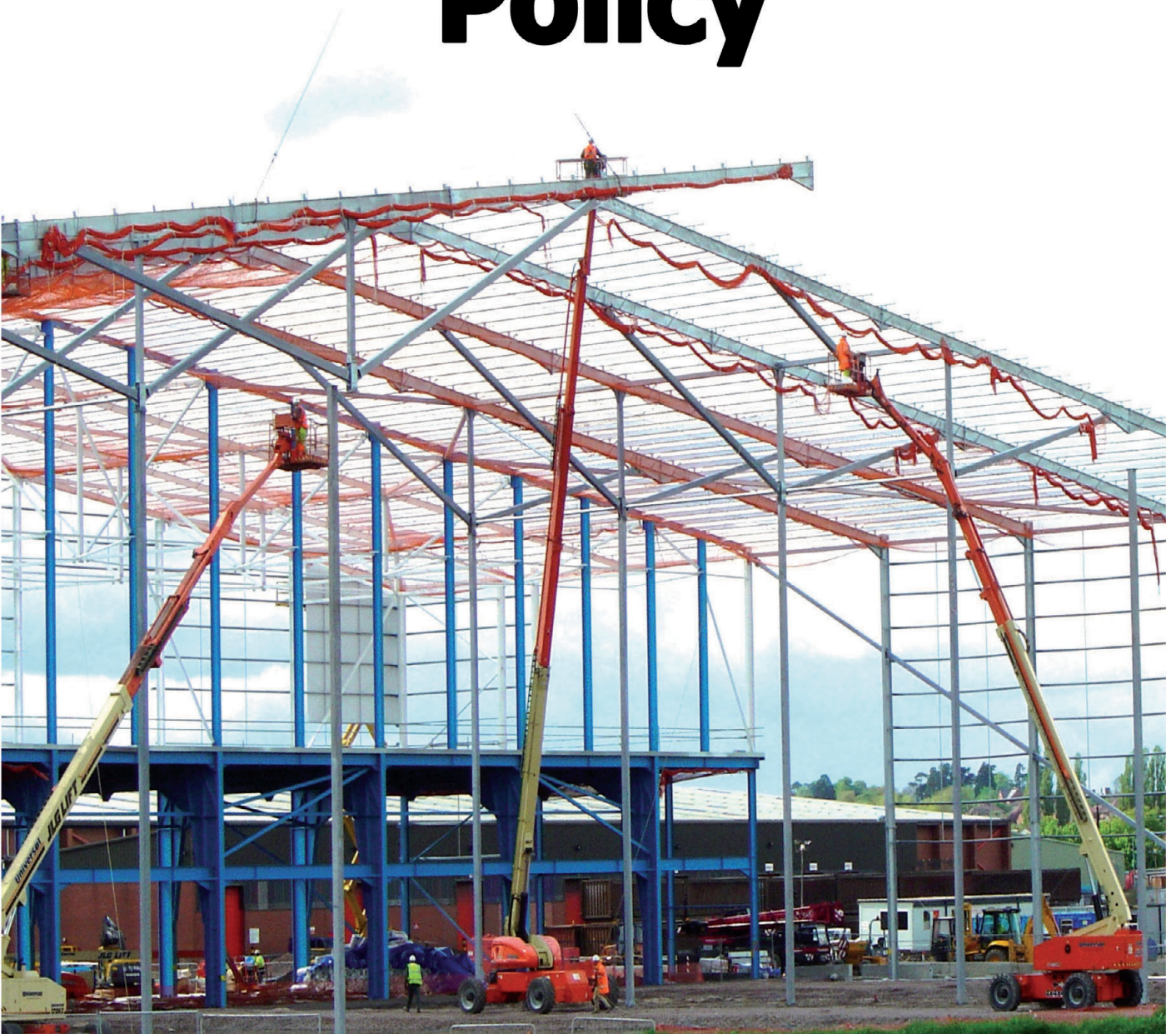


REIDsteel
Structural Engineers



Company Health & Safety Policy



JOHN REID & SONS (STRUCSTEEL) LTD

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POLICY STATEMENT

This Company is committed to ensuring, so far as is reasonably practicable, the HEALTH, SAFETY and WELFARE of its employees and all those affected by its operations. The Company will ensure that all its statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of Management to ensure that all processes and systems of work are designed to take account of HEALTH and SAFETY and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of HEALTH and SAFETY.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee is expected to co-operate with the Company to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of staff. Each individual has a legal obligation to take reasonable care of and for his or her own HEALTH and SAFETY, and for the safety of other people whom their acts or omissions may affect.

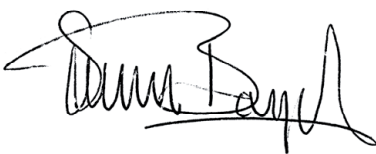
This Policy must be enforced by all Directors, Managers, Supervisors and Foremen and be observed by all Employees.

The Responsibilities for determining the Company's Policies on Health, Safety and Welfare matters including revision of this Policy lies with the Directors. The Board of Directors has appointed a Director as having particular responsibility for Health and Safety and Welfare. In the event of difficulties arising from the implementation of this Policy reference must be made to that Director.

Each employee shall recognise their personal responsibility for observing the Company's Safety Policy, Instructions and Procedures and should develop interest and enthusiasm in Health, Safety and Welfare issues.

The implementation of this Policy will be undertaken by the Managers and Staff of the Company supported by an Appointed Safety Adviser who will monitor compliance with the requirements and give advice on health, safety and welfare matters generally.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be revised as necessary and appropriate.

A handwritten signature in black ink, appearing to read 'Simon Boyd', with a horizontal line underneath the name.

SIMON BOYD
HEALTH & SAFETY DIRECTOR
DATE: 17 July 2009

ABBREVIATIONS

The following list is for reference purposes and is an explanation of abbreviations which are used in this policy.

CDM	Construction (Design & Management) Regulations
COSHH	Control of Substances Hazardous to Health Regulations
DSE	Display Screen Equipment
HR	Human Resources
HSE	Health & Safety Executive
HSWA	Health & Safety at Work Act
LOLER	Lifting Operations and Lifting Equipment Regulations
NEAR-MISS	Any occurrence that could have resulted in an accident
PPE	Personal Protective Equipment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
SITE:	The place of work including working on Company premises

Director responsible for Health and Safety:	Simon Boyd
Company Safety Advisor:	Alan Newman
Works Safety Representative:	Richard Adey
Office Safety Representative:	Liz Doe

COMPANY STRUCTURE

1. **BOARD OF DIRECTORS** are responsible for:

- 1.1 The Health, Safety and Welfare of employees, visitors, sub-contractors and anyone affected by Company activities.
- 1.2 Maintaining the Health and Safety policy by ensuring that there are adequate resources available and that Managers and Staff are competent.

2. **DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY** is responsible for:

- 2.1 Implementing and enforcing the policy.
- 2.2 Keeping the board apprised of the Health and Safety performance.
- 2.3 Ensuring that risk assessments are carried out.
- 2.4 Overseeing all accident investigations and deciding what action is appropriate on being informed of an accident or incident, including reporting requirements under RIDDOR.
- 2.5 Overseeing and deciding on appropriate action for breaches of the Company Health and Safety policy.

3. **COMPANY SAFETY ADVISOR** is responsible for:

- 3.1 The day to day implementation of the policy.
- 3.2 Appraising the Director Responsible for Health and Safety on the Health and Safety performance.
- 3.3 Investigating accidents and incidents.
- 3.4 Advising Management and the Director responsible for Health and Safety of how to comply with the policy.
- 3.5 Monitoring the Health and Safety performance of the Company.
- 3.6 Assisting in the production and maintenance of risk assessments.
- 3.7 Stopping any unsafe activity identified and immediately reporting such activity (including any breach of this policy) to the Director responsible for Health and Safety.
- 3.8 Reporting all accidents, incidents and near-misses, no matter how minor, to the Director responsible for Health and Safety.

4. **WORKS AND OFFICE MANAGERS** are responsible for:

- 4.1 Maintaining Health and Safety within their department.
- 4.2 Ensuring that their staff work in a competent manner and that they report any problems to the HR department.
- 4.3 Ensuring that plant and equipment are maintained.
- 4.4 Ensuring that staff are adequately supervised.
- 4.5 Ensuring their staff are adequately informed, instructed and trained and where they feel additional training is required that this is reported to the HR and Safety departments.
- 4.6 Ensuring they possess and have issued relevant, up to date, risk assessments for their departments.
- 4.7 Ensuring that all accidents, incidents and near misses that occur in their departments, no matter how minor, are reported immediately to the Company Safety Advisor and are recorded in the accident book.
- 4.8 Ensuring the safety of all visitors and subcontractors within their departments. (Responsibility is to be maintained and shared when their visitors and/or subcontractors visit other departments i.e. responsibility is maintained, albeit shared when they are in another department within the Company).
- 4.9 Reporting any difficulties in the implementation of the policy to the Company Safety Advisor.
- 4.10 Stopping any unsafe activity identified and immediately reporting such activity (including any breach of this policy) to the Company Safety Advisor and the Director responsible for Health and Safety.

5. **SITE MANAGERS/ERECTION MANAGERS** are responsible for:

- 5.1 Ensuring that all of the sites for which they are responsible are safe and that adequate safety measures are maintained for the duration of the Company's work.

- 5.2 Ensuring that all site based personnel are competent, or if being trained, are supervised at all times.
 - 5.3 Ensuring that all hired-in plant is from a reputable hire Company and that all daily safety checks are carried out and recorded.
 - 5.4 Ensuring that there is a competent site Supervisor on site for the duration of our works.
 - 5.5 Ensuring that all accidents, incidents and near-misses that occur on site, no matter how minor, are reported immediately to the Company Safety Advisor and the Director responsible for Health and Safety and that all such events are recorded in the accident book.
 - 5.6 Ensuring that method statements and risk assessments are done covering our activities on site and ensuring they are reviewed and adapted as required.
 - 5.7 Carrying out crane studies and pre-site plans.
 - 5.8 Reporting directly on any problems with Health and Safety to the Company Safety Advisor and the Director responsible for Health and Safety.
 - 5.9 Ensuring that site safety handover certificates are completed and handed over prior to work commencing on site.
 - 5.10 Ensuring that all aspects of our work on site are carried out in a safe manner and that other trades are prevented from working within the Company's work area unless a safe system of work has been agreed and the appropriate risk assessments have been carried out. Visitors (including Company staff) should not be allowed on site unless suitable agreements have been made and a competent escort is available.
 - 5.11 Preventing any unsafe activity identified and immediately reporting such activity to the Company Safety Advisor and the Director responsible for Health and Safety.
- 6. MAINTENANCE MANAGER is responsible for:**
- 6.1 Ensuring that all plant, vehicles and work equipment is regularly maintained according to an appropriate schedule based on manufacturer's recommendations and his own experience and competence.
 - 6.2 Ensuring that building maintenance is carried out as appropriate.
 - 6.3 Collating the information from the damage report and maintenance requisition forms, prioritising and allocating the work required of his staff or external contractors as required.
 - 6.4 Ensuring that all completed damage reports and maintenance requisition forms are handed to the Company Safety Advisor in a timely manner.
 - 6.5 Ensuring that all statutory inspections are completed on schedule.
 - 6.6 Reporting all Health and Safety issues identified through the routine maintenance checks and break-downs to the Works Manager and the Company Safety Advisor.
 - 6.7 Testing and recording of tests of the fire alarm system and holding records in the fire log.
 - 6.8 Maintaining Health and Safety within their department.
 - 6.9 Ensuring that his staff work in a competent manner and reporting any problems to the HR department.
 - 6.10 Ensuring that staff are adequately supervised.
 - 6.11 Ensuring their staff are adequately informed, instructed and trained and where they feel additional training is required that this is reported to the HR and Safety departments.
 - 6.12 Ensuring they possess and have issued relevant, up to date, risk assessments for their departments.
 - 6.13 Ensuring that all accidents, incidents and near-misses that occur in their department, no matter how minor, are reported immediately to the Company Safety Advisor and are recorded in the accident book.
 - 6.14 Ensuring the safety of all visitors and subcontractors within their departments. (Responsibility is maintained and shared when their visitors and subcontractors visit other departments i.e. responsibility is maintained, albeit shared when they are in another department within the Company).
 - 6.15 Reporting any difficulties in the implementation of the policy to the Company Safety Advisor.
 - 6.16 Stopping any unsafe activity identified and immediately reporting such activity (including any breach of this policy) to the Company Safety Advisor and the Director responsible for Health and Safety.

- 7. WORKS FOREMEN AND WORKS SUPERVISORS** are responsible for:
- 7.1 Ensuring that the staff they are responsible for are complying with all safety rules and procedures.
 - 7.2 Ensuring that any visitors entering the area for which they are responsible comply with safety rules and procedures.
 - 7.3 Ensuring that all plant and equipment within their working area is maintained and that all daily safety checks are carried out and recorded on the daily check form.
 - 7.4 Ensuring that any damage or failure of any work equipment, including property damage, is recorded on a maintenance request form and handed into the Maintenance Manager.
 - 7.5 Ensuring that work tasks issued are only issued to personnel who are competent. During training, supervision must be maintained at all times.
 - 7.6 Ensuring that all completed work, carried out by workshop personnel, is inspected and checked.
 - 7.7 Preventing any unsafe activity within the areas they are responsible for.
 - 7.8 Reporting immediately to their Manager on any non-compliance or unsafe activity.
 - 7.9 Ensuring that all accidents, incidents and near-misses that occur in their departments, no matter how minor, are reported immediately to their Manager and are recorded in the accident book.
 - 7.10 Raising any Health and Safety issues with the Works Safety representative.
- 8. SITE FOREMEN AND SITE SUPERVISORS** (including sub-contractors) are responsible for:
- 8.1 Ensuring co-operation with all other trades on site.
 - 8.2 Ensuring that the Method Statement is read and understood by all relevant personnel and is available on site at all times.
 - 8.3 Ensuring that all on site comply with the site plan contained in the method statement. If there are any concerns about these, then these are to be raised immediately with the Erection Manager.
 - 8.4 Ensuring that the staff they are responsible for are complying with all safety rules and procedures.
 - 8.5 Ensuring that work tasks are only issued to personnel who are competent. During training, ensuring supervision is maintained at all times.
 - 8.6 Ensuring that all completed work, carried out by site personnel, is inspected and checked.
 - 8.7 Ensuring that any other agreed trades or visitors (including Company staff) entering our erection area comply with safety rules and procedures.
 - 8.8 Preventing any unsafe activity within the areas for which they are responsible.
 - 8.9 Reporting immediately to the Erection Manager (or Works Manager if working on the Company's premises) and the Director responsible for Health and Safety of any non-compliance or unsafe activity.
 - 8.10 Ensuring that all accidents, incidents and near-misses that occur in their areas, no matter how minor, are reported immediately to the Erection/Site Manager and are recorded in the accident book.
 - 8.11 Raising any Health and Safety issues with the Erection/Site Manager.
 - 8.12 Carrying out and recording daily toolbox talks authorised by the Erection/Site Manager.
 - 8.13 Ensuring that all plant and equipment on site is maintained and that all daily safety checks are carried out and recorded on the daily check form.
 - 8.14 Ensuring that any damage or failure of Company owned work equipment is reported to the Erection/Site Manager. Ensuring that any equipment that has failed or is damaged, is taken out of service and that a report form accompanies the equipment back to the maintenance department. (Such equipment must not be returned to service until the maintenance department declares it fit for use).
 - 8.15 Ensuring that any hired in plant or equipment that is damaged or fails is taken out of service and is reported to the Erection/Site Manager. (This should not be re-used until it has been confirmed safe and has been authorised by the Erection/Site Manager).
 - 8.16 Ensuring that all site safety equipment and first aid kits are in date.
- 9. WORKS AND OFFICE SAFETY REPRESENTATIVES** are responsible for:
- 9.1 Acting as a channel of communication to raise any Health and Safety concerns of the workforce.

- 9.2 Taking a positive role in the Health and Safety committee to assist in finding solutions to Health and Safety problems.
- 9.3 Observing and reporting any Health and Safety problems.
- 9.4 Assisting in the investigation of accidents and incidents and the completion of risk assessments.
- 9.5 Ensuring that all office and works first aids kits are in date.

10. EMPLOYEES are responsible for:

- 10.1 Taking reasonable care of their own safety and that of their colleagues by complying with all instructions and acting in a responsible manner.
- 10.2 Co-operating with management to ensure the safe operation of the Company.
- 10.3 Co-operating by active participation in all training and courses.
- 10.4 Ensuring when supervising trainees that the trainees conduct themselves in a safe manner at all times and that any difficulties are reported to their Foreman or Manager.
- 10.5 The safe use and operation of all equipment for which they are authorised and that it is only used for the purpose for which it is designed.
- 10.6 The correct use of all PPE as instructed.
- 10.7 Ensuring that all accidents, incidents or near-misses, no matter how minor, are reported immediately to their Manager/Foreman/Supervisor and are recorded in the accident book.
- 10.8 Reporting any unsafe acts (including near-misses) or conditions to their Supervisor or Foreman and raising any Health and Safety issues with the appropriate Health and Safety representative.

REID MARINE

There is a Director with specific responsibility for Reid Marine and he is responsible for ensuring the Health, Safety and Welfare of all staff carrying out work for Reid Marine. Any employee or Sub-Contractor engaged in work for Reid Marine must comply fully with this policy. Any difficulties in the enforcement of this policy must be reported to the Company Director responsible for Health & Safety (named on page 5).

The Director responsible for Reid Marine is responsible for:

- 11.1 Ensuring that any accidents, incidents or near misses that occur in the department, no matter how minor, are reported to the Director responsible for Health & Safety and the Company Safety Advisor.
- 11.2 Ensuring that adequate and up to date risk assessments are carried out and issued to all relevant personnel for all activities connected to Reid Marine work.
- 11.3 Ensuring that all out-boards and fuel tanks, that have contained fuel, are stored in a designated safe area.
- 11.4 Ensuring that customer's are made aware that they are responsible for the road-worthiness of their loaded trailers including the suitability of the towing vehicle.
- 11.5 Ensuring that all visitors to Reid marine are given instructions of where to go and who to report to. When visitors are delivering or collecting boats, appointment times should be arranged.
- 11.6 Ensuring that all visitors are restricted to the designated areas and are accompanied at all times whilst on the premises.
- 11.7 Ensuring that all work carried out on the water (e.g. rigging, maintenance, demonstrations etc) is carried out according to a safe system of work and the lone working procedure (where applicable) in this policy.

ANY EMPLOYEE, INCLUDING MANAGERS OR DIRECTORS, WHO WILLFULLY CONTRAVENES THE COMPANY RULES AND PROCEDURES, OR A LEGAL REQUIREMENT, MAY FACE DISCIPLINARY ACTION.

ANYONE WHO FAILS TO TAKE REASONABLE MEASURES TO PROTECT THE HEALTH AND SAFETY OF OTHERS MAY BE SUBJECT TO DISCIPLINARY ACTION.

SECTION 1.

SAFETY
ARRANGEMENTS
&
PROCEDURES

FABRICATION PROCEDURE

All fabrication drawings are to be issued to the Production Department for assessment prior to issue to our works or to any sub-contractor's facilities.

The Production Department will carry out a basic assessment of all fabrication drawings to ensure the fabrication work can be done by the standard procedures in accordance with our Safe System of Work for standard fabrication.

For the avoidance of doubt; standard procedures are the procedures employed as a result of having produced a Safe System of Work following the compilation of relevant Risk Assessments.

Where it is evident that these procedures need to be altered due to unusual or awkward fabrications, the Production Department will liaise with the Drawing Office Director, when required, and the Company Safety Advisor to ensure a suitable Safe System of Work is put in place.

The standard practice for all fabricators will avoid the need for any fabricator/welder to work at height.

It is the responsibility of the Workshop Foreman to ensure that all under his charge never work at height unless a risk assessment has been done and it has been approved by the Works Manager who should seek the appropriate advice of the Company Safety Advisor.

Should any unusual or awkward fabrications be carried out, the Production Department will ensure that an appropriate lifting plan and fabrication procedure are put in place.

No Fabricator or Welder is to undertake any work without having clearly understood the procedure for such work.

RISK ASSESSMENTS

1. Design Risk Assessments

The Design Risk Assessment starts with the Sales Project Engineer who will base the offer on a skeleton design but will consider future safety considerations such as safe maintenance, safe construction systems and any specific requirements arising from location, building or client preferences. In the Sales Project Engineer's Design Risk Assessment, systems which are deemed appropriate for the safe construction, maintenance and demolition of the structure should be offered.

It is the Sales Project Engineers responsibility to ensure that the client is made aware of their responsibilities in ensuring compliance with the Construction Design and Management (CDM) regulations. To help ensure this, a copy of the Sales Engineers Design Risk Assessment, will be sent to the client and the master copy will follow the project from the Design Engineers, to the Drawing Office and to the Erection Manager.

The Sales Project Engineer is also responsible for ensuring that all safety requirements are included within our letter of offer. Following the initial assessment by the Sales Project Engineer, the Design Engineer will take responsibility of the design risk assessment through the engineering design stage.

In order to ensure the safest design possible, the Design Engineer will be responsible for ensuring that the Drawing Office and Erection elements are followed through to the completion of the project. At any stage during this process, any concerns with the design or compliance with CDM regulations must be reported to the Technical Director, the Drawing Office Director and the Director responsible for Health and Safety.

2. Erection/Cladding/Window Installation

From the Design Risk Assessment the Erection / Window Manager will produce a Method Statement to ensure, so far as is reasonably practicable, the safest construction process. The additional risks introduced by the site where the project is taking place, will have been assessed by the Main Contractor and where there are any conflicts between our Method Statement and the Site Risk Assessment, these will be addressed by the Erection Manager, in conjunction with the Main Contractor, but must be brought to the attention of the Director responsible for Health and Safety. Method Statements and Risk Assessments are supplied to the client or the clients agent as requested and will be issued to all site Supervisors and be held on site. All issues of Risk Assessments to Employees and Sub-Contractors will be signed for. Method Statements and Risk Assessments for completed projects are to be held in the Company archive and electronically on the database.

3. Works Risk Assessments

Risk Assessments will be produced for all work activities. Managers, with the assistance of the Company Safety Advisor, will produce Risk Assessments for all activities which they control. On occasion the workforce may be tasked with assisting with this procedure. The Risk Assessments should describe the preventative and protective measures required to avoid, eliminate, reduce or control the risk identified to an acceptable level.

All Risk Assessments for all works activities will be held in the workshop manual and a master copy held in the Safety Department and on a central database.

METHOD STATEMENTS

These will be produced by the Erection Department for all UK contracts. The Window Department will provide all Method Statements to the Erection Department for all Window Department site works. The Method Statements are produced from the standard template and altered to suit the constraints of the job or specific design. The Erection Manager is responsible for ensuring that any changes that could affect the structural stability of the structure are approved by the Design Engineer. All alterations must be documented and copied to the Client or Main Contractor and the Erection/Cladding Supervisor responsible for the project. Copies of Method Statements must be kept by the Erection Department.

TRAINING & COMPETENCE

The Company will train as necessary to ensure that staff have the appropriate level of competence for the tasks that they carry out. Training records will be kept on file by the HR department. Where it is identified that staff need training to reach an acceptable level of competence, this will be organised by the Safety and HR Departments in consultation with the Department Managers.

Competency will be monitored by Departmental Managers with the assistance of the Safety and HR departments and external resources where required. Should any employees fall below the required standards, re-training will be provided or individual duties will be changed; whichever is appropriate.

INDUCTION

All staff will receive a Company induction as soon as possible after commencing employment with the Company. This will include a safety induction no later than one month after the employee commences employment and will be carried out by the Company Safety Advisor or in his absence another competent person. Copies of all induction forms will be held by the HR department in the personnel files.

CONTROL OF CONTRACTORS

All Contractors will be selected for their competence using our checklist. All Directors and Department Managers who require contractors to visit the premises must ensure that the Safety Department is aware prior to any works being carried out. All Contractors must report to reception on arrival and sign the visitor's book. All visitors will be provided with passes which they should wear and display clearly. In addition, Contractors must wear the appropriate PPE. They should be met by the relevant Department Manager who will ensure they are escorted whilst on the premises. A safety induction will be carried out by the Company Safety Advisor for Contractors who will be on the premises for longer than a normal working shift or when the Company Safety Advisor believes it is required because of the type of work being carried out. In the absence of the Company Safety Advisor this will be carried out by the Manager responsible for that department.

All Contractors will be required to produce, where applicable, Method Statements and Risk Assessments or they may be asked to comply with our Method Statements or the control measures indicated in our Risk Assessments. In addition, copies of relevant insurance policies will be required and will be kept on file in the Safety Department.

Any plant or equipment which is brought on site by Contractors must meet the relevant legislation for the safe operation of such equipment.

It is the responsibility of the Director/Department Manager who instructed the work to be done to ensure that they comply with this policy and that they are escorted, where appropriate, whilst on the premises.

ACCIDENTS & INCIDENTS

It is the responsibility of everybody whilst working for the Company or on Company premises to report all accidents, incidents or near-misses, no matter how minor, whether an injury has been caused or not. Serious accidents, incidents or near-misses (dangerous occurrences) must be reported to the Director responsible for Health and Safety immediately.

Accident reporting procedure

If you sustain an injury, no matter how minor, you must seek assistance from a First Aider. You must report this to your Foreman/Supervisor and complete an accident report form, which should then be given to your Foreman/Supervisor.

Should an accident result in a major injury (not foregoing the above), the Foreman/Supervisor must alert the Manager and/or the Director responsible for Health and Safety and ensure that the area is made safe and that nothing is moved until the Director responsible for Health and Safety (or in his absence, his designated deputy) gives permission, unless movement is required for rescue, or to protect other personnel. The Manager is to facilitate the arrival of the emergency services and ensure that there is someone to direct them to the right place and that access is clear and safe.

In the event of any dangerous occurrence (e.g. any damage to electrical equipment/any failure of any part of lifting equipment whether or not a load is dropped/any collision or turning over of any vehicle/plant etc), the Foreman must be informed so that he can report as required.

The area must be made safe but no other action is to be taken without the permission of the Director responsible for Health and Safety (or in his absence, his designated deputy).

Accident report forms (Accident Book) for works and office employees are held by the Works Manager. On site the forms are held by the Site Foreman. Should the injured person be unable to complete the form themselves, it can be completed by the Foreman/Supervisor or First Aider on their behalf.

All Sub-Contractors working for the Company will comply with the above system and reporting forms will be issued with instructions. If site rules require reporting through a site procedure, accidents, incidents or near-misses must still be reported through the Company procedure.

It is a legal requirement for everyone to co-operate with the Company accident, incident and near-miss investigation process. It is to be remembered at all times that the objective of the investigation is to identify the measures to be taken to avoid the repetition of accidents, incidents or near-misses.

In the event of any serious accident or incident, the area must be made safe and the relevant emergency services contacted but no other action is to be taken without the permission of the Director responsible for Health and Safety (or in his absence, his designated deputy). In all such cases, an accident report form must be completed and given to the Foreman/Supervisor.

FIRST AID

All injuries, no matter how minor, must be reported to a First Aider. This is important as even apparently trivial injuries may become infected if not treated. A list of First Aider's is available on the Company notice boards on the ground floor of the office block and in the works mess room. On site; all operators must be aware of who the First Aiders are prior to commencing work.

It is the First Aiders' responsibility to assess the situation, ensure their own safety, to determine necessary treatment and whether or not an ambulance needs to be called.

First Aid kits are sited in the First Aid treatment room and other locations in the works which are displayed on the site plan displayed in each workshop, each floor of the office block and the Company notice board. A First Aid kit is also available in each site service van. When working on site, Employees and Sub-Contractors should identify any site first aid facilities prior to commencing work. All Sub-Contractors working on site must ensure that they have a fully qualified First Aider on site or have made suitable alternative arrangements.

SICKNESS AND HEALTH PROCEDURES

All absences must be reported. If you are off sick, you must phone in before 10.00am and contact your Department Manager or his/her deputy. For construction sites, you should contact your site Foreman who will inform the Erection Manager.

Departmental Managers are responsible for informing the HR Department of daily absences. When absence exceeds 1 day, it is expected that you will ring in on a daily basis or if you have been signed off sick by your doctor, you must forward the certificate to the HR Department. Managers are expected to monitor prolonged or repetitive sickness and as part of this process, home visits may be made.

On your return to work, the HR Department will carry out a return to work interview. The aim of this is to identify the reason for your absence and your fitness to return to work. The interview is also conducted to assess your ability to carry out normal work activities. Records of these interviews will be held in your personnel file.

If you are on any prescribed medication, this must be disclosed to the Company and you should inform the HR department. Any health problems or conditions that may be related to, or affect your work (e.g. skin rash/backache) should be reported to the HR Department. The Company may require you to see an occupational physician or nurse.

Alcohol and non-prescription drugs are not to be brought on to the Company premises or construction sites. Anyone who reports to work under the influence of alcohol or drugs will be sent home immediately.

Anyone who fails to comply with this policy may be subject to the Company's Disciplinary and Grievance procedure.

HR will monitor absence statistics and will keep the Director responsible for HR informed.

SMOKEFREE POLICY

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist compliance with the smokefree law.

Exposure to second-hand smoke from cigarettes and tobacco has been proven to increase the risk of lung cancer, heart disease and other serious illnesses.

The Company is not concerned with whether anyone smokes, but with where they smoke and the effect that this has on other staff and members of the public. It is also concerned with the exclusion of preventable carcinogenic substances in the locality of the premises.

This policy seeks to:

- Provide a healthy working environment and protect the current and future health of employees and members of the public.
- Guarantee the right of everyone to breathe in air free from tobacco smoke.
- Comply with Health and Safety legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who choose to smoke and support those who wish to stop.

The aim of this policy is to:

- Protect the health of Staff.
- Protect the health of visitors, contractors and our clients.
- Inform staff and management of their responsibilities in respect of the Policy.
- Support smokers to help them cope with increased restrictions on their smoking during the working day.
- Promote the culture of a smoke free organisation.

This policy applies to all staff, visitors, contractors, customers and clients who enter the premises of the Company.

Restrictions on Smoking

Smoking is not permitted in any part of the premises, at any time, by any person regardless of their status or business with the Company, other than in the designated smoking areas. The designated areas are located in the lower car park and behind the flat in the stock yard. Smoking is also not permitted in any Company cars, vans, lorries or mobile cranes.

For the purposes of this policy “premises” means any area on the site which is not one of the designated smoking areas. This includes all workshops, offices, outside areas, garages, store areas, corridors, stairways, lavatories, rest rooms, reception areas or entrances.

In addition, smoking by members of staff is only permitted during designated break times.

Staff members are expected to inform visitors of the policy.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline number is 0800 1690169 for details.

Introduction and Implementation of the Policy

Overall responsibility for policy implementation and review lies with the Director responsible for Health and Safety. However, all staff are obliged to adhere to and support the implementation of the policy.

The person named above will inform all existing employees of the policy and their roles in the implementation and monitoring of the policy. All new personnel will be informed of this policy as part of the induction process.

Appropriate “no smoking” signs will be clearly displayed at the entrances to and within the premises and in all vehicles. To ensure that everyone understands that smoking is only allowed in the designated areas away from buildings, clear signs will be displayed in these areas. Spent cigarettes must be disposed of in the waste bins provided.

Monitoring and Reviewing

The following will be monitored:

- That prospective employees are advised of the Policy.
- That the Policy forms part of the induction programme.
- That discarded smoking materials are disposed of safely.

This policy will be reviewed annually to ensure that it continues to meet the aims of the original Policy. All monitoring and reviews will be carried out by the Health and Safety Committee and any queries regarding this policy should be directed to the Company Safety Advisor.

Breaches of the Smoking Policy

Any employee refusing to observe the policy by smoking in unauthorised areas may be liable to disciplinary action in accordance with the Company’s Disciplinary and Grievance procedures.

All staff have a role to play in enforcing this policy and are required to deal with any observed or reported breaches. If Managers or staff feel apprehensive about their own safety in regard to addressing any breach they should seek management advice. It is important to note that the primary emphasis should be placed on prevention of such situations arising.

In the event of a breach of this policy by a visitor or contractor, they should be asked to extinguish all smoking materials and be informed of the availability of external smoking areas. If they continue to smoke the matter should be referred to the Director responsible for Health & Safety.

FIRE SAFETY

It is the Company's policy to ensure that, in the event of a fire, all personnel in the workplace are sufficiently familiar with the fire procedure and the fire plan.

All office and works staff, including Directors, must inform reception when leaving the Company's premises in order to ensure that reception holds an accurate list of persons on site.

Fire Plan

The fire plan will be displayed on the Company notice board, each floor of the office block and in each workshop. A copy will also be kept in reception and in the Safety Department.

The plan will include:

- Fire evacuation routes.
- Fire assembly point.
- Fire alarm location.
- Fire fighting equipment location.
- Fire door locations.
- Fire alarm system / Emergency lighting.

Fire Procedure

On finding a fire you must immediately raise the alarm. This should be done by means of the nearest break glass call points as shown on the site fire plan.

If the fire is small and you are confident that you can do so safely, extinguish the fire with the fire extinguishers provided. If you have any doubts or the fire is not immediately extinguished, evacuate the building immediately.

On hearing the fire alarm evacuate immediately by the shortest route and make your way to your designated assembly point. Escape routes and the assembly points are shown on the site fire plan and will be indicated by signage.

Fire Wardens will exit via designated routes, taking with them the employee registers and ensure that the areas on their routes are free of people. They will also assist people who need help to exit. They will also ensure that any fire doors in their area are closed.

At the assembly point designated Fire Wardens will identify any staff who are missing or unaccounted for. If for any reason they were unable to pick up their employee register, copies are obtainable from the fire log book which the receptionist, who will be located at the Assembly point, will have.

Reception must ensure that the daily diary, the visitor's book and the fire log book are taken outside and will be responsible for ensuring that all visitors are accounted for. This information must be reported to the Fire Marshall who will inform the fire brigade on their arrival of any missing persons.

No-one is to leave the fire assembly point until told to do so by the Fire Marshall.

In order that the procedure and plan remain valid, changes which may affect it should immediately be reported to the Director responsible for Health and Safety in order that these changes may be considered and the procedure amended if necessary. Examples of such changes are: *alteration in workshop/office layout, change in type/location/number of fire fighting equipment.*

The Fire Marshall and Wardens, and their duties, are listed in the Fire Emergency Plan.

CONSULTATION

If anybody has any concerns or questions regarding Health and Safety, they should in the first instance speak to their Foreman/Supervisor who should make the Company Safety Advisor aware. Alternatively they can speak directly to their Safety Representative who will raise any concerns at the Health and Safety Committee meeting.

The Health and Safety committee monitors Health and Safety performance and is a forum to discuss potential solutions to specific Health and Safety problems and the management of Health and Safety within the organisation. As part of the monitoring process, designated members of the committee will carry out a monthly works inspection and report its findings back to the committee by use of a checklist.

MAINTENANCE

It is the Company policy that all plant and equipment will be maintained in a safe and efficient manner. All Employees must report any damage to plant or equipment to the Maintenance Manager, as well as to their Foreman/Supervisor.

The Maintenance Manager must be informed of any new plant or equipment which is brought into the Company.

Drivers of all Company vehicles have a responsibility to ensure that the Company vehicles which they drive have been regularly maintained and serviced in accordance with the Manufacturers recommendations.

HOUSEKEEPING

It is the duty of all employees to ensure that they keep a clean and tidy workplace thus reducing the risk of injury to anyone in their work area.

The following points are policy requirements:

1. All fire escape routes and fire exits must be kept free from obstruction at all times.
2. Floors, corridors and stairs are to be kept clear of obstructions. All working areas are to be kept as clean as practicable; cleanliness will be relative to the type of work activity being carried out. Regular cleaning and inspection of steps and stairs, including fire escapes, will also be carried out.
3. Litter and waste must be cleared on a daily basis.
4. Sharp debris or waste of any description must be carefully disposed of.
5. Storage of combustible material must be kept to a minimum and stored safely.
6. Spilt liquids must be cleared up immediately by the person who caused the spillage. If liquid is hazardous immediate advice should be sought from the Maintenance Manager and the Company Safety Advisor.
7. In the office; ensure waste paper is properly contained and disposed of.
8. Avoid using trailing leads wherever possible.

DRIVING

Anyone driving for or on behalf of the Company is required to comply with the current traffic legislation in force.

Any employee who drives on Company business must have a valid driving licence. In order to ensure this, all drivers must present their licence to the Accounts Department where a copy will be held on file. Every 12 months licences will be checked by the Accounts Department. Anyone who does not present their licence when requested will not be allowed to drive Company vehicles.

When driving on Company business, you must:

- Never drive whilst under the influence of alcohol or drugs.
- Abide by all speed limits and show due care and attention at all times.
- Not drive unless fully fit to do so.
- Never drive when tired.
- Take a 15 minute break at least every 2 hours when on a long journey.
- Not drive for more than 2 hours either side of a normal working day. If required to go away on a long trip (over 350 miles) you should make provision for an overnight stay and not attempt to get there and back in one day.
- Never use a mobile phone unless it is hands-free and then only to answer calls. All mobile phones (hands-free or not) can cause distractions which could endanger you and others. When using a hands-free kit, calls must be kept to a minimum. You should ask callers to call back or arrange to call them back when you are safely parked.
- Ensure that the vehicle is not overloaded and that any loads are correctly distributed and properly secured.
- Not carry any hazardous materials, unless authorised to do so by the Company Safety Advisor.

- Only tow trailers if competent, licensed to do so and after checking that the trailer is road worthy.
- Not carry passengers unless they are also on Company business.
- Ensure that a copy of your insurance certificate is held in the Accounts Department when using your own vehicle for Company business.
- Ensure that any car you are using on Company business is in a good and safe condition prior to use and that all normal pre-use road checks have been carried out.
- These restrictions are a guide and you must take into account other factors such as road and weather conditions which can increase driver's fatigue.

DO NOT DRIVE WHEN YOU ARE TIRED.

All damage to Company vehicles, however minor, must be reported to the Department Manager and Maintenance Manager who are responsible for informing the Safety Department.

All road traffic incidents e.g. damage to other vehicles, being stopped by the Police etc, must be reported to the Company Safety Advisor.

In the event of a road traffic accident, ensure if possible that you get all the details (name, address, telephone number, insurance details, car registration and make) from the other driver and the names and addresses of any witnesses. These should be given to the Accounts Department. You must inform your Department Manager as soon as possible in order that the relevant action can be taken.

Any theft of or from the vehicle must be reported to the Police, the Department Manager and Accounts Department. You should ensure that all relevant paperwork is given to the Accounts Department who will process the insurance claim.

The Company may seek reimbursement for any interior or exterior damage that exceeds reasonable fair wear and tear.

It is the responsibility of the driver of any Company vehicle that requires a fuel card to ensure that the card is left with the vehicle and is stored in a secure place.

Commercial Vehicles

In order to drive a Company vehicle which is over 3.5 tons gross vehicle mass, you must have an appropriate licence and are responsible for complying with the EC driving regulations, a copy of which is held in the Safety Department.

Pool Cars

These vehicles are strictly for Company business and not for personal use. They are not to be taken home in the evening unless you are late back in the evening or have a very early start where it is not practical to pick up the car from Company premises. They are not to be taken home over weekends. If you are late back on a Friday, they are to be returned no later than the Saturday morning or, if you have an early start on a Monday, they may be picked up on Sunday evening.

A mileage log sheet is issued along with the car keys to the driver every time a pool car is used. It must be completed and returned to their department Manager when the car keys are surrendered.

If you are using your own car on Company business, you must ensure that it is properly serviced and appropriately insured.

Vehicle Maintenance

Drivers should carry out appropriate checks on vehicles prior to use. Each Company vehicle is marked with the next service mileage. It is the driver's responsibility to check this and ensure that their Department Manager is informed in order that the vehicle is serviced according to the schedule.

If you are using your own car on Company business, you must ensure that it is properly serviced and maintained.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Wherever a Risk Assessment identifies a hazard that cannot be sufficiently controlled by other means, the Company will provide and issue appropriate Personal Protective Equipment (PPE).

The Company Safety Advisor will advise the Director responsible for Health and Safety on the selection of PPE to be used. Any new PPE or changes to the standard PPE issued will be authorised by the Director responsible for Health and Safety.

All PPE will be issued through the Stores who will ensure that employees have been given suitable information, instruction and training in the correct use maintenance, cleaning and storage of PPE. All equipment issues must be signed for in the PPE register by the individual who will use it. Only PPE which is issued by the Company may be worn for carrying out work activities.

Some work areas will be designated as specific PPE zones and anybody entering these areas must wear the relevant PPE. These areas will be indicated by suitable signage.

Any employee, who is found misusing, defacing or abusing any safety equipment, including PPE, may be subject to the Company's Disciplinary and Grievance procedure.

Visitors must be supplied with appropriate PPE for the areas to which they are allowed access. Such PPE must be worn when instructed. Contractors working on our premises will be expected to supply their own appropriate PPE.

YOUNG PERSONS

Under no circumstances should anybody employ persons below the age of 18 or people on work experience, whether related or not, unless the Company has ensured compliance with the law and its procedure. Such compliance is to be confirmed through the HR department.

Prior to the employment of anyone under the age of 18 or the commencement of work experience for any student, the written permission of the Director responsible for Health and Safety must be obtained, who will instruct a competent person to carry out an appropriate Risk Assessment. This Risk Assessment will be given to the young person's parents whose written permission must also be obtained before the young person can commence work.

Under the Management of Health and Safety at Work regulations (MHSW) we are required to consider the particular risks young people may be exposed to as a consequence of their:

- Possible physical and psychological immaturity.
- Lack of awareness of risks involved in work they may be given.
- Ignorance of risks associated with plant, equipment and substances.
- Eagerness to impress or to please.
- Tendency to high spirits.

We must also allow adequate breaks for young workers of at least 30 minutes every 4.5 hours.

In addition to the above, we must ensure that young people are supervised at all times. The Supervisor must ensure that he or she conducts an effective approach, which would involve:

- Assessing young people's attitudes/capabilities.
- Listening to them, consulting and sharing information (for example involving them in risk assessments).
- Informing, instructing and demonstrating.
- Instilling values/forming attitudes regarding work and safety etc.
- Overseeing and observing behaviour.
- Helping and guiding.
- Motivating.
- Organising, controlling and disciplining when necessary.
- Raising awareness and developing vision.

It is also vital to obtain all the basic information required when taking on a young person in a work experience placement, these must include:

- Information on their health and learning abilities which will allow us to identify any issues which may require us to make suitable adjustments.
- Full contact details for emergency contacts (name, address, telephone number, relationship to young person, an alternative contact in the event of an un-contactable person).
- Contact details for the educational establishment the young person is attending (teacher, head teacher, placement officer etc).

SECURITY

The Company policy has to ensure, for reasons of both safety and security, that no un-authorized persons are allowed onto the premises.

It is therefore expected that all employees will challenge any person who is not known to them or not clearly displaying a valid Company visitor badge. If not a legitimate visitor the person should be asked to leave and the Director responsible for Health and Safety informed.

People authorised to enter the premises include:

- Employees.
- Contractors on legitimate business.
- Customers when invited.
- Delivery drivers.
- Sales Representatives and other visitors when invited.
- Officials and enforcement officers in the course of their duties.
- Emergency services in the course of their duties.

In order to maintain the safety and security of the premises and the workforce, the main gates into the front yard must be kept closed at all times, except when vehicles are being escorted on or off the premises. Stock yard gates are only to be opened during working hours. Outside of normal working hours all gates must be locked at all times.

It is the responsibility of each Foreman/Supervisor to ensure that his work area is left in a safe condition and is securely locked at the end of each shift.

All office staff have a responsibility to ensure that their area is left safe and secure when leaving the premises. Any person working late in the office area should carry out a quick safety and security check prior to setting the alarm.

LONE WORKING

Lone working is only allowed when authorised by a Director. The workload must be allocated by a Manager who will assess the risks involved in the work and ensure that people will be working within an area where they can monitor each other in the event of an accident.

All Department Managers will ensure that the duty Director is provided with a list of all out of hours workers, estimated hours and details of the type of work to be done, prior to the working shift.

The Manager (the duty Manager) responsible for allocating the work is to ensure that the lone worker understands that he or she must contact the duty Manager at the end of the shift.

In the event of a worker failing to contact the duty Manager at the end of the working shift, the duty Manager will contact the worker to ensure their safety and, if unable to contact, will ensure that the workplace is checked.

The duty Manager will contact the duty Director at the end of the shift and advise him accordingly.

Lone working / Working out of hour's procedure.

1. When out of hours working has been authorised the worker will obtain, and sign for, a key for the main gate from their Department Manager. This gate must be kept locked at all times. Works employees should be in possession of their workshop keys. Office workers will need to obtain a key from their Department Manager, along with instructions on how to disable and set the alarm system. Access to the office must be secured.
2. Workers will also be issued with a contact number for the duty Director and, where applicable, a mobile phone.
3. When working out of hours only the allocated work tasks are to be carried out.
4. Work is only to be commenced when two or more people are working in the same area. Office workers may be allowed to work on their own subject to authorisation from a Director.
5. If there will not automatically be access to one of the First Aid kits, an emergency kit will be provided by their Department Manager.
6. In the event of an emergency, the duty Director must be contacted immediately, who will ensure that the Director responsible for Health and Safety is informed.
7. When finishing work out of hours, ensure the workplace is left safe and secure and contact the duty Director and/or Department Manager to inform him that you are leaving the premises.

OVERSEAS TRAVEL

For Overseas Supervisors, the Contracts Office will arrange all overseas travel, which will include all prior security checks using information from the Foreign Office website.

The details of how overseas travel is handled are contained in the aide memoir instructions and other related documents covered in the Overseas Erection Supervisors instruction file.

All appropriate paperwork must be completed, signed and issued to the correct people. In particular, the Erection Supervisor must ensure he has all paperwork necessary as outlined on the Erection Supervisor checklist. All signed copies must be held in the erection overseas job file.

All Employees who are required to travel overseas on Company business, should seek guidance and advice from the Department Manager regarding the country that they are to visit. No Employee is expected to visit Countries that are deemed "risky" by the Foreign Office. Such information can be sought from the Foreign Office website.

No Employee is to put themselves in a position of danger overseas by carrying out any site activity that would take him or her upon any part of a structure without first having carried out a full and proper Risk Assessment. Advice regarding such activities can be sought from the Director responsible for Health and Safety.

All Employees who are required to travel overseas take responsibility for their own Health and Safety when entertaining or being entertained on overseas sales visits. Every Employee in this situation is expected to use good judgement and ensure (depending on the country) that they make internal travel arrangements appropriately.

WELFARE FACILITIES

Eating Facilities

For works staff a mess room is provided and this is the only place where food and drink can be consumed. All other areas in the works are potentially contaminated with substances which could render eating and drinking unsafe. No kettles or other electrical food preparation equipment are to be brought onto the premises or kept in any workshop. Facilities for storage and preparation of food are provided in the mess rooms.

Bottled water will be permitted in the Workshops and Yard areas.

For office staff; kettles are provided in the kitchen areas and there is a drinks machine and a water cooler. Office staff are allowed to eat at their desks or can make use of the mess rooms.

All areas where food and drink is prepared and consumed must be kept clean and tidy. Individuals are responsible for the safe disposal of all their food waste.

As there are no canteen facilities the Company allows a designated caterer to provide some hot and cold food products. However, the Company can accept no responsibility for the products provided by the caterer. Any complaints must be taken up with the caterer outside working hours.

Toilet Facilities

For works staff these are located next to the mess hut and above the maintenance workshop.

For office staff these are on each floor of the office block.

It is the responsibility of everyone using these facilities to ensure that they are kept to a high standard of cleanliness.

Welfare facilities on site are the responsibility of the main contractor/client. Employees are expected to use the facilities provided and obey site welfare rules.

BULLYING

The Company considers workplace bullying and harassment to be unacceptable and it will not be tolerated at any level within the Company.

Principles

The Company recognises employee's rights to be treated with respect and is committed to providing all employees with a working environment free from bullying, harassment, victimisation or threatening behaviour of any kind.

Definitions of Bullying and Harassment

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Harassment in general terms is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient; the effect on them often determines what constitutes harassment.

Examples of unacceptable behaviour include but are not limited to:

- Spreading malicious rumours, or insulting someone (particularly on the grounds of age, race, sex, disability, sexual orientation and religion or belief).
- Ridiculing or demeaning someone – picking on them or setting them up to fail.
- Exclusion or victimisation.
- Unfair treatment.
- Overbearing supervision or other misuse of power or position.
- Unwelcome sexual advances.
- Making threats or comments about job security without foundation.
- Deliberately undermining a competent worker by overloading and constant criticism.
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

Bullying or harassment are not necessarily face to face, they may be by written communications, visual images, email or by phone.

Responsibilities

This policy applies to all employees, visitors, contractors and visitors from other organisations working on the premises or on site.

Every employee has a personal responsibility for their own behaviour in relation to this policy and is responsible for ensuring that their conduct is in line with the standards set out in this policy. Employees should report to their Manager or Foreman any incidents of bullying and harassment which come to their attention.

Directors, Managers and Foremen are responsible for implementing this policy in order to maintain a work environment free of bullying and harassment. They should advise HR of all incidents of bullying and harassment in order to ensure these are dealt with quickly and in line with Company policy.

Procedure

All reports of bullying and harassment will be treated seriously, kept confidential and such cases may be dealt with in line with the Company's Disciplinary and Grievance procedures. Disciplinary action may also be taken if a complaint is found to have been submitted maliciously or in bad faith.

All employees involved with the investigation and any subsequent process are required to respect the need for confidentiality; breaches in confidentiality will be subject to disciplinary action.

SECTION 2.

HAZARDS

MANUAL HANDLING

Lifting and moving of materials and plant etc must be done by mechanical rather than manual means wherever reasonably practicable. The equipment must be suitable for the task.

Lifting and moving machinery and equipment must only be used by personnel trained, competent and authorised to use them. Employees will not be required to lift heavy, bulky or awkward objects beyond their capability. No employee should undertake any manual handling activity unless they have been trained by the Company Instructors.

Lift guidance procedure

1. Always check the load for sharp edges, slivers and wet or greasy patches.
2. If lifting a load with sharp edges, slivers and wet or greasy patches wear suitable tough protective gloves, which are themselves free from grease, oil or any other agent which might impair your grip.
3. Check that the route over which the load is to be lifted or moved is free from obstructions, spillages and tripping hazards.
4. Never attempt to lift a load which is too heavy to manage comfortably, get help.
5. When team lifting always designate a co-ordinator to give the commands lift, lower etc. If any team member is having difficulty they must warn others and the load can then be lowered on command rather than dropped when one person falls or lets go.
6. When manually lifting a load remember:
 - Test the weight prior to lifting.
 - Stand as close to the load as is comfortable.
 - Bend the knees and crouch around the load.
 - Ensure that you have a good grip, preferably with at least one hand under the load.
 - Keep the back straight, but not vertical.
 - Keep your chin in.
 - Stand and lift using your leg muscles.
 - If you must turn use your feet, do not twist your body.

ELECTRICITY

No employee is to work on electrical systems. The Company will employ competent contractors to carry out electrical work.

Any employee who observes damaged electrical equipment must report it to the Maintenance Manager. Damage report forms should be used in all cases.

Wherever reasonably practicable, cordless or 110volt electrical equipment will be used in all workshops and on all construction sites. Where 240volt is required; then it must be fitted with a residual current detector (RCD) and only used when authorised by the Works or Erection Manager responsible.

User inspection

Users should be trained to recognise and assess the dangers of electrical tools and they should carry out basic checks before use. Records of these inspections will be kept in the workshop diaries for Works and the Site Managers diary for the sites.

Inspection and Testing

Fixed wiring circuits are to be inspected and tested every 5 years. Certificates of all these inspections are to be kept in the Safety Department.

Electrical equipment within the works can be placed in the following categories:

CATEGORY	DESCRIPTION	EXAMPLE
Portable Appliance	Can be moved whilst connected to the power supply.	Vacuum Cleaner
Movable Equipment	Transportable up to 18kg	Electric fire / fan
Hand Held Appliance	Portable but held during use.	Drills / grinders
Stationary Equipment	Exceeds 18kg, has no carrying handle.	Cold Saw/ Pillar drills/ Welders.
Business Equipment	Office Equipment	Computers/Copiers/ Printers
Extension Leads	Extension Cables	110 Volt Lead

Combined inspection & testing

This inspection is as the formal inspection but requires the equipment to be tested using a portable appliance tester where applicable and is to be done by a competent person. Records of these tests are recorded on the Electrical Equipment Test Register.

Frequencies of Inspections & Testing

This will depend on the following factors:

- The environment the equipment is used in.
- How often the equipment is used.
- The maintenance of the equipment.
- The type / class of equipment.
- User's inspection - Daily prior to use.
- Combined inspection / testing:
 - Hand held - 3 monthly
 - Portable - 6 months
 - Moveable - 12 months
 - Stationary - 12 monthly
 - Business equipment (depending on classification) - 48 monthly
 - Extension leads - 12 monthly

Records are to be kept for inspection / testing. This must include the REID identification number, the equipment make model and serial no and test procedure. A record will also be kept of any repairs carried out. Records are to be kept for all relevant equipment used and/or issued within the works or for construction sites and must be recorded on the equipment register, given a REID identification number and, if applicable, be PAT tested.

Electrical Equipment which is not the property of the Company, which needs to be connected to the Company power supply, may only be connected upon authorisation by the Company Safety Advisor or his deputy. If required, such equipment is to be PAT tested by a competent person.

All inspections / testing of electrical equipment are to be carried out following the guide lines set out within the Robin Electronics Inspection & Testing of In-Service Electrical equipment.

There are a number of high voltage electrical distribution boards within the works. These are to be kept locked at all times and keys held securely. Access is only to be allowed to competent, qualified electricians when authorised by the Works Manager.

NOISE

Certain areas of the works will be designated noise protection zones, within these areas suitable hearing protection must be worn. Certain activities may also require that suitable hearing protection is worn.

The Company will monitor noise levels in order to set up and maintain these zones. Hearing protection must be approved by the Company Safety Advisor in consultation with the workforce. In preference to hearing protection, the Company will always investigate the reduction of noise at source wherever it reasonably can.

The designation of noise protection zones on site will normally be the responsibility of the main contractor and our employees must comply with any site rules. Some of our activities may be designated as requiring hearing protection in which case it must be worn.

SUBSTANCES

The Company will assess the use of all potentially dangerous substances and define:

- Where and how the substances are stored.
- How they are to be transported and handled.
- Methods of use and disposal.
- Any PPE that is required.

All employees must comply with these rules.

When purchasing any hazardous substances a material data safety sheet must be obtained and these must be held by the Safety Department. When planning to purchase any new or alternative substances, approval must first be obtained from the Safety Department.

An internal asbestos survey has been carried out which is held by the Safety Department. All the fragile roofs and vertical cladding on the premises are considered to be asbestos cement. No work is to be carried out on such materials without the prior consent of the Safety Department.

DSE

All computer users will annually complete the Display Screen Equipment (DSE) self-assessment form (forms must be completed both for desk based PC's and laptops). This outlines the appropriate arrangement of work stations for comfort and to minimise risk. These forms will be returned to the Safety Department who will carry out more detailed assessments where necessary.

Anyone using a computer regularly who develops regular headaches or pains in neck, shoulders, arms or hands should report the fact to the Safety Department who will investigate.

All computer users are entitled to claim back the cost of an eye test. When given such an eye test the employee must make sure that the optician is aware that they work with computers. In order to claim the cost of the test, employees must provide evidence from the optician, a copy of which will be held in their personnel file.

If glasses are needed specifically for computer work, the Company will contribute towards the cost.

WORKING AT HEIGHT

Working at height is to be avoided wherever reasonably practicable by carrying out as much work as can reasonably be achieved at ground level. Where work has to be carried out at height, a Risk Assessment must be carried out to ensure that the appropriate precautions are taken. Suitable working platforms with adequate edge protection must be used at all times. Only personnel who are competent are permitted to work at height.

Only competent personnel are to operate mobile elevated working platforms (MEWPS) and erect mobile tower scaffolding. Fixed tube scaffolding must only be erected or dismantled by a competent contractor.

Wherever it is reasonably practicable, safety nets are to be used for roof cladding and flooring operations, ensuring that they are fitted by trained personnel. No netted area is to be used until a signed handover certificate has been issued by the safety net rigger and handed to the Erection Supervisor and the Main Contractor. In the event that work is to be done in any area where only partial netting has been completed, then clear barriers must be erected and suitable signage fitted to ensure that nobody works within an unprotected area.

Where such fall prevention methods cannot be achieved appropriate fall arrest systems (e.g. harnesses) should be used. All work done at height that requires staff to rely upon harnesses must have a recovery procedure in place to ensure the safe recovery of any operative suspended by his or her harness.

Ladders and step-ladders may only be used for short duration and where all other options of working platforms are unsuitable. This must be carried out following instructions within the guidance in the safe use of ladders, which is available from the Safety Department.

Details on the methods of use of all of the above on construction sites, including emergency procedures, inspections etc, can be found in Company Method Statements.

VEHICLES

Selection of new vehicles is the responsibility of the Board of Directors. Any person identifying a need for replacement or a new type of vehicle should advise a Director.

All vehicles will be appropriately maintained following the guidelines in the manufacturer's maintenance manuals and the advice of competent mechanics, both internal and external to the Company. This will be carried out according to a designated maintenance schedule.

TRAFFIC ROUTES

Articulated vehicles are only to enter the site by way of the main gate. Drivers will need to report to reception who will summon the appropriate person to accompany the vehicle on site. It is the responsibility of the yard staff to ensure that the main gate is kept closed and locked at all times.

All other vehicles are to use the side entrance. Vehicles are to be parked according to the signage. On leaving the vehicle, access to the office block is to be by way of the pedestrian footpath. Pedestrians must not use the roadway as a footpath and are only to cross at the designated marked walkway.

The majority of articulated vehicles will be loaded or unloaded in the main yard. The Banksman will escort the lorry to the appropriate place for loading/unloading as agreed with the yard staff. No vehicle is to be loaded or unloaded unless they are within the confines of the main yard with the main gates closed. Skip lorries and tankers must be accompanied at all times by a designated Banksman who will be appointed by the Works Manager.

All delivery vehicles to and from the stores must use the designated routes and marked bays. The speed limit on all works traffic routes is 10 m.p.h. This must be strictly adhered to at all times.

Certain areas have been designated pedestrian free. These are shown on the site plan held by the Safety Department and indicated by signage. No access by pedestrians is allowed in these areas.

In all other areas there is a potential for there to be both pedestrians and vehicles. Pedestrians must give way to vehicles and ensure that drivers are aware of their presence. In certain areas high-viz jackets and hard hats must be worn, as shown on the site plan.

PLANT, EQUIPMENT & TOOLS

The use of all plant, equipment and tools will be assessed and a safe system of work produced. The safe system of work must be followed at all times. Should there be any concerns regarding the safe systems of work these must be brought to the attention of the Department Manager and the Safety Department as soon as possible.

Plant, equipment and tools must:

- Only be used for the purpose for which it is designed.
- Only be used by competent and appropriately trained staff.
- Only be used with all appropriate guards and safety controls in place.
- Only be used in the department to which it has been issued.
- Only be repaired by the Maintenance Department.
- Be supplied and issued by the Company.
- Be kept in a clean and well-maintained condition.
- Be stored in the correct place and manner and kept secure.
- Not be taken off the premises without the correct authorisation.
- Not be dismantled or modified without the correct authorisation.

All plant, equipment and tools will be regularly maintained according to manufacturer's recommendations. Any damage, faults or defects must be reported to the Foreman/Supervisor immediately.

CRANES & LIFTING EQUIPMENT

Only trained and competent persons are to carry out any lifting operations. Different levels of competence are required for different roles within any lifting operation. Where these levels are identified, appropriate training will be provided. All lifting equipment is to be signed in/out by the Company Safety Advisor or in his absence by his deputy.

Only equipment that has a current in-date test certificate is to be used. The safe working load of any crane or attachment should never be exceeded and any faulty or damaged equipment must be immediately removed from service and its condition reported to the Company Safety Advisor or his deputy who will make a record of the damage and how it occurred. When lifting equipment is not in use, it must be stored in suitable, secure place and kept dry and clean at all times.

All lifting equipment issued to workshops must not be removed or lent to any other person. Where extra equipment is required, authorisation must be sought from the Works Manager and be issued through the Safety Department. All new equipment must be procured by the Safety Department.

Where lifting equipment is required for site work, this must be authorised by the Erection Manager and issued through the Safety Department with a current test certificate. Equipment returned from site must be inspected prior to re-use. When equipment is hired-in for use on site, there must be a current in-date test certificate, a copy of which is to be held in the Project Erection file.

Any use of mobile cranes is only to happen after a lifting plan has been produced by an Appointed Person and issued to the relevant personnel. Only an appointed person is to hire any mobile crane.

PRESSURE SYSTEMS

All pressure systems will be inspected and maintained according to a schedule laid down by a competent person. Pressure systems and pressurised equipment will only be used by appropriately trained and competent persons.

Compressed gas cylinders, including oxygen, acetylene, argon, nitrogen and liquefied petroleum gas are to be stored according to the manufacturer's guidance. All use of, handling and storage of full and empty cylinders around the works should be done according to the safe system of work.

All consumables which come in a pressurised container are to be kept in a secure storage place, away from other substances that may create a risk of accidental release or chemical reaction.



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