



**Unit 1B**

**Vale Business Park**

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**NG13 9GH**

# **HEALTH & SAFETY MANAGEMENT SYSTEM**

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## Health & Safety Policy Document

### Revision

Date	Revision	Revised By
July 2014	Annual Review	Graham Cox
February 2015	Annual Review	Graham Cox
May 2016	Annual Review	Graham Cox
April 2017	Annual review	Graham Cox
October 2017	Annual Review	Graham Cox
January 2019	Review update & company structure update	David Lacey
May 2019	Annual Review	David Lacey
July 2020	Annual Review	David Lacey
June 2021	Annual Review	David Lacey
April 2023	Annual review with additiinal arrangements – code of conduct, Hazard reporting, Statutory sign images and content updated. Violence, Working in Occupied Plots, Abuse and Harassment added	David Lacey

### Policy Review

The Company Health and Safety Policy and Arrangements shall be revised on an annual basis or as and when changes in statutory requirements or working practices dictate.

Revisions shall be the responsibility of the Managing Director in association with the Competent Person – PIB Risk Management Ltd.

## **1.0 Introduction**

This Health & Safety Policy has been prepared to comply with the Section 2(3) of the Health & Safety at Work Act 1974 and to represent the company's commitment to ensure that all reasonably practicable actions are taken to control the risks to health & safety arising from work carried out by the company.

Company activities focus mainly on civil engineering projects involving ground works, excavations, pipe-work and sewer connection. The main health and safety risks associated with this work require careful use of heavy plant, trench work and potential contact with overhead and underground services. Particular emphasis is placed on making sure Contractors are fully trained to undertake all work tasks and are supervised adequately.

We predominantly use sub-contractors with Rock Civils managers and supervisors undertaking supervisory duties at all times. We occasionally act as Principal Contractor. We are fully aware of our overall health and safety responsibilities and ensure Sub-Contractors used are selected on previous experience and competency.

## 2.0 Statement of Intent

Rock Civil Engineering Ltd will ensure so far as is reasonably practicable, the health, safety and welfare of:-

- all its directly-employed workers,
- those employed by other Contractors engaged by Rock Civil Engineering Ltd
- those employed by other Contractors on all workplaces controlled by Rock Civil Engineering Ltd and
- anyone else who may be affected by those works.

Rock Civil Engineering Ltd will comply with all of its legal duties in order to provide safe and healthy working conditions for all employees and will take positive action to ensure that our works do not affect other Contractors, occupiers of buildings, or the public.

The company will co-operate with all those with an interest in health and safety, other employers, clients, designers, Contractors, and the enforcing authorities.

The company will provide sufficient financial support and other necessary resources to ensure the full implementation of the policy.

The company will ensure that all persons are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.

The company will ensure that all employees are consulted on matters of health and safety and will encourage positive employee participation through an 'open door' policy of communication.

This policy will be kept up to date and will be amended to suit any changes in the size or nature of the company's activities. In support of this intent the policy will be reviewed annually.

To provide the company with additional assistance in health and safety matters, we will utilise the services of PIB Risk Management Ltd if and when necessary.

The employees, managers and appointed Contractors will share full-delegated duties to ensure this policy is implemented across all company activities.

Signed..........Date.....  
C. Kane  
Managing  
Director

## 2.1 Environmental Policy Statement

**Rock Civil Engineering Ltd will strive to minimise the environmental impact of activities, products and services, through improving energy efficiency and conservation, minimising waste, recycling materials, safe and responsible disposal of waste and effluent, and elimination of environmentally damaging emissions or pollutants.**

It is the policy of Rock Civil Engineering Ltd, to manage its activities in such a way that it reduces their environmental impact to a practicable minimum.

The company is committed to continual improvement of its environmental performance and intends to achieve this by setting clear objectives and regular monitoring against them.

Rock Civil Engineering Ltd will;

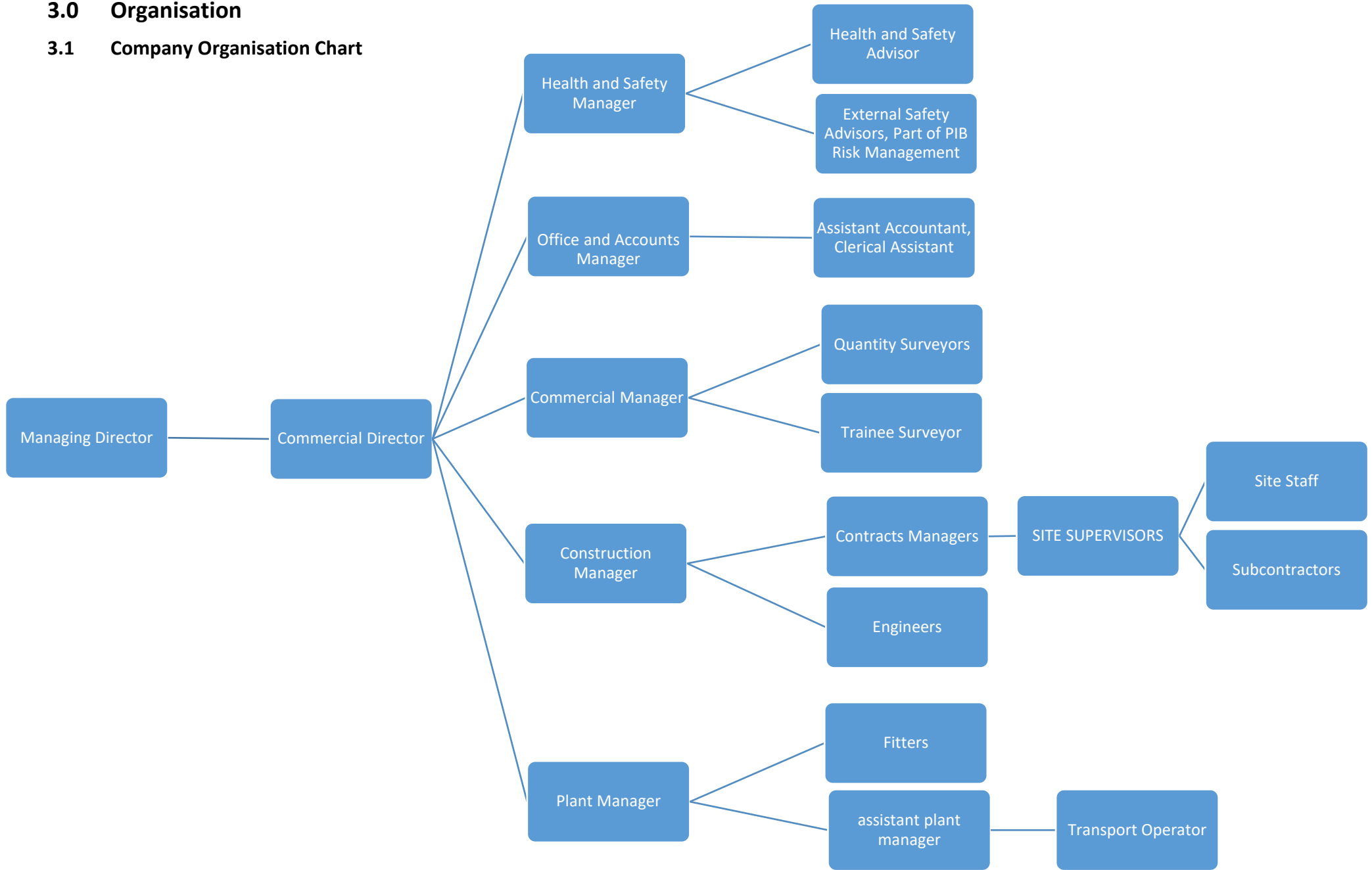
- Ensure that all its employees are aware of the potential environmental effects of their activities and the benefits of improved performance.
- Provide access to information on the Company's environmental performance.
- Comply with all existing regulatory legislation, consents and codes issued at European, National and local levels and adopt a pro-active stance in anticipating future, more stringent regulatory requirements.
- Design, operate and maintain all plant and equipment to the highest practicable standard and improve working practices as and when cost effective technology becomes available.
- Minimise waste throughout the company and aim for waste free processes wherever possible through better utilisation of raw materials, energy and water, increased use of renewable, reusable or recyclable materials and the development of a strategy for minimising waste at source.
- Develop effective means for responding to accidents or emergencies and thereby avoiding or minimising environmental damage.
- Deal only with reputable, registered waste carriers for removal and disposal of waste unavoidably generated by our work.

Signed \_\_\_\_\_.

Dated \_\_\_\_\_.

### 3.0 Organisation

#### 3.1 Company Organisation Chart





## 3.2 Responsibilities

**C Kane** being the Managing Director is responsible for safety within the company.

To clarify the roles and responsibilities for health and safety the following duties have been allocated to nominated employees and **must** be carried out.

The following information is to be used alongside Figure 1:

### Managing Director

- Review health and safety policy at regular intervals but at least annually
- Review company arrangements
- Monitor application of health and safety policy
- Co-ordinate all health and safety activities
- Ensure sufficient resources are available for Health and Safety
- Liaise with clients and Contractors
- Ensure that risk and all other assessments are carried out
- Ensure the provision and maintenance of method statements and risk assessments
- Ensure current employer's and public liability insurances are in place
- Set a good personal example by wearing the appropriate personal protective equipment, etc. when visiting site
- Monitor compliance of health and safety policy, statutory requirements and good working practices
- Ensure up-to-date training is provided for site and works supervisors

### Commercial Director

- Manage safety, accounts, office, construction and commercial teams
- Set a good personal example by wearing the appropriate personal protective equipment, etc. when working
- Provide support and guidance where necessary to all departments
- Work with the accounts/ office manager regarding financing
- Support the Managing director with job information/ job tendering
- Attend prestart meetings with the Managing director

### Commercial Manager

- Provide help and support to all quantity surveyor
- Attend prestart meetings with the Managing director
- Provide support to the managing director when needed/ Commercial director
- Ensure jobs at tender stage are completed by deadlines set
- Set a good personal example by wearing the appropriate personal protective equipment, etc. when working

## **Safety Manager/ Advisor**

- Notify the Health and Safety Executive on-line of construction works, when applicable (F(10))
  - Set a good personal example by wearing the appropriate personal protective equipment, etc. when working
  - Attend pre-start meetings with the managing director
  - Co-ordinate health and safety activities on site
  - Implement day-to-day health and safety procedures
  - Promote health and safety, and good working practices
  - Report all site accidents to managers, the managing director
  - Record accidents in the accident book and investigate fully within their remit
  - Liaise with the principal contractor's site supervisor and Contractors on health and safety issues
  - Provide health and safety induction for operatives
  - Ensure adequate maintenance of welfare facilities
  - Maintain adequate fire prevention and emergency procedures
  - Monitor waste disposal procedures
  - Ensure only properly inspected and maintained plant and equipment is used on site
  - Ensure competence of users of plant and equipment
  - Consult employees on health and safety matters
  - Implement method statements and risk assessments
  - Ensure the correct personal protective equipment is issued and used
  - Utilise the disciplinary procedures if safety is not adhered to
  - Ensure workplaces are inspected prior to use and on a regular basis
- Ensure office safety and fire precautions are valid. Ensure testing/ inspection of fire equipment is kept up to date
  - Provide assistance and support to all departments where necessary
- Ensure that a first aider or person responsible for first aid is appointed and that first aid equipment is provided.
- Notify the Health and Safety Executive, where necessary, of accidents
  - Work with the managing director to ensure Training and qualifications are kept up to date

## **Trainee/ Assistant safety advisors**

- Report and liaise with the safety manager/ advisor on all SHE issues which arise.
- Provide support and assistance on all SHE issues when required.
- Develop and demonstrate understanding of Rock Civil policies and values and ensure they are adhered to at all times
- Ensure breaches of policy, procedures and legislation are brought to immediate attention of the SHE advisor/ manager.
- Assist in all areas of SHE management under the guidance of the SHE advisor/ manager.
- Wear the correct PPE at all times necessary.

- In the absence of the SHE Advisor/ Manager, any serious breaches will be brought to the attention of the Managing director/ company owner.
- Visit sites when needed to complete safety audits for both activities and paperwork
- Ensure all work is signed off by the advisor/ manager before submitting to clients and/ or departments.
- Work with the advisor/ SHE manager to ensure records of training/ subcontractor details are up to date
- Assist the SHE advisor/ manager to ensure documentation is kept up to date/ regularly reviewed

### **Office Manager(s)**

- Ensure office accommodation shall be kept tidy and in a safe condition and office safety policy followed.
- Ensure welfare provisions are kept in a clean and serviceable condition.
- Ensure work equipment including Display Screen Equipment is in good condition with relevant tests undertaken.
- Support all departments where necessary with regards to insurance details and supporting policies which effect the day to day running of the business
- Ensure accounts are upto date

### **Contractors Managers**

- Any Contractors working for Rock Civil Engineering Ltd will be expected to comply with our Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is available on site whilst work is being carried out.
- The Site Supervisor will ensure that all work is carried out in accordance with the relevant statutory provisions, taking account of and considering the safety of others on the site and the general public.
- Contractors must provide documented risk assessments and methods of work for all work activity to be undertaken on site, which may be hazardous to either health or safety, before any work is commenced. Any such assessments are to be conveyed to all contract employees on site and records maintained of this action. Any materials or substances brought to site which have a health, fire or explosion risk are only to be used and stored in accordance with current Regulation and practice and this information is to be available to both operatives and other who may be affected by them.
- Contractor employees are not permitted to operate any plant or equipment unless specifically trained to do so. Operatives must be in possession of a valid Certificate of Training Achievement detailing the plant and machinery categories they are competent to operate. Details of sub contract employees and copies of relevant CTA's etc., are to be forwarded to us prior to the commencement of work.

- Any injury sustained or damage caused by contract employees must be reported immediately to the Site Supervisor.
- Contract employees must comply with all safety instructions given by the Site Supervisor.
- We have appointed an independent safety adviser to inspect our sites and report on all aspects of health, safety and welfare matters and a written report will be produced for our retention and possible action. Any contractor informed of a hazard or defect during these inspections is to rectify the matter immediately and confirm the action taken to our Site Supervisor.
- Contractors will provide for their employees, suitable fire and first aid emergency procedures and any equipment required by the Regulations, unless a previous agreed arrangement has been made for the use of alternative facilities.
- Particular note is to be taken of the need to ensure that all workplaces are kept clean, tidy and free from debris and waste materials and all work areas are continually cleared as work progresses.

**ALL EMPLOYEES**  
**If in doubt – ASK**  
**Your safety may depend on it**

**Plant Manger/  
Plant department**

- All plant or equipment brought used by Contractors must be safe, free from defect and maintained in good working order. All appropriate guards and safety devices are to be fitted and all necessary certificates and documentation must be available for inspection. Information and assessment on the noise levels of plant, equipment and operations are to be carried out by the contractor and this information provided before work commences
- Be responsible for the whereabouts of all items of plant and equipment
- Ensure LOLER/ PUWER inspections are kept up to date and within the guidelines of the regulations
- Ensure Van, plant and equipment fleets/ inventories are kept up to date
- Ensure support and guidance is given to the onsite teams
- Support, direct and guide vehicle fitters and ensure they are up to date with relevant statute information/ updates.

## Site Staff

- Set a good personal example by wearing the appropriate personal protective equipment, etc. when working.
- Co-ordinate health and safety activities on site and implement day-to-day health and safety procedures.
- Promote health and safety, and good working practices.
- Report all site accidents to managers, the managing director or person responsible for health and safety matters.
- Record accidents in the accident book and investigate fully within their remit.
- Liaise with Contractors charge-hands, foremen and managers on health and safety issues.
- Provide health and safety induction for operatives.
- Ensure adequate maintenance of welfare facilities.
- Maintain adequate fire prevention and emergency procedures.
- Monitor waste disposal procedures.
- Ensure only properly inspected and maintained plant and equipment is used on site.
- Ensure competence of users of plant and equipment.
- Consult employees on health and safety matters.
- Implement method statements and risk assessments.
- Ensure the correct personal protective equipment is issued and used.
- Utilise the disciplinary procedures if safety is not adhered to.
- Ensure workplaces are inspected prior to use and on a regular basis.
- Undertake appointed additional responsibilities as agreed with the Safety Director.

## **External Safety Advisers –PIB Risk Management Ltd**

The Safety Adviser shall report directly to the Managing Director but strong communication links shall be maintained with all other employees of the company.

They will:

- Advise on the application and maintenance of the Company Health and Safety Policy
- Maintain an up-to-date knowledge in matters of legislation and regulations as they affect the Company and its Health and Safety Policy
- Advise the Managing Director on safety updates and other safety matters
- Advise on all matters of health and safety to all levels across the Company
- Monitor by visits to sources of Company operations to ensure compliance with legislation and Company Policy and Standards
- On request, investigate and report accidents and dangerous occurrences and recommend means of 'prevention' as directed by representatives of the company
- Liaise with the Health and Safety Executive, its Inspectors and other relevant departments and personnel, also liaise with other relevant organisations as applicable
- Participate in encouraging a high profile for Health and Safety within the Company at all levels and review Health and Safety recommendations received from the workplace
- Advise Managers on training needs for employees to ensure that they are competent to carry out the tasks within the realms of Health & Safety Legislation
- Provide regular newsletters to ensure up to date information regarding safety issues which may be relevant to company risks are brought to their attention

## 4.0 Arrangements

### The Construction (Design & Management) Regulations 2015

The Company is aware of the CDM Regulations. The functions of the Principal Designer (PD) and the Principal Contractor are recognised and the Company will prepare Contractors plans/risk assessments/method statement as required.

The Company will update the Health and Safety Plan as required by the CDM Regulations.

The Principal Contractor needs to keep details of features of the project which could involve significant risks during the structure's lifetime together with details of services, plant and equipment for the PD's responsibility to prepare the Health and Safety File.

PIB Risk Management Ltd will advise the Company on the Regulations and will liaise with the Client and the PD as and when required.

### Stages in a Project

Concept and feasibility: This stage begins when the client first thinks about having a structure built, repaired, refurbished, demolished or maintained. It overlaps with the start of detailed design work. During this period important decisions are made on layout and outline, overall scheme and initial design and construction methods.

Design and planning: During this stage detailed design work takes place. Final decisions on matters related to design and specification are made. Final production information (e.g. drawings) and specifications are produced. The preparation of information for the tendering process also begins. For some forms of procurement, there will be considerable overlap with actual construction starting.

Tender/selection stage: This stage primarily involves the selection of the Principal Contractor for the construction process. The final production of tender documentation (e.g. bills of quantity) and the procedures and processes for selection of the Principal Contractor take place.

Construction phase: This stage covers the time for the Principal Contractor to plan, programme and prepare the construction work. Arrangements are made to start the work and then carry out and manage it.

Commissioning and handover: This stage includes the activities required to bring plant, equipment, building management and similar systems into operation and finally the structure is handed over to the client.

Rock Civil Engineering Ltd recognises the statutory tasks to be performed if they are appointed under the C.D.M. Regulations as: -.

Other Contractors' duties under the CDM Regulations are essentially in support of those on the Principal Contractor. As well as these duties, Contractors still have responsibility for health and safety of their own employees and other affected by their work under existing health and safety legislation, e.g. HSW Act, MHSW Regulations and regulations dealing specifically with construction health and safety.

Contractors need to identify the hazards of their work activities on site and assess the risks which result from this work. The Principal Contractor needs to be informed of these risks, particularly how they are to be controlled, managed and where they affect others (e.g. members of the public, other Contractors and employees of the client). This information may need to be outlined in a safety method statement. The information is essential to the Principal Contractor to develop and amend the Health and Safety Plan where necessary and ensure co-ordination of the work activities on site.

Contractors may also have to consult the Principal Contractor about the risks arising from the work of other Contractors and where necessary incorporate precautions against these risks in any safety method statements which they prepare.



## **Construction (Design & Management) Regulations 2015, Part 4 Duties**

Rock Civil Engineering Ltd recognises their duties under the regulations.

1. Places of work must be, so far as is reasonable practicable, safe and without risk to health and be provided with safe access and egress and have suitable and sufficient working space.
2. Suitable and sufficient steps should be taken to prevent falls. Provisions such as guard rails and working platforms must comply with the schedules 1, 2, 3, 4 & 5. Specific standards are set for work at height, the use of ladders and scaffolding.
3. Steps should be taken to prevent any person from falling through any fragile material.
4. In order to prevent danger to any person, steps should be taken to prevent material or objects from falling. If it is not practicable to prevent the fall of materials or objects, measures must be taken to prevent people from being struck; the measures may include the provision of fans, debris nets, etc. Materials must not be deposited from a height where they are likely to cause an injury and must be stored so that they cannot be accidentally dislodged.
5. Steps should be set in place to ensure the stability of new or existing structures to prevent accidental collapse. Any measures used to support a permanent structure must be erected and dismantled only under the supervision of a competent person.
6. Demolition and dismantling of any structure must be planned and carried out under the supervision of a competent person.
7. In excavations, suitable and sufficient measures must be taken to prevent people being trapped or buried. Support systems must only be installed, altered and removed if supervised by a competent person. Where people could be endangered, steps must be taken to prevent the fall of persons, vehicles, plant, equipment or materials into the excavation.
8. Cofferdams and caissons must be suitably designed and constructed for the purpose and properly maintained. When cofferdams and caissons are installed, altered or dismantled the work should be done under the supervision of a competent person.

9. Suitable and sufficient steps are required to prevent drowning where persons engaged in construction work are liable to fall into water or other liquid. Steps should also be taken to ensure the safe transportation of persons to and from their place of work, where people are conveyed to work by water.
10. Construction sites are required to be organised as to allow pedestrians and vehicular traffic to move safely and without risk to health. Traffic routes need to be set up to allow separation of vehicles and pedestrians. Clearly displayed warning signs should be provided and visitors should be escorted around the site.
11. Permanent or temporary doors and gates etc. need to be provided with suitable safety devices *for example:* -
  - sliding doors, etc., must be prevented from accidentally coming off their tracks
  - upward opening doors, etc., must be prevented from falling back
  - powered doors, etc., must be prevented from causing injury by trapping and must either open automatically in the event of power failure or be capable of manual operation where necessary to ensure health and safety.
12. Vehicles on site are to be operated and used safely, suitable and sufficient steps should be set in place to ensure this.
13. Suitable and sufficient steps are required to manage the risks from fire or explosion, flooding, or any substance liable to cause asphyxiation. Plans of action should be set in place for any such eventualities. Emergency routes and exits to enable persons to reach a place of safety quickly in the event of danger. Arrangements for dealing with foreseeable emergencies are required. These arrangements should be communicated to all employees and tested at regular intervals. Fire detection and fire-fighting equipment need to be provided.
14. The Contractor in charge of the site should make arrangements for the welfare of Employees. A good supply of air, whether it be fresh or purified needs to be provided for the workplace. Protection from adverse weather and a reasonable temperature is required to be maintained in indoor places of work. Lighting needs to be provided. Emergency lighting is also required where the failure of primary lighting could result in a risk to Health and Safety.
15. The site should be kept tidy and have a reasonable standard of cleanliness. All plant and equipment is required to be safe and without risk to health.
16. All persons involved in construction work are required to be trained, knowledgeable and experienced.

## **The Construction (Design & Management) Regulations 2015 - Planning for Safety**

The Construction (Design and Management) Regulations 2015 place duties on various parties involved in the construction programme from the Client to Contractors (workers). The Company shall fulfil the requirements of the Regulations related to its activities.

On contracts where the Company has a design responsibility, relevant hazards / risks shall be reduced in the design process.

The Company shall carry out a survey of work tasks/workplace in relation to health and safety and where undertaking the role of Principal Contractor shall produce a plan to minimise risks prior to works being undertaken.

Contractors shall be required to assist with the Construction Phase H&S Plan by submitting their own proposals to overcome potential high-risk areas.

During the course of the contract 'Safety Information' shall be made available to relevant parties to aid with the safe running, maintenance, repair and renovation of the project.

Specific advice shall be called on from the Company H&S Adviser as required and where there is a requirement for Project Support services or information.

If Rock Civil Engineering Ltd are appointed by the client for a project to become a Principal Contractor then the following will be undertaken :-

- Make sure that Rock Civil Engineering Ltd are competent to address the H&S issues likely to be involved in the management of the construction phase
- Satisfy ourselves that the clients are aware of their duties, that a Principal Designer has been appointed & HSE notified before they start work (copy of an F(10) would suffice)
- Plan, manage & monitor construction phase in liaison with other Contractors
- Prepare, develop & implement a written plan & site rules (initial plan must be prepared before the construction phase begins) - see Appendices for a typical template.
- Give Contractors relevant parts of the plan
- Ensure suitable welfare facilities are provided from the start of the project & maintained throughout the construction phase
- Ensure all workers have site inductions & any further information & training needed for the work
- Consult with workers
- Liaise with the Principal Designer regarding ongoing design
- Secure the site

If Rock Civil Engineering Ltd are appointed as a contractor for a given project then the following will be undertaken:-

- Plan, manage & monitor own work & that of workers
- Check competence of all their appointees (sub-contractors) & workers
- Train own employees
- Provide information to workers
- Comply with the specific requirement in Part 4 of the regulations (Safe places of work)
- Ensure there are adequate welfare facilities for their workers
- Check the client is aware of their duties, a Principal Designer has appointed & the HSE have been notified
- Cooperate with Principal Contractor in planning and managing work, including reasonable direction & site rules
- Provide Principal Contractor with details of any contractor engaged
- Provide information needed for the H&S File
- Inform Principal Contractor of problems with the plan
- Inform Principal Contractor of reportable accidents & dangerous occurrences

## **Information, Training & Consultation**

### ***Safety and Health Information***

Information normally applicable to the Company's operations will be found in this section of the Policy. The Managing Director will ensure that employees are informed of relevant further guidance and that, where appropriate, it is incorporated into the Policy.

Directors, Managers and Site Supervisors hold copies of the Policy.

### ***Training***

The Managing Director will, as necessary, arrange suitable training to ensure that employees at all levels are:-

- (a) Aware of their safety and health responsibilities.
- (b) Competent to carry out their safety and health duties as Managers, Supervisors or Operatives.
- (c) Competent to operate any specialist tools, plant or equipment.

Induction training shall be given to all operatives (both direct employees and Contractors) on all contracts prior to commencement of their work. All relevant information pertaining to each contract shall be communicated at the induction

along with any residual risks and subsequent control measures as per our Risk / COSHH Assessments.

All training (including induction training) shall be recorded with copies of attendance sheets / certificates being held in the site office. Contractor's training records shall be requested prior to them commencing work on site.

### ***CONSULTATION***

#### **Consultation with Employees Regulations 1996**

The regulations require employers to consult with all employees regarding their health and safety, either directly or through elected representatives of employee safety. On sites covered by the Construction (Design and Management) Regulations 2015 the Principal Contractor needs to establish arrangements for co-ordinating consultation carried out by other employers.

The company will consult with employees in good time on matters relating to their health and safety at work. In particular, consultation must take place on:

- (a) measures which could substantially affect employees' health and safety
- (b) arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- (c) information on risks and preventative measures.
- (d) information on the planning and organisation of health and safety training.
- (e) the effects of new technology on the health and safety of employees.

The Company will decide whether to consult with all employees at one time or, if it is more relevant, to consult with groups of employees on the matters directly relevant to their own health and safety at work, recognising that different groups may be exposed to varying risks.

If the Company chooses to consult with representatives of employee safety, all employees will be informed of the representatives' names and the group of employees which they represent.

## **Procedures for New Employees**

This procedure is to be carried out when any new employee starts work:

- Explain to the new employee his duties and to whom he is responsible.
- Give advice of the location of the Company Safety Management System and ensure the employee is aware of his/her responsibilities.
- Ascertain from the new employee if they suffer from any disability/illness, which may prevent him/her carrying out certain, work activity or who requires additional protective measures.
- Warn the new employee of any potentially dangerous areas, hazardous operations and/or any prohibited actions.
- Arrange appropriate training or instruction to be given e.g. abrasive wheels etc.
- Issue appropriate PPE e.g. goggles, ear defenders.
- Advise of the location of the first aid box and of the procedures to be taken in the event of an accident, in particular, the necessity to record all accidents however trivial it may appear at the time and ensure they are fully aware of the emergency fire procedures.

## **Competence Checks on Contractors**

Prior to appointment each contractor must be assessed for competency for a given risk category of work. See Appendices - Subcontractor's H & S Competency Assessment Proforma).

Competence may also be assessed through previous knowledge of contractor's work or through recommendation.

The minimum requirement for any contractor to be appointed will be the provision of a H&S Policy, suitable and sufficient for the activities being subcontracted and the necessary Public and Employers Liability Insurance provisions.

## **Management and Supervision on site**

Workers on site will be overseen by a competent site manager. In the temporary absence of a site manager, a competent supervisor will be appointed to take temporary control of works.

Contractors will be expected to work to the same high safety standards as direct employees and must adhere to their agreed risk assessments and method statements.

## **Communicating with non-English speaking workers.**

All workers, regardless of their first language or ability, require clear induction, instruction and supervision in a language they understand. This may include English speaking workers with literacy or communication difficulties.

Where non-English speaking workers are to be employed, provision must be made for clear means of communicating safety information, operating procedures and work instructions.

This may be through translators or from bi-lingual workers within the workforce, multi-language inductions and signage may also be used.

Where language may present a risk to safety, a risk assessment must be undertaken to help determine the best and safest approach.

## **Conduct**

Disciplinary action can and will be taken against colleagues who persistently and deliberately breach Company health, safety and welfare rules. Such conduct includes:

- Horseplay.
- Misuse of plant and equipment.
- Interference with plant and equipment.

## **Violence, Abuse and Harassment**

Relevant safeguarding arrangements are put in place where there is a foreseeable risk of colleagues being exposed to violence, abuse or harassment at work. We will take a zero tolerance approach towards any form of abuse, bullying, harassment or violence at work whether from other employees, members of the public or others.

We will continually monitor the situation and will take immediate action if there is a problem. Any employee found to be abusing, bullying or harassing others will face disciplinary action.

## Accident Reporting and Investigation

All accidents should be classified as follows:-

- Minor accidents, resulting in absence from the workplace of less than 3 days including weekends
- Reportable "Over 7 day" injuries that result in absence from work exceeding 7 days.
- Reportable "Specified" injuries classified as:
  - Death
  - a fracture, other than to fingers, thumbs and toes;
  - amputation of an arm, hand, finger, thumb, leg, foot or toe;
  - permanent loss of sight or reduction of sight;
  - crush injuries leading to internal organ damage;
  - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
  - scalpings (separation of skin from the head) which require hospital treatment;
  - unconsciousness caused by head injury or asphyxia;
  - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Furthermore, to comply with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all accidents, no matter how small and apparently inconsequential, must be recorded in the Accident Book.

RIDDOR requires "responsible persons" to report certain injuries and dangerous occurrences associated with work, to the appropriate enforcement authority (i.e. HSE).

In the event of a Specified injury the Managing Director must, in the first instance, contact the HSE by telephone directly, however it would be prudent to contact PIB Risk Management Ltd initially to ensure that the correct procedure is carried out.

Several of the reportable dangerous occurrences (listed in schedule 2 to RIDDOR) are relevant to construction work. Where the accident is of a type that is required to be reported, the initial report should be by the quickest means, i.e. telephone followed up by a written report on the official form F2508 (F2508A for diseases) within 10 days.

In the cases of "more than seven day" accidents or occupational diseases, then an on-line report must be completed and forwarded to the HSE within 15 days (on F2508 or F2508A) as soon as the employer becomes aware of the situation.



Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers and others with responsibilities under RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.)

However, prior to a formal approach to HSE following a significant incident contact with PIB Risk Management Ltd is advised to ensure suitable and appropriate actions are taken in all cases.

### **Options to report incident to HSE**

- **Telephone (for Fatalities and Specified Injuries only)**

The quickest and easiest way to do this is to call the Incident Contact Centre with no need to fill in a report form. Just call 0845 300 99 23 (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

- **Online**

Complete the appropriate online report form above. The form will then be submitted directly to the Incident Contact Centre. You will be sent a copy for your records.

### **Reporting out of hours**

The HSE and local authority enforcement officers **are not an emergency service**. You should contact your enforcing authority out of hours in the following circumstances:

- fatal accidents at work;
- accidents where several workers have been seriously injured;
- accidents resulting in serious injury to a member of the public;
- accidents and incidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [out of hours webpage](#)<sup>[13]</sup>. If you want to report less serious incidents out of normal working hours, you can always complete an [online form](#)<sup>[14]</sup>.

Any significant incident, accident or near miss shall be investigated, recording evidence via photographs, written statements and interviews with those involved or injured and witnesses. Any plant used shall be quarantined for inspection re damage or misuse of equipment.

Where the outcome of the investigation can clearly identify a reason for the occurrence and those people are identified as responsible then, if appropriate, the Managing Director should instigate disciplinary procedures.

However, the purpose of the investigation is not to point the finger of blame to an individual but to establish the root cause to put in places measure to prevent a recurrence.

Accident reporting and investigation shall be undertaken by either the Site Supervisor/General Manager (non-reportable, minor incidents), or the Managing Director and / or H&S Adviser (reportable, major injuries etc.).

In all cases the appropriate remedial actions (to prevent a recurrence) will be instigated by the Managing Director.

Self-employed people are responsible for reporting accidents if they occur on premises which they are in control of. However, if an accident occurs to a self-employed person on premises where someone else is in control, e.g. a self-employed bricklayer working on a construction site which is under the control of the Principal Contractor, the person in control of the premises must report it.

### **Summary**

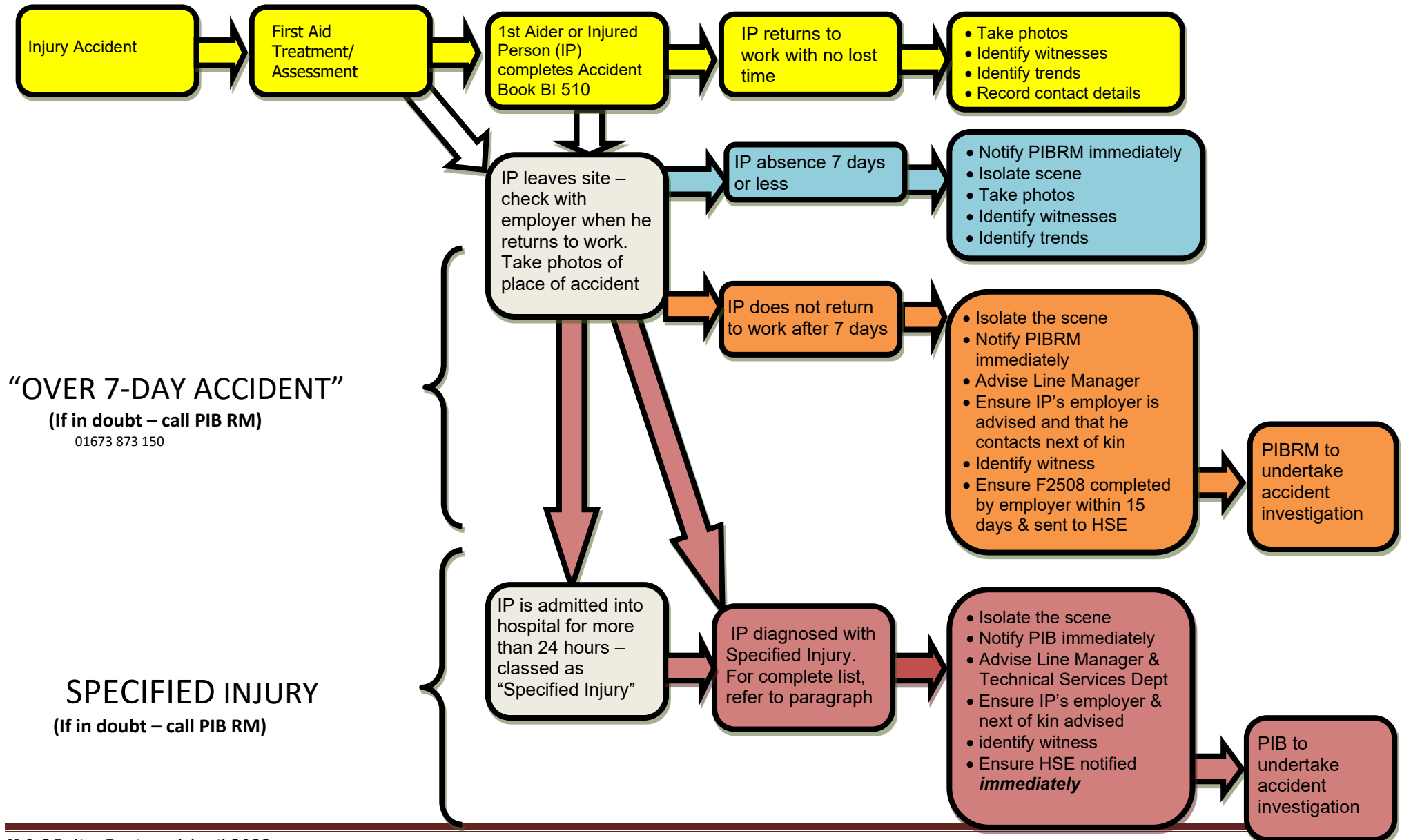
All accidents must be recorded in Accident Book

All accidents resulting in an absence exceeding 7 days must be reported to the HSE on F2508 form, PIB Risk Management Ltd to be notified as soon as possible.

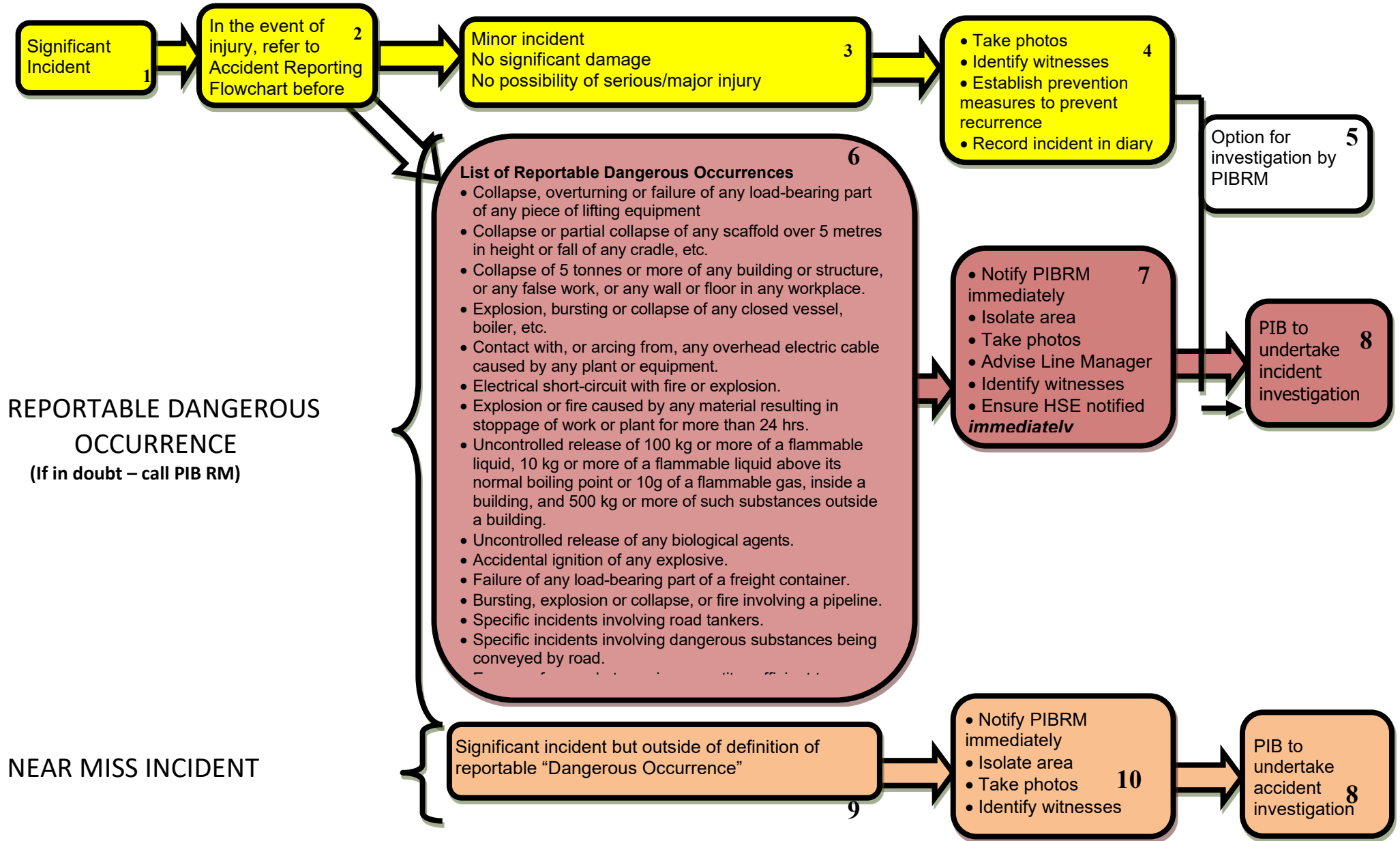
All "Specified" injuries must be reported to HSE as soon as possible by telephone, again PIB Risk Management Ltd to be notified as soon as possible.

**The following flow diagrams can be used to further illustrate the correct reporting procedure in the event of an incident**

## ACCIDENT REPORTING & INVESTIGATION FLOWCHART



## DANGEROUS OCCURENCE REPORTING & INVESTIGATION FLOWCHART



With reference to the flow chart on the previous page, the following steps are explained:-

**1. Significant Incident**

All significant incidents need to be assessed to establish whether it is reportable or of such magnitude to justify a full investigation to establish root causes to prevent a recurrence.

**2. In the event of injury, refer to Accident Reporting Flowchart before**

Some incidents are accompanied with injuries, in which 2 separate procedures may need to be undertaken at the same time. In which case, refer to the Accident Reporting Procedure earlier in this section.

**3. Minor incident, no significant damage, no possibility of serious/major injury**

Some minor incidents occur of no major significance. Obviously, the site manager needs to exercise a degree of common sense in this case, but where he feels he should record the incident then the following procedure should be adopted.

**4. Take photos, identify witnesses, establish prevention measures to prevent recurrence, record incident in diary**

The purpose of this procedure is to record the event to show trends and during the collation of information further details may arise which need further investigation. As a minimum, all data should be recorded in the site diary.

**5. Option for investigation by PIB Risk Management Ltd**

Dependant on the significance of the incident, it may be appropriate to call PIB Risk Management Ltd to undertake an investigation, especially if a similar incident has occurred previously. This decision may be taken by the Site/General Manager in agreement with the Managing Manager.

**6. List of Reportable Dangerous Occurrences**

Though apparently extensive, this list is only those which could take place on a construction site. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the various descriptions listed, taken from the regulations, are of such significance that they are reportable immediately to HSE. In the event of any doubt or confusion, PIB Risk Management Ltd must be contacted for clarification.

**7. Notify PIB Risk Management Ltd immediately, isolate area, take photos, advise Line Manager, identify witnesses, ensure HSE are notified *immediately***

It is essential that the relevant persons are contacted immediately the incident has occurred. Often, in an effort to minimise the significance of the incident, reporting is delayed. However, this often has a negative effect, as news of the incident leaks out and, if reportable, can result in enforcement action being taken by HSE.

The best policy is to report the incident immediately so that further adverse actions can be minimised.

#### **8. PIB Risk Management Ltd to undertake accident investigation**

All reportable dangerous occurrences must be investigated and it is essential that PIB Risk Management Ltd attend the site as soon as possible after the incident. To this end, early contact with PIB Risk Management Ltd should ensure that accurate information is collated to assist in the investigation. All too often, crucial information is not available during the investigation process due to an early oversight, or poor judgement of the situation.

#### **9. Significant incident but outside of the definition of reportable “Dangerous Occurrence”**

These incidents are often referred to as “Near-misses” and as such are often disregarded. However, there will be valuable information to be retrieved as a result of such an event and consequently, though not reportable, can serve as a valuable tool to understand the reason behind the circumstance. Consequently, if treated as a “Dangerous Occurrence”, but not reported to HSE, then important lessons may be learnt by the procedure.

#### **10. Notify PIB Risk Management Ltd, isolate area, take photos, identify witnesses**

To obtain as much information as possible, early action is required to contact PIB Risk Management Ltd, to isolate the area, take photos and identify witnesses. In this way, the appropriate actions and reporting within Rock Civil Engineering Ltd can take place.

### **5.0 Welfare & Emergency Procedures**

The safety director is responsible for ensuring adequate welfare facilities and the site supervisor is responsible for ensuring that the facilities are well maintained, serviced and cleaned at all times.

Welfare facilities will include but not limited to:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Storing and changing clothes
- Rest facilities

These provisions must be reasonably near all places of work.

In addition, any particular site requirements either by the Client or Principal Contractor must be followed.

## **Fire - Premises**

A fire risk assessment will be completed at relevant workplaces to enable appropriate measures to be implemented, including adequate:

- Means of fire detection.
- Raising the alarm in the event of a fire.
- Fire-fighting equipment.
- Installation of emergency lighting.

The appropriate measures will include regular maintenance, servicing and testing of fire prevention equipment. Procedures for workplaces will detail action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures and the appointed person will regularly inspect the designated evacuation routes for obstructions and where disabled persons use the workplace, specific arrangements will be made for escape in an emergency.

### **Responsibilities of Fire Marshalls**

- Provide the necessary fire-fighting equipment, signage and fire evacuation procedures are in place/ displayed and not misused.
- Communicate clear understanding of emergency procedures and fire warden responsibilities for emergency procedures.
- To regularly inspect the means of escape and prohibit obstructions.
- On hearing the fire alarm:
  - Supervise the evacuation of personnel from your area.
  - Check all rooms, stores, and toilets to ensure full evacuation.
  - Do not put personal safety in jeopardy

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practiced regularly and records will be maintained.

## **Fire - Site Procedures**

Fire safety procedures and precautionary measures will be laid out in the site Health and Safety Plan and must be communicated and complied with by all personnel on the site.

Adequate numbers of Fire Extinguishers will be maintained and provided:-

- in temporary site offices and huts;
- on mobile plant as required by regulations and/or the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation;
- during welding, cutting, brazing operations; and
- all appropriate personnel instructed in their correct use.

Emergency Procedure Training will be given to all personnel by the Site Supervisor prior to their commencement of work on the site;

All Site Supervisors will make themselves aware of the Joint Voluntary Code for the Prevention of Fire on Construction Sites. All efforts will be made to comply with this code.

On all sites a suitable means of warning of fire must be established. Fire Marshalls shall be appointed and given suitable training.

Where required by the Health and Safety Plan a *Hot Work Permit* will be established and monitored to ensure that it is complied with.

Written records will be maintained of all checks, inspections and tests.

Written emergency procedures must be displayed in prominent locations and made available to all employees on site.

Escape routes should be clearly identified by health and safety signs in compliance with The Health and Safety (Safety, Signs and Signals) Regulations 1996 standards.

## **First Aid**

Prior to the start of a project the managing director will formally appoint a first aider to be responsible to attend to an injured person. The company will ensure a fully trained first aider is available at all times.

Actions to be undertaken by the first aider will include initial assessment of the situation and to call emergency services, where appropriate. Only fully qualified First Aiders will be permitted in giving first aid treatment.

The first aider will also be responsible for ensuring that the accident book is properly filled out and that the Site Supervisor is advised of the injury where it may be reportable.

The first aider is also responsible for ensuring that the first aid box is fully stocked at all times.



The name of the First Aider shall be clearly displayed on the H & S notice board and brought to the attention of all personnel at the induction process.

## HSE Notification and Statutory Signs

Where required to be notified (in accordance with the Construction (Design and Management) Regulations 2015), the HSE must be advised of the proposed start of a project. This duty must be carried out by the Client, a copy of which must be displayed in the site office.


Not all projects need to be advised to the HSE. If there is any doubt, contact will be made to PIB Risk Management Ltd for advice.

Safety signs are a simple but extremely effective way of reminding everyone of the risks, hazards, dangers and rules that are apparent in specific areas of our workplace. This helps promote and reinforce a safety environment for everyone.







Check that signage displayed is:

- Maintained in a good condition.
- Positioned in the correct location.

Around our work premises, there will be a number of different types of safety sign. All safety signs are colour coded and have a meaning:

	<p>Prohibition Sign (red)</p> <ul style="list-style-type: none"><li>• Prohibits certain actions or behaviour that could cause or increase risk e.g. no smoking.</li></ul>
	<p>Warning Sign (yellow/black)</p> <ul style="list-style-type: none"><li>• Warns of a hazard or danger e.g. electricity.</li></ul>
	<p>Mandatory Sign (blue)</p> <ul style="list-style-type: none"><li>• Instructs on a specific behaviour that must be followed e.g. safety boots must be worn.</li></ul>
	<p>Safe Condition Sign (green)</p> <ul style="list-style-type: none"><li>• Information sign e.g. location of escape routes, first aid stations.</li></ul>
	<p>Fire Equipment Sign (red)</p> <ul style="list-style-type: none"><li>• Informs everyone the location and type of firefighting equipment e.g. fire extinguishers.</li></ul>

Here are examples you may see on site:

 <p><b>Highly Flammable</b> <b>No smoking or naked lights</b></p>	<p>Areas that contain highly flammable substances must have this sign displayed.</p>				
 <p><b>No access for unauthorised personnel</b></p>	<p>Areas on site where only authorised people are allowed.</p>				
 <p><b>Warning</b> Beware of moving vehicles</p>	<p>When moving and shunting vehicles there may be areas with limited visibility and space constraints. This means all colleagues should be vigilant at all times and adhere to the traffic management systems on site.</p>				
 <p>respiratory protection must be worn</p> <p>Approved personal protective equipment must be worn at all times</p>	<p>It is imperative that our colleagues wear the correct PPE at all times.</p>				
 <p>Fire exit</p> <p>Your Fire Assembly Point is <input type="text"/></p>	<p>Our colleague must ensure that they know where the fire exits, and fire assembly points are.</p>				
 <p>FIRST AID</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px;"> </td> <td style="width: 50%; height: 40px;"> </td> </tr> <tr> <td style="width: 50%; height: 40px;"> </td> <td style="width: 50%; height: 40px;"> </td> </tr> </table>					<p>Our colleagues must ensure they know who the appointed first aiders are.</p>

## 6.0 Occupational Health

### Control of Hazardous Substances (CoSHH)

Where it is necessary to use substances or processes, which could be hazardous to health, the risks will be assessed and employees informed of appropriate precautions, which must be taken prior to any substances being used.

Containers of hazardous substances should be marked with the appropriate danger symbol and must not be used unless information on their safe use has been provided.

The Company will use non-hazardous materials where possible, but the use of hazardous chemicals etc. is necessary in many cases. The Control of Substances Hazardous to Health Regulations require the following measures to protect people from exposure to health risks from hazardous substances:-

- An assessment of the health risks created by work with hazardous substances, and of necessary precautions to be taken.
- The control of exposure, where possible by means other than personal protective equipment.
- Ensuring that control measures are used and maintained.
- The keeping of records and the giving of information, instruction and training to employees.

The Safety Director will ensure that information on the safe use of all materials ordered by the Company is obtained from suppliers. The Safety Director will ensure that similar information is provided where materials are supplied by Contractors.

The Safety Director will ensure the preparation of an assessment of the health risks involved in the use of any hazardous substance, ensure the provision of necessary equipment and facilities, inform Managers of precautions which must be observed and ensure that all necessary information, instruction and training is provided prior to any substances being used.

The assessment of hazards from particular substances and processes may, where necessary, be carried out by external consultants. Where the significance of exposure is uncertain, it may be necessary to sample airborne contaminants; biological monitoring may be necessary in the case of substances hazardous by ingestion or absorption through the skin.

Many of the processes carried out by the Company are repetitive and assessments will need to be carried out only once, unless circumstances of the work changes significantly, e.g. when substances are used in confined spaces.

Assessments must be recorded in writing to show decisions and why and how they were made. Records of assessments will be kept by the relevant parties.

## Asbestos

The Company will not use asbestos products in its works. It is possible that asbestos containing materials may be encountered during ground work operations. Personnel shall be briefed on how to identify possible asbestos containing material – this shall include where it may be found and what it looks like. Included in the briefing will be procedures to follow in the event of finding suspected asbestos during ground works.

Where suspected asbestos is found, employees are required to stop works and segregate the area to prevent possible further contamination,

**THEY MUST CONTACT THEIR LINE MANAGER IMMEDIATELY, AND MUST NOT CONTINUE WORKING IN THAT AREA.**

## Manual Handling

Wherever possible, use mechanical means to lift and transport items. Where use of mechanical means is impracticable, a risk assessment must be made and sufficient persons must be available to lift the relevant load taking into account the physical capability of the individual, size, shape and weight of the load.

It remains the responsibility of the employee to ensure the load is within his / her capacity; and that assistance is sought if the load is unmanageable.

Ensure that the items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.

Avoid twisting, stooping or reaching to lift or deposit the load. Ensure that access areas are clean and clear and that the lighting is adequate. Wear gloves and safety footwear.

Protect sharp edges. Avoid long lifts and if necessary change grip when the load is at waist height. Keep the load close to your body. During repetitive work allow sufficient time for resting.

If more than one person is involved then a suitable person must be nominated to control the job. If possible, break the load down into smaller items and secure items, which are loose to prevent the load shifting when being carried.

The Safety Director/Site Supervisor shall be responsible for ensuring manual handling assessments are undertaken – this may be through delegation to other competent personnel.

## Noise

Noise at work, if allowed to remain unchecked could lead to the reduction or even the complete loss of hearing to employees' exposed to it. It is imperative that measures are swiftly taken to reduce the excessive noise levels to a minimum and where possible to the levels required by the Control of Noise at Work Regulations 2005.

The Noise Regulations require specific action to be taken at certain values, these relate to:

- the levels of exposure to noise averaged over a working day or week; and
- the maximum noise (peak sound pressure) to which employees are exposed in a working day.

The Regulations have placed duties on employers at 3 defined action levels:

**Lower Exposure Action Value - daily or weekly exposure of 80dB(A) or peak pressure of 135 dB(C).**

Employees to be informed of the potential damage to their hearing and, if requested by them, provisioned with suitable hearing protection.

**Upper Exposure Action Value - daily or weekly exposure of 85dB(A) or peak pressure of 137 dB (C).**

Where possible, the noise levels are to be reduced below the 85dB(A) threshold. If this is not possible, the area is to be defined as a noise hazard zone and suitable signs are to be displayed; employees are to be informed of the damage which will be caused to their hearing and they are to be provisioned with suitable hearing protection which must be worn.

**Peak action level 87dB(A) or peak pressure of 140dB(C) - these levels must not be exceeded.**

Employees exposed to this level of noise, are to be removed from the workplace and not exposed to further noise sources for that day.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

### **GUIDANCE**

- Do employees have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day?
- Do employees use noisy powered tools or machinery for more than half an hour each day?
- Are there noises due to impacts (such as hammering, drop forging, pneumatic impact tools etc), explosive sources such as cartridge-operated tools or detonators, or guns?

**IF SO, THEN WE WILL PROBABLY NEED TO TAKE SOME ACTION**

As required by the Regulations, whenever a potential noise hazard exists, arrangements will be made to carry out suitable noise assessments and appropriate action will be taken. In addition, site supervisors are to ensure the following:

- Where possible, consider alternative methods of work to eliminate and reduce possible noise levels.
- Ensure machinery and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use.
- Where prolonged exposure is unavoidable, work should be planned to give employees' adequate rest breaks away from the noisy environment.
- Ensure any workplace instructions, regarding the wearing of hearing protection in designated areas, are obeyed.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- When necessary, ensure that employees' have been instructed in the use of any equipment provided for protection.
- PIB Risk Management Ltd, if requested will provide the following services, noise surveys, noise assessments, noise control measures, individual noise monitoring, training and instruction for employees'.

## **Vibration**

The Company shall whenever possible use mechanically propelled equipment as opposed to hand held. Where this is not possible, low vibration equipment shall be requested from suppliers (this also applies to contractor's plant). Personnel will be instructed in the regards of vibrating equipment and procedure to be followed to reduce over exposure. Vibration risk assessments for common powered tools in use has been undertaken with emphasis placed on job rotation to ensure trigger time is reduced to below the lower exposure action value. Vibration equipment sheets will be used to record individual use of equipment.

Vibration exposure from prolonged and regular work with powered hand-held tools, equipment or processes can have adverse effects on the hands and arms of users. Without effective controls, workers using such equipment may suffer various forms of damage, collectively known as 'hand-arm vibration syndrome' (HAVS). This is a painful condition and the effects can include impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly. The best-known form of damage is 'vibration white finger' (VWF), which is a prescribed industrial disease under RIDDOR regulations.

Individual work processes and the tools being used should be observed. The following points shall be considered to assist in identifying the problem.

- The number of employees using power hand-held tools and where they work.
- Is there a high turnover of people in any department using powered hand-held tools?
- Ask operators about vibration levels when the tool or machinery is in use.
- Do they get numbness or tingling in their fingers?
- Have the operators complained about recurring pain or throbbing in their hands, or difficulties with gripping objects, or completing fiddly tasks such as fastening a button?

Looking at the task:

- Could the process be redesigned to avoid or reduce the use of powered hand-held tools, e.g. by substitution or alternative mechanization?
- Are alternative lower vibration processes or methods available?
- Could remote or power-assisted controls be introduced?

Reducing Vibration Transmitted to the Hands

- Suitable and sufficient information, instruction and training shall be provided to all operatives that use equipment that causes vibration to the hands. This should cover working techniques to avoid excessive grip pressure and push and guiding forces. The encouragement of workers to select the lightest tool capable of doing the work, to rest the tool as much as possible on the material being worked, and hold it with a light but safe grip.
- Job rotation and careful planning of the work can also keep the vibration exposure down. Suitable levels of supervision of the activity will take place to make these controls effective.
- It is very important to maintain blood circulation. This will be achieved by keeping the hands and body warm to help maintain a good flow of blood to the fingers and reduce the risk of injury.
- Gloves must be worn at all times when operating equipment that allows vibration to reach the hands. This will assist in keeping the hands warm, so as to increase the blood flow and reduce the vibration level to the hand.
- Special soft lining gloves are available. These gloves can reduce high-frequency vibration but have little effect at mid or low frequencies, which are those most likely to damage blood flow to the hands. The wearing of gloves also offers physical protection to the hands.
- As in all cases involving personal protective equipment, it must only be used as the last means of defence (i.e. when all other options of removing the hazard have been used).
- Exhausts from pneumatic tools and equipment must not be allowed to discharge towards the operator's hands. A flexible hose to lead the exhaust away will also help with noise control.
- Avoiding or cutting down smoking will help blood circulation, as will massage and exercising of the fingers during work breaks.

## **Alcohol & Drug Abuse**

Alcohol or drug abuse by employees and Contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site. It is, therefore, our company policy that any person is known to be, or strongly suspected of being, affected by alcohol or substance abuse, he/she is to be referred to the site agent who is to arrange for the person to be removed from site.

Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc., and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be considered. If there is any doubt as to the person's medical condition or to the cause of their condition, then, medical advice should be sought immediately.

## **Smoking**

In accordance with the Smoke-free (Premises & Enforcement) Regulations 2006, Rock Civil Engineering Ltd have implemented the requirements of the regulations by enforcing a no-smoking ban in all buildings and vehicles. In addition, each vehicle has an internal notice to remind occupiers of the ban.

## **Health Surveillance**

Supervisors shall ensure that prior to employment, personnel shall be asked as to their general health in relation to work tasks required.

Should any person have a health problem which could affect their safety while at the workplace, they shall inform their immediate supervisor.

Supervisors shall, where work activities could cause health problems, regularly check on the welfare of personnel. Medical Practitioners (i.e. Occupational Health) shall be approached whenever assessments/pre-contract information identifies possible health risks.

All site-based employees will complete an annual health check questionnaire which will assist management in identifying at an early stage any occupational ill health symptoms which may be experienced. Appropriate management action will be taken if symptoms are reported.

## **Weil's Disease (Leptospirosis)**

There is a chance that operatives working with polluted water may contract a form of jaundice known as Leptospirosis, predominantly due to rat's urine. The infection enters the body through breaks in the skin.

The early symptoms of the disease are similar to influenza. If you have been exposed to suspect water (sewage etc.), and develop flu like symptoms, go to your doctor and explain you may have been exposed to Weil's Disease. If detected early, treatment is very effective, however if untreated, death may result.



## Precautions against Weil's Disease

1. Always thoroughly wash your hands before eating or drinking
2. Wet protective clothing should be dried as soon as possible. Remember that handling wet and dirty clothing or footwear can be as much a source of infection as direct contact.
3. Do not touch your nose or mouth with your hand during work.
4. If you should cut, scratch or puncture the skin, wash it thoroughly at once and protect the wound.
5. Visit your doctor as soon as possible after sustaining any injury liable to expose you to infection.
6. Every accident at work, no matter how trivial must be recorded in the accident book.

## Display Screen Equipment

The main hazards associated with this equipment include:-

- Work related upper limb disorders, e.g. temporary fatigue or soreness in the hands, arms, shoulders etc., occupational cramp, chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue – poor positioning, poor legibility of screen or documents, lighting, poor screen image.
- Fatigue or stress.
- Photosensitive epilepsy.
- Environmental factors, e.g. humidity, heating, ventilation, static electricity.

The person responsible for will ensure that the following arrangements are carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations: -

- Identify the equipment, which is classed as a workstation, and assess the risks to health and safety of those operators who use them habitually or for continuous periods of an hour or more.
- Arrange for workstations to conform to the relevant standards.
- Plan work activities so that, where possible, short breaks screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.
- Organise eye/eyesight tests at the request of the operator and ensure the provision of suitable basic spectacles etc. where these are required for the display screen work concerned.
- Arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects. A workstation self-assessment form will be issued and completed by all designated 'Users'. Further action will be taken where issues have been identified.

Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

## 7.0 Hazard Control

### Risk Assessments and Method Statements

All projects and significant operations will be assessed for risks and method statements prepared to ensure that all foreseeable risks are adequately identified, planned, communicated, implemented and monitored and reviewed.

In accordance with the Work at Height Regulations, **all** work at **any** height (or depth) is to be the subject of Risk Assessment.

The Safety Director in liaison with PIB Risk Management Group shall produce all generic risk assessments for work procedures.

The Safety Director shall be responsible for making all generic risk assessments site specific. They shall also produce Method Statements for work processes as required.

All significant findings from the risk assessment process shall be brought to the attention of the workforce. This shall be undertaken primarily at the induction stage but shall be reinforced through regular Toolbox Talks / Meetings.

Risk assessments shall be undertaken for all tasks and shall include the identification of risks posed to those not directly employed by Rock Civil Engineering Ltd (i.e. members of the public, visitors, children etc.), through their undertakings.

### Housekeeping

The Company believes in the need for tidiness at the offices, works and on sites and will promote good housekeeping at all times. Company employees are responsible for the general tidiness on sites and for keeping doorways, corridors, staircases, all pedestrian routes and exits free of obstructions and hazards. All employees have a duty to ensure that hazardous working conditions are not allowed to develop.

### Hazard Reporting

Within our business across all of our departments, we understand that there are many hazards present. Our health and safety policy, arrangements and risk assessments all aim to reduce the likelihood from harm from these hazards. This should help to keep all of our colleagues safe and healthy. However, it is still possible for hazards to become apparent, so it is essential we have a good hazard reporting process.

A hazard is “something that has the potential to cause harm, ill health or injury”, the associated risk is “the likelihood that a hazard will cause harm during the course of the work activity”.

Hazard reporting provides a proactive, preventative approach to managing health and safety, as it allows the identification and remediation of a hazard before there is any injury to our colleagues or damage to our property/equipment. This will reduce the overall numbers of accidents.

## **Material Storage**

The Site Manager is responsible for ensuring areas are allocated for stacking and storing components and clearly marked on site plans. Materials must be stacked safely with safe access and no risk of collapse or sliding.

## **Site Auditing / Inspections**

The Managing Director responsible for Health and Safety shall arrange for regular audits of work activities to ensure compliance with relevant statutory provisions and the Company Health and Safety Policy.

Such audits may include Internal / external advisers visiting sites and reporting on safety standards.

In addition to auditing, regular walk-through inspections shall be undertaken by Site Management with findings recorded in the site register.

## **Highly Flammable Liquids**

Highly flammable liquids should be stored in the open air in a secured compound shaded from the sun and bunded to contain the maximum contents of the largest drum plus 10%. The bund must not be allowed to fill with wastewater or waste materials.

Containers must not be stored within 4m of any building or boundary fence, ideally storage areas should be 10m from any building.

Where necessary to store highly flammable materials in a workroom, the quantity must be kept below 50 litres and containers must be kept in a fire resisting structure.

Notices "Highly Flammable Liquids" "No Smoking" "No Naked Lights" must be clearly displayed at any entrance to storage areas. Adequate numbers of dry powder extinguishers should be provided in close proximity to the storage areas and areas of use (not more than 15m away).

Drums should be held in store until required for use. Transfer of highly flammable materials should be carried out in well ventilated areas, preferably the open air. Sand should be provided to soak up any spillages immediately.

Where highly flammable liquids are used in enclosed areas a full comprehensive risk assessment must be carried out specific to that project.

Empty drums should be returned to the supplier or the cap removed crushed and disposed of as rubbish but not by incineration. Empty drums still contain explosive mixtures.

## **Permit to Work & Planning Procedures**

**Standards required:**

A Permit to Work procedure will be required as part of a safe system of work, when because of potentially hazardous circumstances, there is a need to strictly control access into areas, rooms, confined spaces, etc. and/or control specific work to be carried out.

Examples are:

Excavating in toxic ground or where there are underground services.

Work on plant when guards have been removed.

Work on electrical installations.

Entry into rooms that have been fumigated.

Entry into confined space.

Work near overhead cranes.

Welding or use of any tools in areas where there are flammable liquids, gases or dust.

Breaking flanges or opening valves of pipe work etc.

In addition to the Health and Safety at Work Act 1974 overall requirements for a “safe system of work”, the Company shall also take into account the legal requirements set out under the Construction (Design & Management) Regulations 2015.

## **Planning Procedures**

All work will be negotiated or tendered for taking into account the above standards.

A Permit to Work procedure may be a requirement of a client, controller of the premises or other contractor or may be set up by this Company.

In the case of the procedures operated by others, detailed discussions will be requested between the management and Supervisors from our Company involved in the Contract and the organisation of the Company operating procedure.

If the permit procedure does not cover the requirements of this Policy, improvements must be requested.

Where Permit to Work procedures are set up by this Company, the Managing Director will ensure that the procedures are clearly defined and the personnel who will be operating the system have been fully instructed.

The following check list will be used by contracts management to ensure that any permit procedure fully meets this Company's Policy.

Does the permit procedure satisfy the legal requirements applying to the site/installation?

Is the permit procedure recognised throughout the site/installation as being essential for certain types of work?

Are types of work, types of jobs or areas where permits must be clearly defined, and known to all concerned?

Does the permit procedure extend to all other Contractors, client personnel, etc.?

Is it clearly laid down who may issue permits and, how permits may be obtained?

Are personnel who issue permits properly authorised and trained to undertake the duties placed on them and have sufficient time to carry out the duties properly?

Is the permit procedure flexible enough to allow it to be applied to other potentially hazardous work other than that for which it was originally set up?

Is there a clear system for requiring a stoppage of work under a permit procedure if any new hazards have arisen or old hazards recurred?

Does the permit procedure contain clear rules about how the job should be controlled or abandoned in the event of a major or general site emergency?

Is the issue of a permit by a person to himself constrained by the procedure in force?

Do permits specify clearly the job to be done?

Do permits specify clearly the job to whom they are issued?

Does the recipient have to sign the permit to show that he has both read the permit and understood the conditions laid down in it?

Does the procedure provide both for the recipient to retain the permit and for a record of live permits to be maintained at the point of issue?

Do permits specify clearly a time limit of expiry or renewal?

Do permits specify clearly the plant or a geographical area to which work must be limited?

Does the permit procedure include a handover mechanism for work that extends beyond a shift or other work period?

Is a handbook signature required when the job is complete?

Is there a system of spot checks to ensure that permits are being followed?

Is there a procedure for reporting any incidents that have arisen during work carried out under a permit and for reviewing the permit procedure as necessary?

PIB Risk Management Group will be requested to assist in the setting up of a permit procedure or the checking of an existing procedure.

## **Mobile Phones**

Mobile telephones are now increasingly commonplace in the workplace, offering their own risks and hazards.

Many of the sites that the company is contracted to may require employees to switch off mobile telephones whilst working on site, we ask that employees respect and adhere to this policy.

**Rock Civil Engineering Ltd actively discourages the use of Mobile telephones whilst engaged in company work activities.**

However if the use of Mobile phones is a necessity, the employee's responsibility for ensuring: -

- Before making or receiving calls an employee is responsible for ensuring the work activity is ceased and left in a safe condition e.g. power tools switched off etc.
- Calls are not made or answered whilst crossing roadways or in close proximity to working machinery.
- Calls do not distract the employee from other activities conducted in their vicinity.

The use of mobile telephones whilst in vehicles is controlled by certain legislative restrictions.

'It is an offence to use /hold a mobile telephone whilst in a operated motor vehicle'

Definition of an operated motor vehicle;

If the vehicle is stationary but with the engine running or, moving under the control of the driver.

Mobile telephones will only be permitted to be used in company vehicles if the following has been applied:

- The mobile telephone be used in conjunction with an approved hands free kit (approved by the phone manufacturer)
- The unit is set to automatic answer, negating the need for the user to touch the telephone.
- The driver whilst in control of the vehicle does not hold the mobile phone at any time.

Passengers in the vehicle may continue to use a phone in the normal manner, however the call must not distract the driver from their activities.

## **Personal Protective Equipment (PPE)**

### **Introduction**

Personal protective equipment (PPE) includes protective clothing and equipment to protect the head, eyes, hearing, hands, feet and also includes respiratory protective equipment (RPE). Thus it includes all equipment and clothing worn by a worker to protect him against one or more hazards likely to endanger his safety or health at work.

The use of personal protection in the form of equipment or clothing must be considered as the last resort when the risks cannot be avoided or sufficiently limited by means of collective protection or by measures, methods or procedures relating to work organisation.

There is a considerable requirement within the construction industry for the use of protective equipment, even as a last resort, in view of the fact that, even on the safest of sites, hazards are not totally eliminated.

The duty to provide personal protective equipment rests with the employer, and we must not allow Contractors to escape this duty and expect us to provide equipment for their staff.

### **Selection**

Personal protective equipment must only be selected when the risks have been assessed by a competent person. For many typical situations the assessment will be contained in this manual, e.g. requirements for head protection. Alternatively they may be contained in the manual relating to assessments made under the Control of Substances Hazardous to Health Regulations (CoSHH Manual) or in Contractors' Method Statements and/or Risk Assessments.

When the assessment has been completed and it is considered necessary to issue PPE, the equipment must be selected which:

- (a) gives adequate protection to the worker.
- (b) complies with the relevant British or European standard.

(c) is suitable to the worker, including fitting correctly.

(d) is compatible with the work.

All PPE must be provided free of charge by the employer and maintained in a clean, hygienic and good working order. The company will therefore provide our employees, free of charge, with any PPE which has been assessed as being required.

Where labour-only operatives are used on site the majority of the PPE required will be supplied by us. However, this is not practicable in respect of all their PPE, e.g. safety footwear, wet weather clothing, etc. Accordingly, the order to the labour agency must specify the PPE which they will be expected to be provided with.

It is important that workers required to be issued with PPE are provided with adequate information, instruction and training in its use and care.

Employees who are required to work adjacent to moving traffic, vehicles or plant, must be provided with and wear High-Visibility waistcoats, tabards or jackets. This applies in particular to persons on or next to a road.

Jackets, including sleeves, must be provided in preference to waistcoats or tabards on high speed roads, i.e. speed limit more than 30 mph.

Employees whose duties require them to work in the open air during inclement weather conditions must be provided with suitable clothing to protect them against the wet and/or cold.

## **Waste Management**

Rock Civil Engineering Ltd shall prevent and subsequently manage waste wherever it can. It will adopt methods such as the Waste Hierarchy:

- Reduce waste
- Re-use
- Re-cycle
- Removal (duty of care)

Materials which cannot be reused or recycled on site shall be securely stored on site until collected by a licensed waste carrier. We shall ensure that debris and waste does not escape from our site and cause pollution by:

- Having designated storage areas which are isolated from surface drains and away from watercourses;
- Ensuring all waste is stored in suitable containers of sufficient capacity to avoid loss, overflow or spillage;

- Introduce separate waste streams to ensure appropriate segregation of materials i.e. inert waste (rubble, concrete, glass), non-hazardous (food, timber, paper) and hazardous (oil, asbestos, solvents)
- Ensuring oil and fuel filters are stored in a designated bin in a bunded area for separate collection and recycling (special waste);
- Assigning responsibility to staff to regularly check perimeter fencing, work areas and known local sensitivities for accumulation of waste.

Arrangements for the regular collection of waste must be planned to ensure overfilling does not take place.



## **8.0 Plant, Equipment & Transport**

All plant, equipment and transport is either company owned or hired from reputable hire companies. All work equipment will be supplied with adequate safety instructions, certification, thorough examinations certificates etc.

On site arrival, each piece of work equipment will be checked by the site supervisor prior to being brought into use for the first time.

The site supervisor will ensure that each piece of work equipment is checked weekly for safety integrity, especially guards, braking devices, interlocks etc. and recorded using the proforma contained in the Appendices.

All equipment used on site must be in efficient working order and in a state of good repair. It must also be suitable for the job that is being undertaken.

Maintenance of plant and equipment shall only be undertaken by trained and competent persons in line with manufacturer's recommendations.

Only those persons appointed and carrying a valid CPCS Plant Operators Licence or similar will be allowed to use the plant.

Where new equipment is provided, the user will be given full instructions and training (including manufacturer's manual etc.) on the safe and proper use of the equipment. Records of such training shall be kept.

The use of semi-automatic Quick hitch devices to excavators have caused many deaths & serious injuries in the past. Consequently, Rock Civil Engineering Ltd has trained all users, including Contractors of such components on the risks and records are available to confirm this. All operatives are reminded that any failure to comply with the safe use of quick hitch devices i.e. insertion at all times of the safety pin will lead to disciplinary action, possibly instant dismissal being taken. Careful monitoring will be undertaken at all times.

### **Abrasive Wheels**

The Provision and Use of Work Equipment Regulations 1998 control the use of abrasive wheels.

Abrasive wheels must only be fitted by a competent person; someone trained, certificated and appointed by the Company for the purpose. The operator must wear suitable impact rated eye protection, and the machine and its guards must be kept properly adjusted.

### **Cartridge Operated Tools**

Fixing tools powered by cartridges charge must only be used by persons who have been formally trained to use that particular type of tool. If you are so trained, remember that the tool must only be used in the way in which you have been instructed.

The greatest care must be exercised in the handling and storage of tools, cartridges and fixings. Eye and ear protection must be worn. Manufacturers/suppliers (e.g., Hilti) generally provide training.

Persons under the age of 18 are not permitted to use cartridge operated tools.

## **Compressed Air Power Tools**

Any compressor and compressed air tools being selected either for purchase or hire will in accordance with the Company policy on noise.

The Safety Director will ensure a schedule of examination is prepared for all company compressors, fittings and plant which use air under pressure. Copies of the necessary thorough examination certificates and schedule will be maintained at the office.

The Safety Director will ensure Hired Plant examination records are requested from the hire company at the time of the hiring of the plant.

## **Electrical Equipment**

A 110V temporary electrical supply will normally be provided on site and only 110V (or less) tools and equipment shall be used where practicable.

All cables and connections must be checked by operatives prior to use to ensure they are sound. Operatives should check for any external damage, including leads, plugs, guards etc.

All portable electrical equipment shall be tested by a competent PAT tester and shall carry a label to indicate that the equipment is safe and does not pose a hazard.

The Safety Director shall be responsible for ensuring all electrical equipment is PAT tested with records kept.

Contractors own equipment shall only be authorised on site when it complies with the above.

Waterproof fittings must be used for any external work.

Leads must not be allowed to trail and cause a trip hazard.

Any repairs must be made by trained and authorised persons. Operatives must never remove casings, leads, guards etc. in order to carry out their own repairs.

Personnel shall be briefed on the dangers of faulty electrical equipment, pre-use checks and fault reporting procedures at the induction stage and during Toolbox Talks / inspections etc.

Office electrical equipment will be visually inspected annually with results recorded and Portable Appliance tested annually, with a register provided.

## **Tools and Equipment**

Many accidents occur as a result of the misuse of tools and equipment. The following routine maintenance checks are to be carried out by employees, to ensure their hand and power tools are maintained correctly:

- All tools and equipment will conform to the requirements of the Provision and Use of Work Equipment Regulations.
- Daily checks will be carried out on all machinery and equipment and defects reported.
- Any defect, which could become a hazard, is to be notified immediately to your Supervisor and the tool is not to be operated until the defect has been rectified.
- Only trained and authorised persons are to operate machinery.
- All guards are to be in position and in good order when machinery is operating.
- The correct item of work equipment is to be used for the work being carried out.
- Work areas will be suitable for the job being carried out e.g. level ground, clear working area, good ventilation etc.
- All work equipment will be secured or immobilized when left unattended and the motors will never be left running.
- Operatives will wear any prescribed personal protective equipment (PPE) i.e. hearing protection in high noise areas, eye protection when using saws and cutting devices, etc. (as defined by the relevant risk assessments).

## **Mobile Plant Operators/Drivers**

The appointment of plant operators/drivers is the responsibility of management. No person is permitted to drive a vehicle or operate mobile plant unless a certificate is gained or training achieved.

Plant operators must hold a training certificate that is appropriate for the type of plant they are authorised to drive. Records should be maintained on site including a copy of the driver's certificate and to be able to provide evidence if required.

All plant must be maintained in a safe condition with all relevant examination, test and inspection records available for inspection. Where there is a risk of injury to an employee riding on mobile work equipment from its rolling over, features reducing the risk as low as practicable will be implemented e.g. suitable restraining system, roll-over bars etc.

The operator must ensure that the machine in their charge is maintained in a satisfactory condition and must notify site management of any defects.

'NO PASSENGER' signs must be displayed clearly on all dumpers, tractors, and trailers. Persons who ignore these warning signs will be subject to disciplinary action and summary dismissal.

When these machines are on any road where any members of the public have right of access, they shall be taxed, insured, and fitted with number plates, mirrors and a horn, unless the vehicle is only crossing the road at controlled point with a trained banksman.

No plant and vehicles must be overloaded, and the loads must be evenly distributed and secured.

Plant operators/drivers must *never* operate machinery while under the influence of alcohol or and drugs/medication which may affect their ability to operate it effectively.

No persons under 18 are permitted to operate plant, transport or machinery on site.

Smoking and use of communication technology is not allowed whilst operating any plant or machinery.

## Reversing Vehicles

Irrespective of whose vehicles are operating on site (Contractors etc.), where vehicles are used to load concrete pumps, or skips, or to tip into excavations or shutters, the following procedure will be implemented, depending on circumstances.

When vehicles are being reversed, caution must always be exercised to ensure that the rear of the vehicle is clear of personnel. Reflective vests are provided and must be worn by personnel in the vicinity of moving/ reversing plant.

A vehicle stop is to be provided to prevent the vehicle from approaching too closely to the edge of excavations, etc., during tipping or pouring operations.

Where a trained banksman guides reversing vehicles to a concrete delivery point during concrete pumping operations, a stop must be provided to protect personnel operating equipment. These stops will consist of either a securely anchored bulk of timber, 300mm square x 3 metres long, or two purpose-made steel angle units, or other suitable arrangements.

## 9.0 Work at Height

All work at height undertaken by Rock Civil Engineering Ltd will be carried out within the scope of the Work at Height Regulations 2005. All work at height will be subject to a risk assessment being undertaken.

Where Rock Civil Engineering Ltd operates as a contractor, but before any work at height is undertaken on a principal Contractors premises, our Safety representative will communicate with the principal contractor and satisfy himself that the work has been planned and suitable equipment has been selected in respect of access, edge protection and fall protection.

Where Rock Civil Engineering Ltd undertakes the role of a principal contractor, and in respect of working at height we shall ensure that:

- Work at Height is **avoided** where possible, i.e. done at ground level and lifted into place
- If avoidance is not possible the following hierarchy should be employed to use the most appropriate control measure to minimise the risk of falls:-

- Collective Measures – Fall Prevention, e.g. scaffold, guardrails, cordons, edge protection, MEWP
- Collective Measures – Fall Arrest, e.g. netting, bean bags, air bags
- Individual Measures – Work Restraint, e.g. work restraint harness
- Individual Measures – Fall Arrest e.g. fall arrest harnesses etc.

In all cases Rock Civil Engineering Ltd will ensure:

- All work at height is planned and organised.
- Weather conditions are taken into account.
- The location of the work place is safe.
- All operatives undertaking the work at height are trained and competent.
- The equipment selected for work at height is appropriately inspected.
- The risk from fragile materials i.e. roof lights, asbestos is controlled.
- The risk from falling materials is controlled.

Other access and work platforms can be used, i.e. ladders and steps, but only after more appropriate methods have been exhausted, and only for short duration, following a risk assessment.

## **Scaffolds**

All scaffolds will be planned and erected in accordance with the Construction (Design & Management) Regulations 2015.

Only competent persons are to erect, dismantle or alter scaffolds in any way. The site supervisor will check with the Principal Contractor that a hand-over certificate has been obtained.

Responsibility for the inspection and maintenance of scaffolding will be clearly assigned to a competent qualified person whose duty will include the completion of inspection records.

The Principal Contractor should ensure the scaffold is inspected at the beginning of each week and ensure that any defect is rectified. The Principal Contractor should keep a written report. A similar inspection should also be carried out after high winds or adverse weather conditions.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

## **Ladders**

All ladders will be provided and used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Work at Height Regulations 2005.

The Safety Director will arrange for an adequate number and type of ladders to be available.

All ladders will be kept in a good state of repair - no missing or broken rungs or stiles.

Ladders will be checked by the company site supervisor before use on site and at least weekly whilst in use on site.

All operatives will be instructed and trained in the safe use of ladders.

Ladders must be placed on firm level base and should be set at the correct angle of 1:4 - one metre out at base to every four metres rise.

Ladders should be securely lashed to prevent movement.

Ladders should extend at least 1.05m above landing place, to provide effective handhold.

All ladders must be removed at the end of each working day to ensure that access by children has been prevented.

## **Step Ladders & Trestles**

Trestle scaffolds will only be used for light work. Trestle scaffold is not suitable for work at a height where a person can fall more than two metres or where there is a risk of significant injury e.g. dangerous machinery below.

A risk assessment will be carried out before the use of a trestle scaffold.

Trestle scaffolds must only be used on a firm, level base. Check the hinges, cords and restraining stays are in good order only manufacturer's fittings should be used. Proprietary staging should be used for trestles, and independent access should be provided by stepladder.

## **10.0 Lifting Equipment & Operations**

All lifting equipment (works equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting equipment must be subject to the planned preventative maintenance programme. The Managing Director will ensure arrangements are in place for the carrying out of statutory inspections and the keeping of records of these. Copies of the necessary thorough test /examination certificates will be maintained at the office.

Hired Plant examination records will be requested from the hire company at the time of the hiring of the plant.

All lifting equipment/ operations will be under the control of a trained competent person.

The Safe Working Load (SWL) must be specified and marked on the lifting appliances, cranes, pulley blocks, hoists and other items of lifting equipment such as slings, eye bolts, chains shackles etc. And on no account must the capacity of the equipment be exceeded.

Lifting equipment that has been subjected to an overload, or has been damaged, must be reported immediately and taken out of use pending an examination and, if necessary, repair and retest.

A Lifting Plan and Safety Method Statement must be prepared for every lifting operation to be undertaken.

A nominated, and competent, person shall properly plan each lifting operation.

All slinging, and rigging, of loads must be carried out by competent trained personnel.

Clear communications between the Crane Operator and the person responsible for controlling the lift (the Rigger or the Banksman) must be established. Only one individual shall be in charge of each lift. There are no exceptions.

All lifting operations must be executed in accordance with all current Regulations and BSI 7121.

All statutory Inspection Reports / Certification / Documentation / Proof of the Operator's Training, etc. shall be checked by the site agent.

Certification for lifting equipment to be used in the lift shall be identified and cross-checked with the item of plant.

## **Excavators**

Any excavating machine with a SWL greater than one tonne being employed as a crane for work connected with an excavation e.g. positioning of pipes, etc., is subject to the following:

The safe working load is clearly marked on the jib of the machine. A competent person specified by the owner must specify the safe working loads of the machine.

A new certificate is required after any substantial alteration or repair.

Any excavator/ loader with a safe working load of more than one tonne may be used as a crane without restriction where an automatic safe load indicator of HSE approved design has been fitted. Check valves must also be fitted to the hydraulic lifting cylinders.

Excavators / loaders which have a safe working load of one tonne or less at all operating positions may be used as cranes without restrictions imposed by the Certificate of Exemption. Such machines must be marked with their safe working load and tested in accordance with LOLER.

## **11.0 Special Hazards**

### **Buried Services**

Steps will be taken to identify risks from underground services and, the risk of injury must be prevented prior to excavation work commencing. Public and local utilities will be requested to provide information of the services in the ground. However plans must be interpreted with care - reference points may have moved and/or the services themselves may have been moved without permission and private services may not be shown.

Where services are believed to be present, trained competent operatives appointed by the Company will establish exact positions and routes will be identified and clearly marked with paint or markers, not with metal spikes. *Note:* Never assume that services run in straight lines. (Electric cables often zigzag). The site supervisor must ensure that all personnel on site are familiar with the location of underground cables.

When carrying out emergency work, extra care must be taken. Locating devices must be used and trial holes dug.

Once the approximate location of a service has been found then trial holes must be dug by hand to establish the exact location and depth.

A permit to work system will be issued when excavators are working within 0.5m vicinity of a buried service.

On commencement of the contract, the address and telephone number of the local gas, electrical and water board offices will be ascertained and posted on the site office notice board.

**Gas mains:** In the event of the presence of gas being detected during the site operations, either as a result of damage to gas mains or for any other reason, the following action must be taken: -

Site Supervisors must order complete stop of all works and clear all personnel from the vicinity to a safe distance.

Warn against the danger of ignition sources and smoking. All machines, excavators, compressors etc., in the area must be switched off immediately.

Notification of escaped gas, and precise details of the location, must be conveyed immediately to the Safety Officer in charge of the contract, who will arrange for the Gas Board to be informed.

The Site Supervisor should remain on the scene to ensure that the area is kept clear until the arrival of the gas board.

## **Overhead Power Lines**

The Company will avoid working near or under overhead power lines **unless absolutely necessary**.

The Company will carry out a risk assessment and pre-plan all works near or under overhead power lines so as to avoid possible dangers, including: -

Liaison with the Electricity Board to agree diversions or establish safe working distances or any other steps needed.

Plant to be used in the vicinity of the lines to be identified. Suitable plant to be selected to prevent close approach to the cables.



Barriers and solid goalposts erected and safe passageways defined, as required and agreed with the Electricity Company, complying with GS 6. Appropriate signs will be clearly displayed.

The site supervisor must ensure that all personnel on site are familiar with the location of overhead services.

## **Excavations**

An experienced competent person appointed by the Company will closely supervise all excavating activities. Where it is necessary to support an excavation, suitable and sufficient materials will be provided. It is considered best practice to support all excavations deeper than 1.2 metres. Support systems will only be installed, altered and removed if supervised by a competent person.

Steps will be taken to prevent the fall of persons, vehicles, plant, equipment or materials into the excavation. The excavation should be marked with tape, if it is over 2m deep and a rigid barrier installed.

All excavations, which require support, will be inspected before work commences at the start of a shift, after an event likely to affect strength or stability, after the accidental fall of any material. (Records should be kept of the latter two types of inspection). Where an excavation is open for 7 days it must be examined/recorded by a competent person.

The company recognises their duties under the Confined Space Regulations 1997 and will carry out a risk assessment prior to entry into excavations to identify and implement appropriate control measures.

## **Safety Checklist**

Before Work Starts:-

Site Security – particularly does it stop children from getting in.

Consultation with safety officer.

Appointment of “competent person”.

Adequate supply of sufficient strength support materials.

Location of all public services, i.e., gas, water, electricity, BT, sewers etc., expose and mark.

Identify what type of plant is to be used.

Provision of adequate manoeuvring space.

Material for barriers and authorised traffic routes.

Provision of adequate lighting.

Position of the soil heap from the edge of the excavation.

Provision of protective clothing and equipment.

Provision of sufficient ladders, of suitable length, strength and type.

Is there a necessity for bridges or gangways?

Whilst work is in progress:-

1. Are all working faces secure?
2. Is all timbering secure? Wedges tight? No damages from skips etc.?
3. Timber condition; signs of rot.

4. Soil seeping through sheeting?
5. Signs of peeling on un-sheeted face?
6. All examinations properly recorded?
7. Ladders – sufficient and secure?
8. Are men working too close together – injury from pick swings etc?
9. Are spoil heaps far enough back and are they being worked on whilst men are working in excavation below?
10. Is the work fenced off and warning signs posted during the daytime?
11. Is the work properly guarded and lit at night?
12. Are gangways with toe-boards and guard-rails provided where necessary?
13. Are proper sumps installed? Is pumping drawing soil from behind timber?
14. Is regular testing for harmful gas being carried out?
15. Are stops provided for dumpers tipping?
16. Is passing traffic kept far enough back?
17. Are existing structures sufficiently protected?
18. Is protective clothing and equipment in use?
19. Do operatives know what to do if evacuation is necessary?
20. Is proposed method of withdrawing timber prior to and during back fill a safe one?

## Confined Spaces

The Company recognises its duties under The Confined Spaces Regulations 1997.

A confined space is any enclosed space, above or below ground, where the air may be made un-breathable either by poisonous gases/fumes or by lack of oxygen.

If it is not reasonably practicable to prevent work in a confined space a **competent** person will conduct a risk assessment and identify a safe system of work. Constant supervision by a competent person coupled with the use of a Permit to Work procedure **must** be used.

Suitable and sufficient arrangements for the rescue of persons in the event of an emergency must be in place before any person enters or works in a confined space.

All personnel entering/ working in a confined space will be trained and competent in the tasks they have to carry out and the safe system of work.

### *Basic Guides for entry into a confined space:*

Have a safe method of work (Method Statement).

Use a permit to work system.

Only allow entry to trained/competent, physically and medically fit persons.

Ensure isolation of services.

Clean and purge area prior to work commencing.

Check that there is no inward leakage of gas, steam, liquids etc.

Test atmosphere for oxygen, flammable gases, and toxic gases.

Check any sludge or deposit that may harbour gas etc.

Remember that welds can act as sponges and retain many times their own volume of flammable or toxic gases.

Ensure that all tools and equipment are safe have a service and maintenance history to use in the area. Do they have to be electrically intrinsically safe?

Check protective equipment and lifeline.

Ensure that rescue personnel are trained in the use of rescue equipment and are capable of using it. Check breathing apparatus.

Ensure that everyone knows how to communicate in the event of an emergency and that they know exactly what to do.

Constantly monitor working conditions and communications.

### **If using Breathing Apparatus**

As all of the above.

Decide type of breathing apparatus to be used.

Ensure that everyone required to use breathing apparatus has been trained in its use and limitations. Ensure that personnel have current valid certificate for type and use of equipment.

*Further instruction, training and information must be given to all persons involved in confined space work.*

*The company expects all its employees to be fully conversant with all health and safety requirements and to comply with them.*

### **Road Works**

The Safety Director is responsible for giving the highways authority seven working days' notice where work involves breaking up any street, sewer or drain under it.

All work will be planned in advance and a method statement developed by a competent person in accordance with the New Roads and Street Works Act 2002.

Supervisors and operatives will be competent and certificated as required by the Street Works (Qualification of Supervisors and Operatives) Regulations 1999.

All employees must be aware that they are expected to make correct use of the signs and guarding equipment supplied by the company.

All personnel, whether on site or just visiting, must wear a high visibility jacket.

All signs and guarding equipment must be so secured that they cannot be blown over or dislodged by passing traffic. All signs must be reflectorised or adequately lit after dark.

On two way roads, signs should be set out in both directions.

Basic warnings and information must be provided on all road works whether they are short or long term.

Remove immediately all signs on completion of work.

All employees must make themselves aware of the basic principles needed for safe working at roadwork. The Department of Transport Booklet “Safer Roadworks Ahead”, gives authoritative guidance. Attention is drawn to the basic requirements on page 12 of the booklet.

## **Biological hazards on site**

There are numerous areas on a construction site where biological hazards may present a risk to health.

Bird droppings can cause several diseases and are easily inhaled in dust or water droplets so masks are advised if workers are exposed to this hazard along with rigorous hygiene standards. Rat infested areas present the risk of Leptospirosis (Weil’s Disease) in any area where rat urine may be present. Again, hygiene is extremely important along with ensuring any open wounds on hands and arms are covered.

Sewage infected areas may also contain bacteria and viruses harmful to humans so protective clothing and good hygiene are essential.

Stagnant water may contain pathogens (micro-organisms harmful to humans) including Legionnaires disease and so caution must be taken when working with or near it. Where it is suspected (in unused water systems, showers, tanks, air conditioning units, etc) testing prior to work is recommended.

Discarded needles are a hazard on any site where unauthorized access is possible. Be aware that needles may sometimes be hidden in unexpected areas. Every effort should be made to clear the site of sharps prior to work commencing with needles being retrieved and disposed appropriately of by trained persons wearing the right protective clothing.

## **Temporary Works (Falsework)**

The main hazards associated with Falsework include:

- Failure to prepare design (particularly for minor work).
- Inadequate design - not taking into account lateral loadings, wind loadings, total weight of building or structure to be supported, etc.
- Failure to agree procedures between other contractors and personnel involved.
- Failure to construct falsework as designed.
- Failure to prepare a suitable base.
- Poor workmanship, e.g. props not plumb, bracing left out, wrong fittings used, etc.
- No protection from plant or vehicles provided to prevent damage to false work.
- Safe working platforms and access not provided.

- Precautions to prevent falls of materials not provided.
- Use of defective procedures.

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

Where falsework to support formwork or sections of buildings or structures during construction, repair, refurbishment or demolition will be required, then the Contracts Manager will ensure that the falsework is designed and planned in accordance with the relevant standards. This will apply to falsework of any size.

The planning must taken into account the safety of other contractors and the public.

Training and instruction is to be provided for Supervisory staff and operatives engaged in the erection and dismantling of falsework.

Monitoring - the Site Manager will:

Ensure that all necessary design drawings, sketches and calculations are available on site before work starts to enable the falsework to be erected properly.

Ensure that all materials used in falsework structures are in good order.

Ensure that a safe system of work is prepared for the erection and dismantling of falsework, providing safe accesses and working places for personnel involved.

Ensure that loadings will not be applied to falsework until checks have been carried out by the 'Falsework Designers' or other person appointed to carry out these duties and it is recorded in writing that it is in order to proceed.

Control Measure:

1. All personnel required to work on or near falsework must wear safety helmets.
2. Where an unintentional collapse of any falsework or any building or structure occurs involving a fall or more than 10 tonnes of material, H.S.E. must be notified immediately and the procedure for Dangerous Occurrences in the section of this Policy on the reporting of accidents must be carried out.
3. Specific Method Statements will be written for these operations and only suitably trained and competent persons engaged in the work.

## **Working in Occupied Plots**

Additional risks may be present when working in occupied premises such as gardens, this can include risks to our employees and the occupier. We will ensure that all work is carefully planned with the Client's representative to ensure good co-ordination and co-operation throughout our works, taking particular note of the health and safety precautions necessary to prevent risk to the occupiers of the premises and any potential hazards for our employees and contractors.

Relevant information is obtained from the client /occupier on any specific hazards and requirements e.g. permit to work systems, emergency escape routes etc.

The occupier will be informed of the work to be carried out, hazards involved and precautions, and will be given the name and contact details of the supervisor to contact in the event of any queries or emergency.

# APPENDICES