

# Health & Safety Policy

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## HEALTH AND SAFETY POLICY

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## HEALTH AND SAFETY POLICY

### 1 General Statement of Health and Safety Policy

The Director of Jamieson Contracting (NW) Ltd is committed to ensuring a safe and healthy environment for staff, customers, contractors and visitors.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. The aim is to ensure that health and safety becomes an integral part of the company's activities.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with employees on matters affecting their health and safety and encourage active participation to maintain and improve standards;
- to provide and maintain safe and healthy premises;
- to provide and maintain safe work equipment;
- to ensure safe handling and use of substances;
- to ensure employees are competent to do their tasks, providing information, instruction, training and supervision as required to ensure safe and healthy working;
- to ensure contractors are competent to manage the health and safety aspects of their work;
- to monitor health and safety standards by carrying out regular inspections;
- to record and investigate significant accidents and cases of work-related ill health and where appropriate implement measures to prevent re-occurrences;
- to review and revise this policy as necessary or at least every 12 months.
- a commitment to the prevention of injury and ill health and continual improvement in OHAS management and OHAS performance.
- a commitment to at least comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OHAS hazards.

Where appropriate the arrangements of this policy will be developed locally to control specific risks.

A handwritten signature in black ink, appearing to read 'Chris Jamieson'.

**Chris Jamieson**  
**Managing Director**  
**02/01/2021**

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**1a Scope: The provision of construction, installation and maintenance services in compliance with OHSAS 18001 and relevant industry codes of practice.**

### **2 Organisation and Responsibilities**

**The Managing Director has the overall responsibility for health and safety including the specific responsibility for 'Health and Safety' on the management board and is responsible for ensuring that:**

- All Directors accept their individual role in providing health and safety leadership;
- All management board decisions reflect the health and safety objectives as set out in the General Statement of Health and Safety Policy;
- Adequate resources are available to implement this policy;
- Effective action takes place to implement this policy;
- The management board are aware of their responsibilities and kept informed of and alert to, relevant health and safety risk management issues;
- Risk assessments are undertaken and safe systems of work developed and implemented.
- A health and safety policy is prepared, reviewed regularly and brought to the attention of all employees;
- Injury/incident statistics and summaries from monitoring by the Health and Safety Consultant are communicated to the management board;
- A summary of health and safety performance and plans is prepared for inclusion in the JCL Annual Report.

**Directors are responsible for ensuring that:**

- Effective action takes place to implement this policy;
- A manager is nominated at each site to have overall responsibility for the health and safety associated with Jamieson Contracting (NW) Ltd activities;
- Managers are competent in health and safety management techniques and discharge their responsibilities;
- The Managing Director is made aware of any situation where the requirements of this policy cannot be implemented or where risks cannot be adequately controlled.
- Ensuring that risk assessments are undertaken for all hazardous work activities.

**Contracts Managers, Site Managers and Supervisors are responsible for:**

- Implementing the general arrangements in Section 3 of this policy;
- Assessing risks not covered in Section 3, implementing control measures and recording the significant findings locally as detailed in Section 3.1;
- Ensuring they are competent in health and safety management techniques;
- Ensuring that premises under their control are registered with the appropriate enforcing authority, e.g. for offices, the form OSR1 is completed and sent to the Local District Council;
- Bringing the Health and Safety Policy to the attention of employees in their areas;
- Monitoring the arrangements in Section 3 and any others implemented locally to ensure they are working;
- Preparing when required detailed method statements and site specific risk assessments.

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- Ensuring that new employees receive appropriate health and safety induction training;
- Ensuring that employees receive specific health and safety training where necessary and are competent to deal with the health and safety requirements of their work;
- Ensuring that employees discharge their responsibilities set out below and in Section 3 of this policy;
- Ensuring that contractors are competent to manage the health and safety requirements of their work;
- Obtaining assistance from the Health and Safety Consultant where necessary;
- Consulting employees/safety representatives in good time on matters affecting the health and safety of employees;
- Alerting their line manager/director to any situation where the requirements of Section 3 of this policy cannot be implemented or where risks cannot be adequately controlled.

### All employees are responsible for:

- Taking reasonable care for their own health and safety and that of others who may be affected by their activities;
- Using any work equipment in accordance with the training and instructions provided;
- Co-operating with their manager as is necessary to implement the requirements of Section 3 of this policy and any other local arrangements;
- Reporting to their manager any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

**A. Health and Safety Manager** is appointed under 'The Management of Health and Safety at Work Regulations' to provide health and safety assistance as follows:

- keeping the management board informed of relevant developments in health and safety;
- assisting managers to assess risks and advising on control measures;
- assisting managers to monitor health and safety performance by carrying out audits/workplace inspections and providing reports;
- providing health and safety information and guidance;
- providing health and safety training where appropriate;
- Investigating serious injuries/incidents, recommending measures to prevent re-occurrences.

### 3.0 General Arrangements/Significant Findings of Generic Risk Assessments (See also the Site Specific Risk Assessments)

#### 3.1 Risk Assessment Procedures

(A guidance booklet 'Five Steps to risk assessment' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf))

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that:

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- a proper check has been made;
- those affected have been identified;
- all the obvious and significant hazards have been covered;
- The controls are reasonable and the remaining risk is low.

### Hazard

Something with the potential to cause harm. (E.g. falls, slips, fire, electricity, vehicles, substances, manual handling). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health causing short or long term incapacity, others only cause cuts and bruises.

### Risk

The combination of the severity of harm with the likelihood of it happening. This is used as the basis for prioritising actions, the higher the risk, the higher the priority for action.

### Carrying Out Risk Assessments

- Directors, Contracts Managers, Site Managers & Supervisors responsible to carry out assessments where required. Competency to undertake risk assessments is gained through experience in the field of construction or via training courses.
- Identify the hazards (ignore trivial hazards, concentrate on obvious and significant hazards);
- Decide who might be harmed and how;
- Evaluate the risks and decide if existing controls are adequate or if more should be done, (in many cases this can be done by finding out what is up-to-date good practice);
- Record the significant findings (see form overleaf, other policies/procedures can be quoted);
- Review assessments annually or when circumstances change and revise if necessary.

### Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard or consider less hazardous options (e.g. using a less hazardous substance or piece of equipment). When controlling risks apply the principles below in the following order:

- Combat risks at source by using physical means (e.g. separation of vehicle and pedestrian routes, interlocked guarding/isolation to prevent access to dangerous parts of equipment);
- Implement systems and procedures to control the risk in conjunction with training, supervision and personal protective equipment for employees where appropriate.

### Method Statements (SSOW)

Where identified as a result of the risk assessment process, the preventative and protective measures will be defined in safe systems of work. These are methods of working designed to

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eliminate, if possible, or otherwise reduce risks to health and safety, and may require written procedures or codes of practice that must be followed within the Company. It is compulsory for employees to use any safe systems of work so that they do not endanger themselves or others whilst working.

The safe systems of work will be based on the findings of the risk assessment and will systematically set out the safe procedure to be followed, specifying the detailed precautions to be taken at each stage of the activity.

Line management are responsible for ensuring that once developed and implemented, the safe systems of work are monitored and supervised within their areas of control.

### 3.2 Workplace Issues

See also 'JCL - Premises Health and Safety Checklist'

**Contract Managers, Office Managers, Site Managers/Supervisors will ensure that:**

- Their areas conform to The Workplace (Health, Safety and Welfare) Regulations 1992. (A short guide for managers is published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/indg244.pdf>)
- establishments are not overcrowded,
- equipment and furniture is arranged to allow unobstructed passage to all work areas and exit doors,
- suitable equipment and furniture is provided,
- enough service outlets are provided to avoid the need for wires to cross floors,
- where the above is unavoidable, appropriate covers are used to prevent tripping,
- there are arrangements to salt and grit the main external walkways in snow/ice conditions,
- proper access equipment (step stools or step ladders) is provided to reach items stored at high level
- Sufficient toilet and washing facilities with hot and cold water are available and these are kept clean and supplied with soap & towels etc.

**Employees will ensure that they:**

- Use equipment as per the manufacturer's instructions in a safe way
- Maintain a high standard of housekeeping in order to reduce the risk of accidents, this includes clearing waste away after works activities and tidying work areas, clearing out unwanted items and materials so as not to congest work areas and access/egress routes,
- report slippery floors or outside walkways, together with any other tripping hazards, such as defective floor coverings, cables across floors etc.,
- Keep toilet and washing facilities clean and tidy.
- report damaged tools and equipment,
- organise cables and electrical equipment so as not to present tripping risks,
- do not overload filing cabinet drawers and care is taken not to open more than one drawer at once,
- close desk and cabinet drawers immediately after use,
- take extra care when snow and ice are present and report any particularly slippery areas

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- which have not been treated,
- do not stand on chairs, boxes or similar items to reach items or climb up the face of cupboards or storage racks, closely supervise children in the properties when working, particularly on stairs/landings and in car parks,

### 3.3 Work Equipment

'Work Equipment' has a very wide meaning. It is defined as "any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)". This ranges from simple hand tools to workshop or office machinery and equipment, ladders, racking, storage systems, fork lift trucks etc.

Vehicles are included in the definition of "Work Equipment" and are described as 'any work equipment which carries out work whilst it is travelling or which travels between locations where it is used to carry out work.' (It should be noted that road vehicles fall within the scope of the Road Traffic Act when on the public highway.)

### MAIN HAZARDS

There are many hazards associated with work equipment, which vary according to the type of equipment and the environment in which it is used. The following are examples of the most commonly found hazards:

- Trapping, entanglement or contact with dangerous parts of machinery.
- Being struck by falling or flying objects.
- Inadequate or faulty controls.
- Stored energy.
- Collapse or overturn of equipment.

Whilst sections of the Regulations focus on the physical aspects of equipment such as guarding, control systems etc., there are also requirements on management issues which include suitability, maintenance, inspection and training, which apply more generally to all risks.

Particular requirements apply to equipment that presents "specific" risks. Where it is not possible to provide physical safeguards, specific methods of operation have to be adopted including restriction of work to designated individuals who have been adequately trained.

The Company recognises that work equipment can present hazards and risks to all our employees, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised.

The Company shall ensure that all work equipment is installed, maintained and used according to the requirements of The Health and Safety at Work Act 1974, The Electricity at Work Regulations 1989, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and other relevant legislation.

It is our policy to:



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- Undertake risk assessments of all work equipment in order to identify hazards arising from its operation, and establish the control measures necessary to minimise the risk.
- Ensure that work equipment we provide for employees is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, examined, inspected and tested as required; this includes equipment such as Ladders, Stepladders, and all general hand tools. Appropriate records will be retained for inspection.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, instruction, training and supervision where appropriate to all employees who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards including all necessary markings and warnings.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop and emergency stop controls, are provided where necessary, are suitable for the equipment and location and are safe.
- Provide suitable means of isolating work equipment from sources of energy.
- Ensure that all hired-in work equipment is obtained from reputable firms only and is provided with any relevant certification and documentation concerning its safe operation.
- To periodically check all operatives, including sub-contractors, work equipment is safety and suitable for use. This includes hand tools.

### MAINTENANCE & INSPECTIONS

The company will ensure that all guards and any other safety devices fitted to work equipment are routinely checked and kept in working order. They should also be checked after any repairs or modifications by a competent person. Appropriate preventative maintenance will be adhered to for all work equipment in accordance with manufacturer's instructions. Records of all maintenance and servicing will be retained.

Routine daily and weekly checks may be necessary for some work equipment, e.g. hand tools, fluid levels, pressures, brake function, guards. Where required, these will be undertaken by competent personnel and detailed records retained.

Work equipment requiring statutory 'thorough examinations' such as lifting equipment, pressure systems and power presses will be thoroughly examined by a competent person at regular intervals specified in law or according to an examination scheme drawn up by a competent person.

Comprehensive records of all inspection reports will be retained.

Any equipment used at work is included e.g. hand tools, step ladders, machinery, photocopiers, and motor vehicles.

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### Responsibilities

#### The Company

- The HR officer shall check vehicle log books are kept up to date and monitor in case need needs remedial work
- The HR officer shall monitor and book vehicle in for service and MOTs as needed
- The warehouse manager shall inspect all step ladder and ladders as they enter or leave the warehouse
- Warehouse manager shall inspect any works equipment that enters the warehouse and again before it being dispatched to site
- The site mangers/supervisors shall inspect all ladders and step ladders that are used on site
- Site managers/supervisors shall visually inspect all hand tools daily as they walk around sites Any operative whose tools look to be in poor condition shall have all tools inspected and any tools that are deemed to be unsafe by JCL management staff shall be excluded from site
- Site managers/supervisors shall carry out periodic inspections on tools and record the findings. Any tools that are deemed to be unsafe by JCL management staff shall be excluded from site.
- Electrical Contracts manager/site manager/supervisor shall ensure all electrical items are PAT tested and in good working order

### Operatives

- Carry out safety checks on vehicle and submit inspection sheets to head office if they operate a vehicle
- Check the good working condition of their hand tools and ensure they are fit for propose.
- Submit electrical tools for PAT testing when required
- Report ay damaged or faulty equipment to their line manager as soon as practicably possible

(A guidance booklet 'Simple Guide to the Provision and Use of Work Equipment Regulations' PUWER is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg291.pdf](http://www.hse.gov.uk/pubns/indg291.pdf))

### 3.4 Working at Heights

(See also the free leaflets on falls from heights on the Health and Safety Executive's website <http://www.hse.gov.uk/pubns/fallindx.htm>)

Falls from height remain the most common kind of workplace fatality. The primary objective of the Work at Height Regulations 2005 is to ensure that all work at height is performed safely.

Work at Height covers all work activities where there is a possibility that a fall involving distance liable to cause injury could occur. This is regardless of the work equipment being used, the duration the person is at a height or the height at which the work is performed. A

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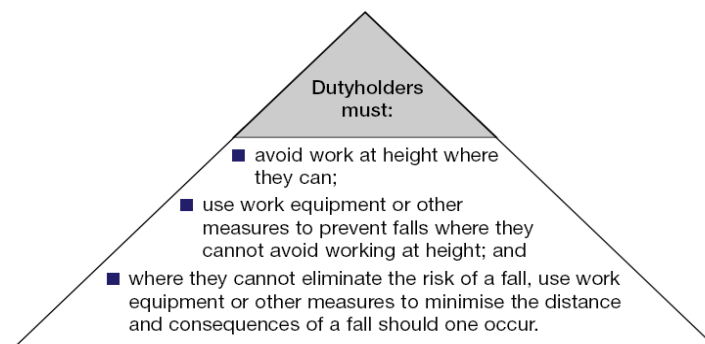
place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

### TYPICAL EXAMPLES OF WORK AT HEIGHT

- Using a ladder;
- Working from scaffolds or mobile elevating work platforms;
- Working on the back of a vehicle (e.g. sheeting a load);
- Working on the top of containers;
- Climbing fixed structures (maintenance works);
- Working close to an excavation or similar unfenced area.

### THE REGULATIONS HIERARCHY

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height which is set out below.



The Company recognises its obligations under the Regulations and it is our policy to ensure that:

- Activities entailing work at height are avoided wherever possible.
- The risks from work at height are assessed, and appropriate work equipment is selected and used.
- All work at height is properly planned, organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- Where working at height cannot be avoided that we follow the hierarchy for managing risks by using work equipment or other measures to prevent falls, giving preference to collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses).
- Where the risk of a fall cannot be eliminated, that we use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Appropriate measures are taken to prevent materials and equipment being used or stored at height falling or collapsing.
- Appropriate plans are devised for emergencies and rescue where identified by the risk assessment process.
- All those involved in work at height are competent and have been trained in the use of the equipment identified for that work (or, if being trained, is supervised by a competent

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person). Supervision will be provided proportionate to the competence of those undertaking the work and the level of risk identified in the assessment.

- All equipment for work at height is regularly inspected and maintained to ensure that it is safe to use and where appropriate, marked to indicate when the next inspection is due. Additionally, users will undertake a check of the equipment before using it, retaining appropriate records.
- The risks from fragile surfaces and falling objects are properly controlled. Where fragile surface materials are present and regular access is required, permanent fencing, guardrails or other measures will be installed.
- Work is postponed while weather conditions endanger health or safety.

### Access Equipment

Ladders, stepladders, mobile elevated working platforms, tower scaffolds, platforms and other means of access equipment will be subjected to pre-use checks by employees. In addition, formal management inspections will be undertaken at appropriate intervals.

Only works of 20 minutes or less should be performed on step ladders and/or ladder. Work activities longer than 20 minutes should be performed on a tower scaffold; podium and platform erected by PASMA trained operatives.

The equipment will be only used by employees who are trained and competent to do so, and the control measures pertaining to the use of such equipment will be detailed in the relevant risk assessment for that task.

### Scaffolds

The company will ensure that all scaffold structures are erected and dismantled by trained and competent subcontractors in accordance with current legislation and NASC guidelines. The scaffold will be inspected at the beginning of every working day, after any adverse weather or after any alterations; a written report will be completed every 7 days of erection.

### Mobile Elevated Work Platforms (MEWPs)

The company will ensure that staff are trained and competent to operate MEWPs.

Employees must carry out simple visual inspections of the principle joints and fastenings on the MEWP before use, and immediately report any faults in line with manufacturer's guidance.

The surrounding work area must also be inspected to make sure there are no additional hazards, e.g. power cables, traffic thoroughfares etc.

The company will ensure thorough examinations are carried out within the scope of the LOLER (Lifting Operations and Lifting Equipment Regulations) by a competent person and that records are available.

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Based on the risk assessment, employees working at height from MEWPs will wear suitable safety harnesses and be trained to use them correctly.

### Tower Scaffolds

Mobile tower scaffold will be erected only by staff that have the experience and training to do so.

A check must be undertaken to ensure the mobile tower equipment is in good condition prior to installation. The surrounding work area must also be inspected to make sure there are no additional hazards, e.g.: power cables, traffic thoroughfares etc.

If the work from the tower could affect persons walking past, clearance zones must be established with chapter 8 barriers, fencing or tape.

Work must be postponed if high winds or adverse weather could affect stability or increase the risks associated with the job.

Prior to using the mobile tower check that the following safety measures are in place:

- Outriggers
- Toe boards
- hand rails
- platform boards
- debris netting
- scaffold brakes are applied and the tower is vertical

Towers should only be moved when all persons are at ground level and pushed from the base.

Prior to working from Scaffold all castors will be locked.

Scaffold towers will not be erected more than 3 times the minimum base width.

### Ladders

Ladders will only be used when an onsite risk assessment has eliminated all alternative access methods. Staff using ladders will be appropriately trained.

Ladders will only be used by our employees as a means of access onto a working platform, or for 'light duties' only for a maximum of 20 minutes each time.

All ladders used by our employees will be erected as follows:

- Footed/supported by a second operative whilst being secured at the top.
- Used for access only or simple, short duration work.
- Three points of contact must be maintained at all times whilst using a ladder.
- Be positioned at an angle of 1:4 or 75° (to prevent movement).
- Extend 1 metre or 5 rungs beyond the alighting area (i.e. edge of roof or scaffold platform).

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- Be positioned on firm level ground or be secured to ground pegs which have been driven into the ground.
- Ensure all ladders are in good condition/good state of repair.

### Stepladders

Stepladders will only be used within the inside area of properties or for work externally when an onsite risk assessment has been undertaken and all other options have been reviewed. Staff using stepladders will be appropriately trained.

Stepladders will be used as follows:

- Set on firm level, even floors
- Fully opened with spread arms locked in place
- In good state of repair
- Persons using the stepladders will ensure that whilst using the ladder they do not progress any further than their hips in line with the top platform. This will provide and maintain a secure and stable platform on which to work.

Under NO circumstances will anyone work/access the top platform of the stepladder, as this will make the stepladder unstable.

### Responsibilities

#### **Contracts Manager, Office or Site Managers and Supervisors**

- To see if the work can be carried out without the risk of working at height
- Ensure the equipment selected for the task is suitable for the task under the conditions described in this document.
- Complete an appropriate risk assessment for the working at height task and issue it to the operatives involved in the task.
- Ensure only operatives with the correct training erects or operative any equipment used for working at height
- Ensure they check the good condition of ladders, step or any equipment that is to be used for working at height

#### **Operatives**

- To follow the safety control measures as set out by the risk assessment.
- To report any damage to working at height equipment as soon as practically possible
- To only use, erect or operate equipment they have been trained and certified on.
- To use all equipment involved in working at height in a safe and proper manner.

### **3.5 CONFINED SPACE WORK**

The HSE define a confined space as a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

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Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings:

- storage tanks;
- silos;
- reaction vessels;
- enclosed drains;
- sewers.

Dangers can arise in confined spaces because of:

- A lack of Oxygen.
- Poisonous gas, fume or vapour.
- Sudden ingress of liquids, solids or gases
- Fire and explosions (e.g. from flammable vapours, excess oxygen etc).
- Residues left in tanks, vessels etc, or remaining on internal surfaces which can give off gas, fume or vapour
- Dust, which may be present in high concentrations, e.g. in flour silos
- Hot conditions leading to a dangerous increase in body temperature

The company acknowledges its obligations under the Management of Health and Safety at Work Regulations 1999 and the Confined Spaces Regulations 1997. We will ensure that suitable and sufficient risk assessments are undertaken of the risks for all work activities for the purpose of deciding what measures are necessary for safety.

For work in confined spaces this will involve identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:

- the task;
- the working environment;
- working materials and tools;
- the suitability of those carrying out the task;
- Arrangements for emergency rescue.

Where ever possible work will be planned to avoid the need to enter a confined space so that the task can be undertaken in some other way. Where entry into a confined space cannot be avoided, the company will ensure that a safe system of work is developed and implemented for the activity.

This will be based on the results of the risk assessment in order to identify the necessary precautions to reduce the risk of injury. These will depend on the nature of the confined space, the associated risks and the work involved.

The safe system of work, including the precautions identified will be put into practice, and all involved in the task will receive appropriate training and instruction to ensure they know what to do and how to do it safely.

Supervisors will be appointed for all confined space activities and they will be given responsibility to ensure that the necessary precautions taken, to check safety at each stage and where necessary will remain present while work is underway.

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### 3.6 Lifting operations

The Health and Safety Executive's website at <http://www.hse.gov.uk/work-equipment-machinery/planning-organising-lifting-operations.htm> BS7121 is the British Standard Code of Practice for the Safe Use of Cranes.

The code also gives guidance on how to comply with Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Working Equipment Regulations 1998

Requirements are as follows:

A safe system of work should include:

- Planning of the operation
- Selection of the crane and suitable lifting equipment
- Preparation of the site
- Examination of the crane and equipment
- Provision of properly trained and competent operatives and supervision
- Examination of test and other documentation
- Prevention of unauthorised movement or use
- Safety of persons not involved in the lifting operations.

The usual methodology for planning the operation and meeting many of the above requirements is through a Risk Assessment and Method Statement.

#### **Risk Assessment**

As part of the planning process a Risk Assessment must be carried out to identify any hazards. The Risk Assessment should:

- Evaluate the risks
- Identify any measures required to eliminate or reduce these risks
- Be unique to the site
- Be in writing and used for preparation of the Method Statement

#### **Method Statement**

A Method Statement detailing the safe system of work for the operation should be prepared. This should include:

- The task to be achieved
- Configuration of the crane at the end of the task
- Steps to eliminate danger to personnel not involved in the lift
- Clear statements of responsibilities and roles for each member of the team
- Any site induction requirements

#### **Selection of Personnel**



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All personnel should be:

- Competent
- Trained and assessed
- Able to present a record of training and assessment
- Physically able to do the work

Further detailed requirements are given for the following categories of personnel:

- Crane supervisor
- Crane operator
- Slinger
- Signaller

All personnel must be trained and competent in the use of the crane signaling as recommended in BS7121 which has become an industry standard.

### Selection of Cranes

The Appointed person is responsible for the selection of the most appropriate crane to safely perform the lifting operation. In selecting the crane the following points need to be considered:

The Appointed Person is responsible for the Berthing Study or the siting of the crane, as an integral part of the Method Statement. The siting must take account of:

- Where the crane will stand and the ground conditions under the crane, its dead weight, the weight of the load and dynamic forces that will occur during lifting
- Any excavations in the vicinity of the lifting operation
- The effect of wind on the site
- Adequacy of access for erection and dismantling as well as the operation of the crane
- Proximity hazards such as buildings, vehicles, railway lines and overhead cables
- Recommended clearances
- Underground hazards such as drains and voids.

### 3.7 Electrical Equipment

(A guidance booklet 'Electrical safety and you' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg231.pdf](http://www.hse.gov.uk/pubns/indg231.pdf))

**Contracts Managers, Site and Office managers and supervisors will ensure that:**

- All construction work tools should be 110v
- fixed electrical installations are inspected and tested by a competent electrical contractor at least every 5 Years,
- all portable electrical equipment such as drills, jigsaw, kettles, phone charges, computer equipment and other electric tools are subject to annual formal inspections and tests by a competent person,
- permanently sited low risk office equipment, such as computers, not subject to annual

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formal inspections and tests, are organised so that the mains cables are unlikely to be damaged,

- residual current device (RCD) protection is provided for any socket supplying equipment used outdoors or in vulnerable areas e.g. commercial sites

### **Employees will ensure that they:**

- do not carry out unauthorised repairs or modifications to electrical equipment, visually inspect portable equipment before use and to report any defects found or suspected,
- report any damage to cables, plugs and equipment,
- only use electrical equipment authorised or provided by ,
- only use sockets protected by a residual current device (RCD) to supply equipment used outdoors or in vulnerable areas e.g. commercial sites

### **3.8 Substances Hazardous to Health**

(A guidance booklet 'COSHH – a brief guide to the regulations' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf))

### **Contracts Managers, Warehouse manager, site manager and supervisors will ensure that:**

- where possible, when planning work non hazardous substances or 'Irritant' or 'Harmful' substances are used in preference to those marked 'Corrosive' or 'Toxic',
- where hazardous substances are used, an assessment of the risks to health is carried out and appropriate control measures implemented,
- employees are trained in the use of hazardous substances and the control measures necessary,
- suitable storage facilities and protective equipment are provided,
- the significant findings of assessments are recorded locally on the JCL COSHH Assessment form.

### **Employees will ensure that they:**

- use hazardous substances in accordance with the training and instructions received,
- only use hazardous substances for which an assessment has been carried out and the control measures identified.

If Jamieson Contracting change the supplier of a substance or purchase an alternative substance the following will be carried out:

- Obtain a copy of the latest Safety Data Sheet from the manufacture.
- Produce a COSHH assessment from the details of the Safety Data Sheets, the environment in which the substance is to be used and any mixtures or potential for mixtures of substances in substance preparations including their additional control measures.
- Brief the COSHH assessment to all effected staff.

Place a copy of the assessment in the document library and workshops.

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All substances considered to be hazardous to health will be stored in a secure manner.  
All substances which may have a direct impact on the Environment will be stored in a secure bunded tank.

In the event of a spillage use the spill kits issued to:

- Isolate spill.
- Control spill.
- Contain the spillage.

If there is ANY possibility that the spillage is likely to get into a watercourse.

**CONTACT THE ENVIRONMENT AGENCY NATIONAL EMERGENCY NUMBER 0800 80 70 60**

All COSHH assessments are reviewed at least annually, depending on the level of risk involved and in addition to periodic reviews, additional reviews of COSHH assessments may be required as a result of:

- feedback from staff affected/using the substance.
- changes in working practices and/or equipment/substance or working practice.
- feedback from site managers and or accident investigators following an accident/incident.
- feedback following audits/monitoring.
- feedback from HSE/ORR visits.
- feedback from client safety representatives.
- identification of relevant information from safety publications, periodicals etc.

Any other indications that there is a need for an assessment to be reviewed.

### 3.9 DUST

See also the free leaflet on construction dust from the Health and Safety Executive's website

<http://www.hse.gov.uk/pubns/cis36.pdf>

or

[http://www.who.int/occupational\\_health/publications/en/oehairbornedust3.pdf](http://www.who.int/occupational_health/publications/en/oehairbornedust3.pdf)

Jamieson Contracting Ltd is aware of the health risks and the environmental impact that can be associated with dust. For each project, Jamieson Contracting will take the relevant control

## HEALTH AND SAFETY POLICY

measures to protect their staff and the local community from the effects of dust. Adequate environmental protection measures will also be adhered to.

**Types of dust Construction** Dust is a general term used to what may be found on a construction site. There are three main types:

- **Silica dust** – Silica is a natural mineral present in large amounts in things like sand, sandstone and granite. It is also commonly found in many construction materials such as concrete and mortar. The silica is broken into very fine dust (also known as Respirable Crystalline Silica or RCS) during many common tasks such as cutting, drilling and grinding. It is often called silica dust (see also [Control of exposure to silica dust: A guide for employees](#)).
- **Non-silica dust** – There are a number of construction products where silica is either not found or present in very low amounts. The most common ones include gypsum, cement, limestone, marble and dolomite. This dust is also mixed with silica dust when cutting things like bricks.
- **Wood dust** – Wood is widely used in construction and is found in two main forms; softwood and hardwood. Wood-based products are also commonly used including MDF and chipboard (see also [Wood dust](#)).

### Dust Effects


Workers can suffer from a variety of illnesses and medical conditions as a result of working in dust-filled environments. Depending on the nature of the work, some of these ailments can become more serious than others. The range of dust related illnesses and conditions encompass eye and nose damage, rashes and other skin conditions, asthma, silicosis, asbestosis, mesothelioma and lung cancer related to asbestos. Pneumoconiosis, the name given to diseases caused by the likes of asbestosis and silicosis, which describes any condition which affects the lungs causing inflammation or scarring of the lung tissue. These affects often take several decades for a person to develop any symptoms of pneumoconiosis which can manifest itself in things like excess coughing, breathing difficulties and even weight loss.

### Control Measures

## HEALTH AND SAFETY POLICY

Jamieson Contracting will take into consideration each task on its individual merit and will investigate all avenues to ensure ways of limiting the amount of dust operations could make, before the commencement of works.

Examples of control measures Jamieson Contracting Ltd use are listed, but not limited to:

- use the right size of building materials so less cutting or preparation is needed
- use a less powerful tool – e.g. a block splitter can sometime be used instead of a cut-off saw - See [Block splitting](#)
- using a different method of work altogether – e.g. using a nail gun to direct fasten cable trays instead of drilling holes first.
- **water** – water damps down dust clouds. However, it needs to be used correctly. This means enough water for the whole time that the work is being done. Just wetting an area of ground before cutting does not work. (See also [Time to clear the air!](#)  and [Time to clear the air! Using cut-off saws for cutting kerbs and flag paving](#))
- **vacuum extraction** – specially designed tools can be fitted with an industrial vacuum unit that sucks the dust away as it is being created and stores it until emptied (see also [Controlling dust during the refurbishment and extension of occupied premises](#))

### 3.10 Control of Asbestos

(See also the free leaflets managing asbestos on the Health and Safety Executive's website <http://www.hse.gov.uk/pubns/asbindex.htm>)

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials up until 1999. All asbestos fibres, blue, brown and white are dangerous and there is no safe form. There is also no safe exposure level known for asbestos.

The Company acknowledges its obligations under The Control of Asbestos Regulations 2012 and it is our policy to:-

- Take reasonable steps to find asbestos containing materials in premises and check their condition.
- Presume materials contain asbestos unless there is strong evidence to suppose they do not.
- Keep an up to date written record of the location and condition of the asbestos containing materials.
- Assess the risk of exposure to asbestos containing materials.
- Prepare and implement a plan to manage the risk.
- Provide appropriate asbestos awareness training for our site employees.

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- Provide appropriate asbestos awareness training for the removal of non licensable asbestos containing materials.
- Provide annual toolbox talks on the Control of Asbestos.
- Employees who have been exposed to asbestos will have their medical records kept by Jamieson contracting.
- Medical surveillance will be conducted every 3 years for every employee involved in non licensed removal.

The Company trains a number of employees trained to remove or working with non licensable asbestos, this will take place on rare occasions. Prior to this taking place all relevant risk assessments will be undertaken and the correct equipment provided. Prior to commencing work at any site, details of asbestos within the location of the proposed works must be ascertained from the client and communicated to all persons so that a safe system of work may be developed. This training will be renewal annually.

All operatives shall attend at least one UKATA accredited asbestos awareness course. This knowledge will be refresh with regular toolbox talks and if require further UKATA accredited asbestos awareness courses.

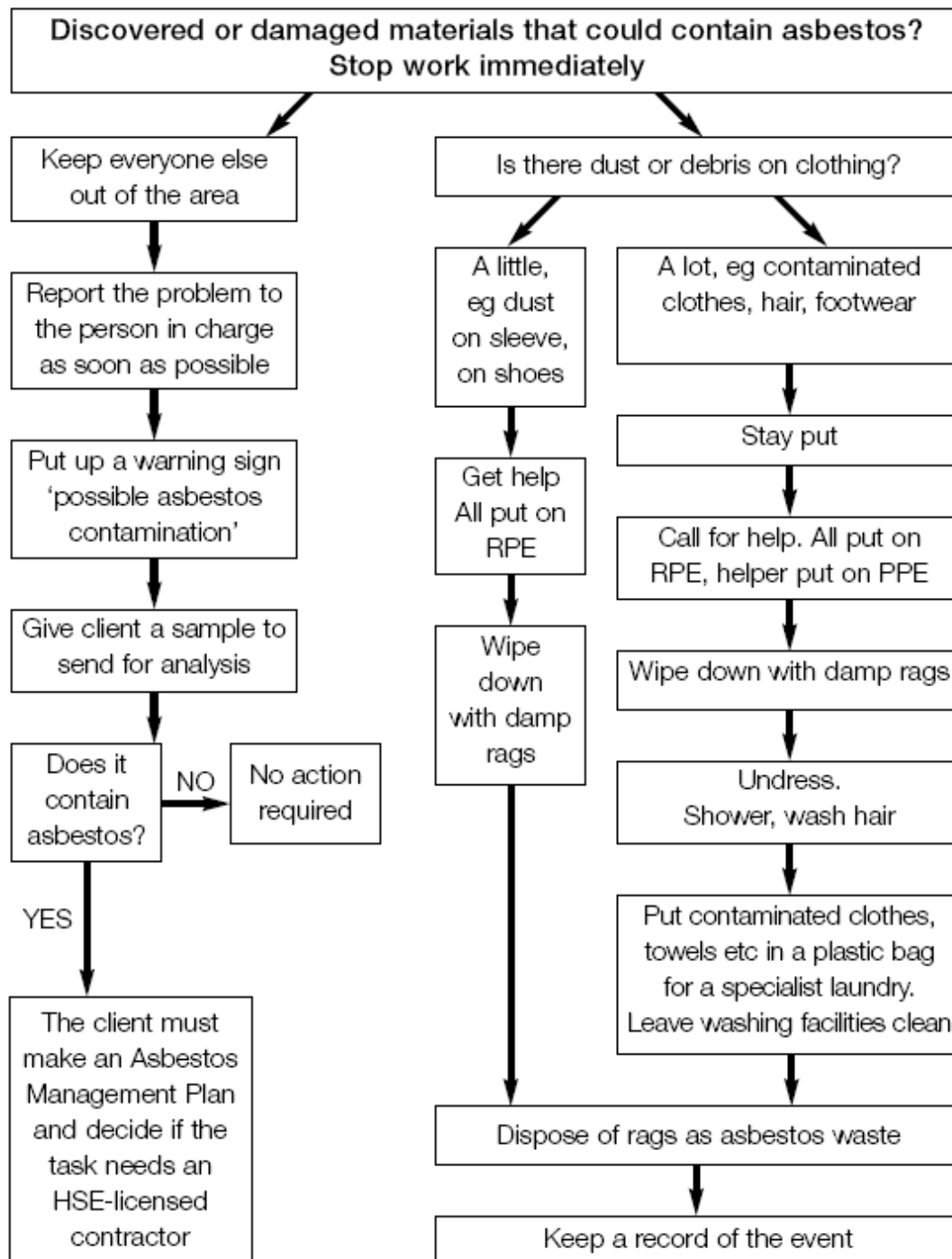
Before undertaking any refurbishment work JCL will seek to obtain a refurbish asbestos report and a demolition asbestos report before any demolition work is carried out. If not report are available JCL will treat all possible materials as containing asbestos and full precautions will be used as per UKATA non licensed work training.

If asbestos is discovered or damaged at any time, the senior person present will:-

- Stop the work immediately; make their work safe and leave the area warning others to do the same
- Undertake a risk assessment by following the chart on the next page;
- Minimise the spread of contamination to other areas;
- Keep exposure as low as possible;
- Clean up any debris;
- Notify the Client and Managing Director for further instructions.

On no account will the Company undertake works which may result in employees or others being exposed to or, coming into contact with unprotected or disturbed asbestos.

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### Responsibilities

#### Contract Managers, Site managers/supervisors shall

- Seek to obtain information about the building condition and the possibility of asbestos before allowing work to go ahead.
- Ensure operative have all the correct PPE and equipment such as class H vacuums to complete their task in the safest possible way.
- Share all information at their disposal regarding asbestos with all operatives, sub-contractors and any other person likely to enter the area of possible **contamination**

#### Operatives & Sub-contractors

- Follow safety procedures as directed by JCL management team
- Advise JCL management team if they suspect the presence of asbestos on a site.
- Read all safety information given to them regarding asbestos

### 3.11 Fire and Terrorist Threats

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to health and safety. Vigilance a key factor in controlling fire risks and every person had a duty to ensure the best possible fire prevention within the Company.

#### MAIN HAZARDS

- Heat and flame.
- Smoke and fumes.
- Explosion.

#### COMMON CAUSES OF FIRES IN WORK PREMISES

- Wilful fire raising and arson.
- Cigarettes/matches.
- Fixed or portable heaters.
- Hot processes.
- Faulty or misused electrical equipment.
- Obstruction of equipment ventilation.
- Static electricity.
- Accumulation of combustible materials.
- Flammable liquids and gases.
- Inadequate supervision of cooking activities.



## HEALTH AND SAFETY POLICY

### GENERAL REQUIREMENTS

All workplaces must be provided with a means of detecting and giving warning in case of fire, adequate means of escape and means of fighting fire. The nature, complexity and extent of these will depend on the size of the premises, the number of people who normally work there, the nature of the work processes and substances stored and used etc. Specific requirements relating to fire detection and warning systems, means of escape and means of fighting fire should be determined by undertaking a risk assessment.

A fire risk assessment will determine the chances of a fire occurring and the risks to people using the premises. The potential for fire starting depends on the presence of three things:

- A source of ignition.
- Fuel.
- Oxygen.

Each of these should be considered in relation to the premises to help determine how and where fire could start. The next step is to establish who could be harmed. When this has been done, the risk can be evaluated, and a decision made as to whether or not existing control measures are adequate.

This policy statement sets out what Management and employees must do to ensure, so far as reasonably practicable, that satisfactory fire precautions are achieved and maintained, and that the Company complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

It is our policy to:

- Assess the risks from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, fire fighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct employees in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.

When working at client's sites, all employees will ensure they are aware of, and comply with the requirements of the client's fire safety arrangements and emergency procedures. This will usually be communicated to the workforce via site induction or tool box talks. All

## HEALTH AND SAFETY POLICY

employees have a responsibility to ensure they do not, by their acts or omissions, create or increase the risk of fire occurring.

### Responsibilities

Warehouse Manager/fire marshal, Contracts Managers, site managers and supervisors

- Ensure that adequate fire evacuation plans are in place for all sites under their control
- Warehouse manager/fire marshals at head office shall ensure evacuation drills are performed once a year and alarm checks are carried once a week and result recorded.
- Carryout fire risk assessment for sites under their control and put into practice control measures where needed
- To ensure construction site which last longer than six months should have one fire evacuation drill once every six months.

### Operatives

- Follow instructions given by the JCL management team with regards fire safety.

All personnel should follow the following procedure:

### IN THE EVENT OF DISCOVERING A FIRE

- On discovering a Fire** - Raise the alarm by:  
(Breaking the glass call point/verbally/air  
Horn etc)
- Evacuation** - The warning sound of the fire alarm is:-  
(Siren/Horn/Bell/Verbal)  
Leave the area via approved fire exits and assemble  
in the designated area which is:-  
(Car park etc)  
If possible close all doors and windows,  
But do not attempt to collect personal  
belongings.
- Roll Call** - The designated Fire Marshall or Senior  
Person on duty will carry out a roll call of those  
present. This will include visitors, contactors and  
guests by use of the visitors log book.

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### Alerting Emergency Services

- The Fire Marshall or Senior Person on Duty will ensure the emergency services are telephoned to request the Fire and Rescue Service, stating the company, address, department and apparent nature of the fire.

### Re-Occupation

- The Senior Person on duty will decide if the building may be re-occupied. If the Fire Service has been called this may only be sanctioned with agreement from Fire Officer.

### Fire Fighting

- Ensure you know the location of the nearest portable fire extinguisher. Only attempt to tackle a fire if you have been trained in how to use the equipment and if it is safe to do so, do not put yourself in danger.

## SMOKING

Smoking is prohibited in all buildings and is restricted to the designated areas at all times. No person is allowed to breach this rule. Visitors should be reminded of the rules on smoking when brought onto the premises.

## HEATING, LIGHTING AND ELECTRICAL EQUIPMENT

All portable heating appliances must be sited away from flammable materials; this includes posters, documents, etc which are likely to be placed above appliances. A clear space of at least one metre should be maintained. All permanently fixed heaters, boilers, etc and electrical cupboard/panels should have a clear tidy area around the appliance. Heating appliances are not to be draped with towels, clothing, etc. Similarly, light bulbs and fittings should be clear of materials. Turn off all directly controlled heaters and lights other than night-lights prior to close of Company activity.

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### **WASTE MATERIALS**

Accumulation of waste materials is not allowed within premises at any time; remove waste materials to the designated skips. Waste items must not obstruct fire exits or fire extinguishers.

### **MEANS OF ESCAPE**

All premises must have clearly defined escape routes with the appropriate signage, they should be kept clear of any obstruction at all times, no combustible materials should be stored on fire corridors, exits, etc. Fire doors are provided to save lives, do not wedge or prop/hook them open.

### **TRAINING AND FIRE WARDENS**

There will be sufficient people trained in the use of Fire Fighting Equipment and the duties of a fire warden to assist the company in implementing the fire arrangements, particularly the fire evacuation procedures. It should be noted that Fire Wardens or others should not tackle a major fire or one that is getting out of hand. On hearing the alarm, Fire Wardens will check their own area to make sure that all persons present have left. They will also assist the Senior Person Present to take roll call at the front of the premises. Fire Wardens will make sure that staff are familiar with the instructions detailed above; how to sound the alarm, escape routes and assembly area. The Warehouse Manager will be responsible for undertaking fire drill at the company premises. Site Managers will be responsible for carrying out fire drills onsite.

### **CONTRACTORS**

Where there is contractual work involving welding, cutting, brazing or soldering on the Company premises or sites, the Contractor shall ensure that all combustible materials are removed from the vicinity, a suitable fire extinguisher is close to hand, the area is screened off if necessary and access by any unauthorised person is prohibited. The Health and Safety Consultant will check these requirements, and a permit to work may be necessary.

Hot works permits will be issued before starting work and all hot works should stop 30 minutes before the contractor leaves site.

### **FIRE DRILLS**

Fire drills will take place at least annually for all the Company premises, the details of which shall be kept in the Fire log book. Where defects are found they will be remedied without delay (immediately if of great danger).

Fire drills at construction site shall be performed at the contracts manager discretion unless than predicted construction time is more than six months then they shall be held once every six months.

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### FIRE SIGNS

Existing legislation means that all Safety Signs must comply with 'The Health and Safety (Safety Signs and Signals) Regulations 1996. This includes a requirement for a symbol (i.e. running man); text only fire signs will not comply with the regulations and must be changed or added to.


### FIRE FIGHTING EQUIPMENT

The type of extinguisher provided should be suitable for the risk involved, adequately maintained and appropriate records kept of all inspections and tests. Fire extinguishers should be fitted on wall brackets or in floor stands to avoid them being removed or knocked over and damaged. They should be sited near exits or on the line of exit. Signs showing the types of extinguishers and on which classes of fire they may be safely used should be displayed at the fire point. (A guidance booklet covering fire risk assessments 'Fire Safety – An Employers Guide' is published on the Department for Transport, Local Government and the Regions website at <http://www.archive.official-documents.co.uk/document/fire/index.htm>)

### TYPES OF FIRE FIGHTING EQUIPMENT

	<p><b>Water extinguishers</b></p> <p>Water extinguishers are suitable for ordinary combustible fires, for example wood and paper, but are not suitable for flammable liquid fires. They should also be labelled 'not to be used on fires involving live electricity'. Water spray extinguishers are recommended.</p>
	<p><b>Foam extinguishers</b></p> <p>Foam extinguishers are suitable for small liquid spill fires or small oil tank fires where it is possible for the foam to form a blanket over the surface of the flammable liquids involved. They may not extinguish a flammable liquid fire on a vertical plane. Where foam is required for hydrocarbon fires, light water is recommended, preferably by spray applicator.</p>
	<p><b>Dry powder extinguishers</b></p> <p>Dry powder extinguishers are multipurpose and will deal effectively with flammable liquid fires because they are capable of quick knockdown of a fire. They will also deal with fires involving electrical equipment.</p>

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	<p>The size of the extinguisher must be adequate to deal effectively with the size of the spill fire leaving some in reserve. The recommended minimum size is a 9kg trigger-controlled extinguisher with CO2 discharge.</p>
	<p><b>Carbon dioxide extinguishers</b></p> <p>For fires involving electrical equipment, carbon dioxide extinguishers are recommended. Carbon dioxide (CO<sub>2</sub>) extinguishers are quite heavy and may be at high pressure. A minimum size of 2 kg is recommended.</p> <p>CO<sub>2</sub> smothers the fire by starving it of oxygen but provides little or no cooling effect. It is therefore not recommended for flammable liquid fires or where the displacement of oxygen would pose a risk to the user, e.g. where the user is standing in a confined space. The nozzle of the CO<sub>2</sub> extinguisher becomes very cold in use and therefore should not be held when discharging as this can cause severe frostbite burns.</p> <p><b>Specific training in the use of these extinguishers is essential.</b></p>

### **3.12 Manual Handling Operations**

(A guidance booklet 'Getting to grips with manual handling' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg143.pdf](http://www.hse.gov.uk/pubns/indg143.pdf))

**Contracts Managers, Warehouse Managers, Site Managers and supervisor will ensure that:**

- manual handling operations involving significant lifting, pushing or pulling are avoided where possible,
- Carry out manual handling risk assessments using the TILE method and pass finding to operatives
- where the above is not possible, the risks are assessed and measures are implemented to reduce the risk of injury e.g. by re-organising work systems, providing equipment such as trolleys/barrows, splitting loads into smaller units, specifying team lifts, providing employees with training in the techniques that minimise the risk of injury etc.,
- the significant findings of manual handling assessments are recorded locally on the JCL Manual Handling form
- Employees are not required to carry out manual handling operations beyond their individual capacities.

**Employees will ensure that they:**

- do not attempt to lift or move anything they consider to be too heavy or awkward for them,
- seek help where necessary,
- use the correct techniques to minimise the risk of injury i.e. keeping the back straight and lifting with the leg muscles,
- avoid bending from the waist and lifting, this puts strain on the back muscles and spine and may lead to injury,
- report to their manager any task which is beyond their capability or where the correct manual handling techniques cannot be used.

### **3.13 Display Screen Equipment (DSE)**

(A guidance booklet 'Working with VDUs' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg36.pdf](http://www.hse.gov.uk/pubns/indg36.pdf))

**Managers will ensure that:**

- employees who use DSE habitually for a significant part of their work are designated officially as DSE 'users',
- 'users' are provided with the above 'Working with VDU's' booklet to alert them to the risks to their health and how to minimise them,
- workstations operated by 'users' are assessed using the DSE Checklist to ensure they meet the minimum requirements and the risks are reduced to lowest level reasonably practicable,
- DSE work is planned so there are breaks or changes of activity,
- suitable blinds are provided to minimise glare, reflections and contrasting light levels,
- 'users' receive sufficient training in the software packages to enable them to work efficiently,
- 'users' are informed of their right to free eye tests and the provision of any special spectacles required for DSE work,
- 'users' are informed how they are to obtain the above eye tests and special spectacles if these are prescribed.

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- Ensure Fire Marshall's test alarms weekly

### **Employees will ensure that they:**

- adjust their workstations to minimise health risks as shown in the 'Working with VDU's' booklet,
- report any problems with their workstations which they cannot rectify themselves,
- organise their work to allow changes of activity or take frequent short breaks to offset fatigue,
- report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

### **Note – Laptop Computers**

Laptop computers on their own do not meet the minimum requirements set out in the Display Screen Equipment Regulations and can cause problems with prolonged and extended use. The keyboard and pointing devices on these units are unsuitable for extended use. For extended use a separate full size keyboard and normal mouse along with a properly set up workstation is required to minimise the risks of postural and upper limb disorders.

### **3.14 Smoking**

Smoking is illegal and not permitted in JCL premises or sites.

### **3.15 Road Transport**

#### **Directors and Managers will ensure that:**

- employees driving as part of their work are sufficiently competent and have the necessary documentation to show they comply with the requirements of road traffic legislation,
- work schedules are set so as to allow sufficient time to drive safely, complying with the relevant speed limits and taking breaks to offset fatigue on long journeys,
- any JCL owned/leased vehicles are suitable for the work undertaken and are serviced/checked at regular intervals in accordance with the manufacturer's instructions,
- a defect reporting procedure is implemented for JCL owned/leased vehicles



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### Employees will ensure that they:

- exercise particular care and comply with the requirements of the road traffic legislation and the Highway Code,
- avoid using hand-held mobile phones whilst driving,
- take breaks to offset fatigue on long journeys,
- take special care in car parks and roadways around premises to avoid pedestrians,
- check vehicles that they use are in roadworthy condition, reporting or rectifying any defects as is appropriate,
- plan routes in advance and leave details of their whereabouts at their office,
- take care as a pedestrian in car parks and when crossing public roads etc., using pedestrian crossings where available to minimise the risks.

### 3.16 Contractors

JCL recognise their responsibilities when employing contractors to deliver their services.

Guidance on construction health and safety issues is published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/conindex.htm>

### Managers will ensure that:

- contractors selected to quote for work are competent in managing the health and safety aspects of their activities,
- contractors complete the 'Contractors Health and Safety Questionnaire',
- the above questionnaires are analysed using the 'Guidance for Assessing Contractors' Health and Safety Questionnaires',
- specialist advice is obtained when in doubt about a contractor's health and safety competence,
- the work is clearly defined and the hazards known to JCL are communicated to prospective contractors,
- contractors quotations include details of the risk control measures to be implemented (method statements, health and safety plan etc),
- quotations are analysed and contracts awarded only to contractors agreeing to implement appropriate risk control measures,
- the work undertaken by contractors is monitored to ensure the appropriate risk control measures are being implemented,
- work is stopped if the risk control measures are not satisfactory,
- the health and safety performance of contractors is reviewed after each contract or annually and action is taken where appropriate to maintain standards.

### 3.17 First Aid arrangements

(Frequently asked questions and answers on first aid are published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/indg214.pdf>

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### Managers will ensure that:

- sufficient 'first aiders' or, in low risk situations where less than 50 persons are present, 'appointed persons' are available,
- a suitable number of first aid boxes containing the recommended first aid materials are provided,
- a system to check the contents of the first aid boxes regularly is in place,
- details of the names and locations of the first aiders/appointed persons are displayed on notices posted around the premises,
- a record is kept of all first aid treatments on the JCL 'First Aid Treatment Record Sheet'.

### Employees will ensure that they:

- familiarise themselves with the first aid procedures so that in the event of an injury or acute illness first aid assistance can be obtained quickly,
- carry out first aid in accordance with the training and instructions they have received,
- follow the hygiene rules when administering first aid as covered in training to prevent the transmission of infection'
- record all first aid treatments on the JCL 'First Aid Treatment Record Sheet'.

### 3.18 New and Expectant Mothers at Work

Guidance is published on the Health and Safety Executive's website at [www.hse.gov.uk/hthdir/noframes/mothers.htm](http://www.hse.gov.uk/hthdir/noframes/mothers.htm)

### Managers will ensure that:

- an assessment is carried out to identify any risks created by work to new and expectant mothers,
- appropriate arrangements are implemented to eliminate or control the risks,
- the significant findings of assessments are recorded locally on the JCL form given in 3.1 of this policy,
- a room is provided for rest purposes.

### Employees will ensure that they:

- inform their manager as soon as they are able if they become pregnant so an assessment can be carried out.

### 3.19 Young person's at work or on work experience (Below 18 years of age)

Guidance is published on the Health and Safety Executive's website at <http://www.hse.gov.uk/lau/lacs/92-3.htm>

### Managers will ensure that:

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- an assessment is carried out to identify any risks created by a young person's lack of experience or immaturity,
- appropriate arrangements are implemented to eliminate or control the risks,
- the significant findings of assessments are recorded locally on the JCL form given in 3.1 of this policy,
- an experienced employee is nominated to supervise each young person,
- where young persons are below school leaving age, the significant findings of the risk assessment are communicated to those with parental control.

### Employees will ensure that they:

- exercise close supervision over young person's placed with them for training.

### Young person's will ensure that they:

- take reasonable care for their own health and safety and that of others who may be affected by their activities,
- use any work equipment in accordance with the training and instructions provided,
- do not use equipment or carry out work for which they have not been trained,
- ask if in doubt about anything.

### 3.20 Reporting and Investigating Accidents and Cases of Work-Related Ill-Health

Online guidance on the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) 2013 is available on the Incident Contact Centre (ICC) website [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm). All RIDDOR incidents must be reported to the ICC. This can be done by telephone (0845 3009923) WEB-ON-LINE where the appropriate form is completed by them or via the online forms on the website. In each case the ICC will return a hardcopy as confirmation of notification.

Jamieson Contracting maintains this process and its supporting forms to ensure that accidents, incidents (including environmental accidents and incidents), close calls and near misses are reported and investigated in line with Railway Group Standards GE/RT8047 (current issue), GO/RT3118 (current issue), GO/RT3119 (current issue), Network Rail Standard, NR/L2/INV/002 Accident & Incident Reporting and Investigation (current issue) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

'Specified Injuries' to employees (including self employed persons working on JCL premises/sites) are broken bones, except fingers and toes or any injury which requires hospitalisation for more than 24 hours.

'Specified Injuries' to a visitor are any injury, sustained on JCL premises, that requires them to be taken direct to hospital.

## HEALTH AND SAFETY POLICY

'Over 7 Day Injuries' to employees (including self employed persons working on JCL do not include the day of the injury but every day after is counted where the person is not capable of doing their normal work. Weekends, leave periods etc. are included.

Some incidents that do not result in injury must be reported in the same way as 'Specified Injuries'. These are known as 'Dangerous Occurrences' and are only those which are specified by the regulations. These are mainly large incidents in the construction and manufacturing industries but some, such as, a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, may be relevant to JCL. A full list of 'Dangerous Occurrences' is given on the ICC website.

'Reportable Diseases' are only those which are work related, notified by a doctor's certificate and specified in the regulations. Most of the diseases specified are not relevant to JCL activities but some could be, such as, cramp in the hand or forearm arising from prolonged periods of typing/mouse work/handwriting, hepatitis from contact with human blood products (first aid treatment), legionellosis from work near cooling systems or hot water systems. A full list of 'Reportable Diseases' is given on the ICC website.

### **Managers will ensure that:**

- work related injuries and cases of ill health are investigated and where appropriate measures implemented to prevent re-occurrences,
- all work related injuries and cases of ill health work are recorded on the JCL 'Injury/Incident Report Form', a copy being kept on file and a copy sent to Head Office, (this takes the place of the 'Accident Book' - a book can be kept on site but the above form must be completed for all work related injuries and cases of ill health),
- Head Office are contacted immediately in the case of a 'Specified Injury' or a 'Dangerous Occurrence',
- 'Over 7 Day' absence injuries to employees (including self employed persons working on JCL) are reported to the ICC within 10 days via telephone or their website, the confirmation hardcopy being kept on file and a copy sent to Head Office,
- 'Reportable Diseases' as notified by doctor's certificate are reported to the ICC within 10 days by telephone or via their website, the confirmation hardcopy being kept on file and a copy sent to Head Office,
- 'Specified Injuries' and 'Dangerous Occurrences' are reported immediately to the ICC via telephone or their website, the confirmation hardcopy being kept on file and a copy sent to Head Office,
- guidance is obtained from the ICC website or the Health and Safety Consultant when in doubt about reporting requirements.

### **Employees will ensure that they:**

- report all significant work related injuries and cases of ill health to their manager/director.

### **Health and Safety Consultant will:**

## HEALTH AND SAFETY POLICY

- provide guidance on the incident reporting requirements when requested,
- investigate serious work related injuries and cases of ill health and recommend measures to prevent re-occurrences;
- produce annual injury/incident statistics for review purposes.

An investigation may be required and if so it will be undertaken by competent safety personnel who have a recognised safety qualification, using JCL-INV-01 Investigation Form. The investigation will encompass photographic evidence, risk assessment arrangements, method statements, training records, conclusions and recommendations as may be necessary. It will identify the immediate and underlying causes of the accident, incident, close call, near miss or dangerous occurrence in order to determine any required remedial action necessary.

### 3.21 Health and Safety Law Notices and Employers Liability Insurance Certificates

#### Managers will ensure that:

- a 'Health and Safety Law' poster is displayed and the appropriate details are entered in the spaces provided on the poster,
- a copy of the JCL liability insurance certificate is displayed.

### 3.22 Safety Representatives and Employee Consultation

(A guidance booklet 'Consulting Employees on Health and Safety: A Guide to the Law is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg232.pdf](http://www.hse.gov.uk/pubns/indg232.pdf))

Trade Union or employee appointed safety representatives have rights which must be respected, e.g. to carry out workplace inspections, to be informed of accidents, any changes which affect health and safety and any arrangements for health and safety training. They also have the right to see documents required by law e.g. significant findings of risk assessments, Injury/Incident Forms, Health and Safety Policy etc.

#### Managers will ensure that:

- where appointed by a Trade Union or by employees, safety representatives are consulted in good time regarding any changes in working arrangements that affect the health and safety of employees,
- where safety representatives are not appointed, the above consultation is carried out directly with employees,
- a Safety Committee is formed where requested by two or more safety representatives,
- where a Safety Committee is not formed, health and safety is a standing item on the agendas of appropriate meetings with employees

### 3.23 Working Alone

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(A guidance booklet 'Working alone in safety: "controlling the risks of solitary work"' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg73.pdf](http://www.hse.gov.uk/pubns/indg73.pdf))

### Managers will ensure that:

- working alone is avoided where possible,
- where working alone is unavoidable, a risk assessment is carried out to identify the measures necessary to minimise the risks, e.g.
- the significant findings of risk assessments are recorded locally on the JCL form given in 3.1 of this policy,

### Employees will ensure that

- They ring in to their line manager when they begin works and when they finish. They will also ring there line manager if they leave site for any reason.

### 3.24 Working Time WTD

JCL recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased.

### Managers will ensure that:

- employees do not work more than 48 hours per week (averaged over a 17 week period), without the written agreement of the individuals involved,
- health assessments are offered to night-workers,
- employees receive the breaks and annual leave entitlements specified in the Regulations, i.e.

**In work breaks** - for adults at least 20 minutes break when working more than 6 hours and at least 30 minutes break after 4.5 hours for persons under 18 years,

**Daily breaks** - at least 11 hours break between leaving and starting work next day,

**Weekly breaks** - at least 1 day off each week,

**Annual leave** - at least 4.8 weeks leave for full time employees.

### Employees will ensure that they:

- report to their manager/director where workloads or working practices require them to work excessive hours or where they cannot take their entitled breaks,
- let their manager/director know if they have additional employment that impacts on their total working hours.

### 3.25 Working on Client's Premises

#### Managers will ensure;

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- the risks created by JCL /contractors are assessed and adequately controlled,
- the risks created by clients which affect JCL/contractors are properly controlled,
- ongoing communication and co-operation takes place with clients to ensure the risks to all persons are properly controlled,
- JCL employees/contractors are capable of recognising the risks likely to be present on client's premises and applying the appropriate measures to control them.

### **Employees/Contractors will ensure that they:**

- take the necessary steps to ensure the risks from their activities are properly controlled,
- familiarise themselves with the health and safety arrangements on client's premises,
- co-operate fully and follow any relevant health and safety instructions and procedures,
- report any short-comings in client's health and safety arrangements to their contact at the premises and to their manager.

### **3.26 Working at Home**

(A guidance booklet 'Home-working – Guidance for employers and employees on health and safety' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg226.pdf](http://www.hse.gov.uk/pubns/indg226.pdf))

Where employees are designated as 'Home Based' the following arrangements apply. The main hazards are associated with the extended use of computer equipment – see also section 3.9.

### **Managers/Directors will ensure;**

- employees based at home who use computers habitually as a significant part of their work are provided with suitable equipment and furniture to minimise the risks,
- employees are provided with a 'Display Screen Equipment Checklist' to assess their home workstation,
- remedial action is taken to deal with any problems identified by the above assessment,
- employees are provided with the above 'Home-working' booklet to alert them to the risks to their health and how to minimise them.

### **Employees will ensure that they:**

- assess their home workstation and follow the guidance in the 'Home-working' booklet,
- report to their manager/director any problems they have with the equipment/furniture/working procedures.

### **3.27 Noise**

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Prolonged exposure to high noise levels causes permanent and irreversible hearing damage. The Regulations set first and second exposure action values of 80 and 85dB. The second action value also includes any impact noises 137db and above. In addition they require that the daily or weekly exposure of employees must not exceed 87dB, which can take account of any reduction in exposure provided by hearing protection. For more information see the HSE website [www.hse.gov.uk/pubns/noisindx.htm](http://www.hse.gov.uk/pubns/noisindx.htm)

### **Contracts Managers, Site Managers/ Supervisors will ensure:**

- noise surveys are carried out for any areas or processes where it is necessary to raise voices to carry out a normal conversation when about 2 m apart or where there are impact noises such as hammering, pneumatic impact tools or explosive sources such as cartridge operated tool,
- the recommendations set out in the noise surveys are implemented, in particular:
- where exposure exceeds the first action value of 80 db (daily or weekly exposure, whichever is the lower) employees must be:
  1. Warned of the slight risk of hearing damage occurring
  2. Provided with hearing protection and shown how to use it
- where exposure exceeds the second action value of 85 db (daily or weekly exposure, whichever is the higher) or where there is exposure to impact noises 137db or above, employees must be:
  1. Warned of the significant risk of hearing damage occurring
  2. Provided with hearing protection and shown how to use it
  3. Supervised effectively to ensure the hearing protection it is used
  4. Receive annual hearing checks

### **Employees will ensure that they:**

- use hearing protection where instructed to do so, i.e. where their exposure exceeds the second action values,
- use any noise reduction measures in accordance with the training and instructions received,
- cooperate with the arrangements for hearing checks,
- report any exposures to high noise levels their manager may not be aware of.

### **3.28 Health and Safety Training**

Adequate training and instruction are essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements which impose duties on the company to carry out induction, job and refresher training.

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly, and understand the need for them.

All training must be planned and organised to ensure correct standards are attained. It is unacceptable to adopt a “learn as you go” attitude and employees must not use unfamiliar equipment without some form of instruction.



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### Legal requirements

There is general requirement on the Company under The Health and Safety at Work Act 1974 to provide employees with adequate information, instruction, training and supervision. Under The Management of Health and Safety at Work Regulations, training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work.

### Competence

All workers/visitors to a JCL site must hold a valid CSCS card in their relevant field. Any exception must be signed off by a **director**.

New starters must be fully inducted into the company before starting work. During this induction the new starter new receive JCL H&S Policy, rules and procedures and will inform the company of their training and competences. Management will review the new starters competences with the HR office and put together a training program if it is felt the operatives training is lacking.

All operatives shall be inducted onto new site which fall under CDM regulations no matter length of service with the company. The induction will cover basic health and safety as well as site specific health and safety.

The company will take account of employees' capabilities, level of training, knowledge and experience when allocating work. Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

The company will decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely.

There are specific requirements concerning the health and safety of 'young workers' (i.e. those who have not attained the age of 18.) The main obligation is to ensure they are put at undue risk because of their vulnerability. It is company policy to undertake young person's risk assessments before employing any new workers in order to identify hazards and establish effective controls. Young people must be given appropriate training and ongoing supervision when they commence work and throughout their work period.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
- Induction training for all new employees.
- Training on our Health and Safety policies and procedures.
- Work activity training relevant to the Employee, including the use of any equipment.
- Training required by specific legislation.

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- Training on Fire and Emergency procedures.
- Refresher training where necessary.
- Keep records of all staff training and related documents.
- Ensure employees are aware of their legal obligation to co-operate and put in to practice any instructions or training given.
- Consider employee training needs before introducing new machinery or processes.

### 3.29 Personal Protective Equipment (PPE)

Where it is not possible to control risks by other means PPE will be provided.

**Contracts Managers, Site Managers, Warehouse manager and supervisors will ensure that:**

- risk assessments identify the type and standard of PPE required making sure it is suitable for the risks involved and for the user,
- maintain adequate stocks and provide employees with the PPE specified for their work,
- employees are instructed in the use and maintenance of the PPE required for their work,
- employees use the PPE specified for their work,
- PPE is replaced as necessary,
- records of the issue of PPE are maintained.

**Employees will ensure that they:**

- use the PPE specified for their work,
- inspect/maintain/replace their PPE as is necessary,
- report any defects or shortcomings with their PPE they cannot rectify themselves.

### Standard issues PPE

Standard issue may consist of the following:

- High Visibility Tabard to BS EN ISO 20471:2013 High visibility clothing – Test methods and requirements (ISO 20471:2013).
- High Visibility Trousers or Over Trousers to BS EN ISO 20471:2013 High visibility clothing – Test methods and requirements (ISO 20471:2013).
- Safety Boots to EN 345 (including mid sole protection and ankle support)  
*material used must meet the requirements of BS EN ISO 20345: 2004.*
- Safety Helmet to EN 397.

***All safety helmets worn on or near the line side or on the line side to be white in colour, except where the wearer is accessing Network Rail infrastructure under:-***

- *A Track Visitors Permit (TVP)*
- *A Sentinel smart card with a green square symbol on it*
- *Infrastructure maintenance new starters (Passport Scheme).*

***In which case the helmets must be blue in colour: PANTONE(R)2935c.***

- Mechanical Protection Gloves to (min) EN 388.

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- High Visibility Wet Weather Jacket & Trousers (as necessary) to BS EN ISO 20471:2013 High visibility clothing – Test methods and requirements (ISO 20471:2013).
- High Visibility Overall (as necessary) to BS EN ISO 20471:2013 High visibility clothing – Test methods and requirements (ISO 20471:2013).
- High Visibility Bodywarmer (as necessary) to BS EN ISO 20471:2013 High visibility clothing – Test methods and requirements (ISO 20471:2013).
- Ear Defenders (as necessary) to BS EN 352.
- Eye Protection (as necessary) To EN 166 B, F or S.

Additional PPE will be issued based on the requirements of appropriate risk assessments e.g. respiratory equipment etc.

PPE suitable to the needs of the individual and the tasks they are to perform will be issued free of charge at induction and then on a project by project basis.

Written and verbal instruction on the fitting, adjustment, use, cleaning, storage, maintenance and replacement of PPE will be given for each piece of equipment provided at the time of issue.

Individuals are responsible for the cleaning and adjustment of PPE and for requesting further issue as necessary, in accordance with the PPE briefs given.

Site Safety Monitoring is undertaken on all sites where it is practical due to the time on site.

Where monitoring is undertaken checks will ensure that:

- Employees are wearing the correct PPE.
- Employees are wearing PPE correctly.
- PPE is correctly adjusted.
- PPE is within date (where necessary).
- PPE is suitably clean.

PPE is within date (where necessary) – This is to be applied in particular to safety helmets which have a 5 year expiry date.

### **3.30 Vibration Risks**

‘Whole Body’ vibration (WBV) is typically from ride on vehicles and can lead to back pain. ‘Hand-arm’ vibration (HAV) comes from hand-controlled tools such as drills, demolition breakers, angle grinders and hammer drills. Too much exposure can cause hand-arm vibration syndrome (HAVS) and carpal tunnel syndrome. HAVS affects the nerves, blood vessels, muscles and joints of the hand, wrist and arm. This can become severely disabling if ignored and includes vibration white finger, which can cause severe pain in the affected fingers. For more information see the HSE website [www.hse.gov.uk/pubns/indg175.pdf](http://www.hse.gov.uk/pubns/indg175.pdf)

Like noise at work the health risks from vibrating tools and machinery must be assessed and controlled but unlike noise, protective equipment for vibration risks is not generally available or effective.

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For 'whole body' vibration the exposure action value (EAV) is 0.5m/s<sup>2</sup> averaged over 8 hours and the exposure limit value (ELV) is 1.15 m/s<sup>2</sup>. For hand-arm vibration the exposure action value (EAV) is 2.5m/s<sup>2</sup> averaged over for 8 hours and the exposure limit value (ELV) is 5 m/s<sup>2</sup>.

### Managers will ensure:

- that where employees are exposed to vibration a risk assessment is carried out to decide if they are likely to be exposed above the EAV and if so introduce a programme of controls to reduce the risks,
- that health surveillance is provided for employees regularly exposed above the EAV and records are kept,
- that immediate action is taken where necessary to reduce exposures below the ELV,
- employees are supervised to ensure that any usage time restrictions in the risk assessment are complied with,
- information and training is provided for employees on the health risks from vibration, see HSE leaflet, 'Hand-Arm Vibration – Advice for Employees'. <http://www.hse.gov.uk/pubns/indg296.pdf> and any usage time restrictions in the risk assessment.

### Employees will ensure that they:

- follow the advice and guidance in the above HSE leaflet,
- comply with any usage time restrictions in the risk assessment,
- cooperate with the arrangements for health surveillance,
- report any exposures to vibration their manager may not be aware of.

### 3.31 Construction Design and Management

The Construction (Design and Management) Regulations 2015 came into force on 6th April 2015 and replace the previous 2007 Regulations. These Regulations govern the management of health, safety and welfare when undertaking construction projects in Great Britain.

The aim of the Regulations is to integrate health and safety into the management of projects and encourage everyone involved to work together. The Regulations ensure that planning and management incorporate health and safety through all stages of project development. Under CDM the effort devoted to planning and managing health and safety should be in proportion to the risks and complexity of the project.

Under the Regulations "construction work" means the carrying out of any building, civil engineering or engineering construction work.

### Notification

The requirements of CDM 2015 apply whether or not the project is notifiable. A project is notifiable if the construction work on a construction site is scheduled to:-

- (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- (b) exceed 500 person days.

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Where a project is notifiable, the client must give notice in writing (using form F10) to the Health & Safety Executive as soon as is practicable before the construction phase begins.

### Responsibilities

Under CDM 2015 the company can be one or more dutyholder for a project.

The different dutyholders and responsibilities are summarised in the table below and it is company policy to ensure that when undertaking any of the defined roles that our obligations under the regulations are understood and fulfilled by all involved in the project.

CDM Dutyholders – Who are they?	Summary of role/main duties
<p><b>Clients</b> - are organisations or individuals for whom a construction project is carried out</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> <li>• Other dutyholders are appointed;</li> <li>• Sufficient time and resources are allocated;</li> <li>• Making sure relevant information is prepared and provided to other dutyholders;</li> <li>• The principal designer and principal contractor carry out their duties;</li> <li>• Welfare facilities are provided.</li> </ul>
<p><b>Designers</b> – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• Construction; and</li> <li>• The maintenance and use of a building once it is built.</li> <li>• Provide information to other members of the project team to help them fulfil their duties.</li> </ul>
<p><b>Principal designers</b> – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• Identifying, eliminating or controlling foreseeable risks;</li> <li>• Ensuring designers carry out their duties;</li> <li>• Prepare and provide relevant information to other duty holders;</li> <li>• Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> </ul> <p>(NB: Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007)</p>
<p><b>Principal contractors</b> – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• Liaising with the client and principal designer;</li> <li>• Preparing the construction phase plan;</li> <li>• Organising cooperation between contractors and coordinating their work.</li> </ul>

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	<p>Ensure:</p> <ul style="list-style-type: none"> <li>• Suitable site inductions are provided;</li> <li>• Reasonable steps are taken to prevent unauthorised access;</li> <li>• Workers are consulted and engaged in securing their health and safety; and</li> <li>• Welfare facilities are provided.</li> </ul>
<p><b>Contractors</b> – are those who do the actual construction work and can be either an individual or a company</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</p> <ul style="list-style-type: none"> <li>• For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</li> <li>• For single-contractor projects, prepare a construction phase plan.</li> </ul>
<p><b>Workers</b> – are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> <li>• Be consulted about matters which affect their health, safety and welfare;</li> <li>• Take care of their own health and safety and others who may be affected by their actions;</li> <li>• Report anything they see which is likely to endanger either their own or others' health and safety;</li> <li>• Cooperate with their employer, fellow workers, contractors and other dutyholders;</li> </ul>

### Construction Phase Plan

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. For single contractor projects the contractor must ensure that a plan is prepared, for multi-contractor projects it is the Principal Contractors responsibility. The purpose of the plan is to outline the health and safety arrangements, site rules and specific measures concerning any work involving particular risks. The following list of topics should be considered when drawing up the plan:

- a description of the project such as key dates and details of key members of the project team;
- the management of the work includes:
- the health and safety aims for the project;
- the site rules;
- arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;
- arrangements for involving workers;
- site induction;
- welfare facilities; and
- fire and emergency procedures;

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- the control of any of the specific site risks listed in Schedule 3 where they are relevant to the work involved

### **Health & Safety File**

A health and safety file is only required for projects involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project. The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

### **Appointment of Contractors**

When contractors appoint anyone to carry out work on a construction site, the company will ensure that those we appoint have, or are in the process of gaining, the right skills, knowledge, training and experience (*see separate arrangements concerning contractor appointment*).

### **Supervision, instructions and information**

The level of supervision, instructions and information required will depend on the health and safety risks involved in the project and the level of skills, knowledge, training and experience of the workforce.

The company will ensure that supervision is effective, and that suitable site inductions are provided along with any other relevant site information.

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### **Cooperating, communicating and coordinating**

All duty holders must cooperate with each other and coordinate their work effectively to ensure health and safety. They must also communicate with each other to make sure everyone understands the risks and the measures to be put in place to control those risks.

The company acknowledges its obligations under the regulations to Co-operate and Co-ordinate with all parties on site in order to fulfill statutory obligations and ensure risks are reduced. Liaison is particularly important where variations of the work are proposed or where more than one contractor or sub-contractor is engaged. This will be achieved by:

- Holding regular meetings with other trades on site in order to exchange information and establish rules and guidelines for safe working, including the prohibitions relating to the use of any of the company's facilities, plant or equipment unless authorized.
- Providing information on our activities that may present a hazard to other trades on site, and also ascertaining any relevant information relating to their work activities, and the actions that must be avoided.

The Construction (Design and Management) Regulations 2015 (CDM) replace the Construction (Design and Management) Regulations 2007.

The aim of the Regulations is to integrate health and safety into the management of projects and encourage everyone involved to work together. The Regulations ensure that planning and management incorporate health and safety through all stages of project development. Under CDM the effort devoted to planning and managing health and safety should be in proportion to the risks and complexity of the project.

The CDM Regulations apply to all construction projects including those that are not notifiable. Projects should be notified to the HSE when construction work is expected to last more than 30 days on site or involve more than 500 person days.

Under the Regulations "construction work" means the carrying out of any building, civil engineering or engineering construction work

### **Contractor Obligations**

The company acknowledges its responsibilities as a 'Contractor' under CDM. We recognise that we have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper coordination of the work, underpinned by good communication and co-operation between all those involved.

When working as a 'Contractor' on projects, the company will ensure that:

- Clients are aware of their duties under the regulations.
- We plan, manage, supervise and monitor our work to ensure employees under our control are safe.



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- Anyone we employ is competent and adequately resourced to address the health and safety aspects of their activities.
- Sufficient time is allocated and notified to sub contractors to allow them to plan and prepare before starting their work on site.
- We provide workers with relevant health and safety information including adjacent contractor operations, site-specific induction and reporting arrangements in case of problems or emergency.
- Design work is completed with sufficient consultation and cooperation in accordance with the regulations.
- We comply with health and safety duties as stipulated by legislation.
- We cooperate and coordinate our work with others working on the site.
- The workforce is adequately consulted on health and safety matters.
- We obtain specialist advice when planning high-risk activities.

For notifiable projects, (those lasting more than 30 days or involving more than 500 person days of work), the following additional duties apply, and as Contractors we will:

- Verify that a Principal designer has been appointed and that the HSE have been notified before they commence work.
- Cooperate with the principal contractor, designer and Principal Designer or others working on the project.
- Inform the principal contractor about risks generated by our work.
- Provide details to the principal contractor of any sub contractor whom we engage to complete works.
- Comply with reasonable directions from the principal contractor and rules included in the health and safety plan.
- Inform the principal contractor of any identified problems with the plan or risks identified during our works that may not be adequately managed.
- Inform the principal contractor of any accidents or dangerous occurrences notifiable under RIDDOR.
- Provide information for inclusion in the health and safety plan and ultimately within the health and safety file where appropriate.

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### Principal Contractor Obligations

Where the 'Client' appoints the company to act as 'Principal Contractor for notifiable projects under CDM, we will fulfil our obligations under law by coordinating and managing the construction phase to ensure the health and safety of all those affected by the project.

We will liaise with the 'Client' to ensure that sufficient time is afforded to develop the construction phase health and safety plan and to arrange the necessary resources.

When acting as 'Principal Contractors' on projects, we will ensure that:

- Clients are aware of their duties, that a Principal Designer has been appointed and that the project has been notified to the HSE.
- The construction phase is appropriately planned, managed and monitored, with adequate resources and competent site management.
- Sub contractors are provided with relevant health and safety information and sufficient time to allow them to plan and prepare to carry out their work safely and without risk.
- There is coordination and cooperation between contractors.
- The construction phase health and safety plan is prepared before work commences, developed in conjunction with designers and contractors, implemented and updated as work progresses.
- Contractors and designers employed are competent and adequately resourced.
- Adequate welfare arrangements are available for the duration of construction works.
- All reasonable steps are taken to prevent unauthorised access to site.
- Site rules are prepared and enforced.
- The Principal Designer is involved in design decisions of either temporary or permanent nature throughout the construction phase.
- The Principal Designer is provided with relevant information for inclusion in the health and safety file in the agreed format.
- All workers on the site have received appropriate health and safety induction, information and training.
- The workforce is consulted on health and safety matters.
- The HSE project notification is displayed.

### Construction Phase Health and Safety Plan

For all notifiable projects we will prepare a construction phase health and safety plan which will set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it. Each plan will be project specific and cover the following key issues:

- Health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.
- The arrangements for the management of health and safety of the construction work covering management of the key requirements detailed in part 4 of the Regulations.
- The monitoring systems for checking that the health and safety plan is being followed.

## HEALTH AND SAFETY POLICY

### 3.32 Welfare and Workplace

We recognise that a safe and healthy work environment is not only a legal requirement under The Workplace (Health, Safety and Welfare) Regulations 1992, but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
  - Temperature;
  - Ventilation;
  - Lighting, (including emergency lighting);
  - Individual workspace requirements;
  - General layout of work areas;
  - Waste disposal, (including contaminated or hazardous waste).
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
- Keep floors and walkways clean, in good condition, and free from obstruction and slipping and tripping hazards (which includes ice and snow).
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.
- Ensure the workplace, its equipment, services and facilities are appropriately maintained.
- Provide and maintain the following welfare facilities:
  - An adequate number of sanitary facilities for the gender mix at our premises;
  - Washing, changing, and clothing storage facilities where appropriate;
  - Areas for eating meals and resting (including those for pregnant and nursing mothers);
  - An adequate supply of wholesome drinking water.

### 3.33 Monitoring Evaluation and Review

In order to comply with Section 2 (3) of the Health and Safety at Work etc Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1999 this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the statutory requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to the implementation and techniques of risk control.

## HEALTH AND SAFETY POLICY

The Company recognises the importance of carrying out monitoring and checking to ensure that performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

For the monitoring system to be effective both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring. The matter will be investigated fully so that steps can be taken to prevent recurrences.

The purpose of the monitoring, evaluation and review process is to ensure:

- The maintenance and development of an effective health and safety policy.
- The maintenance and development of an effective organisation to ensure that the policy is implemented.
- The maintenance and development of improving performance standards.
- The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes management and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the Company through its management system and/or safety coordinating arrangements any areas where this policy is inadequate or ineffective.

The Company will make arrangements for the appointed Health and Safety Consultant to visit the Company's site(s) and premises at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of Regulations. A report of the inspection findings and recommendations will be provided so that it can be established where the appropriate procedures in Company policy have not been complied with or are deficient and action can be taken to ensure similar problems do not recur.

### 3.34 Health Surveillance

The Management of Health and Safety at Work Regulations 1999 requires every employer to ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety. Also, it may be appropriate to consider pre-employment health assessments, assessments when employees change jobs within the company, if there are significant changes in the work activity, or there are changes to the employee's health or circumstances.

Health surveillance may be required across a range of activities such as:

- Before undertaking regular night work.
- Exposure to noise or vibration.
- Exposure to certain substances (fumes, dusts, biological agents etc).

## HEALTH AND SAFETY POLICY

- Undertaking regular repetitive work.
- Exposure to asbestos or lead.

The main objectives of health surveillance are to:

- Protect the health of individual employees by detecting as early as possible adverse changes.
- Help evaluate the measures taken to control exposure.
- Collect, keep up to date and use data and information for determining and evaluating hazards to health.

The appropriate level, frequency and procedure of health surveillance will be determined by the risk assessment process. In certain circumstances this may require the assistance of a qualified medical practitioner.

The type of health surveillance required will depend on the risk and severity of any potential ill-health effects. The company will ensure that for all health surveillance undertaken, a health record is retained and maintained throughout an employee's employment.

Where an employee is found to have an adverse health effect or identifiable disease believed to be the result of exposure to an activity or substance hazardous to health, the Company will arrange for the employee concerned to be interviewed and told. Clearly where applicable under RIDDOR, this will be reported to the enforcing authorities.

### EMPLOYEES DUTIES

Employees are under a general duty (HSWA section 7) to co-operate with the company in any health surveillance participation.

#### 3.35 Site Co-operation and Co-ordination

The company acknowledges its obligations under The Construction (Design and Management) Regulations 2015 and The Management of Health and Safety at Work Regulations 1999, to Co-operate and Co-ordinate with all parties on site in order to fulfil statutory obligations and ensure risks are reduced. There must be co-operation and co-ordination between all the parties involved, to ensure the health and safety of all at the workplace and anyone else likely to be affected. Liaison is particularly important where variations of the work are proposed or where more than one contractor or sub-contractor is engaged.

It is our policy to:

- Cooperate and coordinate work activities with all relevant persons on the site.
- Hold regular meetings with other trades on site in order to exchange information and establish rules and guidelines for safe working, including the prohibitions relating to the use of any of the company's facilities, plant or equipment unless authorised.

## HEALTH AND SAFETY POLICY

- Provide information on our activities that may present a hazard to other trades on site, and also ascertain any relevant information relating to their work activities, and the actions that must be avoided.
- Retain records of all meetings and communication made between ourselves and other trades on site.
- Communicate relevant emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which our work is to be carried out, and any segregation arrangements for contractors and third parties.
- Agree routes to and from the work sites and the provision of welfare facilities.
- Report to site management any contractors or third parties if their work appears unsafe.
- Cooperate with the principal contractor, designer, Principal Designer and others working on the site for all notifiable projects, providing all relevant documentation.



**HEALTH AND SAFETY POLICY**

**Health & Safety Policy**

**Jamieson Contracting (NW) Ltd**

This section is to be signed by the Employee, as proof they have received, read and acknowledged all the points in the above mentioned Health & Safety Policy and agree to work within the conditions and procedures within it.

Print name of  
Employee .....

Signed  
Employee .....

Dated .....



**HEALTH AND SAFETY POLICY**

**Health & Safety Policy**

**Jamieson Contracting (NW) Ltd**

This section is to be signed by the Sub Contractor, as proof they have received, read and acknowledged all the points in the above mentioned Health & Safety Policy and agree to work within the conditions and procedures within it.

Print name  
Sub Contractor .....

Signed  
Sub Contractor .....

Dated .....