- c) Never enter a confined space without the knowledge of others.
- d) Be aware of any rescue arrangements

43. EXCAVATIONS (Ref: D12)

Excavating can be an extremely hazardous operation. Careful planning, organisation, control and monitoring is required to ensure that the risks are kept to a minimum. In particular:

- a) Obtain information regarding ground conditions, water tables, previous use etc before commencing work. Examination of surrounding terrain may assist in this assessment.
- b) Before any excavation is started enquire with utility companies for underground services location. Not all services or their depth and position are marked on utility drawings and personal checking may be required using detection equipment.
- c) Prior to, and during excavations assessments must be undertaken for likelihood of collapse and shattering requirements. Sufficient and adequate shattering must be available before excavation commences.

44. LIFTING OPERATIONS (Ref: D15)

In order to safeguard employees using certain types of equipment in the course of their duties the Company will arrange for regular examinations and test to be carried out, in accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The Company will ensure:

- a) that tests and examinations of all lifting equipment are undertaken before the
- b) equipment is taken into service.
- c) List all items of equipment requiring a statutory inspection and the interval details.
- d) Nominate a responsible person for arranging the inspections and recording the results.
- e) Ensure that equipment is in a safe condition to be inspected.
- f) Ensure all defects are attended to.
- g) ensure the competence of employees and other persons who may be required to use lifting equipment on the Company's behalf.

45. SIGNALLERS, SLINGERS & BANKSMEN (Ref: D18)

To ensure the safe lifting or transshipment of objects on-site, a trained operative will be appointed to assist in guiding the item into position. This person(s) must be left to carry out their task without interference. To assist with this operation, others should:

- a) stand clear of any potential hazard

- b) avoid making signals, potentially confusing the vehicle/plant operator

46. BURIED SERVICES (Ref: D13)

Old workings may lead to buried services being present on construction sites. To evaluate:

- a) check plans to identify any resident service media
- b) scan areas to establish service paths
- c) identify hazards and implement safe systems of work

47. ROADWORKS (Ref: F02)

In road works a major hazard is working amongst live traffic. The hazards of close proximity of vehicles, together with excessive speed require constant vigilance to ensure that employees and the general public are protected. To ensure maximum safety at road works the Company will:

- a) identify site hazards and implement safety systems of work.
- b) provide adequate traffic management in accordance with Chapter 8 of the Department of Transport Traffic Signs Manual.
- c) operate effective traffic management, including a policy for reversing vehicles.
- d) ensure all operatives are provided with and wear appropriate personal protective equipment.

48. LONE WORKING

Part of the Company's operations are situated in areas where contact can be intermittent. To assist operators who are working on their own, the Company has procedures which should be followed when lone working is being carried out:

- a) use available equipment to advise management of your safety on regular, scheduled occasions
- b) follow the safe lone working procedure
- c) keep equipment batteries powered up

49. WORKING FROM HEIGHTS

The law requires that employers and self-employed contractors assess the risk from work at height and go on to organise and plan the work, so it is carried out safely. Try avoiding work at height, if you can. You must otherwise prevent or arrest a fall and injury if work at height is necessary.

Key issues for all work at height are:

- Risk assessment
- Assess the risks.
- Decide on the precautions required.
- Record the significant findings; and
- Review the assessment as necessary.

Precautions required:

- Avoid work at height where it reasonably practicable to do so, e.g., by assembly at ground level and:
- Prevent any person falling a distance liable to cause personal injury e.g. by use of relevant PPE equipment

Method statements:

- A method statement is a useful way of recording the hazards involved in specific work at height tasks and communicating the risk and precautions required to all those involved in the work. The statement need be no longer than necessary to achieve these objectives effectively. Avoid ambiguities or generalisations, which could lead to confusion. Statements are for the benefit of those carrying out the work and their immediate supervisors and should not be overcomplicated. Equipment needed for safe working should be clearly identified and available before work starts. Workers should know what to do if the work method needs to be changed.

E) ENVIRONMENTAL

50. HOUSEKEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and / or organisational deficiencies within the workplace. The Company recognises the need to ensure that adequate standards of housekeeping are achieved.

The following arrangements should be made:

- a) Workplace inspections will be carried out on a regular basis by designated personnel.
- b) Storage areas will be defined, and articles and substances must be returned accordingly after use.
- c) Floors must be cleaned on a regular basis and waste bins emptied daily.
- d) Rubbish must be kept in suitable containers and combustible waste kept from sources of ignition.
- e) Obsolete items of plant and equipment should be removed from site or stored in properly designated areas.

51. STORAGE (Ref: E06)

Apart from the safe storage of items of plant and equipment, the Company needs to keep materials and fuels properly stored to avoid nuisance or contamination.

It is important to follow established storage procedures and to ensure that all items are suitably stored and kept out of harm's way.

In the case of fuels and oils, containers, tanks and bunds should be used to minimise the risk of overflow or escape. Follow safe systems of work and avoid overfilling.

All site materials and waste should be house kept in areas, containers or stores which minimise risk and nuisance to others.

52. EMERGENCY SPILLAGE (Ref: E03)

Most spillages can be avoided with great care and control. Spill kits are available to avoid further escape and potential pollution. Staff are trained in the use of kits. In case of an emergency spillage:

- a) follow emergency procedures
- b) advise supervisor / the office of any spill
- c) dispose of soiled spill kits in an authorised manner
- d) ensure any spillage does not enter a watercourse or drain

53. NEIGHBOURS (Ref: E01 to E02)

By nature, construction affects not only the site where work is being carried out but also the surrounding neighbourhood as well. When carrying out any construction, as a minimum, care should be taken to:

- a) consider neighbours and the surrounding environment
- b) minimise dusts, odours and emissions which might affect health
- c) observe habitats and watercourses
- d) communicate the scope and duration of works to affected residents

54. WASTE MANAGEMENT (Ref: E11)

R Earsman uses registered waste management companies to assist in the disposal of waste materials. Waste from sites should be kept to a minimum and segregated in containers to improve recycling opportunities.

Where possible:

- a) eliminate the need for waste
- b) reduce and reuse where possible
- c) recycle what you can

55. ENERGY AND RESOURCES (Ref: E07)

Providing water, gas and electricity are expensive and the Company is committed to the efficient use of these public utilities and of the Earth's natural resources. Staff are encouraged to:

- a) keep usage to a minimum, using regulators where available
- b) share resources to keep costs down
- c) operate equipment at optimum levels

ISSUE OF HEALTH, SAFETY and ENVIRONMENTAL POLICY TO EMPLOYEES

I being an employee of R Earsman Ltd, have

received, read and fully understand the Company Health, Safety and Environmental Policy: as a result of which, I am fully aware of the duties and obligations that are placed upon myself and as stated within the aforesaid policy document which is dated

Signature of Employee

Date