

## TOTAL CRANE SERVICES LTD

# HEALTH AND SAFETY POLICY

Total Crane Services Ltd  
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**This document is for employees of Total Crane services Ltd but also forms part of the conditions of Work Contracts with Contractors engaged to supply goods and services to Total Crane services Ltd. Contractors must bring this document to the attention of their staff and sub-contractors.**

<b>Index</b>	<b>Section</b>
<b>General Statement of Policy</b>	<b>1</b>
<b>Environmental Policy Statement</b>	<b>2</b>
<b>Equal Opportunities Policy</b>	<b>3</b>
Recruitment and Promotion	3.1
Grievance and Disciplinary Procedures	3.2
<b>The Organisation</b>	<b>4</b>
Middle Management	4.1
Employees	4.2
<b>Arrangements for Health and Safety</b>	<b>5</b>
Safety Personnel	5.1
Recruitment	5.2
Consultation	5.3
Communication	5.4
Conveying Information in Operatives own language	5.5
Co-operation and Care	5.6
Safety Training	5.7
Management of Health and Safety	5.8
Workplace	5.9
Work Equipment	5.10
Personal Protective Equipment	5.11
Manual Handling Operations	5.12
Display Screen Equipment	5.13
New and Expectant Mothers	5.14
Control of Hazardous Substances	5.15
Asbestos	5.16
Fire Safety	5.17
Fire safety Policy	5.17.1
Employees Duties	5.17.2
Fire Detection Equipment	5.17.3
Fire Fighting Equipment	5.17.4
Fire Doors	5.17.5
Fire Exits	5.17.6
Smoking	5.17.7
Client premises	5.17.8
Emergency Evacuation Procedure	5.17.9
Fire Procedures	5.17.10
Staff Welfare	5.18
Accidents	5.19
Accident Investigation & Reporting	5.19.1
Accident Procedure	5.19.2
Qualified First Aiders	5.19.3

Fitness of Employees	5.20
Drink and Drugs	5.21
<b>Policy for staff driving company vehicles and private or Hired vehicles used for work related purposes.</b>	<b>6</b>
Seat belts	6.1
Risk assessment	6.2
First Aid	6.3
Mobile Phones	6.4
In the event of an Accident	6.5
<b>Violence and Aggression at work</b>	<b>7</b>
Introduction	7.1
Definition	7.2
General Statement	7.3
Responsibilities	7.4
Health and Safety Policy	7.5
Performance Measures	7.6
Evaluation and Review	7.7
<b>Working Time Policy – Working Time Regulations 1998</b>	<b>8</b>
Principles of the Policy	8.1
Working Times	8.2
<b>Safety Rules</b>	<b>9</b>
<b>Working Environment</b>	<b>10</b>
Walkways	10.1
Tools and Equipment Maintenance	10.2
Personal Protective Equipment	10.3
Manual Handling, lifting and moving	10.4
Electrical Safety	10.5
Fork Lift Trucks and Plant	10.6
Vehicle Safety	10.7
Work at Height	10.8
Arrangements for Securing the Health & Safety of Workers	10.8.1
Procedures for Dealing with Health & Safety Issues	10.8.2
Information & Training	10.8.3
Safe System of Work	10.8.4
Access Towers and Scaffolding	10.9
Ladders	10.10
Lifting Appliances, equipment and Rigging	10.11
<b>Disciplinary Rules, Procedures and Appeals</b>	<b>11</b>
Disciplinary Rules	11.1
Serious Misconduct	11.2

Gross Misconduct	11.3
Disciplinary Procedure	11.4
Disciplinary Authority	11.5
Period of Notice	11.6
General Notes	11.7
Disciplinary Appeals Procedure	11.8

## **Health and Safety Policy for Contractors** **12**

Introduction	12.1
Aims of the Policy	12.2
Policy	12.3
Accident Reporting and the Requirements of RIDDOR 2013	12.4
First Aid Provision	12.5
Specified Work Agreement for the Services of Contractors	12.6

## 1. General Statement of Policy

It is the policy of Total Crane Services Ltd. (herein after called the Company) to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The Companies health and safety objective is to minimise the number of instances of occupational accidents and illnesses to ultimately achieve an accident-free workplace and minimise damage and wastage.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company recognise and accept their duty to protect the health and safety of all visitors to company premises and premises of customers being “worked” by the Company including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the Company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the Company will provide employees with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Safety Manager. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of himself or herself or any other person.

All injuries, however small, sustained by a person at work must be reported to the delegated first aider or representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Companies health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed: *David Luther*

Dated: 20<sup>th</sup> February 2016. (Last Revision 11<sup>th</sup> March 2020)

David Luther, Managing Director

## **2. Environmental Policy Statement**

Total Crane Services is an established company providing repairs, breakdowns, testing and installations of overhead cranes, hoists and associated lifting equipment.

The Company attaches great importance to protecting the environment and works with clients and other interested parties to preserve and enhance the environment for the use and enjoyment of both current and future generations.

The current Company Directors are all very interested in protecting the environment.

Accordingly, the Company is committed to:

- Developing a management framework for implementing the environmental policy objectives into a business decision at all levels, alongside commercial, safety and other factors.
- Complying with all applicable environmental legislation, regulations and standards.
- Developing operational procedures to minimise pollution risks and to deal with any incidents.
- Taking positive action to minimise waste and encouraging recycling wherever possible.
- Improving efficiency in the use of all resources.
- Working in partnership with our professional advisors, customers, suppliers and sub contractors to ensure effective environmental supply chain management, alongside health, safety, quality, price and other purchasing criteria.
- Reducing the environmental impact of our product through the use of improved design and specification.
- Training employers to enhance their awareness of and commitment to maximising environmental performance.
- Reviewing the Company environmental policy annually to take account of organisational, legislative and fiscal changes.

## **3. Equal opportunities policy**

Total Crane Services Limited is an equal opportunities employer.

The Company recognises that its employment practices are bound by the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act 2004 as well as other legislation.

The Company intends to ensure that no employee or job applicant should receive less favourable treatment than another on the grounds of sex, marital status, racial origin, disability, sexual orientation, political or religious beliefs.

The Company will ensure that these criteria will apply to all its employment policies and practices. Appointments and promotions will be based on merit and qualification and experience.

### **3.1 Recruitment and Promotion**

The Company will seek to eliminate any assumptions, preferences or judgements that do not relate to the potential abilities of individuals to perform a required job.

Promotion procedures will similarly seek to provide the widest range of opportunities for advancement. Equal access for training is ensured.

Each Individual must seek to avoid unlawful discrimination, victimisation and acts of sexual or racial harassment.

### **3.2 Grievance and Disciplinary Procedures**

Any employee who has a grievance in relation to the equal opportunities policy or practice should pursue it through the grievance procedure laid down by the Company.

Any allegations against an employee concerning unfair discrimination, victimisation or acts of sexual or racial harassment will be investigated and dealt with under the disciplinary code laid down by the Company.

## **4. The Organisation**

<b>DIRECTOR</b>
Managing Director – David Luther
<b>Specific Responsibilities</b>
It shall be the duty of the Directors to ensure that the following health and safety procedures are complied with: -
<ul style="list-style-type: none"><li>i. That the work of the Company is carried out in compliance with Health and Safety legislation and safe working practice. To provide the means to enable this requirement to take place, in consultation with the Managers, employees and contractors engaged to provide services to the Company.</li><li>ii. Assessments of risk are carried out on new equipment and workstations prior to them being commissioned to ensure that they are suitable on grounds of health and safety.</li><li>iii. All work procedures arising from risk assessments are complied with.</li><li>iv. Health and Safety checklists are completed at the frequency specified and action is taken to correct any failings.</li><li>v. Employees are provided with the means to comply with their health and safety duties, including information, training and supervision.</li><li>vi. Accidents, dangerous occurrences and complaints in or about the workplace are investigated, and that whatever steps are within his or her control are taken to correct any failings identified.</li><li>vii. To create, maintain and chair a company safety committee with representation from all levels of the workforce to ensure effective communication and resolution of health and safety issues.</li><li>viii. To ensure that adequate funds and re-sources are made available for health and safety.</li><li>ix. To report certain accidents, diseases and near misses to the relevant authorities.</li></ul>

#### 4.1

### MIDDLE MANAGEMENT

#### 1. General Responsibilities

To adhere to the general policy of the Company.

#### 2. Specific Responsibilities

- i. It shall be the duty of Managers to ensure that the following health and safety procedures are complied with, as set down in this Policy:
- ii. To carry out his or her duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- iii. To ensure that all their staff perform their tasks in a safe manner, in accordance with Company policy, procedures and safe working practice.
- iv. To be alert to hazards in the workplace and to report serious defects to the Directors. To make suggestions for safer work procedures as appropriate.
- v. To report any accidents and near misses.
- vi. To participate and contribute to all health and safety systems and processes.

#### 4.2

### EMPLOYEES

#### 1. General Responsibilities

To adhere to the general policy of the Company.

#### 2. Specific Responsibilities

It shall be the duty of each Employee to ensure that the following health and safety procedures are complied with, as set down in the policy:

- i. To carry out his / her duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- ii. To be alert to hazards in the workplace and to report all defects to their line manager. To make suggestions for safer work procedures as appropriate.
- iii. To correctly use any PPE that may be provided in accordance with the training and instruction given and not to misuse or abuse anything provided in the interests of health and safety.
- iv. To report all accidents and near misses in the accident book.
- v. To carry out any other health and safety duties as required.
- vi. Not to misuse or abuse anything provided in the interests of health and safety.
- vii. To participate and contribute to all health and safety systems and processes.



## 5. Arrangements for Health and Safety

### 5.1 Safety Personnel

Overall and final responsibility for health and safety in the Company is held by David Luther, the Managing Director. The person responsible for overseeing, implementing and monitoring the policy is the Safety Manager, Adrian Ward.

### 5.2 Recruitment

Prospective employees may be selected after observation or recommendation. All prospective employees will be required to go through a formal or informal interview process in respect of the roles they are to perform. (See "Fitness of Employees and Self Employed" and "Safety Training" sections). After the interview process the qualifications, experience (C.V.'s) references and (if required) the physical fitness of the new employee will be verified. Applicants shall not be recruited if, either, not fully fit or considered unsuitable for training for the work available.

### 5.3 Consultation

The management of the Company see communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of safety meetings with the staff as often as is deemed necessary and an "open door" policy between staff and management.

The purpose of safety meetings is to provide a forum in which information may be conveyed and employees' questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

### 5.4 Communication

The management of the Company will endeavour to communicate to employees and contractors their commitment to safety and to ensure that employees and contractors are familiar with the contents of the company health and safety policy. The Company communicates with its employees and Contractors orally, in the form of directions and statements from supervisors, in writing, in the form of directives, this policy and by example.

### 5.5 Conveying Information in Operatives own language

It is the policy of Total Crane Services Ltd to use effective communication, ensure fair working practices and Health & Safety regulations are conveyed to all employees or Contractors whose first language is not English. To ensure these standards are met, a combination of the following will be implemented:

**Buddy system** - use of English speaking compatriots to act as interpreters to pass on information and act as a minder for the non-English speaker

**Guidance** - Provide information in various languages and formats: videos, clear diagrams, pictograms, employee pocket books can be used for providing critical and emergency information.

**Inductions** - Providing a welcome sheet or holding inductions in a variety of languages where appropriate.

**Supervision** - The need for increased supervision and training.

**Tool box talks** - Talks to operatives to overcome any literacy issues and when required an interpreter could be employed if English is not understood.

**Training** - To pass on safety information to those with a poor command of the English language, whether written or spoken.

**Translations/Translators** - Providing list of commonly used words and meanings that are not readily replaced by pictograms, providing simple instructions and guidelines in a number of common foreign languages, ensuring that gangs of foreign operatives have at least one bilingual member to act as an interpreter, providing information including method statements in an employee's native language.

## **5.6 Co-operation & Care**

If we are to build and maintain a healthy and safe working environment, cooperation between employees at all levels is essential.

The same degree of co-operation and care is also required between employees, contractors and the employees of contractors for the same reasons. All employees are expected to co-operate with safety officers and to accept their duties under this policy.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company. Failure to do so may be regarded as misconduct and as such may lead to disciplinary action.

## **5.7 Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the Company management that if a job is not done safely then it is not done effectively.

All new employees will undergo induction training as soon as possible after joining the company and will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The person with the responsibility for safety training is:  
Adrian Ward – Safety Manager

## **5.8 Management of Health and Safety**

It is the policy of the Company to comply with the Management of Health and Safety at Work Regulations 1999.

In accordance with the Management of Health and Safety at Work Regulations 1999, hazards will be identified and risk assessments will be carried out by trained members of staff, the results of these assessments will be made know to all relevant members of staff so that suitable and adequate safety controls can be put in place to enable our minimum legal requirements to be met and risks reduced to a minimum.

Monitoring of these assessments will also be carried out on a regular basis (as shown by the assessments) by trained members of staff to ensure our systems are operating and effective.

The Directors of the company will ensure that adequate funds and resources are made available for health and safety.

Generic Risk Assessments have been produced for many of the common tasks that staff are required to carry out, Directors, Managers, Supervisors and all employees are required to complete the applicable assessments to make sure it is site specific and that the recommended controls are implemented.

Management will review and revise as necessary, any risk assessments;

- On an annual basis or;
- When there is reason to suspect the assessments are no longer valid or;
- When there has been a significant change to matters to which the assessment relates. This could be by the introduction of a new or revised process or by the introduction of new equipment or;
- Where a specific proposed site activity is deemed by the Company Director, Manager, Supervisor or Company official in charge to be sufficiently hazardous during the initial site risk evaluation to require a detailed assessment.

Any changes or amendments made to the assessments are to be brought to the attention of all concerned.

## **5.9 Workplace**

It is the policy of the Company to comply with the Workplace (Health, Safety & Welfare) Regulations 1992. Appointed personnel will conduct regular inspections of all sites and workplaces. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations and in all “client premises” not previously “worked” by the Company.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

## **5.10 Work Equipment**

It is the policy of the Company to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. The term “Work Equipment” covers all tools, equipment, vehicles and machinery used at work.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair, and shall be serviced according to the manufactures instructions.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate, guarding arrangements must not be removed or altered.

When selecting company cars and vehicles priority will be given to safety features such as ABS brakes, roll bars, air bags, impact protection and seat belts etc.

### **5.11 Personal Protective Equipment**

It is the policy of the Company to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided free of charge with suitable, properly fitting and effective personal protective equipment.

This equipment may include ear protectors, eye protection, hard hats, high visibility jackets, gloves, steel toe capped footwear, cold weather/waterproof clothing etc.

All personal protective equipment provided by the Company will be properly assessed prior to its provision.

All personal protective equipment provided by the Company will be maintained in good working order. All PPE must be returned to the appropriate place or store after use and any loss, damage or wear reported. Employees have an obligation to look after P.P.E. and any other items of equipment provided for safety and shall co-operate in inspections.

All workers provided with personal protective equipment by the Company will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

The Company will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

P.P.E. is personal equipment and should not be shared to avoid the risk of infection from ear protectors, gloves, boots, helmets etc.

No person shall carry out a task or operation without the use of the appropriate P.P.E., to prevent ambiguity this is interpreted as meaning the following:

#### Safety Footwear (Steel toe capped)

All staff involved with heavy manual handling, forklift truck and plant operating must wear these.

#### Site Safety Helmets (Hard Hats with or without peaks)

These must be worn by all staff at all times within designated hard hat areas and by those involved in fork-lift truck and plant operating.

#### High Visibility Jackets

These must be worn at all times when working in areas where vehicles and plant are being used, they will also be required when loading or unloading trucks on public roads.

## **5.12 Manual Handling Operations**

It is the policy of the Company to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations and if it is reasonable and practicable to do so, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible. Staff will receive special training in Manual Handling when required.

Protective footwear must be used during heavy manual handling operations; other items of P.P.E. such as gloves must be used if and when required. This requirement applies to self-employed persons and contractors as well as employees.

## **5.13 Display Screen Equipment**

It is the policy of the Company to comply with the law as set out in the Health And Safety (Display Screen Equipment) Regulations 1992.

The Company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **5.14 New and Expectant Mothers**

It is the policy of the Company to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found. Where this is not possible she will be suspended from work on full pay.

### **5.15 Control of Hazardous Substances**

It is the policy of the Company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 and as such the following procedures will be implemented:

Any material used, and/or encountered during work, which has the potential for harming health, shall be subject to these arrangements.

A risk assessment will be conducted of all work involving exposure to hazardous substances where there is a significant risk. The assessment is based on manufacturers' and suppliers' health and safety guidance (where such information is available) and our own knowledge of the work process.

The Company will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases.

All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

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

A hazardous substance is any material purchased or otherwise encountered which has the potential for harming health and includes dusts, fumes, gases, liquids and micro-organisms. Whatever the route of entry to body – eyes, skin, cuts, abrasions, breathed in or swallowed.

The Company will ensure that when ordering materials the suppliers provide a Hazard Data Sheet for all substances and that this information will be used to produce a Risk Assessment and staff advised of the results. Where possible, if a material can harm health and is classed as hazardous, the elimination of the use of the material or substitution by a safer product shall be investigated.

Staff are advised to read the label on all substances and follow manufactures instructions, substances should be stored in their original packaging, preferably in a locked cabinet.

Personal Protective Equipment for hazardous substances includes masks, respirators, gloves and body protection that can range from an apron to a protective chemical suit. Any equipment preventing or controlling exposures to hazardous substances shall be maintained and tested periodically, and as required. Staff are required to make appropriate use of such equipment and report any defects without delay.

Most of the materials and substances found within company workplaces and of low risk and of the kind found in most domestic residences.

Staff shall be provided with information as to the hazardous substances or materials to be used or encountered, instructed in safe working methods and be trained to be able to follow instructions Staff shall comply with instructions issued and co-operate with any monitoring exercises.

All contractors shall provide valid assessments in advance of any show or event for substances or materials hazardous to health, which are to be used, the implications will be discussed as necessary at production meetings.

## **5.16 Asbestos**

Before any work commences on a client's site, all employees will make a request to view the site-specific asbestos register where asbestos is suspected to be. The position and condition of any asbestos in any work areas will be noted within the asbestos register. If asbestos is noted within the potential work area, the Health and Safety Manager will be contacted for further instruction. Due to the nature of works on older buildings, there could be a risk of exposure to asbestos. If, during works, a fibrous material is found that may be asbestos:

- Work will be stopped immediately.
- Prevent any dust/fibres being released e.g. turn off power tools, minimize air movement etc
- The area will be evacuated immediately and access by others will be prevented
- The person in charge of the premises and the Health and Safety Manager will be informed, so that the necessary sampling can be arranged
- The area will remain out of bounds until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

## **5.17 Fire Safety**

### **5.17.1 Fire Safety Policy**

The Company fire safety policy and procedures take account of special fire hazards in specific areas of the workplace or client premises where the Company operate and, where appropriate, have been compiled with the assistance of the local fire service.

### **5.17.2 Employees Duties**

All employees within the company have a duty to conduct their operations in such a way as to minimise the risk of fire.

This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. "No Smoking" signs must be obeyed.

Staff also have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (in the U.K., dial 999 or 112).

It is the policy of the Company to follow the policy and procedures in case of fire or evacuation put in place by our hosts at any premises not in the control of the Company. Some "client premises" may have alternative arrangements in place for calling the emergency services, staff should make themselves aware of the procedures at each "client premises" or workplace.

In some situations, staff will be advised by those in charge at "client premises" of the situation at each individual work place, where this is not the case staff should familiarise themselves upon arrival at "client premises" with the position of emergency exits/means of escape, the procedure for calling the emergency services and the position of fire fighting equipment. The person in charge shall ensure that employees are familiar with and understand the procedure.

All staff are encouraged to attend the fire safety training courses run by local fire brigades or the Fire Protection Association.



### **5.17.3 Fire Detection Equipment**

Smoke or fire detectors and manually operated fire alarms may be located at strategic points throughout the workplace or “client premises”. If a smoke or fire detector sounds it is the responsibility of any employee present to activate the alarm and help to evacuate the building.

Staff must never tamper with or misuse fire fighting equipment or alarms. Smoke or fire detectors must never be covered or made inoperable.

Corridors, exit (escape) routes, fire fighting equipment, signs and alarms must be kept uncovered and clear of any obstructions at all times. Corridors and exits must not be blocked or locked and must never be used as storage space.

### **5.17.4 Fire Fighting Equipment**

Fire extinguishers are located at strategic points in the company premises and should be located at strategic points in “client premises”. In some areas automatic sprinkler systems activated by automatic detection systems may have been installed. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so.

Do not tackle a fire unless it is safe to do so. If the situation is dangerous or dangerous the employee should activate the alarm and help staff to evacuate the building/site/venue immediately. Staff must ensure that firefighting equipment is never covered or obscured.

### **5.17.5 Fire Doors**

Fire doors (identified by standard Safety Signs) designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points in the company premises and may be present in “client premises”. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

### **5.17.6 Fire Exits**

Fire exits (identified by standard Safety Signs) should be located at strategic points throughout workplace and “client premises” where the Company operate.

Emergency lighting should have been installed in exit corridors, above emergency exit doors and throughout the “client premises” in case of power failure. Lifts may also have emergency lighting installed although lifts should not be used in the case of an emergency evacuation.

### **5.17.7 Smoking**

In order to consider the preferences and concerns of smokers and non-smokers and to provide a healthy and comfortable working environment, a smoking policy has been put in place for company premises. The company policy on smoking is that the whole company premises is a No Smoking zone.

### **5.17.8 Client premises**



When working in “client premises” where the Company do not have overall control, employees and contractors shall follow the Smoking Policy of the host clients. “No Smoking” signs shall be strictly observed at all times.

There should be no discrimination against anyone exercising the rights afforded by this Policy.

### **5.17.9 Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare or gas leak), all employees must leave the building or client premises by the nearest available exit and assemble at the designated assembly point.

Upon arrival at a new or unfamiliar “client premises” or work place staff should make themselves familiar with the position of all emergency exit doors/routes, fire fighting equipment such as extinguishers, fire blankets, hose reels, the means of raising the alarm and the designated assembly point.

In most cases Client’s or persons in charge of “client premises” will advise all staff if information and safety signs are not present.

### **5.17.10 Fire Procedures**

- 1) If you discover a fire, however small, call the fire brigade by: -
  - **Telephone – Dial 999 or 112** give the operator your telephone number and ask for the fire brigade.
  - When the brigade replies give the call distinctly;
  - **“FIRE AT (GIVE NAME AND ADDRESS OF PREMISES)”**

2) The premises will be evacuated by members of staff.

**Act calmly and leave the building or premises by using the nearest available exit.** Do not wait to collect personal belongings. If it is safe to do so, close windows and doors and turn off equipment.

Go to the Fire Assembly Point if there is one designated, if not remain outside at a safe distance.

- 2) **NO ONE SHOULD RE-ENTER THE PREMISES UNTIL TOLD BY A FIRE BRIGADE OFFICER THAT IT IS SAFE TO DO SO.**

### **5.18 Staff Welfare**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

Toilet/washing facilities accessible on site

Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

## **5.19 Accidents**

### **5.19.1 Accident Investigation & Reporting**

It is the policy of the Company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

The Safety Manager, Adrian Ward, will be responsible for making reports to the HSE as required under RIDDOR 2013.

The Company sees accident investigation as a valuable tool in the prevention of future incidents. After an accident the scene should be preserved until an investigation has been carried out. In the event of an accident resulting in injury a report will be drawn up by the Safety Manager or a person appointed by the Safety Manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Manager who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

### **5.19.2 Accident Procedure**

A first aid kit will always be available at company premises and client premises where the Company are working. These will be easily accessible by all employees during all working hours, the First Aid kit is normally kept in the office in the company premises.

The person holding a current first aid certificate that is responsible for the proper use and maintenance of the first aid kits is Adrian Ward.

### **5.19.3 The Qualified First Aiders are:**

Adrian Ward.

Accident records are compiled and stored by the Safety Manager. Any person who uses first aid equipment from any first aid box must provide details of what equipment was used to the First-Aider as soon as possible so that the equipment used can be replaced at the first possible opportunity.

The Safety Manager, Adrian Ward is responsible for reporting cases of accident and disease to the HSE under RIDDOR 2013 where applicable.

Details of all accidents, however minor, incurred at work shall be entered in the Accident Book.

Accident Books are kept in the company offices, any person may fill in the accident report book, this should normally be the victim but if he or she is not able to make a report then a witness, friend or the first aider must fill in the accident book and the Safety Manager notified as soon as possible.

In the case of a serious accident, incident, near miss or dangerous occurrence, The Safety Manager will be informed as soon as possible, the Safety Manager will inform the Local Authority by the quickest possible means (normally by telephone). A written report shall be submitted on form F2508A Shall be submitted within 10 days in accordance with the Guidance to the RIDDOR 95 for all deaths, major injuries and reportable dangerous occurrences or on form F2508A for all cases of reportable disease.

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

## **5.20 Fitness of Employees**

Upon joining the company all new employees shall advise the management of any illness or disability that may prevent them for carrying out their duties in safety. These illnesses or disabilities shall include heart disease, epilepsy, asthma, angina, diabetes, back problems etc.

The management must be informed if any of these illnesses or disabilities arises during the time the employee is engaged by the company.

## **5.21 Drink and Drugs**

The Company has a duty to ensure that so far as is reasonably practicable, the health and welfare at work of all our employees and similarly you have a responsibility to yourself, your colleagues and others. The use of Alcohol and Drugs may impair the safe and efficient running of the business and/or the health and safety of our employees and others.

If your performance or attendance at work is affected as a result of alcohol or recreational drugs, and/or we have reason to believe you as an employee have been involved in any drug related incident/offence, you may be subject to disciplinary action and dependant on the circumstances, this May lead to your dismissal.

All employees must inform the Company or Supervisor if they are using any prescribed medication that may affect their safety or the safety of others.

## **6.0 Policy for Staff Driving Company Vehicles and Private or Hired Vehicles used for Work Related Purposes.**

This Policy sets out the requirements for staff who wish to drive a Company vehicle. However, staff that use other vehicles, e.g. hired or their own car are required to follow this policy.

The Company takes seriously its 'duty of care' and as such considers the safety of the occupants of its vehicles and all people on site to be of paramount importance. Drivers need to be particularly aware of the safety of pedestrians whilst driving around the area outside the company premises and Observe the speed limit.

All staff who require to drive a Company vehicle must have a valid driving licence in order to be legally covered by the Company Insurance. Copies of the driving licence are held on file by the Safety Manager, who needs to check their validity before vehicle keys are issued. Drivers must understand and agree to abide by the following:

(a) Declare any convictions obtained by informing promptly the Safety Manager and supplying a copy of their endorsed driving licence.

(b) To appreciate their 'Duty of Care' towards all other road users and drive with care, consideration and at a speed appropriate to the conditions around the Company premises or host site.

(c) It is the driver's responsibility to ensure that a pre-journey safety check is carried out on the vehicle, the following list is for guidance:

- Tyres appear road worthy, free of unusual signs of wear or low/high pressure
- Vehicle body is in safe condition and no apparent fuel, oil or other fluid leaks
- No load is overhanging the extremity of the vehicle
- All warning /hazard lights are in working order
- Driving mirrors are clean and suitably adjusted for the driver
- Windscreens are in good condition (not obscured by snow/dirt and not chipped, cracked etc.)
- Wash bottles have a sufficient supply of liquid

(d) When a vehicle is out for more than a day, particularly for extended periods, it is the driver's responsibility to ensure that extra daily checks are made, namely checking the oil and cooling system fluid levels, the tyre pressures and the lights.

(e) Alcohol **must not** be consumed, either whilst on driving duty or for 12 hours previous to taking charge of a vehicle.

(f) Drivers are not permitted to drive under the influence of drugs. If any drivers taking medication, which could affect his/her driving, they should obtain clearance from their line manager and where necessary written advice from their own or Company doctor with regard to the medication they are taking.

(g) Drivers are expected to comply with EU restrictions on hours of driving.

h) No smoking is to be allowed in any vehicle at any time.

## **6.1 Seatbelts**

Seat belts are fitted to all Company vehicles. Drivers are expected to wear them at all times and it is their responsibility to do so, otherwise the insurance against injury in the event of an accident is invalid.

It is the driver's responsibility to emphasise to all passengers that they are expected to use any seat belts provided. If the belts are not used, any passenger injured in an accident will not be covered by the Companies insurance policy.

## **6.2 Risk Assessment**

A travel risk assessment needs to be completed before any journey using a Company vehicle.

Before any journey is undertaken a written Risk Assessment for the trip must be passed to the Safety Manager for approval and signature. A signed copy of the document will be held on record by the Company for one year after the journey start date. Risk Assessments should include any possible or expected hazards, which are likely to be encountered during the journey; e.g. *weather conditions, the suitability of non-main roads, any medical conditions of passengers, etc.* They should also state:-

- What precautions or contingencies have been made to deal with the above; e.g. condition of first aid kit, equipment carried, phone numbers, etc.
- The driving arrangements; e.g. relief drivers, route, change over points, rest halts, alternative routes and halts.
- Confirmation from the Safety Manager that the vehicle has been properly serviced for road-worthiness. In addition the driver should also carry out the checks on the condition of the vehicle as in (c) and (d) above.
- Before any journey is undertaken it should be checked that the first aid kit is complete

## **6.3 First Aid**

Company vehicles must carry a basic first aid kit. It is the responsibility of each driver to ensure that the contents of the kit are kept up to date with supplies. Any accidents that occur should be dealt with in the normal way, preferably by a member of staff who is First Aid trained.

## **6.4 Mobile Phones**

It is a requirement that an operating mobile phone is carried on the vehicle plus a supply of relevant phone numbers including emergency numbers by the member of staff present on the vehicle.

The mobile phone may only be used by the driver in the driver's seat when the engine is not running and the vehicle is safely parked.

## **6.5 In the Event of an Accident**

If a driver is involved in a crash, which causes injury to another person or animal not in the vehicle, or damage to another vehicle or roadside property the driver needs to take the following actions:

- Stop and exchange details (driver and vehicle owner's name and vehicle registration number) with the third party involved. This is a requirement.
- Inform the police of the accident if somebody is injured or if the third party does not exchange details
- Obtain the name and address of the owner/driver of other vehicle(s) involved along with registration number(s) and name(s) of their insurers
- Obtain the names and addresses of independent witnesses, if any make a note with a sketch of the accident location, position of vehicles involved, road signs, measurements etc
- Do not admit any responsibility

## **7.0 Violence and Aggression at Work**

### **7.1 Introduction**

Anyone at work can be a victim of aggression and even outright violence, as well as harassment or bullying during the course of employment. Men are as much at risk as women and violence can occur in any community. Threats, aggravation and tension caused by potential aggressors can lead to stress-related problems. Reducing the risks to personal safety reduces fear, encourages confidence and enables employees to stay in control.

It is essential to the implementation of Company health and safety policy that all incidents of violence and aggression connected with work activities are reported to line managers and the Health and Safety Advisers.

As it is only in this way that the risks can be identified and appropriate protective and disciplinary measures put in place.

To support these arrangements, training will be offered to everyone employed by the Company to ensure that they are aware of, and can fulfil, their duties regarding safety from violence at work.

### **7.2 Definition**

Violence and aggression at work include all forms of behaviour which produce damaging or hurtful effects, physically or emotionally, to staff (and others) in the course of their work.

All violence to staff is unacceptable, whatever form it takes and whatever reasons are cited for it. The Company will not tolerate the use of harassment (in any form), verbal abuse, bullying, deliberate silence, threats, or physical assault against members of staff by students, visitors or other staff, or by members of staff against other groups.

The detailed procedures for dealing with racial and sexual harassment are laid down in other Company.

### **7.3 General statement**

Violence is not considered to be an acceptable part of any job nor is it part of the duties of any employee to accept violent or aggressive behaviour. [Employees have the right to walk away from/stop dealing with (e.g. put the 'phone down') violent/abusive situations at work.]

Dealing with, or being subjected to, violent behaviour is not considered to be a failure on the part of an employee.

The Company recognises the potentially damaging effects of violence on individuals, work performance and the organisation as a whole and is committed to combating it.

#### **7.4 Responsibilities**

Managers/Supervisors/Heads of Department are responsible for ensuring that all reasonably foreseeable risks of violence to their staff are assessed and prevented/controlled so far as is reasonably practicable.

#### **7.5 Health and Safety Policy**

The Health and Safety Manager is responsible for monitoring reported incidents and for providing training/advice/information on safe practices and procedures (including this guidance).

The Company is responsible for ensuring appropriate aftercare for victims. Aftercare procedures may include reasonable support for: counselling; time off work; earnings protection; help in bringing a court case; assistance with compensation claims, or medical assistance.

Sanctions to be taken in the event of violent or aggressive behaviour by a Company employee will be determined by the application of the disciplinary action policy.

Procedures for employees and others to take care of their own health and safety (and that of others who may be affected by what they do, or fail to do) include:

- The requirement to operate procedures as laid down, e.g. entry procedures, wearing ID passes, notification of visitors to reception etc.;
- Attendance at training events associated with health and safety;
- Reporting of all incidents (involving violence and aggression) to managers/Directors and the health and safety advisers.
- Reporting of identifiable hazards, risks or problems identified during the course of work to line managers.

#### **7.6 Performance Measures**

Ultimately a reduction in the total number of violent or aggressive incidents occurring each year is the aim of an effective policy, but as incidents are still under-reported the initial aim will be to reduce the rate of increase of violent incidents.

#### **7.7 Evaluation and Review**

These procedures will be reviewed annually by the Health and Safety Committee in conjunction with the accident/incident statistics and amended in the light of experience and discussion.

### **8. Working Time Policy - Working Time Regulations 1998**

The aim of this policy is to embrace the terms of the Working Time Regulations 1998 and enhance and promote the mutual trust and cooperation between the Company and its employees.



It is the Companies policy to implement and adhere to the Working Time Regulations to ensure compliance with UK and European legislation.

In the interests of workers' health and safety, it is imperative that a balance is reached between an individual's work and personal time and wherever an individual's contract of employment, or this policy, provide certain entitlements to workers, the Company require employees to exercise their rights in the interests of maintaining good working practices and protecting the health and safety of all workers.

### **8.1 Principles of the Policy**

The principal provisions of the policy, in accordance with the Regulations are:-

- A limit on average weekly working time to 48 hours, calculated over a reference period, although employees can choose to work longer
- Record keeping
- Provisions in respect of night workers
- Health assessment opportunities for night workers
- Minimum daily and weekly rest periods
- Rest breaks at work
- Compensatory rest
- Paid annual leave

The policy covers all employees and workers engaged by the Company, with the exception of the Directors where, on account of the specific characteristics of the activity in which they are engaged, the duration of their working time is not measured or predetermined, or it can be determined by themselves.

The Company will ensure that employees will not be discriminated against for asserting their rights. An employee may refuse to exceed any limits on working time applicable under the Regulations and may refuse to work when entitled to a rest period or break.

The Company will take all reasonable steps to ensure that employees do not work more than an average of 48 hours over a reference period of 17 weeks.

Working Time is defined as when an employee is working at the Companies disposal and carrying out their activities or duties; in order for time to be considered "working time" under the Regulations all elements of the above definition must be satisfied. Time at work, but not working time, is defined as:-

- Travelling to and from either permanent or temporary place of employment
- This does not include travel between separate and/or locations which the Company occupies during a normal day, which is classed as working time
- Tea breaks
- Lunch breaks spent at leisure

The following activities are excluded from the definition of working time:-

- Standby – on call
- Home-working, where an employee has taken work home, unless prior authorisation from the employee's line manager has been given
- Absence
- Holidays

The average weekly working time is calculated by dividing the number of hours of working time worked by the employee by 52 weeks.



## 8.2 Working Times

The calculation of average weekly working time takes into account periods where an employee is absent due to their annual leave entitlement, sick leave or maternity leave.

If any such time falls within the reference period, extra time is added to total hours worked to compensate for the absence.

The calculation is 
$$\frac{A + B}{C}$$

**A** = total number of hours worked in 52 week period

**B** = total number of working hours immediately after the reference period, being the number of working days equal to the number of days missed due to holidays, sick leave or maternity leave.

**C** = total number of weeks in the reference period

The Company will retain records of when the Company has given the opportunity for night workers to undergo health assessments.

The Company will in addition keep records in respect of all employees which are adequate to show that the maximum weekly working limit is being complied with. The Company will also keep records which are adequate to show that the length of night work limits are being complied with.

All records will be kept for 2 years from the date of the most recent entry and if required will be made available to the Health and Safety Executive or any other appropriate authority.

For the purposes of the Working Time Regulations 1998, night time will be considered to be the period between the hours of 11.00pm and 6.00am.

An employee will be considered to be a night worker if, as a normal course, they work at least 3 night time hours on the majority of days on which they work. The Company is required to take all reasonable steps to ensure the normal hours of night workers do not exceed an average of 8 hours in each 24 hour period, calculated over a 17 week period.

For the purposes of the limit on night work it is night workers "normal" hours of work which are relevant. Therefore, the calculation is not affected by absence from work, e.g. due to sickness, as a worker's normal hours of work would remain the same regardless of the actual hours of work. Where a worker works overtime, their normal working hours are the hours of work fixed by their contract of employment.

Time worked as overtime is not normal working time unless a worker's contract fixes a minimum number of hours on it including overtime which is more than their notional fixed hours.

The Regulations provide a formula for calculating a night worker's average normal hours.

The formula is as follows:-

$$\frac{A}{B - C}$$

**A** = number of hours during the reference period which are normal working hours for that worker

**B** = number of 24 hour periods during the reference period

**C** = number of 24 hour periods of rest to which a worker is entitled under the Regulations (i.e. one period of 24 hours for each 7 days) over the whole of the reference period.

The Company presently provides pre employment health screening for all employees if required. In addition, under the Working Time Regulations the Company is now required to provide an opportunity

for a free health assessment for all night workers on a regular basis. The Company will ensure that they meet their obligations under the Regulations, in order to safeguard the health and welfare of all “night workers”.

Employees are entitled to a rest period of 11 consecutive hours between each working day. This means that subject to Clauses below, no worker will be permitted to work for longer than 13 hours in any 24 hour period.

Employees are entitled to an uninterrupted rest period of not less than 24 hours in each 7 day period or, alternatively, 48 hours in each 14 day period. Weekly rest entitlement is subject to Clauses 13, 15 and 16.

If a shift worker changes shift it may not be possible for them to take their full daily or weekly rest entitlement, before starting the new pattern of work. In such a case, the entitlement to daily and weekly rest does not apply, subject to compensatory rest as per Clause 17, which is already provided for within the shift pattern worked by employees.

Employees are entitled to an uninterrupted break of 20 minutes when daily working time is more than 6 hours. This should be a break in working time and should not be taken at the start or end of the shift.

All employees are entitled to rest breaks both equivalent to, or in excess of the statutory minimum and as such their entitlements will remain unchanged.

The entitlement to weekly and daily rest periods, rest breaks and the length of normal night work, do not apply to workers in a range of special circumstances:-

- Where a worker’s different places of work are distant from one another, or
- Where the worker’s activities are such that his place of work and place of residence are distanced from one another.
- Where the employee is engaged in security and surveillance activities.
- Activities involving the need for continuity of service or production on technical grounds.
- Where there is a foreseeable surge of activity,
- Where the employee’s activities are affected by an occurrence due to unusual and unforeseeable circumstances, exceptional events, the consequences of which could not have been avoided, or an incident or imminent risk of an accident.

In addition to the Clause above, the right to daily rest and weekly rest may be varied or dis-applied by the Company at its discretion, subject to providing compensatory rest as set out in the Clause below.

Where it is not possible to provide either rest breaks, daily rest or weekly rest to employees due to the applicability of a special case scenario or because they are engaged in shift work the Company will provide an equivalent period of compensatory rest wherever possible within a reasonable period of time.

Under the Working Time Regulations 1998 all employees are entitled to a minimum of 4 weeks’ paid leave, inclusive of public holidays and bank holidays.

All workers engaged by the Company receive paid annual leave in excess of the entitlement under their Terms and Conditions of Employment and will continue to do so. With regard to the procedure for requesting annual leave and carrying days over, employees are referred to their terms and conditions of employment.

## **9.Safety Rules**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed to work.
4. Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other persons, are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job, which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to the delegated representative.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend safety meetings if required.
16. The use of alcohol and recreational drugs is strictly prohibited, any employee found to be consuming alcohol or recreational drugs IS LIABLE TO INSTANT DISMISSAL.

17. Staff working on "green field" sites should keep away from rivers, streams, ditches, ponds, lakes, hedgerows, bushes, trees, barbed wire fences and similar dangers and hazards.

## **10. Working Environment**

1. The working environment must be kept clean and tidy.
2. Any spillages must be cleaned up immediately according to appropriate procedures.
3. Waste materials and rubbish must be routinely removed and placed into bins or skips for disposal. All combustible materials must be disposed of according to appropriate procedures, this will normally be disposal into sealed metal containers.
4. Leads and cables must be laid and suitable covered in a way so as not to prevent hazard.
5. Chemical waste must not be discarded into sinks, toilets, streams or other water courses.
6. Aerosols and chemical containers must be discarded according to the appropriate procedures, not into fires.
8. Employees are advised to always wash their hands before eating and drinking.

### **10.1 Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any walk or passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs and any additional precautions as may be required must be taken to ensure safety.

### **10.2 Tool and Equipment Maintenance**

1. Company vehicles, machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools, vehicles and equipment.
2. It is the responsibility of all employees to ensure that any tools, vehicles or equipment they use are in a good and safe condition.

3. Any tools, vehicles or equipment, which are in any way defective, must be reported so they can be repaired or replaced.
4. All tools must be properly and safely stored when not in use.
5. No tool should be used without the manufacturers recommended shields, guards or attachments.
6. Approved personal protective equipment must be properly used where appropriate.
7. Persons using machine tools must not wear clothing, jewellery, laminate passes, wrist bands or long hair in such a way as might pose a risk to their or anyone else's safety.
8. Employees are prohibited from using any tool, vehicles or piece of equipment for any purpose other than its intended purpose.

### **10.3 Personal Protective Equipment**

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of, damage or obvious defect in any equipment provided to their supervisor or the Safety Director.
3. Gloves should always be used when handling litter, waste and chemicals of any kind. Eye protection should also be used when handling chemicals

### **10.4 Manual Handling, Lifting and Moving**

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
4. Protective footwear must be used when lifting any heavy load or a load that is capable of damaging the feet if dropped.
5. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
6. Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.
7. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
8. Trucks to be loaded or unloaded must be parked on a firm level surface with the engine off and the hand-break on. Staff should stand well clear until the driver has opened the truck doors, just in case the load has shifted during transit or there are loose objects at the rear of the pack that may fall when the doors are opened. Only authorised Company personnel shall undertake the loading or unloading of trucks.

9. When unloading or loading vehicles in the street a “safe working area” must be established using cones, bollards and safety barriers.

10. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

11. When carrying bin bags, half fill them and carry them away from your body to avoid cuts and jabs; the bag may contain broken glass or other sharp objects. Always use gloves when handling litter and waste and wash your hands after work.

## **10.5 Electrical Safety**

1. Electrical work must only be carried out by competent and qualified persons.

2. Portable power tools for use outdoors must be of the 110 volt (CET) type or rechargeable.

3. All electrical equipment owned and supplied by the Company will receive regular Portable Appliance Testing. (PAT Testing). Employees shall not use their own electrical equipment unless it has been PAT Tested and permission obtained from the Management.

4. All electrical equipment must be given a visual inspection by the operator before use, this should include checking the plug for damage or burn/scorch marks, inspecting the lead for damage, checking that all connections are secure and that the equipment is in a good state or repair.

5. All electrical equipment must be used with a fuse of the correct rating.

6. If a piece of equipment keeps "tripping out" (more than two or three times) an RCD or M.C.B, then that equipment should not be used until it has been checked and tested by a competent person and any fault corrected. Apart from checking that a fuse of the correct rating is fitted there is little more a non-qualified person can do. Never try to remove or short circuit the trip, it is almost certainly your appliance that is at fault.

7. Note: An M.C.B. (overload trip) is far less sensitive than an R.C.D. (earth Leakage trip). An appliance well within the rating of an M.C.B. may well “trip out” if it has a fault, when connected to a system with an R.C.D. The fault may not have shown up before it had been used on a non-R.C.D. system, such as domestic installation that is not normally fitted with R.C.D. protection.

8. Any coiled mains lead will heat up in use, to prevent this, extension leads or reels should be fully unwound from their drums before use or they may heat up, melt together and cause a fire.

9. Drivers of high-sided vehicles, forklift drivers and other plant and machinery operators must be made aware and on the look out for overhead cables and the appropriate action taken.

10. Multi-way adapters that allow more than one appliance to be run from one socket are a major danger. The rule is one appliance to one socket.

11. Employees should report all faults and damage immediately and that piece of equipment taken out of service until it has been repaired. Employees must be on the lookout for possible dangers such as damaged/faulty plugs and equipment, frayed cable, loose connections and poorly laid cables.

12. Checks must be made to see all connections are safe and tamper proof.

13. All electrical connections must be made with the correct connectors and the correct gauges of cable, if in doubt, ask!

14. Never turn on the power to any equipment unless you have checked that it is safe to do so.

15. Employees must not touch or tamper with such connections unless they are qualified or have been given clear instruction about connecting and disconnecting and they are certain that the system is “dead” and therefore safe.

## 10.6 Fork Lift Trucks and Plant

- Forklift trucks and other items of plant must only be used by authorised company personnel or contractors who are a minimum of 18 years old and hold the relevant national accredited and recognised certificate. Only authorised operators will be issued with keys. Keys must be removed and machines immobilised when left unattended.
- Under no circumstances will unauthorised persons operate lift trucks or plant.
- Operators will be provided with information in regard to the lift truck or plants capabilities and will ensure capabilities will not be exceeded.
- The plant must be inspected each day before use and the operator’s inspection form filled in, any faults and defects must be reported immediately, the machine must not be used until all faults and defects have been rectified.
- Plant operators and any staff working in close proximity to plant operations must use safety helmets, safety footwear and high visibility jackets.
- A “Safe Working Area” must always be established before work commences. Safety signage for plant workings will be erected and a speed limit of 5 mph will be in force; areas where plant is reversing should be taped off, if practicable and be clear of all unnecessary personnel.
- Passengers must never be carried on vehicles or plant not designed to carry passengers nor shall forklift trucks be used to lift people unless a correct and suitable platform is fitted.
  
- All plant and vehicles will be inspected and tested on a regular basis by the approved contractor and must meet the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 where applicable.
- Mobile plant such as forklift trucks must not be used in public areas once the public have been admitted to the site/venue.
- Attention must be given to terrain, load requirements, reach etc, when selecting lift trucks and plant for use.
- All overhead obstructions including power cables will be identified and clearly marked and where necessary fenced or shrouded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- 
- Access to all loading/off-loading points will be level, suitable and clear of obstructions.
- Noise assessments will be made before plant is taken into service and information and protective equipment issued to operators where necessary.
- During refuelling and maintenance operations operatives will wear any required protective clothing or equipment such gloves.
- The “flashing beacon” on lift trucks and plant must be used when the plant is operating.
- MEWPS must only be operated on firm level ground and any stabilisers fitted must be correctly used.
- Fall Arrest equipment will be used by operators of MEWPS as and when required.

The basic categories of lift truck in normal use are:

- Rough Terrain Counterbalance Lift Truck



- Telescopic Materials Handlers
- Industrial Counterbalance Lift Truck

The basic categories of Mobile Elevating Work Platform in normal use are:

- Boom type or Cherry Picker
- Scissor type or Flying Carpet

Each category requires a separate operator's certificate. Contractors should note that only nationally approved certificates issued by the following organisations are accepted:

- The Construction Industry Training Board
- Construction Plant Certification Scheme
- LANTRA National Training Organisation
- The Independent Training Standards Scheme and Register (ITSSAR) (the administrative arm of the Association of Industrial Truck Trainers)
- National Plant Operators Registration Scheme
- Road Traffic Industry Training Board
- International Powered Access Federation (IPAF)

## 10.7 Vehicle Safety

1. No member of staff is allowed to use company vehicles unless authorised to do so and covered by Fully Comprehensive Insurance.
2. No member of staff must drive a vehicle or item of plant if not fully fit to do so and not suffering from tiredness or fatigue.
3. No member of staff must drive a vehicle or item of plant under the influence of drugs (prescribed or recreational) or alcohol. Journeys must only be carried out if no other practicable alternative is possible, e.g. holding conference calls or travelling to meetings by train rather than road.
4. All drivers of company vehicles must be over 21 years in age and hold a full (clean) driving licence for the type of vehicle to be driven.
5. All drivers of company vehicles must follow the Highway Code and the provisions of the Road Traffic Act.
6. It is the policy of the Company to maintain all company vehicles in a safe and road-worthy condition as well as fully Road Fund Taxed and MOT Tested.
7. All maintenance, servicing, testing and repair work to shall be carried out by approved contractors and maintenance records kept on file.
8. Drivers of company vehicles must check tyres, tyre pressures, fuel, oil, water, lights, horn, wipers, washers and the general condition of the vehicle on a daily basis and report any faults. Faulty vehicles shall not be used until faults are rectified. If required, instruction will be provided on how to conduct these checks.
9. When loading or unloading vehicles, the vehicle must be parked on a firm level surface with engine off, keys removed and the hand-break on. Everyone should stand well clear until *the driver* has opened



the truck doors, just in case the load has shifted during transit or there are loose objects at the rear of the pack that may fall when the doors are opened. The loading or unloading of trucks shall only be undertaken by authorised personnel.

10. When unloading or loading vehicles in the street a “safe working area” must be established using cones, bollards and safety barriers to protect staff and members of the public.

11. Drivers must supervise the loading of their vehicle and ensure the load is safe.

12. High Visibility Jackets must be worn at all times when working in areas where vehicles and plant are being used, they will also be required when loading or unloading trucks on public roads.

13. Drivers must not drive over leads and cables on outdoor sites unless the leads or cables are suitable protected and it is safe to do so.

14. Drivers of high-sided vehicles must be made aware of and on the look out for bridges and overhead cables and the appropriate action taken. The height of high sided vehicles shall be displayed in the cab of the vehicle.

15. On no account must forklift trucks or other items of plant be used for towing vehicles or other items of plant. A tractor equipped with towing chains is required for towing operations.

16. Personal vehicles must only be used for work or business purposes if the driver has the required insurance to use the vehicle for work or business purposes. Checks will be made (and records kept) of insurance details before permission is given to use a private vehicle for work or business.

17. The use of mobile phones by drivers while driving is strictly prohibited unless an approved “hands free” system is fitted and used. Drivers are encouraged to use answering systems on mobile phones. Calls must only be made or received (including messages and texts) on mobile phones when the vehicle is stationary with the engine switched off.

## **10.8 Work at Height**

All reasonable steps shall be taken by the Company to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The Company shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall co-operate in the implementation of this policy. The responsibility for the implementation of this section of the policy on behalf of the company lies with the Health and Safety manager.

### **10.8.1 Arrangements for Securing the Health and Safety of Workers**

The Company will, in consultation with workers and their representatives:-

- Carry out an assessment of the risks involved in work at height and take steps to eliminate or control them.
- Provide all the necessary equipment to allow safe access to and egress from the place of work.
- Provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary, at the workplace.
- When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
- When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.
- Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.
- Appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

### **10.8.2 Procedures for Dealing with Health and Safety Issues**

The Company will prepare a method statement (a written safe system of work incorporating the results of any risk assessments made) for work at height; to be followed by all involved in such work. Where it is not possible to follow the method statement:-

- a) No further work should be undertaken.
- b) A responsible person should be informed.
- c) Alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

### **10.8.3 Information and Training**

The Company shall provide any information, instruction and training that an employee may require carrying out his or her trade or skill in a safe manner when working at height. The

company shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

#### **10.8.4 Safe System of Work**

In order to prevent falls of persons or objects from a height, the following measures should be taken.

- Plan work in advance to anticipate potential problems and implement safe procedures.
- If at all possible, arrange for work to be done at ground level or provide adequate platforms where this cannot.
- Scaffolding should be erected by trained and experienced workmen making use of all the necessary plant and equipment including lighting where required.
- Ensure that adequate edge protection is provided.
- Ensure that the surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
- Erect barriers or use covers to prevent falls through openings in the floor.
- Make use of safety harnesses and belts, or safety nets, where these are required.
- Follow the method statement laid down by the company, if this is not possible, inform a responsible person immediately.
- Inspect equipment before use, a competent person should inspect scaffolding.
- Report any defects found to a responsible person immediately.

#### **10.9 Access Towers and Scaffolding**

- Mobile access towers or scaffolds will be erected to BS 5973 standards; the Prefabricated Aluminium Structures Manufacturers Association Code of Practice and manufactures instructions.
- Before use a competent person will inspect mobile towers or scaffolding.
- Bay width and loading tables will be strictly adhered to.
- Guardrails and (if fitted) toe boards will be maintained in good order.
- A competent person will carry out inspections.
- All components will be inspected to ensure good condition.
- Sole boards, not less than 1,000 square cm, will be fitted under base plates, other than on concrete or steel surfaces.
- Mobile towers will not be moved from the base.
- Stabilisers will be fitted and used on all mobile towers.
- No person is permitted to remain on a tower during the moving or repositioning of the tower.
- Work platforms and scaffolds should not be overloaded and materials stacked to prevent falling

### **10.10 Ladders**

- Only Class 1 Industrial Heavy Duty Ladders that are free from defect must be used.
- All ladders will be inspected by a competent person on at least an annual basis, “ladder tags” will be used to identify all ladders and record inspection information.
- Ladders must be secured at the top at each stile by lashing or proper clamps. If not practicable they can be staked at the base, footed or weighed down.
- Ladders must be pitched out to a 75° angle and must rise as least five rungs above a place of landing or secured alongside an upright handhold.
- Ladders and steps should be free from obstruction at the base area and should be pitched plumb, either with a levelling device or prepared base.
- Only one person at a time should be allowed on a ladder.
- Heavy materials or tools will not be carried – either ascending or descending ladders.
- Ladders should be used only for access or light work of short duration.

### **10.11 Lifting Appliances, Equipment and Rigging**

- All lifting operations must be planned and supervised by a competent person in accordance with the Lifting Operations Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.
- Lifting appliances will only be operated by competent, certified and authorised personnel.
- Appropriate evidence of thorough examinations and or testing having been carried out in respect of all Lifting Appliances and Lifting Equipment must be available for inspection before use.
- Structures and ground surfaces from which Lifting Appliances will operate will be adequately constructed and prepared to ensure as far as practicable the stability of the appliance during use and monitored accordingly.
- Practical steps will be taken to prevent falling and spillages of materials.
- Where necessary barriers and fencing will be erected to protect operatives and other persons who may be affected by the rigging and lifting operations.
- Safe working loads and working load limits of appliances or equipment must not be exceeded.
- A competent person will be responsible to carry out inspections, through examinations and compilation of records as necessary.
- Sites will be checked for proximity hazards before use of any Lifting Appliances and necessary precautions taken in respect of signs, barriers etc.
- Risk Assessments will be prepared for all Rigging Operations.

- Where necessary a Method Statement will be prepared before any lifting operations are commenced.
- All points of rigging must have a secondary back up, where the point is rigged to a span set the back up must be of steel. Safety chains must be used on lamps and wherever else required.
- The *Lifting Operations and Lifting Equipment Regulations 1998* will be complied with in all respects.

## **11. Disciplinary Rules, Procedures and Appeals**

It is necessary to have rules to ensure that the interests and liabilities of the Company are met. These rules set the standard of performance and behaviour, whilst the procedures are designed to help promote fairness and order in the treatment of individuals.

It is the Companies aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment.

Every effort will be taken by the Company to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures should ensure that:

You are fully aware of the standard of performance, action and behaviour required of you.

Disciplinary action, where necessary, is speedily taken and in a fair, uniform and consistent manner.

You will only be disciplined after a careful investigation of the facts and the opportunity to make your representations. Temporary suspension on full pay may be necessary in order that an uninterrupted investigation can take place. This should not be regarded as disciplinary action or a penalty of any kind.

With the exception of an “Off the record” informal reprimand, you have the right to be accompanied by a fellow employee or Trade Union representative, who may act as witness or speak on your behalf, at all stages of the formal disciplinary process.

You will not normally be dismissed for the first breach of discipline, except in cases of gross misconduct.

If you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

### **11.1 Disciplinary Rules**

- Rules Covering Unsatisfactory Conduct and Misconduct:
- Failure to abide by the general health and safety rules and procedures
- Being unfit through the use of alcohol or drugs and/or the consumption or use of either alcohol or drugs during work time and in the place of work.

- Persistent absenteeism/lateness
- Unsatisfactory standard or output of work
- Objectionable or insulting behaviour, harassment, bullying or bad language towards fellow employees and others.
- Failure to devote the whole of your time, attention and abilities to your employment during working hours.
- Failure to carry out all reasonable instructions, or follow our or others rules and procedures.
- Unauthorised use or negligent damage or loss of our property or the property of others.
- Failure to report immediately any damage to property or others caused by you.

### **11.2 Serious Misconduct**

Where one of the **Unsatisfactory Conduct or Misconduct Rules** has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our reputation or operation, you will be issued with a final warning in the first instance.

You may receive a final written warning as the first course of action if in an alleged gross misconduct disciplinary matter, upon investigation, it is shown to have some level of mitigation and is treated as an offence just short of dismissal.

### **11.3 Gross Misconduct**

Gross indecent or immoral behaviour, deliberate acts of unlawful discrimination or serious acts of harassment, Dangerous behaviour, fighting or physical assault.

Incapacity at work due to alcohol or drugs.

Possession, selling or use of drugs.

Deliberate falsification of any records (including time sheets, absence records etc in respect of yourself and others).

Undertaking private work during working hours without express permission.

Participating in activities which results in adverse publicity for ourselves or which cause us to lose faith in your integrity.

Theft or unauthorised possession of money or property, whether belonging to us, another employee or a third party.

Destruction/Sabotage of our property or that of a third party.

Serious breaches of health and safety rules which endanger the lives of employees or others.

Gross subordination and/or continuing refusal to carry out legitimate instructions.

Abuse of the personal harassment policy.

Abandoning work without notification.

#### 11.4 Disciplinary Procedure

Disciplinary action will be taken against you based on the following procedure

<b>OFFENCE</b>	<b>FIRST OCCASSION</b>	<b>SECOND OCCASSION</b>	<b>THIRD OCCASSION</b>	<b>FOURTH OCCASSION</b>
<b>UNSATISFACTORY CONDUCT</b>	FORMAL VERBAL WARNING	WRITTEN WARNING	FINAL WRITTEN WARNING	DISMISAL
<b>MISCONDUCT</b>	WRITTEN WARNING	FINAL WRITTEN WARNING	DISMISSAL	
<b>SERIOUS MISCONDUCT</b>	FINAL WRITTEN WARNING	DISMISSAL		
<b>GROSS MISCONDUCT</b>	DISMISSAL			

The Company retains discretion in respect of the disciplinary procedures to take into account your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal but you will retain the right to a disciplinary hearing and you will have the right of appeal.

Any disciplinary penalty will be in line with the procedure previously outlined, which may encompass a formal verbal warning, written warning, final written warning or dismissal, and the full details will be given to you.

In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the procedure in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

#### 11.5 Disciplinary Authority

The responsibility for discipline and disciplinary procedures lies with the Directors of the Company.

## **11.6 Period of Warning**

Formal verbal warning - Disregarded after 6 months

Written warning - Disregarded after 12 months

Final written warning - Disregarded after 12 months

## **11.7 General Notes**

In exceptional circumstances suspension from work without pay for up to 5 days may be considered as an alternative to dismissal (except dismissal for gross misconduct by the Directors of the Company).

Gross misconduct offences will result in dismissal without notice. You have the right to appeal against any disciplinary action.

## **11.8 Disciplinary Appeals Procedure**

The disciplinary rules and procedures which form part of your contract of employment incorporate the right to lodge an appeal in respect of any disciplinary action taken against you.

If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual statement of main terms of employment.

An appeal against a formal warning or dismissal should give details of why the penalty imposed is either inappropriate, too severe or unfair in the circumstances.

The disciplinary appeal procedure will normally be conducted by a member of staff not previously connected with the disciplinary process so that an independent decision into the severity and appropriateness of the disciplinary action can be made.

If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete rehearing and reappraisal of all the matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse an appeal.

You may be accompanied at the appeal hearing by a fellow employee or Trade Union Official of your choice or a Trade Union Official may act as a witness or speak on your behalf. The result of the appeal will be made known to you in writing within 5 working days after the hearing.

## **12. Health and Safety Policy for Contractors**

### **12.1 Introduction**

The Health and Safety at Work Act imposes duties on independent contractors (Contractors) to ensure that their activities are carried out so as not to expose others (whether or not being their employees) to risks to their health and safety. Additional duties are imposed on contractors in relation to persons employed by them. The Management of Health and Safety at Work (M.H.S.W.) Regulations 1999, require employers to produce evidence of risk assessments and subsequent controls and procedures, details of these assessments and controls shall be supplied to the Total Crane services Ltd. Safety Manager when required.

There are many statutory Health and Safety requirements and relevant Regulations imposing duties depending on the service the contractor is supplying. Contractors must maintain a very high standard



of safety working in co-operation with Total Crane services Ltd. staff, Safety Officials, and management together with all other interested parties. The Company will inform and cooperate with contractors and all other interested parties with regard to anything that may affect their health and safety or the health and safety of others as well as giving details of any emergency procedures that may exist.

## **12.2 Aims of the Policy**

To draw attention of the Contractors engaged by the Company for their services to their duties under the Health and Safety at Work Act and other legislation in order to ensure safe conditions, working practices and procedures at sites and venues being worked by the Company.

## **12.3 Policy**

Contractors shall observe the relevant general duties specified in the Health and Safety at Work etc. Act 1974 and all other current statutory and regulatory requirements for the services they supply.

It is not the responsibility of Total Crane services Ltd to inform contractors of their duties, as independent contractors you must be aware of the responsibilities placed upon you by relevant Health and Safety legislation.

In particular contractors:

a) Shall observe the Health and Safety of themselves and others who may be affected by anything they do, or fail to do, at work. Shall follow good safety practice as defined in Codes of Practice issued by the Health and Safety Executive and Industrial organisations.

(b) Shall ensure that no one will be allowed to work unless equipped with all essential safety clothing and equipment for the particular operation and ensure this clothing and equipment is worn and used, to prevent ambiguity this is interpreted as meaning the following:

### **Safety Footwear (Steel toe capped)**

All staff involved with heavy manual handling, forklift truck and plant operating must wear these except when climbing when it may be replaced with more appropriate footwear. Site Safety Helmets (Hard Hats with or without peaks) These must be worn by all staff at all times within designated hard hat areas and by those involved in fork-lift truck and plant operating. Contractors must establish hard hat areas where required, they must be clearly marked out and safety signs (provided by the Contractor) erected.

Climbing Helmets Harnesses, Fall Prevention and Fall Arrest Equipment These must be worn on site by all contractors when working at a height where a fall could cause injury and no other protection exists. This includes climbing off or around the edge of the prepared platform. The user must be attached at all times, there are no exceptions.

### **High Visibility Jackets/Waistcoats/Tabards**

These must be worn when working at ground level on outdoor sites where vehicles and plant are moving around within the work area. They must also be worn when working on the highway such as when unloading vehicles.

(c) Shall ensure that nobody shall use equipment or carry out any operation until he has been properly trained to use the equipment and work without danger to himself or others.

(d) Shall ensure that all the required qualifications are held by employees to carry out the required work or operate a particular item of equipment or plant. (E.g. Fork Lift Drivers Certificate). Anyone driving a vehicle must hold a full Driving Licence and insurance. Operators of lift trucks and Mobile Elevating Lift Platforms are required to hold a certificate of competence issued by a nationally recognised training organisation such as:

- The Construction Industry Training Board
- Construction Plant Certification Scheme
- LANTRA National Training Organisation
- The Independent Training Standards Scheme and Register (ITSSAR) (the administrative arm of the Association of Industrial Truck Trainers)
- National Plant Operators Registration Scheme
- Road Traffic Industry Training Board
- International Powered Access Federation (IPAF)

(e) Shall ensure all operations are undertaken safely and be aware that work operations will be stopped if there are any unsafe practices being carried out. All operations must be planned and completed using the safety controls and protective measures decided upon after hazard identification and risk assessment. This will include equipment, machinery, manual handling operators, site conditions and any other factor to ensure the health and safety of employees, the public and the environment.

(f) Shall ensure that the premises is worked and left in a condition which in so far is reasonably practicable is safe and without risks to the health and safety of anyone including members of the public and, in particular, children. The public and others must be warned and protected from any dangerous conditions or operations by means of notices, fencing off, warning signs or other suitable means.

(g) Shall ensure that all machinery is immobilised at the end of the working period and where reasonably practicable secured to prevent unauthorised use or entry.

(h) Shall ensure that all substances, materials and equipment left on the site or at the venue are secure and safe as is reasonably practicable.

(i) Shall ensure that fires are not left unattended unless they are safe and there is no risk of spreading.

(j) Shall ensure that all vehicles and machines are properly serviced and maintained and there must be no unauthorised removal of guarding nor safety devices be overridden or rendered inoperable.

(k) Shall ensure that all chemicals are treated strictly in accordance with manufacturers instructions and recommendations. Where required, C.O.S.H.H. Assessments must be made available in advance of any operation. Any spills shall be cleaned up immediately.

(l) Shall ensure that all containers for fuel and chemicals have their contents clearly and permanently marked. Fuel must be kept in metal bonded containers. Petrol must not be brought onto any outdoor site apart from in the fuel tanks of vehicles. Petrol generators are not permitted.

(m) Are reminded that sites and venues can be dangerous if proper care is not taken. Contractors must ensure that they take all steps to ensure that they check the site or venue and make themselves aware of any hazards such as power cables etc.

The Company will do all possible to make contractors aware of any hazards. The locations of toilets, washing facilities, emergency telephone, fire and medical equipment will be made known to contractors.

(n) Shall ensure all electrical equipment complies with the Electricity at Work Regulations 1989 and that **all** portable appliances hold a current Portable Appliance Test certificate, (this includes items such as radios and personal hand tools being brought onto site by contractors employees, these employees must not use such equipment unless permission has been obtained from the Company and the equipment has been PAT tested.) Evidence of recent Portable Appliance Testing must be made available for inspection when requested.

(o) Ensure that articles, materials and machinery are transported safely. If transportation takes place on site extreme care and planning is required. The use of lookouts or stewards may be required. Only vehicles making essential journeys will be permitted to drive on site. The MAXIMUM SPEED LIMIT IS 5 MPH on all outdoor sites. Drivers must hold a current driving licence for the type of vehicle being driven.

(p) Ensure that all gangways, hallways, corridors and exits are kept clear of obstruction, that Fire Doors are kept closed and not held open, that all Fire Fighting Equipment, Warning Signs and Alarms are not moved, obstructed or covered and that any use of such equipment is reported to the Company so that it may be replaced.

(q) Shall also make available, method statements, structural engineering reports, technical drawings, certificates of Equipment Safety and Operator Competence where required in the case of specialist contractors.

(r) Shall ensure that all work equipment, machines, trailers, lifting gear, winches and motors meet the Provision and Use of Work Equipment Regulations 1998 / Lifting Equipment and Lifting Operations Regulations 1998 or existing equipment and machinery statutory regulations and carry any current certification that may be required. A Completion Certificate must be supplied to Total Crane Services Ltd. for all rigging and lifting operations.

(s) Shall supply copies of their relevant insurance's such as Public Liability Insurance, Employers Liability Insurance and Products Liability Insurance together with Health and Safety Policy Statements, Risk Assessments, Accident Reports for the previous three years and details of Risk Management for the operations they undertake together with competence/safety/test certificates for operators, equipment and materials supplied. This information must be supplied to the Company at the time of contract or at a minimum of thirty days prior to commencement that the contractor has been contracted to, which-ever is the sooner.

(t) Shall ensure that nobody rides or travels on vehicles (such as fork-lift trucks) unless the vehicle is equipped to carry passengers.

(u) The Company insists that the following codes of practice and precautions are applied:

1) During heavy manual handling operations protective footwear must be worn e.g. steel toe capped boots during load in/out and general manual handling operations. To assist with manual handling operations and to help suppliers fulfil their obligations under the Manual Handling Regulations, suppliers and contractors are advised to clearly mark all equipment with its weight and to indicate unbalanced loads etc.

2) When equipment has to be moved or lifted over and above head height safety helmets must be worn by those who by necessity remain below i.e. a ground man and all other persons must be cleared from the area. When people are working overhead helmets must again be worn by those who by necessity remain below, the total area must be cleared of all other persons. Hard hat areas must be established when-ever required.

3) The Work at Height Regulations 2005 must be strictly followed and adhered to. Those working at height must use helmets of the type used by rock climbers together with full body harnesses, shock absorbing lanyards, connectors and any items of fall arrest equipment as may be required, these items of equipment **must** be used to make the operation safe and not just worn for show!

4) All hand power tools to be of the 110 volt (CET) or rechargeable type for use outdoors. The Company will advise and warn contractors of any hazards and dangerous conditions (M.H.S.W. Regulations 1999, Regulation 12) on site or at the premises, to this end contractors should report to the Office upon first arrival to obtain this and other information.

It is very likely that more than one group of contractors will be working together at the same time, when this is the case full co-operation and liaison must take place to maintain standards of Health and Safety.

#### **12.4 Accident Reporting and the Requirements of RIDDOR 2013**

It is the responsibility of the Contractors and Sub-Contractors to report and notify the HSE where applicable of all fatal, major injury accidents and dangerous occurrences by telephone, to carry out an investigation into the accident or incident as soon as possible and confirm details of accidents in writing to the HSE within 7 days on Form F2508. A copy of the F 2508 must also be sent to the Company.

All accidents, however trivial, must be recorded by the Contractor in the site/tour accident book, and records made available for inspection by the Company. In the event of serious accident, the Safety Manager or in the absence of a Safety Manager, the Companies senior representative on site must be informed and materials and equipment left untouched providing they don't create a hazard until a full investigation has been carried out.

#### **12.5 First Aid Provision**

The provision of first aid facilities comes within the general duties of the HASAWA 1974 which states that Contractors and Sub-Contractors are required to provide suitable and adequate first aid facilities for their employees on site. The employer must provide such equipment and facilities as are adequate and appropriate in the circumstances, this will include insuring that suitable first-aid kits and First Aiders (as defined by the Health and Safety (First Aid) Regulations 1981) are supplied to each site or venue. These kits must be kept fully stocked.

The Contractors must ensure that everyone has a basic knowledge of what to do in the event of an emergency due to accident or illness and there is (as a minimum) an Appointed Person (as defined by the Health and Safety (First Aid) Regulations.) present at the work site who will in the absence of a fully trained first aider take charge of the situation in the event of injury or illness.

In addition to first aid facilities employers must provide adequate numbers of trained First Aiders, based on a written risk assessment of, the level of risk in the work being undertaken, the location of the work being undertaken, the availability of means of summoning and help the number of employees.

#### **12.6 Specified Work Agreement for the Services of Contractors**

This policy is part of the conditions of Work Contracts with Total Crane Services Ltd. but remains valid and binding even if issued separately or with a different but relevant document. Contractors are required to bring this document to the attention of their staff and sub-contractors. Full compliance with this Policy is expected of Contractors and sub-contractors. The omission to mention any other Regulation or statutory safety