



## **CENTRAL PILING LIMITED**

Central Piling Ltd,  
Rawden Enterprise Park,  
Sixth Avenue,  
Halstead,  
Essex.  
CO9 2FL  
Tel: 01787 474000  
Email: [info@centralpiling.com](mailto:info@centralpiling.com)

Reviewed in association with:  
Safety Services (UK) Ltd  
Safety House  
Hanborough Business Park  
Long Hanborough  
Oxfordshire OX29 8LJ

Tel: 0845 402 5050  
Fax: 01865 883467  
Email: [enquiries@safetyservices.co.uk](mailto:enquiries@safetyservices.co.uk)  
Web: [www.safetyservices.co.uk](http://www.safetyservices.co.uk)  
WISE: <http://clients.safetyservices.co.uk>

## Health & Safety Policy and Procedures Manual

### CONTENTS

1	Policy Statement of Intent	
2	Monitoring of the Policy	
3	Organisation for the Achievement of Safe Working Places	
4	Safety Organisation Chart	
5	Risk Management	
6	Accidents and Near Misses	
7	Consultation (Employees and Contractors)	
8	Contractors	
9	Control of Substances Hazardous to Health (CoSHH)	
10	Display Screen Equipment (DSE)	
11	Emergency Procedures	
12	Electrical Equipment	
13	Fire Safety	
14	Training	
15	Operational Control and Safe Systems of Work (SSoW)	
16	Safety Inspections and Housekeeping	
17	Lifting Operations and Lifting Equipment (LOLER)	
18	Manual Handling	
19	Noise	
20	Personal Protective Equipment (PPE)	
21	Plant and Equipment Maintenance	
22	Young Persons	
23	Working at Heights (WaH)	
24	Occupational Health Checks [Alcohol, drugs and smoking]	
25	Welding and Cutting	
26	Vibration	
27	Workplace Transport Safety	
28	Use and Storage of HFLs and LPGs	
29	System Audits and Monitoring of Performance	
30	CDM Regulations 2015	
31	Stress at Work	
32	Suppliers	
33	Workplace Welfare & External Works Requirements	
34	Communication	
35	Purchasing Policy	
36	Refusal to Work on Safety Reasons	
37	Co-operation and Care	
38	Vehicles	
39	Environmental	
Appendix 1	Responsibilities	
Appendix 2	External Parties	

## 1. HEALTH & SAFETY POLICY STATEMENT

It is the intention of Central Piling Limited to carry out our activities in accordance and in compliance with the requirements of current applicable health, safety & welfare legislation, and other appropriate guidance and good working practices that relate to its occupational Health and Safety hazards.

Health and Safety is recognised by the Company as a priority ranking equally with production and profit, and as such we are dedicated to providing safe and healthy working conditions for our employees and to ensure that our work does not endanger anyone else, preventing injury or ill health. We will co-operate with other employers, occupiers and self employed as necessary to pursue our policy, with the commitment to continually improve Health and Safety management and performance of the company.

The company will actively seek and request the support and co-operation of all employees in Health and Safety matters and have developed arrangements to consult our employees and to ensure they understand their and our Health and Safety responsibilities. To help ensure the safety of our employees we will take into account their capabilities as regards Health and Safety when entrusting work to them. We undertake to provide appropriate training together with information on work place risks and precautions required to minimise them. The company will engage competent persons to discharge their legal responsibilities and will provide adequate funding, time and other resources to ensure that all legal obligations are met. This will include seeking external advice as necessary to identify significant risks and precautions.

Steve Hadley is the Director who is appointed as having responsibility for health, safety and welfare matters, although these are also important responsibilities for every manager and employee.

The Company Safety Policy shall be communicated to all employees. Every person shall read and make himself conversant with the company safety policy and relevant procedures and fully discharge their duties and responsibilities as defined in the policy and procedures, undertaking all activities with full regard for their own and others Health and Safety. No employee is expected to carry out work that they reasonably consider to be unsafe.

Certification to the British Standard Occupational Health and Safety BS OHSAS18001: 2007 is central to the way that the company manages risks, hazards, controls and H&S management.

Signed: 

Mr. Steve Hadley - Managing Director

2<sup>nd</sup> March 2019

## 2. MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of the Directors, areas, which in their opinion, this policy appears inadequate. All such comments will be passed to the Independent Health and Safety Consultants for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis. Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW		
To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.		
Version	BRIEF DESCRIPTION OF CHANGES	REVIEW DATE
v1.0	Review of contents to comply with OHSAS18001	14/03/2011
V1.1	Addition of training flows to section 13	05/04/2011
V1.2	Yearly Review of Policy	05/04/2012
V1.3	Yearly Review of Policy.	31/05/2013
V1.4	Hierarchy risk control measures added Section 4 page 6	23/04/2014
V1.5	Safety Organisation Chart Revised Section 3. Updated Section 5 Accidents and Near Misses. Updated Section 10 Emergency Procedures. Updated Section 12 Fire Safety. Updated Section 18 Noise. Updated Section 20 Plant and Equipment Maintenance. Updated Section 23 Occupational Health Checks. Updated Section 28 System Audits and Monitoring Performance. Added Section 37 Environmental.	01/10/2015
V1.6	Full annual review by newly appointed H&S Consultancy - <b>(BLANK)</b> . <b>Main amendments:</b> Section 1 inclusion of Policy Statement of Intent. Updated Section 30, CDM 2015 (from 6 <sup>th</sup> April 2015). Safety Organisation Chart Revised Section 4. Appendix 2 added for External Parties.	01/04/2015
V1.7	Annual Review	15/03/2016
V1.7	Review of Company Structure & Organogram	15/03/2016
V1.7	Review of CoSHH arrangements	15/03/2016
V1.8	Review of Competency requirements for Training	18/04/2016
V1.9	Change of Business address	26/05/2016
V1.10	Annual Review	01/03/2017



### 3. ORGANISATION FOR THE ACHIEVMENT OF SAFE WORKING PLACES

#### **Objective**

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether at the Company premises or on site are carried out with due consideration for safety and the Environment and with minimum risk to health. Central Piling Limited will ensure that this Policy is applied and is adopted by all operatives and visitors to sites.

In order that this can be achieved Central Piling Limited has a management structure as outlined below with individual responsibilities detailed on the following pages.

Each individual person has a duty of care to themselves and other persons who may be affected by their actions.

#### **Procedure**

Any recognized breach of any Health and Safety legislation or any potential hazard observed while at work is to be reported. There are a number of reporting methods available

- To the line supervisor/manager/director
- To the Health and Safety Manager
- To a member of the Safety, Quality and Environmental Committee
- Link on website.

All reported breaches, non conformances or concerns shall be forwarded to the HSQE & Operations Manager. If significant they shall be recorded on the Action Log (Operating Procedure OP1) for resolution.

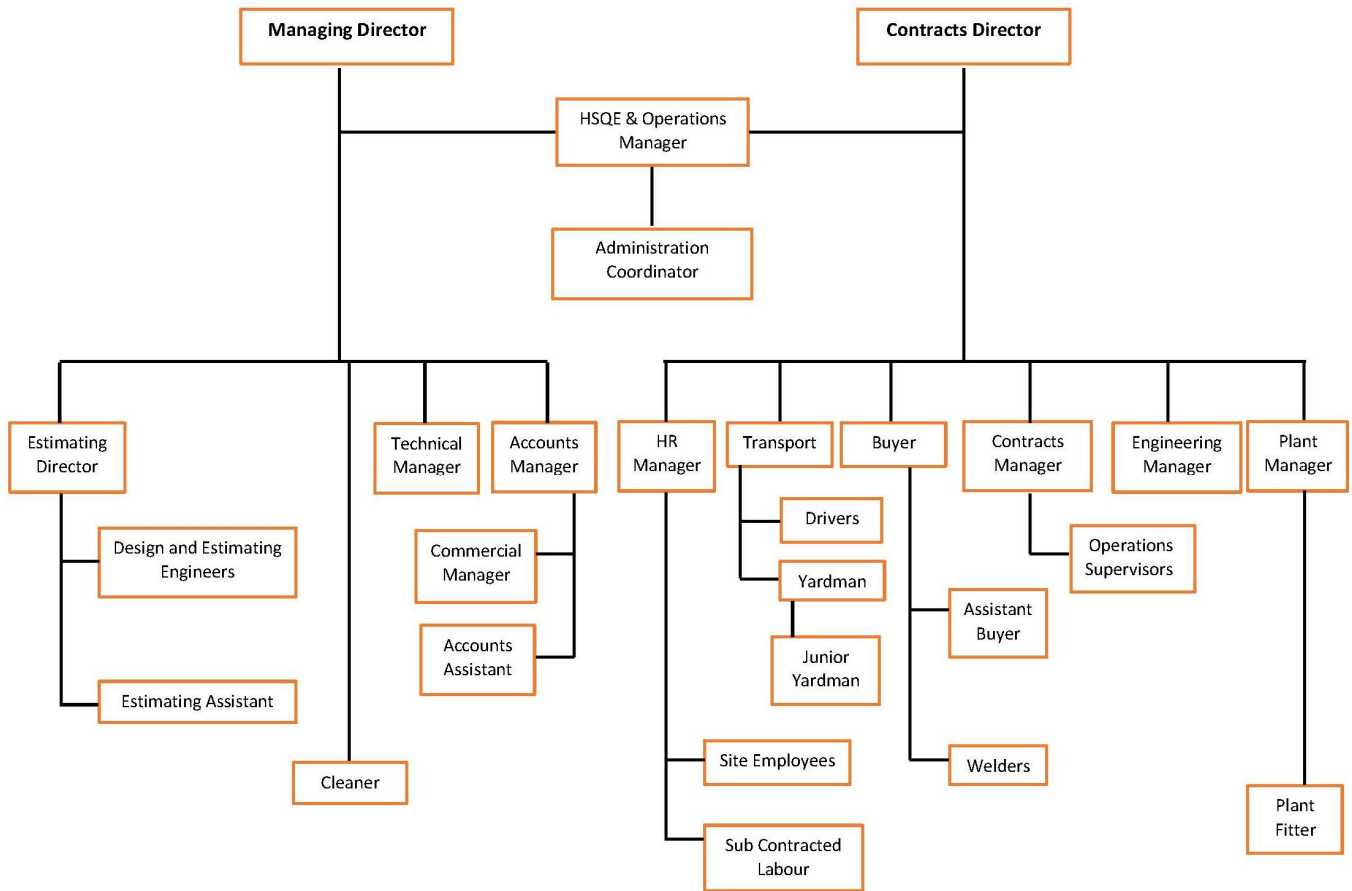
Employees are:

- to regard any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions
- to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with
- act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

#### **Records**

Action Log

**SAFETY ORGANISATION CHART**



## 4. RISK MANAGEMENT

### Hierarchy of Management Risk Control



Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The table below sets out an ideal order to follow when planning to reduce risk from construction activities. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

**Elimination:** Redesign the job or substitute a substance so that the hazard is removed or eliminated. For example, duty holders must avoid working at height where they can.

**Substitution:** Replace the material or process with a less hazardous one. For example, use a small MEWP to access work at height instead of step ladders. Care should be taken to ensure the alternative is safer than the original.

**Engineering Controls:** Use work equipment or other measures to prevent falls where you cannot avoid working at height. Install or use additional machinery such as local exhaust ventilation to control risks from dust or fume. Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.

**Administrative Controls:** These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.

**Personal Protective Clothes & Equipment:** Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.



**Objective:**

The company will carry out on-going risk assessments for internal and external operations. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

**HAZARD:** Anything with the potential to cause harm.

**RISK:** The likelihood that harm will occur.

**RESIDUAL RISK:** The level of risk once control measures have been implemented

A Risk assessment will be issued or assessed whenever:

- An accident or incident occurs
- The process is changed or a new process is introduced
- The equipment is altered or new equipment is sourced
- Regulatory requirements alter

**Procedure:**

The flowchart describing the process is below.

The Degree of Risk = Severity of Harm (x) Probability of occurrence

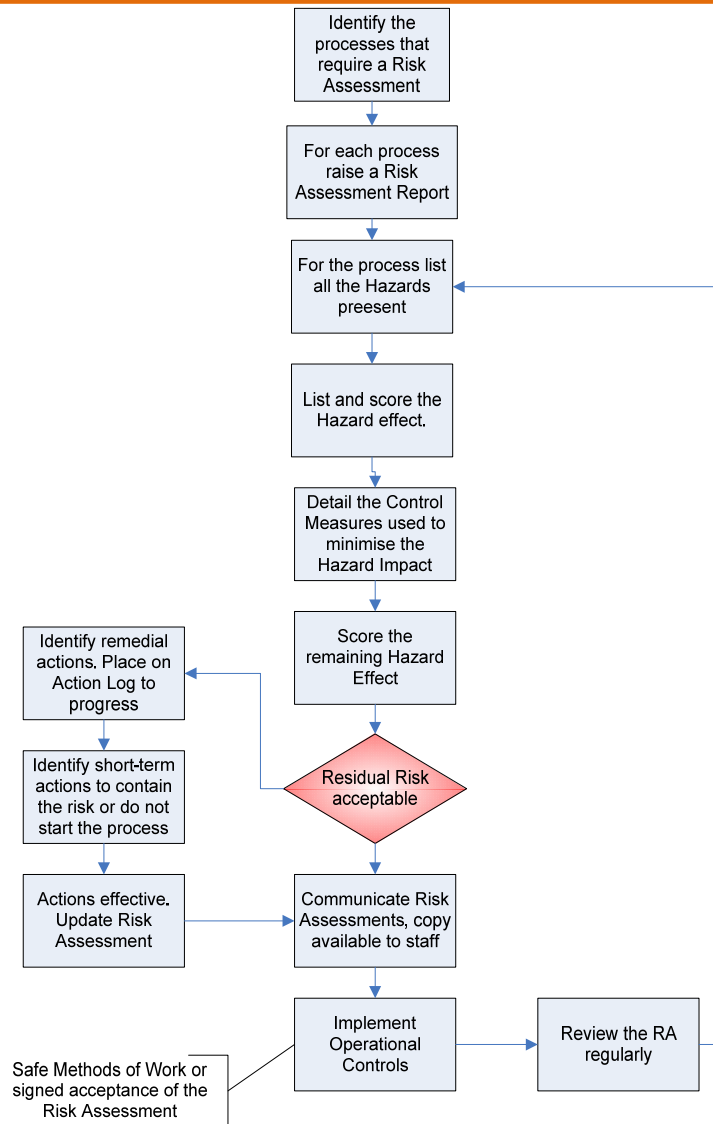
The Risk Assessment may include factors that require a separate assessment, such as COSHH, noise, manual handling or display screen assessments. These need to occur but are summarized on the Risk Assessment.

Any actions arising from a risk assessment shall be logged and progressed via the Action Log.

Staff shall be involved in the Risk assessment as appropriate.

**Risk Matrix**

Factor:	Extent:	Value:
Severity	Negligible injury	1
	Minor injury	2
	Major injury	3
	Single fatality	4
	Multiple fatalities	5
Probability	Very unlikely	1
	Unlikely	2
	Likely	3
	Very likely	4
	Almost certain	5



The HSQE & Operations Manager shall carry out Site RAMS for each new job, where the controls identified in the generic operational risk assessments are matched against site specific requirements.

If additional controls are required these are detailed on site-specific RAMS, staff are trained in the requirements and sign the RAMS indicating acceptance and application of the controls before starting work.

These RAMS are used to prepare the Safe Working Method for the job.

**Records:**

RAMS

Risk Assessments

Action Log

## 5. ACCIDENTS and INCIDENTS

### Objective

Central Piling Limited together with our HSQE & Operations Manager will undertake a thorough investigation of accidents. Accidents will be investigated to ensure that suitable controls are implemented; safe systems of work are implemented with the aim of preventing recurrence, removing the hazard and reducing the risk.

### ACCIDENT PREVENTION AND RIDDOR

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive.

In the first instance Central Piling Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment. Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce. Central Piling Limited will also as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances,
- Make regular risk assessments to employees,
- Take appropriate preventive/protective measures,
- Appoint only competent personnel to undertake tasks.

### Procedure - ACCIDENT REPORTING

1. All staff, visitors and contractors are made aware through induction training that all accidents must be recorded in the central Accident Book, which is located at the head office.
2. If the accident occurs at a drilling site under the responsibility of the Site Supervisor, the accident shall initially be recorded in the site Accident Book; however, a copy of the accident details shall be taken and recorded in the Central Piling Accident Book.
3. The HSQE & Operations Manager shall be made aware of the accident as soon as possible by the person recording details in the book.
4. The HSQE & Operations Manager shall transfer details of the accident to the Action Log and shall investigate the accident thoroughly to determine the details and the root cause.
5. Any investigation, witness statements or other evidence shall be summarized on the Log with additional files maintained by the HSQE & Operations Manager for further analysis. The log recorded the root causes of the accident, immediate actions and any actions required to prevent recurrence. The HSQE & Operations Manager shall only close an item on the Action Log when the actions have occurred and are effective.

6. Where, the HSQE & Operations Manager shall ensure that statutory requirement to report under RIDDOR 2013 will be complied with. Records will require as a minimum:
  - Name and address of injured person(s) (*see data protection section of this policy*)
  - Date, time and place of accident(s)
  - A full explanation of the circumstances leading to the accident(s)
  - Name of injured person(s) employer(s).
7. The HSQE & Operations Manager shall compile an analysis of accidents to report to senior management via the Safety, Health Quality and Environmental Meeting. The meeting shall review accidents to ensure actions taken are effective, and to look for patterns or trends where additional resources or actions are required, and to implement suitable actions.

### **Procedure - UNSAFE WORKING PRACTICE/INCIDENT REPORTING**

1. Any staff member or contractor who witnesses a near miss (something that could be an accident next time) shall report it to their line manager, the HSQE & Operations Manager, other manager/supervisor or use unsafe working practice reporting on the Central Piling website.
2. Details of the concern shall be forwarded to the HSQE & Operations Manager, who will record details on an Incident Form and the Action.
3. Following the Action Log procedure, the issue shall be allocated to a member of staff to investigate and resolve, including actions to prevent recurrence.
4. The HSQE & Operations Manager shall only close an item on the Action Log when the actions have occurred and are effective.

### **Records**

Accident and RIDDOR Reports

Unsafe Working practice reports

Action Log and associated investigations and reports

Incident Form

## **6. CONSULTATION WITH EMPLOYEES AND CONTRACTORS**

### **Objective**

The Company will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations.

The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect their working practices. Consultation will also occur before the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the company will keep records of the consultations.

An annual Staff Survey will also allow employees to comment anonymously on H&S concerns. An analysis of the response will be discussed at the Management Review Meeting.

### **Procedure**

1. The HSQE & Operations Manager will organize typically monthly a Health, Safety, Quality and Environmental Committee with representative members of the workforce.
2. Committee members comprise of
  - HSQE & Operations Manager
  - Managing Director
  - Contracts Director
  - Contracts Supervisors
  - Volunteers from the Operational Team
3. The agenda of the meeting contains
  - Accident and Unsafe Working Practice analysis (via Action Log)
  - Feedback from employees/contractors
  - Communication from interested parties (HSE, EA etc)
  - Training review
  - Any communication
  - Changes in legislation
  - Changes in equipment, materials or processes
4. Minutes of the meeting showing agreed actions shall be displayed on the main notice board.

**Records** - HSQE Committee Meeting minutes

## 7. CONTRACTORS

### Objective

In order that the statutory Health and Safety commitments made in this policy are fully met, it is the Company's requirement that during the time spent on any of this Company's undertakings, all such contractors fulfill their legal obligations and commitment to their own safety while at the same time giving full co-operation to this Company's Safety Policy.

All sub-contractors and others therefore, as well as ensuring the Health and Safety of their own employees and the safe condition of their own plant and machinery etc., must identify and note any hazards which may affect persons on site or members of the public and immediately inform the Company site supervisor/manager.

### Procedure

1. Whoever is responsible for arranging the Sub-contractors must ensure that the sub-contractor submits the Health & Safety Questionnaire, their Safety Policy, method statements and/or risk assessments, equipment & personnel certification, etc to this Company prior to work being awarded. If the risk assessment or method statements are not acceptable, work must not start.
2. These documents together with this Company's own such documents will provide the fundamental criteria for the standard to which all work must be carried out. They must be forwarded to the HSQE & Operations Manager for approval before work starts.
3. If acceptable, the HSQE & Operations Manager shall add details of the company to the Approved Contractors List.
4. The HSQE & Operations Manager is responsible for ensuring that sub-contractor's staff also attend an induction meeting on Health and Safety matters prior to commencement of work on site.

The HSQE & Operations Manager will be responsible for ensuring the competence of sub-contractors. He will also be responsible for ensuring that sub-contractors and their employees are working to the required standard and are appropriately trained and hold the relevant certification and plant & equipment are safe. All Contractors will receive a copy of the Contractors Rule Book summarizing general H&S requirements.

**“Please read the enclosed copy of our Contractors Rule Book for the Environment and Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites and Clients Premises. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact Central Piling Limited for any information on any matter in connection with the Environment or Health, Safety and Welfare.”**

### Records

Sub-Contractors Health and Safety Questionnaire

Contractors Rule Book

Approved Contractors List

## 8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

### Objective

Central Piling Limited, will endeavor through our purchasing policy to purchase only those substances that are not hazardous to health as far as is reasonably practicable. On occasion it will be necessary to use or encounter substances that are potentially hazardous to health, the company will ensure in these situations that a thorough risk assessment has been conducted and that those involved in the use and handling of the substance, are aware of the required controls and procedures.

Substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH Regulations, restricted and strictly controlled. Assessments will be reviewed periodically and whenever there may be reason to suspect that the assessment may no longer be valid.

A full survey of all chemicals used within the company and its work sites will be carried out and maintained, in line with the COSHH Regulations. The results of such findings will be communicated to employees together with controls. Protective equipment, if required, will be provided free of charge. It will be a disciplinary matter if employees do not adhere to the use of PPE and use controls identified as part of the assessment.

### Procedure

1. The HSQE & Operations Manager shall maintain a list of all chemicals used by the company and shall obtain the Material Safety Data Sheet provided by the supplier.
2. The Purchasing Manager shall inform the HSQE & Operations Manager if a new chemical is considered so that a COSHH assessment can be carried out and appropriate controls identified before the chemical is purchased.
3. The HSQE & Operations Manager shall:
  - Complete a COSHH assessment for the substance.
  - Consider the risk assessment and safe working method for the substance.
  - Assess if existing controls are adequate.
  - If not, identifying and ensure implementation of additional control measures
  - If this is not possible, identify suitable PPE for the substance. PPE shall be provided free of charge and personnel trained in the use.
4. Staff shall be trained in general awareness of COSHH and PPE via Toolbox talks.
5. PPE shall be detailed in the Safe Working Method accepted by employees.
6. The COSHH assessment and the MSDS of the material shall be available in the Health & Safety Information Folder in case of emergencies.

### What do the COSHH symbols stand for?

The COSHH symbols are a set of international symbols that allow us to understand the different hazards within our organisation. They have been in use since 1967, with each symbol representing a different type of hazard. In 2009 the symbols were updated to reflect the international nature of hazardous substances.

See the chart below for a guide to the international hazard symbols:



## Records

- COSHH Assessment
- PPE register (On database)
- Toolbox Talk Attendance Register
- Health & Safety Information Folder



## 9. DISPLAY SCREEN EQUIPMENT (DSE)

### Objective

Central Piling will ensure that the risk to users of DSE will be reduced to the lowest extent reasonably practicable to ensure that the Health and Safety (Display Screen) Equipment Regulations 1992 are complied with.

### Procedure

The HSQE & Operations Manager will maintain a list of all employees who are assessed as users of display screens.

The HSQE & Operations Manager will send out to all users annually a self-assessment questionnaire and guidance on the use of display screens.

The HSQE & Operations Manager will assess the responses received.

If the person reports no discomfort or health issues using the screen and does not report any concerns with the screen or the work station, then no further action is required.

If concerns are reported, then the HSQE & Operations Manager must investigate, repeat the assessment and look for actions to resolve the concern appropriately.

The Company will provide all information and training necessary to comply with the relevant regulations

The Company will provide appropriate eye and eyesight tests to "defined" users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

### Records

Display Screen Assessments

Action Log

## 10. EMERGENCY PROCEDURES

### Objective

The company will establish and where necessary provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them. The prime objective will be to ensure that no employee or visitor can access any area where an emergency or possible danger may be present without first receiving adequate Health and Safety instruction.

The company will inform employees about the potential dangers, the controls and the emergency procedures. The workers will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety.

### Procedure - Main Site:

The HSQE & Operations Manager shall:

- a) Determine all applicable emergency situations relevant to the operation of the company and list them on Emergency Preparedness and Response (EPR) Register.
- b) Assign a severity and likelihood to each emergency situation using the guidance below, allowing calculation of an EPR score and ranking of each situation in order of criticality.
- c) With the help of other members of staff as appropriate determine the response required for each situation, the staff involved, training provided and documentation/control procedures required.
- d) Ensure that suitable control measures and training have been implemented

The effectiveness of training and preparedness for emergency situations shall be assessed during the internal audit programmed.

The H&S EPR is combined with Environmental EPR on the register

### Procedure - Drilling Sites:

The HSQE & Operations Manager shall ensure any EPR related to the drilling operation is contained within the Safe Working Methods for the drilling operation.

Each employee will have access to closet A&E hospital and emergency numbers in case of an emergency in their Site Contract Information Folder.

It is the responsibilities of the client nominated site supervisors to ensure EPR for the location of the drilling; these shall be assessed on initially entering the site by the HSQE & Operations Manager.

### Records

Test results for emergency preparedness (Fire alarms, fire drills etc.)

Site Contract Information Folder

Signed acceptance of Safe Working Methods

## 11. ELECTRICAL EQUIPMENT

### Objective

The company will ensure that employees visual inspection equipment to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty, repairs and re-testing will be carried out before the equipment is re-issued. All plant found to be faulty is to be given reported to the plant manager to ensure that:

1. Arrangements are made to ensure that it cannot be inadvertently or unscrupulously taken back into service.
2. The equipment is returned to the main office with suitable warning that it requires repair.
3. The equipment is returned to the Hire Company with suitable warning that it requires repair.
4. It is repaired on site by a qualified and competent person only

### Procedure

The HSQE & Operations Manager shall ensure a regular formal inspection takes place for all portable electrical equipment.

- All office equipment is to be tested every 2 years and a general visual inspection is to be undertaken by staff before work.
- Other equipment is to be PAT tested annually by a qualified tester. Equipment shall be labeled to indicate the date of the next test.

### Records

Health & Safety in the Workplace [Electricity] Regs

## 12. FIRE SAFETY

### Objective

In accordance with the Regulatory Reform (Fire Safety) Order 2005 Central Piling Limited has appointed a 'Responsible Person' to undertake risk assessment to ensure that there is a system for effective planning, organization, control, monitoring and review of the preventive and protective measures.

Employees of Central Piling Limited will be instructed in the procedure for evacuating the premises and the location of the Assembly Point at induction to the Company.

Employees are expected to tackle a fire themselves only if they have been trained in the use of firefighting equipment and if it would pose no threat to their personal safety to do so.

### Procedure

The HSQE & Operations Manager is responsible for fire safety and shall:

- Ensure that a Fire Risk Assessment is maintained for the Head Office
- Issue an Emergency Fire Procedure and train staff in the emergency procedures.
- Ensure that sufficient Fire Extinguishers are available and are regularly maintained.

- Ensure that correct signage is available meeting current legislation.
- Weekly test on break glass alarms.
- Monthly testing of emergency lighting and 3 monthly discharge testing.
- Annually carry out a fire drill, monitoring the response of personnel. Any concerns shall be recorded on the Action Log.

### Records

Inspection certificates of fire extinguishers kept in Fire Precautions [Workplace] Regs [Red Folder].

Fire Safety Log Book.

Training records kept in CP Logistics.

## 13. TRAINING

### Objective

All staff shall be competent able to work safely on the basis of education, training or experience.

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of the Managing Director that a task, if not undertaken safely, is not performed correctly. All workers will be trained in safe working practices and procedures prior to working on site.

Contractors will be required to demonstrate that they have obtained the necessary training to the required standard and provide proof of competency.

All training deemed to be beneficial will be provided and paid for by Central Piling Limited. In the interests of employees, Health and Safety training will be mandatory with records of training retained at our head office. The training process is summarised in the flowchart below.

### Procedure - Induction

1. The HSQE & Operations Manager will arrange a Safety Induction discussion with any new employee prior to that employee commencing work. The purpose of these induction discussions is to draw to the attention of staff and employees any risks and specific safety rules applicable to the work to be carried out.
2. The Induction will be used as a basis for the first training; the trainee shall sign the checklist indicating acceptance and understanding of the training, the trainer signs indicating that training was appropriate.

### Procedure - Ongoing Awareness

1. The HSQE & Operations Manager shall identify an appropriate programme of Toolbox talks, covering all facets of H&S Management typically within a year.
2. The manager shall prepare a script of the bullet points to be covered within the Toolbox Talk.
3. Attendees sign a register indicating that the bullet points have been covered in the talk and the training was understood and accepted. The trainer sign's indicating the training was appropriate.

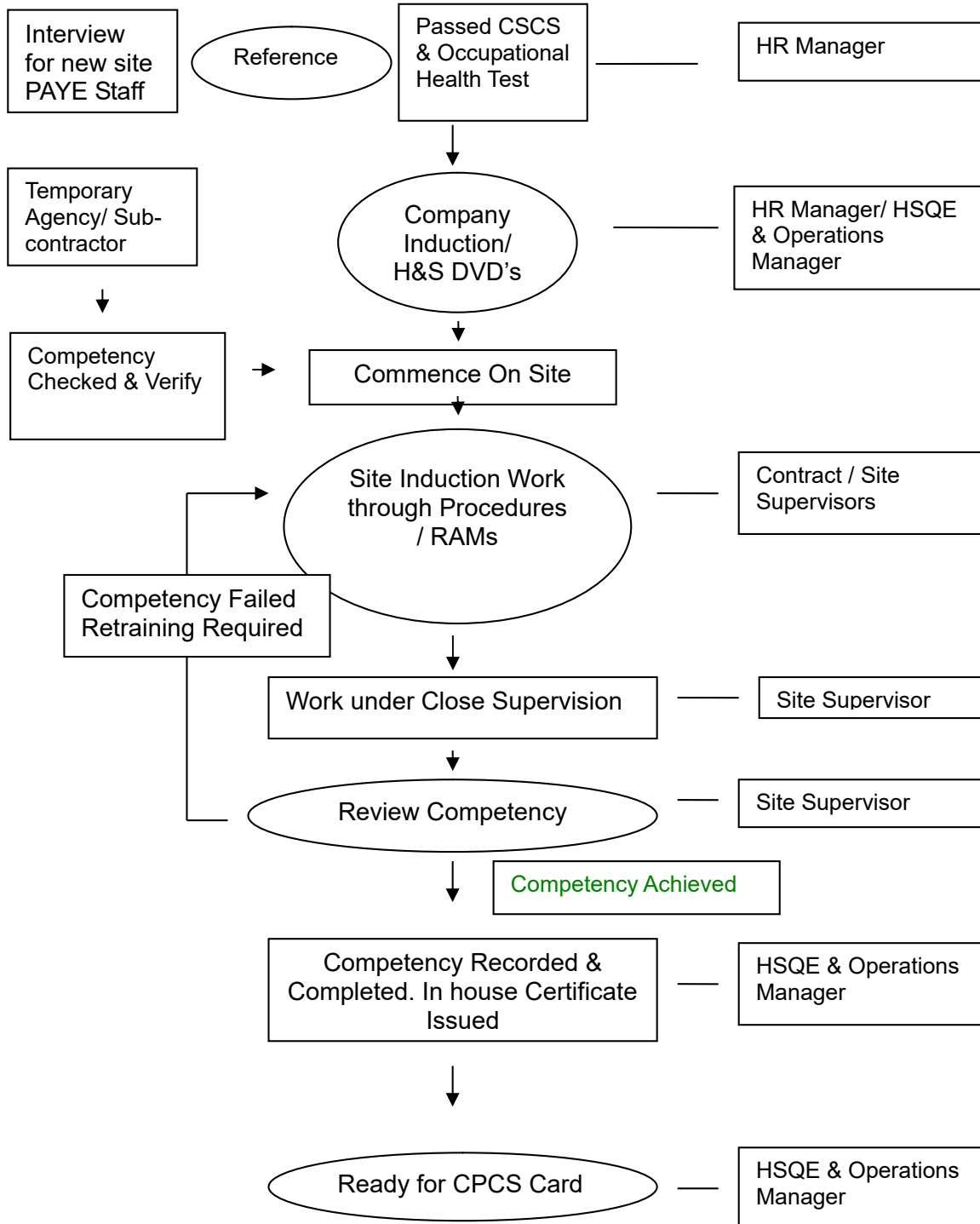
### Procedure - Competency

1. The HSQE & Operations Manager shall develop an assessment of all the core skills required by the different operational roles.
2. The manager shall assess all operational employees against these core skills when suitable (see process flows below).
3. The HSQE & Operations Manager also assesses what mandatory training and qualifications are required and record these on the training matrix for each role.
4. Staff shall provide evidence of training/qualifications, once provided the matrix shall be updated.
5. If there is a lack of training/qualification that means that legally or responsibly the role cannot be carried out, the HSQE & Operations Manager must ensure that the employee does not begin work.
6. The matrix shall be used to identify training requirements for the company.
7. Where personnel are competent to use a type of plant, familiarization training will be given when instructed to operator plant they have not operated before, a person who is deemed competent by the company will complete training till they are satisfied the operator is fully familiarized with the plant and the new operator is satisfied he can operate the plant safely.
8. In the event that temporary agency / Sub-contractor staff are employed their training competency cards must be checked and verify before they commence work on site, they must then work under close supervision until their competency has been proven and verified by a Supervisor or Senior Manager. Where the temporary agency / Sub-contractor staff is to act as a Site Supervisor/ Rig Operator their competency should be checked by a Senior Site Supervisor or Senior Manager. Anyone not proving they are competent must not be permitted to work and removed from site.

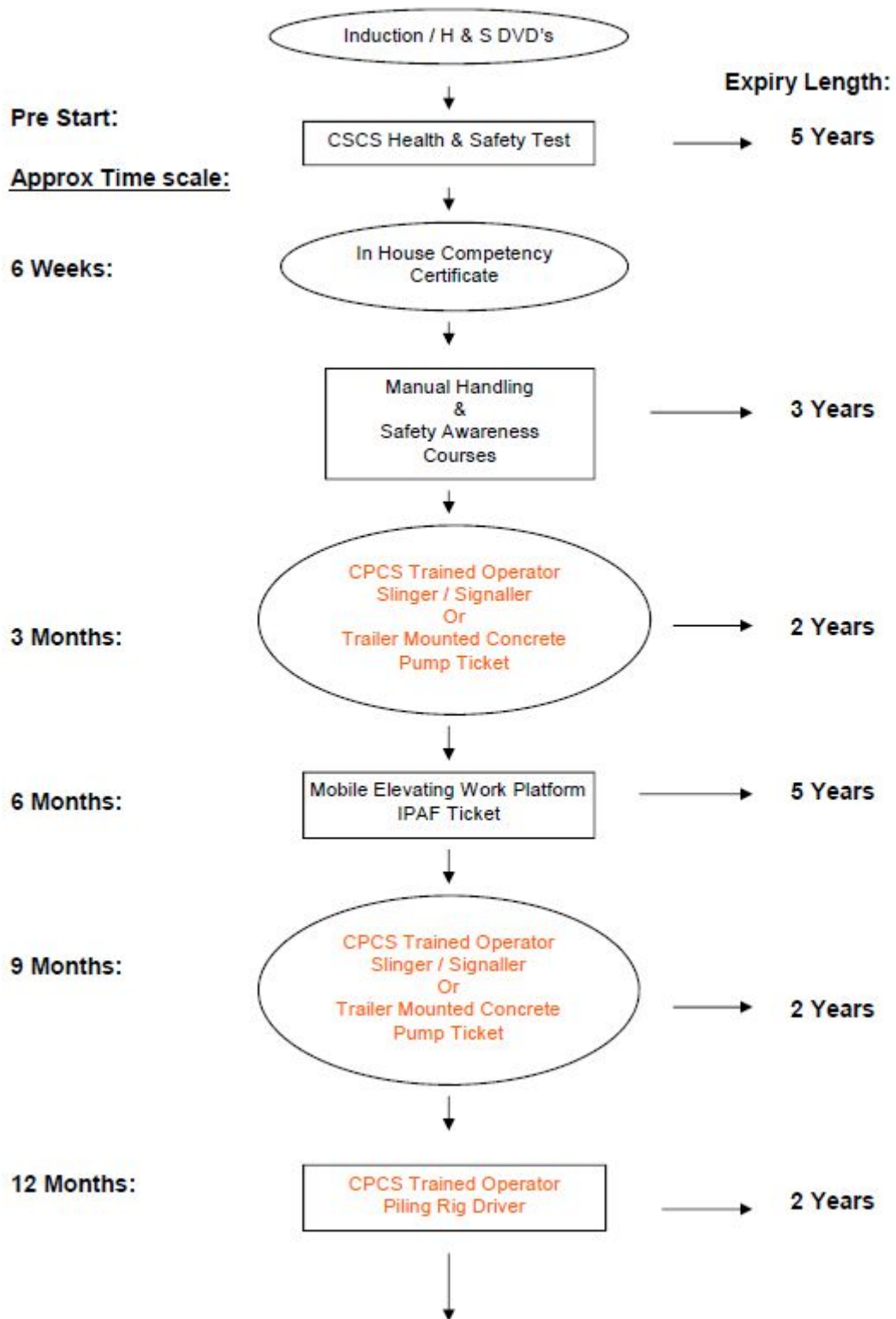
### Records

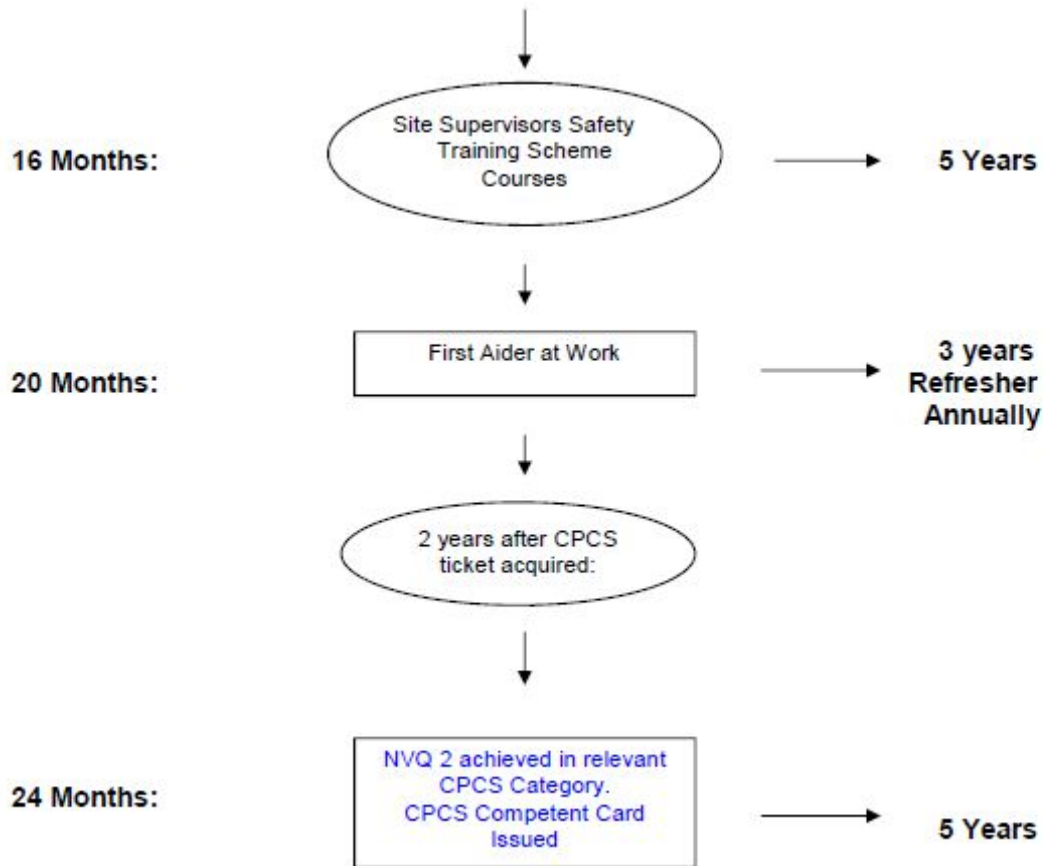
Competency Assessment  
Training Matrix  
Evidence of qualifications/training  
Toolbox Talk Script  
Toolbox Talk Attendance Register

Competency Assessment



**Site Personnel Training Plan**





#### 14. OPERATIONAL CONTROL - SAFE SYSTEMS OF WORKING

##### Objective

The Company will actively implement and review where necessary, safe system of working under the overall responsibility of the Directors. Changes to Safe system will be carried out if it is recognized that safer ways of working are possible following accidents, incidents, risk assessments or external sources of information. All staff will be required to contribute to the overall Health and Safety requirements and the recognition of hazards and improvements.

##### Procedure

1. Following appropriate Risk Assessments (generic and site specific) the Contracts Supervisors shall prepare Safe Working Methods for all jobs.
2. The working methods shall contain the controls identified in the various risk assessments required to reduce the risks to an acceptable level.
3. The working method needs approving by the Contracts Manager or HSQE & Operations Manager before being released to the Client.
4. The working methods shall be issued for each job and staff shall be trained in the application, signing a copy indicating acceptance and understanding.
5. The Safe working method for the job shall be stored in the Rig file.

##### Records - Signed Safe Working Methods



## 15. SAFETY INSPECTIONS, AUDITS AND HOUSEKEEPING

### Objective

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice.

Contractor's safety arrangements will also be vetted to ensure that they are working competently in accordance with the Company's Health and Safety requirements, their method statements and to current legislation.

Inspection may be via A Senior Manager/Director or an Independent Safety Advisor, will on occasions be called upon to undertake independent inspections to cross-reference with those undertaken by Central Piling Limited.

Housekeeping will be considered at all stages of the work and good co-operation is expected between Central Piling Limited and other contractors. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. Spillages of oil, diesel and other substances will be dealt with immediately.

### Procedure

An independent site audit will be carried out by a H&S Advisor or Senior Manager/Director monthly.

An assessment will be made of housekeeping, compliance with safe working methods, use of PPE, environmental controls, documentation etc.

Any issues will be raised immediately with the supervisor and ongoing performance will be monitored by the SHQE Committee.

An independent audit of the H&S Management System shall occur at a minimum every 12 months as part of the combined QEHS Management System meeting ISO9001 requirements. Any issues found during the audit shall be transferred to the Company Action Log.

### Records

Site inspection reports

H&S System Audits

Action Log

SHQE Committee minutes

## 16. LIFTING OPERATIONS AND LIFTING EQUIPMENT

### Objective

The Company will ensure that all lifting operations are managed, planned & carried out in a safe & efficient manner. In particular, we will ensure:

- equipment used is regularly inspected in accordance with the examination scheme and this equipment is generally safe to use
- the Appointed Person will write a Lift plan which will be issued to each contract and in the yard. Any changes required, the Appointed person will be advised and the lift plan revised.
- where cranes are on hire to sites, competent and experienced persons will plan and oversee lifting operations
- all cranes and equipment used have adequate strength and stability, and is the correct equipment for the job
- equipment used to lift people is designed for the purpose, is maintained and inspected
- Cranes are positioned as per plans so as to maintain stability and also to control hazards such as overhead cables, soft ground, underground services, and collision with other cranes/buildings.
- All cranes & equipment are marked to show their Safe Working Load (SWL) or Working Load Limit (WLL)
- Shackles, Safety Harness, lanyards and chains will be inspected every 6 months.
- MEWPs will be supplied with a valid 6 monthly inspection LOLER Certificate
- that only competent people are in charge of lifting operations
- that only trained & authorized personnel are allowed to use lifting equipment or be involved in the lifting operations. On site this may require temporary or permanent suspension of operations until this has been assured.

### Procedure

The HSQE & Operations Manager will maintain a register of all lifting equipment together with the inspection frequency, method and date required.

When a Rig inspection is required the Plant Manager will organise a certified and competent subcontractor to carry out the assessment.

Any issues that cannot be rectified immediately shall be transferred to the Action Log, the Plant Manager shall remove from use any equipment that is not safe to use.

### Records

LOLER Register (database)

Inspection records

Action Log

Lift Plan

## 17. MANUAL HANDLING

### Objective

The Company will, in compliance with Manual Handling Regulations 1992, carry out an assessment to determine the risk of injury on all tasks involving manual lifting and carrying operations using the TILE principle.

Wherever possible alternative operations or means of moving the items concerned will be introduced. Where this is not practicable, training will be given in safe lifting and carrying techniques. All assessments will be documented and records kept and maintained. A reassessment will be carried out in accordance with the Regulations.

### Procedure

The HSQE & Operations Manager shall carry out a manual handling assessment of all operations within the company, the assessments will group activities together to carry out the assessment, looking at the operations and the people performing the tasks.

The assessments will be reviewed at a minimum annually to ensure that they are still relevant, or if working practices change.

Controls required as part of the assessments will be incorporated where required into the safe working methods issued for the drilling operations.

The HSQE & Operations Manager shall ensure all staff are trained with the training recorded.

### Records

Manual Handling assessments

Training Records

## 18. NOISE

### Objective

The Company in compliance with the Control of Noise at Work Regs 2005, will reduce noise levels to the lowest reasonably practicable, where employees "at risk" have been identified.

Central Piling Limited recognizes the risks to health of noisy operations, therefore all operations involving excessive noise will be subject to a "Noise Assessment". The lower exposure action values for daily exposure is 80dB, the upper exposure action valve for daily exposure is 85dB.

All Noise Assessments will be recorded and kept in the Health and Safety Information File and will be available for reference by the employees.

Where employees are at risk, the Company will, where reasonably practicable, reduce the noise at source and only issue hearing protection as a last resort.

The company recognises the effect Construction activities has on the environment.

Noise generated during operations shall be assessed with appropriate actions taken if noise becomes excessive. The potential effect of the operations on the local environment shall be assessed during the initial site review.

## Procedure

The HSQE & Operations Manager shall carry out a noise assessment of company operations, measuring the noise generated if excessive and matching against the regulations.

Actions that are required from the assessment shall be incorporated into the Safe Working Method generated, including signage and wearing of PPE.

Noise and PPE use shall be monitored continually by the Contracts Supervisors and the HSQE & Operations Manager and will be part of the monthly independent inspections.

## Records

Noise Assessments

Site Inspections

## 19. PERSONAL PROTECTIVE EQUIPMENT

### Objective

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company. Staff will be supplied with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment.

Central Piling Limited will operate an on-going policy of monitoring equipment use and will supply storage facilities. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment.

### Procedure

The HSQE & Operations Manager shall ensure that all PPE is identified in the Safe Working Methods defined.

The HSQE & Operations Manager shall ensure all employees are issued with the correct PPE and that they are trained in its use. Each employee must sign a PPE Register indicating they have received and will use the PPE as required.

The minimum requirements of PPE on site are to be worn at all time whilst on site all other PPE are job specific and are stated in the Risk Assessments.

### Minimum requirements are:

Hard Hat, Protective Foot wear, Hi-visibility vest or Jacket, Safety Gloves and Safety Glasses.

**Records** - Employee PPE Register

## 20. PLANT AND EQUIPMENT MAINTENANCE

### Objective

The company will ensure that all work equipment & plant is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, the log is to be kept up to date. Compliance with the PUWER 1998 Regulations will be the minimum standard required. To ensure this Central Piling will:

- use maintenance schedules to control and manage the equipment.
- provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.
- develop safe systems of work, which identify risks and hazards and then eliminate or reduce the risk to a minimum.

Operatives must complete a pre-inspection of all plant and equipment prior to use and log there finding on the appropriate sheet, they must report all faults, damage, defects or malfunctions to their Plant Manager and must not use defective equipment or plant. Defective equipment / plant will be immobilised and identified as awaiting repair.

### Procedure

It is the responsibility of the Plant Manager to:

- Maintain a Maintenance Schedule for all equipment, detailed the type and frequency of maintenance.
- Carry out the maintenance as required, if not possible discussed with the Contracts Director.
- Record maintenance carried out in the Maintenance Log.
- Ensure all defective equipment is immobilised and identified as awaiting repair.
- Carry out yearly testing on all metal concrete hoses on the piling rig and holding drum.

It is the responsibility of the HSQE & Operations Manager to:

- Organise Monthly testing of all rubber concrete hoses.
- Organise yearly new shrouded rubber concrete hoses, which are situated on the piling rig to be renewed.
- To ensure all pre-inspection sheets are completed and any faults are reported to Plant Manager.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and report any defects immediately. The HSQE & Operations Manager must ensure that all staff are trained to use work equipment and are safe and competent (all training recorded). A daily pre-inspection sheet is completed by the Rig Drivers and forwarded to the Plant Manager, Contract Director & HSQE & Operations Manager. This sheet is filed. Subsequent sheets are monitored to ensure that any faults have been corrected.

If not, the issue shall be escalated to the Contracts Director to resolve.

Rubber concrete hoses must be visually inspected weekly and the findings logged in the Weekly inspection register, any defected hoses must be taken out of use immediately and returned to the yard for either re ending or for disposal.

**Records**

Maintenance Schedule

Maintenance Logs

Weekly Inspection Register

Pre-Inspection Sheets

**21. YOUNG PERSONS****Objective**

When the Company employs people under the age of 18, it will complete explicit risk assessments in accordance with the Management of Health & Safety at Work Regulations 1999 (as amended) in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons.

The Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the above regulations. The Company will provide the appropriate supervision to ensure that the young persons undertake their tasks safely

**Procedure**

Anyone wishing to bring a young worker on-site must inform the HSQE & Operations Manager.

The Manager must carry out a specific risk assessment on the individual, taking into account the existing assessments for the work and the additional risks that arise when the employee is inexperienced to themselves and others.

Any additional controls must be identified and implemented before the young worker starts.

The HSQE & Operations Manager will advise the parents or legal guardian of the risks and controls.

The young worker shall be trained in the risks and controls and must sign acceptance.

**Records**

Young person's risk assessment

## 22. WORKING AT HEIGHT

### Objective

In line with the Work at Height Regulations 2005, Central Piling Limited will follow the hierarchy of controls. It will ensure that:

- Working at Height is avoided where possible.
- Collective fall prevention measures are used instead of individual fall prevention measures.
- All work at height is properly planned and organised.
- All work at height takes into account weather conditions that could endanger Health and Safety.
- Those involved in working at height are trained and competent.
- The place where working at height is undertaken is safe.
- Equipment used for working at height is properly inspected.
- The risks from any fragile surface is properly controlled.
- The risks from falling objects is properly controlled.

Equipment used for work at height will be regularly inspected and suitable for the task and used only by trained & competent staff.

Central Piling Limited will ensure that a ladder is used for work at height only if a risk assessment has demonstrated that the use of more suitable equipment is not justified because of the low risk and short duration of use or that existing features on site cannot be changed i.e. space constraints. The main requirement being to justify why safer work equipment is not being used.

### Procedure

The HSQE & Operations Manager shall take into account the risks of working at heights when carrying out the risk assessment and identifying Safe Systems of work.

If a MEWP is required, a visual site assessment shall be made by the Operations Supervisor. If the risk with a MEWP is considered not acceptable, a ladder shall be used. The site Safe Working Methods and Risk Assessments shall be amended accordingly.

The HSQE & Operations Manager shall maintain a register of all equipment used to work at height and ensure a pre-inspection is completed prior to use. The Plant Manager will ensure that a competent person inspects the equipment regularly (typically every 6 months) to ensure that the equipment is safe to use and issues a certificate.

### Records

Ladder and Equipment Register.

Central Piling logistics system.

## 23. OCCUPATIONAL HEALTH CHECKS [ALCOHOL, DRUGS & SMOKING]

### Objective

Central Piling Limited will employ a competent company to perform Occupational Health Checks to all employees. Health checks will be done every 3 years to most employees with the Plant Manager and Welders being checked yearly. Only information relevant to the company for the employee's job will be disclosed to Central Piling Limited.

Random Drugs and Alcohol testing will be done when an employee is thought to be under the influence whilst at work, this will be completed without giving prior notice to the employee/'s by the Contract Team, each year a random 10% of the employee's will be tested. Employees who test positive will commence disciplinary procedures. A **Zero-Tolerance** approach will apply. Persons in breach of the Central Piling drugs and alcohol policy will be dealt with as per the disciplinary procedures however employees should be aware that being unfit through drink or drugs is classed as a gross misconduct.

All sub-contractor labour will be subject to a drugs and alcohol test on their first day on site. The HR Manager will liaise with the Contracts team to ensure testing is completed.

### Reason

It is a breach of road traffic & Health & Safety law to be unfit through drugs or alcohol while driving on the roads or carrying out safety critical work. Because of the nature of our work we believe drugs and alcohol misuse is unacceptable under any work-related circumstances.

The consumption of drugs or alcohol is strictly prohibited during works time, in the hours leading up to a shift and in any break period, where that consumption will affect their ability to do the job safely. Employees are reminded that the affect of alcohol or drugs may remain with a person for many hours and so should totally refrain from indulging unless a significant time period allows otherwise.

Employees are also reminded of their duty of care to inform the management if they feel that a work colleague is under the influence or that you have a problem with Drugs or Alcohol or are prescribed any medicine which may affect the operation of the crane or other duties within the company. The company will strive to help. Due to requirements of the Smoke Free Regulations, smoking is not allowed at the workplace or in company vehicles.

### Procedure

The HSQE & Operations Manager shall:

1. Organize Occupational health checks and random drugs & alcohol testing when required.
2. Ensure the main site and all company vehicles have displayed suitable No-Smoking signs.
3. Ensure induction training on how the occupational health checks and the random drugs & alcohol testing will be implemented throughout the company and the disciplinary procedures consequences of failing the testing.
4. Ensure induction training contains explicit instructions that smoking in vehicles and on-sites is not allowed.



5. Anyone found smoking in company vehicles or premises will be instructed to extinguish the cigarette immediately with the option of being subject to disciplinary measures.

### Records

Site audits demonstrating no-smoking in place

Employees Training File

Disciplinary records

## 24. WELDING & CUTTING

Central Piling will ensure that employees performing cutting and welding operations, as well as their supervisors, are suitably trained in the safe operation of the equipment used and the procedures to be followed.

Collective RPE extraction unit will be yearly inspected and serviced and a certificate issued. Personal RPE units will be checked daily and filters issued will be logged on to their logistic file.

All precautions to minimise fire risk will be adhered to, including provision of screens and mats. Fire extinguishers, fire blankets and dry sand will at hand, where appropriate.

Gas cylinders will where practicable be mounted on trolleys in the vertical position, if this is not practicable they should be secured in the vertical position at the location of use. When not in use they will be secured in a properly designed compound away from structures & combustible/flammable materials. Gauges and flashback arrestors will be checked regularly.

Areas in which work is to be carried out will be adequately cleaned and combustible materials removed where possible.

### Oxy-acetylene welding and cutting

The main dangers from Oxy-acetylene equipment are fires, explosions, fumes and burns. Protect yourself and others against these hazards. Safety Regulations require an assessment to be made of the likely risks. Ensure a Risk Assessment has been carried out by the HSQE & Operations Manager and is issued to you before commencing welding. No oil, grease or other fatty substances such as soap, must come into contact with any part of welding gear.

1. Any welding or cutting should only be carried out by competent personnel.
2. Use care when moving or handling gas cylinders - never use the valve or regulator as a handle.
3. Gas cylinders must be stored and used upright - secured to prevent toppling.
4. Welding equipment should be regularly inspected and maintained - the hoses to be checked on a daily basis.
5. Purge hoses before lighting up (acetylene first). Explosions of mixed gases in hoses are a major cause of accidents.
6. Check all equipment for leaks using leak detector fluid - never a naked flame.
7. Wear protective clothing, goggles and gloves etc. Overalls of 100% cotton only, no synthetic fibre.

8. Ensure the surrounding area is cleared of combustible materials.
9. Use fireproof blankets to cover materials which cannot be moved away.
10. Do not leave a lighted torch unattended or an unlit torch inside a closed space; pull the hoses out into the open air.
11. Keep walkways and vehicle paths clear of hoses.
12. Ensure the torch nozzle is free from obstructions.
13. Mark completed work 'hot' and inspect at intervals until cooled down.
14. Ensure ventilation is adequate before welding in confined spaces. A Permit to work is necessary in confined spaces.
15. Ensure a suitable fire extinguisher is kept close at hand and know how to use it.
16. Keep cylinder keys in the valves whilst welding to ensure you can isolate quickly in an emergency.
17. During transportation, cylinders should be removed from any trolleys or similar, have gauges removed and nozzles packed away. They should be made completely secure whilst in transit.
18. All cylinders must be removed from the Building at the end of each shift and stored in a well ventilated bottle cage. The bottle cage must be secured and locked. Separate cages must be used for combustible gas and accelerants.

### Records

Central Piling logistics system.

Risk Assessments.

## 25. VIBRATION

It is the buying policy of Central Piling Limited to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Central Piling Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features. The company will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturer's instructions; are kept in good order and that any defects noted are reported immediately.

To ensure that operatives are aware of the effects of hand arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

Hazards associated with Vibration shall be include in the Risk assessment

Regular monitoring of vibration levels and frequencies will be planned, if required.

## 26. WORKPLACE TRANSPORT SAFETY

"Workplace Transport" refers to any vehicle or piece of mobile equipment which is used by employers, employees, self-employed or visitors in many work settings (apart from travelling on public roads). Central Piling Limited will reference HS(G) 136 in order to ensure the safety and welfare of third parties at all if their work sites by the segregation of pedestrians and plant and the management of risks.

In order to ensure the competence of staff with regards to their use of plant,

certificates will be checked in the first instance and their operations supervised until it is established that they have the capability.

The on-site management of workplace transport will be assessed by the Transport Manager and controls applied as required. At the workshop this will be assessed by the Yard Manager.

Hazards associated with transport shall be included in the Risk Assessments

## **27. USE & STORAGE OF HFL's and LPG's**

It is the responsibility of the Yard Manager to ensure the safe & proper use & storage of all gas cylinders will be carefully handled when used and will also ensure that cylinders are returned to a storage cage at the end of the day. There will be a limit to the amount stored to reduce the hazard and all bottles will remain in an upright position, 3 metres from structures, heat sources, other gas bottles and voids.

A fire extinguisher point will be located close to the LPG & HFL stations. Dry powder or foam extinguishers provided. The area around the LPG's & HFL's will have signage posted indicating that there is a fire hazard and prohibition notices will forbid smoking or naked lights in the area.

During the use of HFL's or LPG's on site there will be co-operation and co-ordination with the Principal Contractor and permits submitted when required. When hot work is being undertaken within a hazardous area a firewatcher with an approved extinguisher will be at the job site throughout the hot work operation. Extinguishers will be to hand as a minimum requirement during all hot work operations.

Please refer to Section 25 for use of Oxy-acetylene.

## **28. SYSTEM AUDITS AND MONITORING OF PERFORMANCE**

Central Piling has been assessed and achieved the ISO 9001 Quality Management System, ISO 14001 Environmental Management System and OHSAS 18001 Occupational Health and Safety Management System. The systems are assessed yearly and re certification is completed every 3 years. Quarterly in-house assessments are completed on all systems.

The Company will conduct a review of Health and Safety performance during site meetings with clients, architects, planning supervisors and others. Any corrective actions advised or suggested will be investigated and appropriate actions implemented. The Director is responsible for collating Health and Safety concerns from the employees and subcontractors and actioning them on site.

The Directors will monitor any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site. When there are reportable accidents that require notice to the HSE in accordance with RIDDOR 2013 these are reviewed by the external consultant, when necessary to see what corrective or preventive action, if any is required to prevent a similar accident occurring again.

Health and Safety matters to be monitored by the Company during a project are: -

First Aid	First Aider, First Aid Box (s)
Welfare	Clean and Satisfactory
Fire Precautions	Adequate escape measures, equipment and

	Instructions
Housekeeping	Access and Egress, materials properly stored
General hazards	Created by bad practices, design, material or substances.
Documentation	Relevant Health and Safety paperwork, notices and information.
Safety Equipment	Tools and Personal Protective Equipment
Access Equipment	Scaffolding, Ladders, Steps
Plant and Machinery	Suitable and safe, also well maintained
Training	Suitably trained staff and supervision for the task.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the Health and Safety of all those involved. Where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the project.

Records

Action Logs

## 29. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

### General

On some projects Central Piling Limited will undertake the role of Principal Contractor and produce a Construction Phase Plan as per the requirements of CDM2015. Where they are not the Principal Contractor, then, where required, method statements and risk assessments will be submitted to the Principal Contractor.

### Management of the Works

Where the Company is appointed Principal Contractor under the CDM Regulations 2015, it will take over the development of the Construction Phase Health and Safety Plan and co-ordinate the activities of all contractors so that they comply with Health and Safety law.

**Note: *Construction Phase works will not commence until a Principal Designer has been appointed in writing by the client and suitable welfare facilities are provided. The Principal Contractor's key duties are to:***

- Develop and implement the Health and Safety Plan as required.
- To plan, manage and monitor the construction phase of the project by ensuring the co-ordination and co-operation of contractors.
- To co-operate and liaise through the Principal Designer with professional consultants (planning and design).
- Arrange for contractors with sufficient skills, knowledge, experience and resources to carry out the work where it is sub-contracted.

- Allow and inform every contractor the time given for planning and preparation of the work to prepare adequately without risk to the Health and Safety of any person.
- Obtain from contractors the main findings of their risk assessments and details of how they intended to carry out high risk operations.
- Ensure that contractors have information about risks on site and understand the site rules.
- Ensure that workers on site have adequate training.
- Ensure that contractors and workers comply with any site rules, which may have been set out in the Construction Phase Health and Safety Plan.
- Monitor Health and Safety performance.
- Ensure that all workers are properly informed and consulted.
- Make sure only authorised people are allowed onto the site.
- Display the notification of the project (F10) to the HSE as per the requirements of CDM2015.
- To co-operate with and communicate information to the Principal Designer for the Health and Safety File.

### Emergency Procedures

As the Principal Contractor Central Piling Limited will be relied upon to provide details of the following:

- The emergency procedures that will be applicable to the contract.
- Details of any arrangements made with the Emergency services.
- The arrangements of provisions of first aid on site.
- The arrangements of fire and firefighting on site.
- The arrangements for reporting injuries, diseases, and dangerous occurrences RIDDOR 2013.

### Protection to the Public

Central Piling Limited will ensure suitable arrangements are made to ensure the safety of all third parties during the works by communication, signage, barriers and controls.

### Control of Substances Hazardous to Health

When acting as the Principal Contractor, Central Piling Limited will request information from the other Contractors of the following:

- Arrangements for controlling risks from substances hazardous to health.
- Risk assessments for all substances which may be hazardous to health.
- Safe methods to be adopted in their use.

### Electricity and Small Power Tools

Central Piling Limited shall provide details of the following;

Arrangements for inspecting equipment in accordance with The Electricity at Work Regulations 1989.

Arrangements for inspecting Portable electric tools and supply cables.

### Manual Handling and Lifting Operations

Central Piling Limited shall provide details of the following when applicable:

- Manual handling arrangements in accordance with the Manual Handling Operations Regulations 1992.
- Systems to minimise the need for manual handling.
- Mechanical lifting arrangements will be made to reflect the requirements of the Lifting Operations & Lifting Equipment Regulations (LOLER) 1998.

### Noise

Central Piling Limited shall provide details of the following assessments on request:

- A noise assessment as required by the Control of Noise at Work Regulations 2005.
- Arrangements to control noise levels of plant and equipment.

### Personal Protective Equipment

Central Piling Limited will provide Personal Protective Equipment to all employees on site. An assessment will be carried out by Central Piling Limited to identify the level of Equipment required in accordance with The Personal Protective Equipment at Work Regulations 1992.

### Risk Assessment

Central Piling Limited as the Principal Contractor will ensure that risk assessments are undertaken by themselves and contractors to identifying significant risks, so to minimise and control the risks identified.

### Waste

Central Piling Limited recognises its duty to control & manage waste on site

## 30. STRESS AT WORK

### Definition of stress

The Health and Safety Executive (HSE) define stress as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

All employees are requested to inform the Management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters; the effect of work load in the office; a particular problem or an accumulation of all of these matters. There is an open door policy at Central Piling Limited to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found. Employees are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement; to wait often causes unnecessary anguish, which may result in long term effects.

### 31. SUPPLIERS

The following paragraph may be inserted on orders to suppliers or hire Company's providing any article or substance for use at work.

**"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998"**

All information received from suppliers will be passed to the supervisors for implementation and reference by operatives. The Company will maintain assessment procedures for the introduction of new work equipment and schedule the identified training needs for the staff allocated to the new equipment.

Supplier will be asked to complete a Suppliers Health & Safety PQQ form, if they meet the correct criteria they will then be accepted as an approved supplier.

#### Records

Central Piling Logistics.

HSQE File.

### 32. WORKPLACE WELFARE FACILITIES & EXTERNAL WORKS REQUIREMENTS

#### Office & Workplace

##### Ventilation

Ventilation must be such that there are adequate quantities of fresh/purified air in the workplace. Special attention will be given to places and works where harmful substances are used, created, handled or stored. Positive ventilation/extraction will be provided where necessary to ensure adequate ventilation and will be regularly inspected, serviced and maintained.

##### Temperature

All practicable and reasonable action will be taken to maintain adequate temperatures in places of work. Where temperature within the workplace generally is not within reasonable limits, all practicable measures will be taken to ensure that welfare facilities are provided with adequate heating. As a guide, temperatures should be at least 16 Celsius after the first hour of work in occupied buildings.

##### Lighting

Work areas are to be well lit including access routes, storage areas etc. Adequate task lighting will be provided to all work areas where natural light is not sufficient. Light levels and number/position of light sources are to be sufficient for the work to be undertaken safely; more light is required at the work face and for high concentration, high detail work than for general access routes. Adequate provisions for lighting are also to be made for emergency conditions.

##### Rest Facilities/Hygiene Facilities

Adequate facilities will be provided for rest breaks and good hygiene at places of work. Such facilities are to be kept in a suitably clean condition at all times, and are to include:

1. Toilet facilities, suitable for the number of persons on at the workplace, with own washing facilities, hot and cold running water, soap/cleanser and means for drying.
2. Rest/messing facilities, with tables, chairs and means to store 'used' protective clothing and equipment.
3. Facility to heat/prepare heated food stuffs.
4. Adequate supplies of safe drinking water with safe means of drinking it, labelled as drinking water if necessary to ensure correct supply is used.

### External Works

The Client will supply any site accommodation and temporary buildings unless agreed prior to commencement on site under CDM2015 by the Principal Contractor. The units will be of a style and be positioned so as to minimise fire risk. When permanent welfare facilities are not available for some or the entire contract, then by agreement of the interested parties' suitable sanitary facilities and water supply are to be supplied by Central Piling Limited together with a temporary office/canteen facility. Facilities will include the provision of fire extinguishers of an agreed type, when required they will be positioned in an appropriate position and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone).

Site welfare shall be in accordance with the CDM 2015 Regulations.

## 33. COMMUNICATION

### Objective

The Managing Director of Central Piling Limited, sees communications between workers as an essential part of effective Health and Safety management and will endeavour to communicate to employees his commitment to Safety and to ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Central Piling Limited aim to work with their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Environmental and Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times. Contractors are further required to ensure that copies of all risk assessments and safe working documentation are available for inspection by the Supervisor. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Client or their Planning Supervisor.

The HSQE & Operations Manager shall ensure that adequate communication occurs internally on the effectiveness of the management system and the associated Health & Safety risk assessments and objectives. Communication can occur via:

- E-mails to all employees
- Information displayed on notice boards
- Awareness training via Toolbox Talks
- Consultation meetings with management



- Memo sheets
- Briefings

Employees are involved in the hazard identification, risk assessments and determination of controls as appropriate during the risk assessment process. Employees will be involved with incident investigation as appropriate via the action log.

Workers shall be informed of any changes that affect their occupational Health and Safety by either their direct manager or the communication arising from the management review meeting. Any e-mails or notices raised shall ask for comments on the changes and these shall be summarised for consideration at the next management review meeting.

Consultation meetings with management shall occur as required whenever there are any changes that affect the H&S Management System. Consultation also occurs during toolbox talks and training. Any comments or concerns shall be communicated back to senior management for review, specific issues shall be added to the action log.

#### **34. PURCHASING POLICY**

Central Piling Limited recognises its duties in accordance with various Regulations with regard to the purchase of materials, substances, machines and equipment and will, before each purchase, consider how they may impinge on Health, Safety and Welfare during their use, storage, handling and transportation. Central Piling Limited has a Purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria.

#### **35. REFUSAL TO WORK ON SAFETY REASONS**

Central Piling Limited are committed to providing safe systems of work for all our employees whilst carrying out their activities and undertakings and do not expect any member of staff to work in an unsafe manner. Full consideration will be given to the situation whereby a member of staff refuses to work on safety reasons.

Our staff must have confidence in their ability to question the safety of working arrangements without fear of victimisation, in the knowledge that points they raise will be given serious consideration. If any member of staff has reason to believe that the task they are required to undertake or have already commenced, will endanger either themselves or others, they are required to cease work and report the matter to their immediate supervisor. The Site Supervisor after consulting with the HSQE & Operations Manager and any relevant rules and instructions as necessary must decide whether grounds for refusal to work are justified.

He will then consult with the working group and the system of work will either be confirmed or changes agreed after considering all circumstances.

All cases of refusal to work are logged at the relevant site office for inspection by management and will be made available to the client if requested. The HSQE & Operations Manager and Director are responsible for reviewing all cases of refusal to work and instigating any follow up action. Follow up action may involve consultation with our Health and Safety Consultants.

**Records - Action Log**

### 36. CO-OPERATION & CARE

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that there is co-operation between all employees and contractors. All employees and contractors are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings.

### 37. VEHICLES

Drivers of **any** vehicles on Company business (including their own privately owned vehicles) must ensure that they maintain the vehicle in a good, roadworthy condition. All contents must be correctly loaded and secured to prevent movement. Vehicles must not be overloaded.

It is the driver's responsibility to read and understand the '**Driving at Work Policy**' and to regularly check the condition and pressure of tyres, oil levels and the correct functioning of wipers, washers, lights, etc. so the vehicle remains safe and roadworthy at all times. In the case of privately owned vehicles it is the driver's responsibility to ensure current MOT, tax and correct insurance cover are in place.

All Company vehicles **must** be cleaned on a regular weekly basis, even if the vehicle is only used for a short period of time. Cleaning facilities are available at the Office if required.

It is the driver's responsibility to comply with all Road Traffic Legislation. Any problems or defects with Company owned vehicles must be reported immediately to a Director.

#### **Records**

Driving at Work Policy

### 38. ENVIRONMENTAL

#### **Objective**

Having achieved the ISO 14001 for Environmental Management System, Central Piling Ltd has a duty of care to the environment not only in the yard but while working on site.

Central Piling will work closely with clients and the environmental agency to improve our knowledge, understanding and commitment to the environment.

Measures will be implicated to improve our working environment procedures with care taken not to pollute drains, streams and water course by our actions.

#### **Procedures**

The company has a waste carrier's licence which covers all vehicles to transport waste.

Training will be given to employees through courses and tool box talks.

There are 2 x interceptor tanks in the yard, one has a silt monitor the other an oil monitor system. An alarm is located at the rear of the building indicating that there is contaminants in the water. Yearly the interceptor will be inspected by a competent person and serviced, a certificate is then issued.

Waste absorbent granules will be used for spillages on hard floors once used they will be swept up and placed in the hazardous waste drum.

There is a waste recycle area at the rear of the yard. The company attempt to recycle waste diesel, oil, filters, metal & paper/wood.

All waste substances will be returned to the yard in 5 litres containers and emptied into the waste oil tank.

Spill kit pads, waste COSHH containers will be returned to the yard in hazardous waste bags and contained in the waste drum in the yard.

When washing out holding drums and concrete pumps care will be taken not to containment the surrounding environment with wash out water, bunded areas or wash out skips will be used to contain the wash out water. Drains and gullies in the area need blocking off.

No trees, bushes or hedges must be damaged or destroyed, inform the client before work commences in the area.

Consignment notes will be provided for all waste that leaves the yard.

### **Records**

Hazardous Waste Regulations 2005

# **APPENDIX 1**

# **RESPONSIBILITIES**

### RESPONSIBILITIES OF THE DIRECTORS

Ultimate responsibility lies with the Directors, but specific duties will be delegated to others according to their experience and training.

Mr. Steve Hadley (the Director in charge of Health and Safety) will ensure that this Policy is applied throughout the whole company as well as being adopted by all operatives, contractors and visitors to premises where activities are being undertaken.

Each individual person has a duty of care to himself as well as to all those that they come into contact with during any part of the working day.

Mr. Steve Hadley has a specific duty to:

- Initiate the Company Policy for Health and Safety to prevent injury, ill health, dangerous incidents and to prevent accidents and to initiate the Company Health and Safety Policy for safe places of work.
- Ensure that the Company employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Communicate with our Independent Health and Safety Advisor to ensure new safety legislation is conveyed to all employees.
- Sanction the necessary resources for adequate welfare facilities and equipment and to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy.
- To ensure that the Company Health and Safety Policy is fully implemented.
- To ensure that at the outset of every project, the correct Health and Safety procedures are established.
- To ensure that Health and Safety training needs amongst staff are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Company.
- To implement, co-ordinate and control the administration of Health and Safety matters within the Company.
- To discipline any employee who fails to comply with his individual responsibilities towards achieving safe places of work.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.

- Ensure that each project under your control has planned emergency procedures, firefighting equipment, an extinguisher during hot-works and a first aid kit (and a trained First Aider / Appointed Person/s where required).
- To set a good personal example for others to follow.
- To pay particular attention to ensuring Supervisors effectively communicate the Health and Safety matters to those at the work face. This may involve checking at the Company places of work.

**Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.**

That competent persons are available to undertake any specialist work.

The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised as a result.

The safety of third persons upon which the undertakings of Central Piling Limited may impinge i.e. the general public.

The availability of welfare facilities, fire precautions and first-aiders.

Any particular training or instruction required for specific tasks and to ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work for the company, in the premises or on site.

The most appropriate order and method of working.

Outline potential hazards at each stage and indicate precautions to be adopted. This may require the preparation of written assessments as required under the Management of Health and Safety at Work Regulations 1999.

Ensure they are available to the Contracts Manager, Supervisors and persons on site and that they are discussed fully and understood.

Ensure, so far as is reasonably practicable, that work, once started will be carried out so as to ensure the safety of all persons on the premises.

**It is the Policy of Central Piling Limited to provide to, or request from third parties, method statements for all works that may be considered hazardous in nature. Central Piling Limited will endeavour to outline potential hazards at each stage of such operations and indicate precautions to be adopted. Written assessments will also be undertaken where hazards are suspected, as required under Statutory Regulations or at the request of other parties.**

## RESPONSIBILITIES OF THE HSQE & Operations MANAGER

- To monitor, control and correct the Health and Safety actions of the Employees and others under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- Ensure details of accidents that may occur are entered in the respective Company Accident Book regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office. In addition, ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. **For guidance on action to be taken in the event of an accident, contact the Director or a senior manager immediately.**
- Reprimand and discipline any employees and Contractors who are careless in regard to their own or others safety after consultation with Managing Director.
- To provide The Managing Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- That details of accidents that may occur are entered in the respective company accident book and safety files regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public and to complete any further documents as may be required by the regulations and forward such documents to the relevant authority in accordance with the regulations.
- To make aware The Managing Director of any Health and Safety matters which are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- To undertake positive vetting of the Health and Safety Policies and practices of contractors whom the Company proposes to employ and to provide feedback to The Managing Director in the event that policies and practices are found to be unsatisfactory.
- To maintain a comprehensive head office accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay. Furthermore, to ensure that in the event of an accident that requires the Health and Safety Executive (HSE) to be notified that such notification is given without delay.

- To ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work on site.
- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for sites and places of work, inducting your replacement if necessary.

#### **Determine at the project planning stage:**

That persons with sufficient skills, knowledge, experience and resource are available to undertake any specialist work.

The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised as a result.

Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations whereby the erection of scaffolding or other structures may compromise the safety of persons in occupied premises.

The safety of third persons upon which the undertakings of Central Piling Limited may impinge i.e. pedestrians, visitors, the general public, etc.

The availability of welfare facilities, fire precautions and first-aiders.

Any particular training or instruction required for specific tasks.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.

Outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the Management of Health and Safety at Work Regulations 1999. Ensure they are available to the Site Supervisors and other persons on site and discuss them fully.

They are to ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned i.e., The Health and Safety Law Poster, Company Safety Policy and appropriate Insurance Cover Notes etc.

Responsible for ensuring that COSHH Risk Assessments are carried out for all works and substances of a hazardous nature. These assessments shall be the basis of a Safe Method of Work Statement.



Ensure that any accident within the workplace, which results in an injury to any person, is reported in accordance with RIDDOR 2013 if applicable, and entered into the accident book. Details are to be analysed to assess trends for possible amendments to working practice.

**Ensure at the contract stage:**

That all hazardous materials are properly marked used and stored, as outlined in the COSHH assessment.

That a tidy site is maintained and areas of works barriered off and adequate signage erected.

The safe delivery and stacking of materials to prevent obstruction of access and egress routes.

That arrangements are made between employees, sub-contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.

That an adequate supply of personal protective equipment is available.

## **RESPONSIBILITIES OF THE HEALTH AND SAFETY ADVISOR**

- To advise Management at all levels, when requested on the implementation of new Health and Safety, i.e. relevant Legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- If requested, to monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees and to report back to the HSQE & Operations Manager & Directors on such inspections.
- To advise on and prepare, if requested, Health and Safety documentation.
- To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Central Piling Limited, or our Contractors may be involved.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the co-operation of the Management, compliance with current Legislation.
- To advise on fire precautions, signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 2013.
- To give guidance on training required to ensure competency and if requested produce and carry out training.

## RESPONSIBILITIES OF THE PLANT MANAGER

Responsible for the effectiveness of incorporating the Central Piling Limited, Health and Safety Policy and Procedures throughout the Company maintenance operations to ensure this is understood by all. The Plant Manager must apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. He must co-operate and liaise with the Company Directors and Safety Manager with regards to safety measures.

- To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their industry and related industries.
- Ensure compliance with the regulations for maintaining in a safe order the Company workshops, machines and equipment.
- Initiate inspection procedures to ascertain that all activities under their jurisdiction are undertaken in a controlled safe manner with regard for statutory obligations and approved Codes or Practice.
- Ensure that statutory records and reports procedures are carried out, i.e., thorough examinations and maintenance records for plant and equipment etc.
- Ensure that Company personnel, including Contractors and Self-employed persons under their control are adequately competent to carry out the work required of them.
- To instruct employees in precise terms as to work methods, this should outline the hazards associated with the job and detail any safety provisions required.
- Assess the loads required to be lifted and where reasonably practicable, provide mechanical aids or reduce loads required to be lifted manually.

**Above all else understand and accept that accidents are likely to occur unless you identify and control or design out hazards where practicable. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.**

## RESPONSIBILITIES OF THE YARD MANAGER

Responsible for the effectiveness of incorporating the Central Piling Limited, Health and Safety Policy and Procedures throughout the Company premises to ensure the Policy is understood by all. The Yard Manager must apply the principles of the Policy to the operations under his control.

They are to co-operate and liaise with the Company Directors and Safety Consultants with regard to Safety measures.

- Ensure compliance with the regulations for maintaining in a safe order the Company offices, storage areas, the yard, workshops and access-ways.
- To ensure that fire precautions and emergency evacuation procedures for the Company premises are maintained in order and complied with.
- Ensure with those immediately responsible that; canteen, toilets, washing and drying facilities are kept in a clean and tidy condition.
- Ensure Visitors, etc., are made aware and comply with safety requirements.
- Ensure canteen, toilets, washing and drying facilities are kept in a clean and tidy condition.
- Provide appropriate protective clothing and safety equipment and to ensure that employees use both clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.
- Ensure that Company personnel, including Contractors and Self-employed persons under their control are adequately competent to carry out the work required of them.

To ensure that fire precautions and emergency evacuation procedures for the Company premises and places of work are maintained in order and complied with.

### THE RESPONSIBILITIES OF THE SUPERVISORS

Adequate arrangements will be made to ensure that this role is allocated and received in a sufficient manner if it is given to other persons.

- To monitor, control and correct the Health and Safety actions of operatives and contractors and others who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments, COSHH data and tool box talks.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.
- To provide the HSQE & Operations Manager with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- To make the HSQE & Operations Manager aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company proposes to employ and to provide feedback to the HSQE & Operations Manager in the event that policies and practices are found to be unsatisfactory.
- Develop a strong concern for the safety of those that the Company engages and for those who may be affected by the activities of the Company.
- Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and any contractors engaged under your control are treated equally with regards Health and Safety and have a good understanding of the risks associated with their activities.
- Ensure that adequate personal protective equipment is provided and worn when appropriate and that a tidy workplace and storage area are maintained and materials not needed are removed or stacked in an orderly fashion.
- Those areas of works that may be hazardous must have access barred. Ensure that sufficient safety signage is displayed.

- Ensuring that all defects in work equipment are to be reported immediately to Plant Manager with the piece of machinery etc. remaining safely out of use until such time as the repairs are made.
- To make arrangements at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- To ensure the general public are not put at any risk from the Company's operations and that security arrangements are kept in order at all times.
- To stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Report to the HSQE & Operations Manager on any employee or contractor who is careless with regard to their own or others safety.
- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own wellbeing and that of others around them.

#### **Supervisors should also ensure:**

That all hazardous materials are properly marked, used and stored, as outlined in any COSHH assessment.

That a tidy site is maintained and areas of works barriered off and adequate signage erected.

That risk assessments are issued or otherwise related to employees. Check that those who need to be aware of them understand their contents. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.

The safe delivery and stacking of materials to prevent obstruction of access and egress routes.

That all accidents, dangerous occurrences and near misses are reported to the HSQE & Operations Manager to ensure that they are investigated thoroughly by competent persons and that suitable remedial measures are introduced to prevent a similar situation in the future.

**Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.**

## THE RESPONSIBILITIES OF EMPLOYEES AND CONTRACTORS

All contractors and employees of the Company are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006, that is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and legislation on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors are requested to:

- Read and understand the Company Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of yourself and others who may be affected by your activities.
- Obtain a good understanding of the risks associated with your activities. Risk assessments and method statements will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- Regard Health and Safety information and training as your right. Do not start work until you are satisfied as to your competency. Ask for and expect to receive a toolbox talk on any work, or Health and Safety matters you feel unsure about.
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so - do not! Contact the HSQE & Operations Manager immediately.
- Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first.
- Ensure that a suitable extinguisher is to hand when undertaking hot works.
- Keep all tools and plant in good condition. Inspect them frequently and do not use them if they are damaged or inadequate for the job. Report any damaged plant or equipment to your Supervisor.
- Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location of, and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Keep the work place tidy at all times to make it a cleaner, safer and healthier place to work. Be aware of trip hazards.
- Do not play dangerous practical jokes or partake in “horseplay”
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- All injuries to yourself must be reported to the First Aider immediately. Details are also to be entered into the accident book.
- Suggest safer methods of working and to ensure the general public are not put at any risk.

**Above all else understand and accept that you are likely to cause, have or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.**

The attention of all employees and contractors is drawn to their responsibilities under the Health and Safety at Work etc. Act 1974. These include the following in particular: -

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.
- Employees should only operate plant and equipment for which they have been thoroughly trained and use the correct tools and equipment for the job. Ensure that all equipment supplied to you is accompanied with the operator instructions and visually check that the item is safe to use.
- All equipment fitted with safety devices or cut outs should never be by-passed. All equipment has been tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.
- Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, so that heat, light and ventilation are adequate.
- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Supervisor and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.
- Contractors are required to ensure that copies of all risk assessments, COSHH assessments and safe working documentation are available for inspection by the Supervisor. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Client or his representative.
- Contractors are to provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required following PPE assessment.



# APPENDIX 2

## External Parties

### Company Health & Safety Consultancy

#### Safety Services UK Ltd

Tel: **0845 402 5050** - Mob: **(BLANK)**

The Company will nominate Safety Consultants whose main responsibilities are to:

- Advise Senior Management and the Company Safety Officer of any new safety legislation or changes in existing legislation.
- Provide an interpretation of safety legislation so that the management fully understands the actions required in order to comply with the requirements of the legislation.
- Assist with initial implementation of the changes in safety legislation.
- Suggest, and provide if required, suitable training for all levels of employees, suggest the use of visual aids etc. to increase awareness of accident prevention and hazards to health.
- Recommend to Senior Management ways to improve working conditions.
- Investigate notifiable accidents or dangerous occurrences, submitting to the company a written confidential report.
- Undertake pre-arranged site audit visits submitting an audit report to the nominated individuals for information and observation 'close out'