



## **Health, Safety & Environmental Policy**

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# PART A POLICES

## General Statement

R Earsman Ltd is committed so far as is reasonably practicable to:-

1. Provide and maintain a working environment that is safe, without risk to the health of both employees and non-employees and to prevent by the best practicable means emissions of harmful or offensive substances.
2. Provide and maintain plant and systems of work that are safe and without risk to health.
3. Make suitable arrangements in respect of safety and health factors when new buildings, plants, methods, products or processes are introduced or where changes to existing ones are planned so that safety becomes an integral part of normal production activities and to obtain the co-operation of manufacturers, suppliers, erectors and installers of plant and equipment.
4. Make suitable arrangements for safety and minimisation of risk to health in the use, handling, storage and transport of articles and substances.
5. Provide and maintain a safe means of access to and egress from working places under the Company's control.
6. Give to the Directors responsibility for seeing that arrangements are made for the fulfilment of this Policy and for monitoring its implementation and effectiveness.
7. Ensure that Directors, Managers and others in supervisory roles accept that safety responsibilities rank equal in importance with other functions they perform and that these responsibilities go beyond general compliance with statutory requirements.
8. Employ persons who are competent and both physically and mentally fit for the duties normally expected of them.
9. Provide information, instruction, training and supervision as necessary to ensure the health and safety of employees and to include safety training in the induction programme of new and transferred employees.
10. Issue to employees a copy of this Policy Statement and provide further information as required by the Health and Safety Information for Employees Regulations, 1989 & 2009 amendments and any other relevant legislation.
11. Require employees as a Condition of Employment to observe safe working practices and to comply with legal requirements, Company Rules and Regulations and to take reasonable care for the health and safety of themselves and / or other persons who may be affected by their acts or omissions at work. Employees are also expected to co-operate with their employer in the fulfilment of statutory obligations and in the investigation of accidents.
12. The Company will take all reasonable steps to ensure that risk assessments are carried out in order to identify hazards associated with working operations. The risks presented by these hazards will be quantified and control measures introduced to avoid or reduce the likelihood of harm to employees or other persons.
13. Investigate and analyse accidents and dangerous occurrences and to implement immediately any action agreed arising from recommendations following such as incident.
14. Develop an attitude for safety awareness and impress on employees the importance of working in a safe and healthy manner.
15. Provide protective clothing and equipment, welfare and first aid facilities in accordance with statutory and Company requirements.
16. Arrange for adequate financial resources and facilities to meet the requirements of the Health, Safety and Environmental Policy

## Health, Safety & Environmental Policy Statement

This policy applies to all R Earsman operations wherever they are carried out.

R Earsman considers effective health, safety and environmental management to be of prime importance to its business and is committed to continuous improvement in HSE performance.

R Earsman's aim is to cause no harm to people and to protect, and minimise the environmental impact of R Earsman operations. In doing this we will work with clients, suppliers, the workforce and other stakeholders towards achieving these challenging goals.

R Earsman will:

Comply with all legislative requirements pertaining to health, safety and the environment as its minimum standard;

Pursue high standards of health, safety and environmental management as an integral part of efficient management of the business ensuring that business decisions take proper account of health, safety and environmental implications;

Work with clients to minimise negative and maximise positive environmental impacts from their operations, and will conduct our own operations and offer our services in an environmentally responsible manner;

Employ a consistent framework for the management of health, safety and environmental issues across its operations;

Maintain, review and report annually on health, safety and environmental performance including:

Management system development

Significant achievements

Accident and incident performance

Regulatory action

Review and, if necessary, revise this policy on an annual basis.

The Managing Director has overall responsibility for implementing this policy. Individual responsibilities of key R Earsman personnel are set out clearly in supporting documents.

SIGNED:

  
John Armstrong  
Managing Director

DATE: April 2018



## **PART B - ORGANISATION**

### **Organisation for Implementing Policy**

#### **RESPONSIBILITIES**

##### **1. Managing Director**

The Managing Director will have overall responsibility for the implementation of the Company Health, Safety & Environmental Policy and will be responsible for ensuring that adequate resources are provided to enable the policy to be implemented.

In his absence, or in the absence of other responsible persons identified in the Organisation Chart, the responsibility for carrying out these duties will be taken on by the person so designated on the Deputising Order.

##### **2. Directors**

All Directors are responsible, within their sphere of jurisdiction, for the implementation of the Company Health, Safety & Environmental Policy.

Directors duties include the following:

- a) Providing resources to enable the policy to be implemented.
- b) Ensuring responsibilities for health, safety and welfare are assigned, accepted and implemented at all levels.
- c) Providing adequate training and monitoring resources to ensure safe systems of work are correctly adhered to, and to implement the requirements of new legislation.

##### **3. Supervisors and Foremen**

Supervisors and Foremen are responsible within the limits of their authority for the health, safety and welfare of persons under their control. Effective supervision plays a vital part in achieving the aims of the policy. A special responsibility for safe working rests with supervisory staff who possess the knowledge and experience to spot potential hazards.

Supervisors and Foremen's duties include the following:-

- a) Ensure a safe working environment is provided and maintained.
- b) Ensure that a safe means of access and egress is provided and maintained to every workplace.
- c) Ensure that maintenance and servicing of equipment is carried out, as required.
- d) Report all defects to their immediate superior.
- e) Receive reports from operatives of any incident which led or might have led to injury or damage and to investigate such reports with the object of preventing recurrence. Ensure such reports and recommendations are passed to their immediate superior.
- f) Ensure Company and local procedures are complied with.
- g) Identify and minimise unsafe acts or conditions.
- h) Ensure safety induction of all site visitors, as may be necessary.
- i) Supervise contractors and visitors, in order to ensure compliance with legislation, Company or local standards.
- j) Ensure personal protective and safety equipment is in good order and used as appropriate.



#### 4. **Site Operatives**

Each and every individual employee carries a personal responsibility under the Health and Safety at Work Act. Duties are imposed on all employees to take reasonable care for their own health and safety at work, to avoid placing others at risk and to co-operate in the steps which their employer must take to comply with the Act and to refrain from interfering or misusing anything provided in the interests of health and safety, and :-

- a) Shall make themselves familiar with and conform to the safety policy.
- b) Shall observe all safety rules and carry out their work in the manner in which they have been instructed and trained to do so.
- c) Shall wear appropriate safety equipment and use appropriate safety devices, ensuring that it is in good condition and report to their immediate supervisor any known defects.
- d) Shall report to their immediate supervisor any observed accidents and damage to property or equipment irrespective of whether persons are injured.
- e) Shall report to the person in charge of the accident book, all accidents to themselves whilst at work and sign the book stating that the entry made is correct.
- f) Shall report any hazards or unsafe conditions to their immediate supervisor.
- g) Shall keep the workplace in a safe and tidy manner.
- h) Shall refrain from any horseplay and misuse of facilities.
- i) If the safety aspect of a job which they have been asked to carry out gives cause for concern, or, if they feel that they do not possess the necessary skills or experience to carry out the work in a safe manner, then they must inform their immediate supervisor.

#### 5. **Clerical, Technical, Administrative and Office Personnel**

- a) Shall make themselves familiar with and conform to the safety policy.
- b) Shall carry out their work in the manner in which they have been instructed to do so such that they do not place themselves or anyone else at risk.
- c) Keep their workplace in a safe and tidy condition, ensuring that access ways and doors are not obstructed.
- d) Report any defects in equipment to their immediate supervisor and under no circumstances attempt any makeshift repairs.
- e) Comply with Fire Fighting and Emergency Procedures applicable at the workplace.
- f) Report any accidents to their immediate supervisor and agree that the entry made in the accident book is correct.
- g) Ensure that any equipment which is provided in the interest of safety is not misused.

#### 6. **Health and Safety Adviser**

The Health and Safety Adviser will act as the competent person to assist the Management of the Company in carrying out their duties as required by the relevant statutory provisions (Management of Health and Safety at Work Regulations), and whose main duties are to:

- a) Advise on the formulation, production, monitoring and review of the Company Safety Policy.
- b) Liaise with the Directors and members of the Management to ensure implementation and monitoring of Health and Safety Procedures.
- c) Carry out regular safety inspections of workplaces and provide a written report to the Site Agent/Foreman, or Head of Department and also to the Managing Director or the senior member of the Management who is responsible for the safety of the workplace.
- d) Inform the Management of Health and Safety legislation and make recommendations for the implementation of such legislation.
- e) Investigate and record information on all accidents, dangerous occurrences and enforcement notices. Provide a written report to the Managing Director and relevant member of the Management who is responsible for workplace safety with regards to any Reportable Accident or Dangerous Occurrence.





- f) Assist the management in any dealings with the Health and Safety Executive and or other enforcing authorities.
- g) Assist in the compilation of Risk Assessments, Method Statements and the Construction Phase Plan where necessary.
- h) Advise on the production of a safety training programme and assist in its implementation.
- i) Shall be available for advice/consultation, on all matters relating to health, safety and welfare at work.

## 7. **Contractors**

All Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is available on site while work is carried out.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site/premises.

When requested to do so Contractors must provide Risk Assessments and or Method Statements for the work which they are to carry out.

All plant or equipment brought onto site by Contractors must be safe and in good working condition, fitted with the necessary guards and safety devices and with any necessary certificates available for checking.

No power tools or equipment of greater voltage than 110 volts may be brought onto site, cordless equipment should be used whenever possible.

Any injury sustained or damage caused by Contractors employees must be reported to the Site Foreman.

This company has engaged a Safety Adviser, who as part of his duties carries out site safety inspections/audits and reports on Health and Safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.

Any material or substance that is brought on site or any operation that is carried out and which is considered to be hazardous to health, must be accompanied with the relevant COSHH Assessment. All such assessments must be given to the site foreman prior to any operation taking place.

Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc. is cleared as work proceeds.

## 8 **Delegating Responsibility**

Any person delegating responsibility for health, safety or welfare must ensure that;

- the recipient is competent to assume it
- clear instructions are given regarding the nature and extent of the responsibility
- adequate facilities exist (including status) for executing it
- the responsibility is properly discharged, and
- all legal requirements are adhered to.

Any person who finds that the delegated responsibility cannot be fully complied with must report this immediately to the delegator.





## 8. **Construction Phase Plan**

A Construction Phase Plan will be prepared for all works which fall under the CDM Regulations 2015.

The Plan will be prepared by a member of the Senior Management. Assistance from the Safety Advisor and other members of the Management Team and other experts will be sought if deemed necessary.

The Plan will address the potential hazards as outlined by The Client and or Principal Designer, along with any others which the Management are aware of.

Contractors will be made aware of any relevant sections of the Construction Phase Plan during their Site Safety Induction Training.

The Working Foreman will be responsible on a day to day basis for ensuring compliance with the Plan. Monitoring compliance with the Plan will be carried out throughout the Construction Phase by a member of the Senior Management and or a Director when they visit site and by the Safety Advisor during routine Safety Inspections.

As the Construction Phase progresses additional "in house" Method Statements/Risk Assessments may be added to the Plan, also any information which has been supplied by Contractors and which has a bearing on Health and Safety at Work.



## **Deputising Order**

- b) J J Armstrong (Managing Director)
- c) B Winter (Accountant/Company Secretary)
- d) A Thomson (Administrator)
- e) D Mason (Foreman)

**If any of the above are absent or unavailable then the person named immediately below them will deputise upwards**



## **PART C - ARRANGEMENTS FOR IMPLEMENTING POLICY**

Our summary policy statement on the implementation of important topics is summarised in this part of the Company Health and Safety Policy.

### **A) LEGAL & MANAGEMENT**

#### **1. ACCIDENT REPORTING, RECORDING AND INVESTIGATION (Ref:A13)**

All accidents, however minor, resulting from incidents at work must be reported to the representative of the Company who is in charge of the work site, e.g. working foremen and thereafter entered in the accident book B1510. This is a legal requirement.

- a) All personnel on site must report accidents and near-miss incidents occurring during work activities on behalf of the Company. The most important steps are:
- b) Where an accident is classed as "Reportable" under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the following procedure will be followed.
- c) The Working Foreman must be informed of the accident; within offices the Managing Director must be informed.
- d) The Working Foreman must contact his immediate supervisor, by the quickest possible means (usually telephone) and inform them of the accident.
- e) Remove residual hazards that may pose a risk for other people in the area.
- f) The Supervisor/Director being informed of the accident will contact the Safety Advisor, who in turn will carry out an investigation.  
The Managing Director will contact the HSE Accident Reporting Line, providing them with all details.  
If a medical certificate or other written diagnosis from a Doctor has been received in respect of an employee who is absent from work and the disease is diagnosed as one of those listed in RIDDOR, the Managing Director will contact the HSE Accident Reporting Line, providing them with all details.
- g) All accidents and dangerous occurrences, whether notifiable to the enforcing authorities or not, shall be thoroughly investigated by Management.
- h) Management shall review existing systems of work to prevent a recurrence.

#### **2. CDM REGULATIONS (Ref:A02)**

Construction work is both wide-ranging and diverse with many statutory provisions relating to health and safety. Where the Construction (Design and Management) Regulations 2015 apply and where R Earsman has been appointed as Principal Contractor only competent Sub-Contractors will be appointed. Under CDM Regulations:

- a) construction work will not commence until a satisfactory construction phase health and safety plan has been agreed
- b) appropriate measures must be in place before works starts

#### **3. SUB-CONTRACTORS**

In any circumstance where work is being undertaken by sub-contractors, Company procedures must be followed. In particular:

- a) Select, co-ordinate and monitor competent contractors who under normal circumstances would be on the Company's approved sub-contractors list and properly supervise health and safety control measures.
- b) produce proper design specifications, exchange information and demand method statements which deal with the health and safety issues as they develop at each



phase of the work and which are commensurate with the scope and risks in the activity.

- c) maintain regular effective two-way communications which promptly accommodate changes and unforeseen problems

#### **4. FIRST AID (Ref:A14)**

The following steps are most important in the provision of adequate and effective first aid cover:

- a) Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
- b) Ensure that an appropriate number of first aid personnel are trained and available in the workplace as required.
- c) Maintain adequate first aid equipment and facilities appropriate to the degree or risk, including for those employees who work away from site.

#### **5. RISK ASSESSMENTS (Ref:A06)**

The Company accepts that some of its operations may, unless properly controlled, create risk to employees and others and will take all reasonably practicable measures to reduce these risks to an acceptable level.

The Company procedure for undertaking risk assessment is comprehensive and will be followed as an ongoing part of the management of health and safety. Wherever reasonably practicable, engineering solutions will be introduced to avoid or minimise any identified risk. Further controls will be exercised through the implementation of Safe Systems of Work.

#### **6. STATUTORY EXAMINATIONS**

Legislation requires that certain items of plant, equipment and workplaces must receive regular inspection and examination to ensure that defects or weaknesses are detected and action is taken to remedy the situation. The Company will ensure that the examinations are carried out by a competent person. Records of any examinations will be kept and made available for inspection as required. In accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER) & with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

#### **7. TRAINING**

Training plays an essential part in the effective development of human resources.

Constructive health and safety training will enhance performance of individuals and thereby improve company productivity. The purpose of training, as part of achieving competence, is to bring the employee to a desired standard of practice or level of understanding to enable a task to be carried out effectively and in safety.

Training programmes will be devised accordingly and implemented through a combination of internal and external courses / seminars. The Company will operate a Training Plan identifying training needs and setting targets. Refresher training will be carried out to comply with card renewal dates and to provide staff with regular updated training.

#### **8. COMMUNICATION & CONSULTATION (Ref:A08)**

Management will hold regular minuted meetings with the Company's external HSE advisors. Procedural changes within the Company's Policies will be advised to all staff in the form of a formal memo. Where general awareness is identified, an HSE Awareness Flyer will be issued to all employees.

#### **9. COMPETENCY / PERMITTED USE OF EQUIPMENT (Ref:A05)**

Only trained and authorised employees are permitted to use work equipment, with operators being trained to use individual items of plant to a competent acceptable standard. All equipment faults must be reported immediately.



## **10. TOOLBOX TALKS**

The Company has a range of toolbox talks designed to give supplementary assistance to staff on particular safety topics. Part of a suite of short presentations, these talks are pertinent to the workplace and form part of our commitment to safety awareness.

Talks, which include sub-contractors if applicable, are carried out by management/supervisors on a regular basis with evidence of attendance recorded.

The Company actively encourages safety improvement suggestions as part of its tool-box talk routine.

## **11. NON-ENGLISH SPEAKING WORKERS**

The Company acknowledges that a significant number of workers within the construction industry do not have English as their first language. These workers may have both language and literacy difficulties. A Guidance Note for communicating with such workers is available and is set out in a clear and comprehensible manner.

## **12. YOUNG PEOPLE IN THE WORKPLACE (Ref:A07)**

Young people, especially those new to the workplace, encounter unfamiliar risks from the jobs they will be doing and from the working environment. A lack of experience and maturity makes them particularly vulnerable to workplace risks. A Guidance Note to assist in the management of young people is available and is set out in a clear and comprehensible manner.

## **13. NEW LEGISLATION**

The Company will identify and consider all new or amended legislative standards. Any implication to the business activities of the Company will be brought to the attention of the Directors.

The Company Health and Safety Policy together with any relevant procedures and safe systems of work will be duly amended resulting from implications of any legislative amendments.

## **14. SITE SET UP & SECURITY (Ref:A03)**

Legally, trespassers have a right not to be put at risk if they enter a construction site. Others, for example children, may enter a construction site unwittingly and we have a duty to ensure their safety.

- a) ensure that any unauthorised visitor is escorted to a place of safety
- b) secure tools and equipment in an area only accessible to site workers
- c) secure the site and its accommodation out of working hours

## **15. EMERGENCY PROCEDURES**

Each operating division will assess what emergency procedures are necessary.

When devising a plan it is important to:

- a) Nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities.
- b) Ensure that all employees without special responsibilities are aware of how to evacuate the area without delay.
- c) Test the emergency plan and rehearse it at suitable intervals, reviewing it if any shortcomings become apparent.



## **B) HEALTH & WELFARE**

### **16. COSHH**

Modern working methods involve the use of substances, principally chemicals which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and airborne dust, in significant quantities, may damage health. The Company procedure for the control of substances hazardous to health must be followed, and, in particular:

- a) Identify the hazard and assess any risk.
- b) Eliminate, prevent or control the risk.
- c) Maintain and monitor the controls.
- d) If required, monitor the health of employees.
- e) Inform and train employees, as necessary.
- f) Follow guidance on COSHH datasheets with regard to the purchase, handling and storage of substances hazardous to health.

### **17. HEALTH SURVEILLANCE (Ref:B06)**

R Earsman Ltd undertakes limited health surveillance on a regular basis. General health and wellbeing are important not only for now but for later life as well.

Employees are encouraged to inspect their hands/arms/face on a regular basis and to immediately report to their immediate supervisor any sign of irritation, pain, etc. Everyone is encouraged to seek consultation where they feel they have developed health conditions out of the ordinary.

### **18. NOISE (Ref:B11)**

The Company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees or other persons who work with noisy equipment or in a noisy environment is reduced to a minimum. The Company has an established procedure for the control of noise in accordance with The Control of Noise at Work Regulations 2005:

- a) assessment of noise and evaluation of operator exposure.
- b) introduction of control measures to reduce noise emissions, wherever reasonably practicable.
- c) provision of information, instruction and training of employees regarding noise, including the issuing and use of personal hearing protection.

### **19. STAFF WELFARE (Ref:B07)**

Staff working within the Company's office have access to a modern on-site canteen, male, female and disabled toilets and washroom facilities. A drying room facility is also provided.

Hired site cabins are provided for site workers. Cabins are fitted with washroom and toilet facilities, hot and cold running water. Each generator-powered cabin also has a mess room and drying area. In some instances, on-board facilities are provided within the company's vehicle fleet.

In accordance with Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992.

### **20. SKIN PROTECTION (Ref:B01 to B02)**

Precautions should be taken not to expose areas of the skin to the sun, or to other hazards associated with construction work.

- a) use creams or sprays to avoid sun burn
- b) cover areas of the skin to minimise risk to sun burn or other material hazards
- c) comply with any safe system of work and manufacturer usage guidance
- d) wear appropriate PPE



## **21. ALCOHOL & DRUGS (Ref:B04)**

Policies are in place covering the risks associated with the use of alcohol and drugs. Use or misuse of either, in a high risk industry such as construction, may result in disciplinary action being taken.

## **22. ASBESTOS (Ref:B09)**

Asbestos can break down into tiny sharp fibres which may lodge in the lungs causing asbestosis or fibrosis. Working with some types of asbestos may be extremely hazardous. Appropriate PPE should be worn at all times. If you think that asbestos is present in a building or material you are handling:

- a) stop work and consult your supervisor
- b) prevent access to contaminated area using barriers and signs
- c) risk assess the potential hazard
- d) await further instruction from your supervisor

## **23. WEIL'S DISEASE (Ref:B03)**

Weil's disease is a kind of jaundice which enters through the skin and through the lining of the mouth and nose. It is caused by contact with water contaminated by the urine of rats or other small mammals. Left untreated, this disease can be extremely dangerous.

- a) wear appropriate PPE
- b) avoid handling carcasses
- c) carry your Weil's Disease card to notify others of the risks

## **24. HAND-ARM & WHOLE BODY VIBRATION (Ref:B12)**

Depending on the type of work situation, vibration of the whole body or the hand-arm are potential safety hazards. Excessive exposure to vibration may cause current or later life damage. In accordance with Control of Vibration at Work Regulations 2005

- a) select hand tools which minimise vibration, where possible
- b) take breaks from operation to avoid excessive vibration exposure
- c) keep limbs warm and dry if possible

## **25. MANUAL HANDLING (Ref:D01)**

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. The Company is committed to reduction of the risk of manual handling injuries and the provision of guidance on the measures that should be taken to ensure the safe movement of loads. In accordance with the Management of Health and Safety at Work Regulations 1999 as well as the requirement in the Manual Handling Operations Regulations 1992 (MHOR) the company will:

- a) Ensure assessment of all manual handling activities is undertaken.
- b) Where reasonably practicable ensure manual handling will be minimised by either elimination, improved ergonomic design or mechanical aids.
- c) Introduce safe systems of working.
- d) Provide suitable information, instruction and training of persons who are required to undertake manual handling activities.

## **26. SLIPS, TRIPS & FALLS (Ref:D03)**

Be aware of hazards which invite the potential for slips, trips and falls. Clear areas of debris at regular intervals to avoid creating hazards and work in a tidy manner. Keep access routes free and dispose of waste in a controlled manner.





## **27. PERSONAL PROTECTIVE EQUIPMENT (Ref:C01)**

The Company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with personal protective equipment.

Personal protective equipment is only effective in protecting the wearer or user where the following steps are taken:

- a) only use PPE in accordance with the employers and manufacturer's instructions and during the activities for which they are designed to provide protection
- a) store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.

## **C) GENERAL SAFETY**

### **28. ABRASIVE WHEELS (Ref:CO5)**

Abrasive wheels, if handled correctly and safely are an invaluable tool. However, in order to reduce the risk of accident and injury, the following steps should be taken:

- a) make sure that all relevant personnel are adequately trained to mount abrasive wheels, to anticipate hazards and to know the precautions to be taken.
- b) ensure that all machines and associated equipment, including rests, guards and abrasive wheels, are well maintained and in good working order.
- c) ensure that any defect found is reported immediately to a responsible person.
- d) always use equipment within safe working tolerances and in a safe operational manner

### **29. ACCESS / EGRESS**

Safe access and egress shall be achieved by following these basic precautions:

- a) ensure high standards of housekeeping are maintained.
- b) regularly check access and egress routes and remove or report obstructions and other hazards immediately.
- c) comply with procedures where limitation of access applies.

### **30. COMPRESSED GAS CYLINDERS (TRANSPORTABLE GAS CONTAINERS) (Ref:C15)**

Compressed Gas Cylinders (transportable gas containers) are widely used throughout the working environment. They can be used safely by following these basic principles.

- a) Handle all compressed gas cylinders carefully, keeping them upright and secured in transit and protected from excessive heat.
- b) Provide adequate information to employees involved in the handling or use of compressed gas cylinders to enable them to identify and understand the risks associated with each product being handled.
- c) Implement procedures for all employees working with compressed gas cylinders to enable them to carry out their work in a safe and effective manner.

### **31. EMERGENCY SPILLAGE (Ref:E03)**

Most spillages can be avoided with great care and control. Spill kits are available to avoid further escape and potential pollution. Staff are trained in the use of kits. In case of an emergency spillage:

- a) follow emergency procedures
- b) advise supervisor / the office of any spill
- c) dispose of soiled spill kits in an authorised manner
- d) ensure any spillage does not enter a watercourse or drain

### **32. FIRE (Ref:C14)**

The Company will take all reasonably practicable steps to prevent, or minimise the probability of all causes of fire.

In particular:

- a) Periodic inspections will be undertaken to identify fire risks and ensure that appropriate precautions are in place.



- b) Housekeeping standards will be maintained to minimise the risk of and development of fire and will include the provision of adequate firefighting equipment.
- c) Effective security precautions should be taken to minimise the risk of arson both within buildings and on the grounds of every site.

### **33. FLAMMABLE LIQUIDS (Ref:C16)**

The Company acknowledges that health and safety hazards may arise from the use of flammable liquids and will take all reasonable steps to ensure that health and safety of employees and other persons who may be affected.

In particular:

- a) Make sure that all personnel are adequately trained in the use of flammable liquids, including emergency response.
- b) Ensure that all equipment used for conveying or storage of flammable liquids is adequate and suitable fire extinguishers are readily available and easily accessible.
- c) Ensure that any equipment defects, spillages or other accidents are reported immediately to a responsible person.

### **34. LIGHTING**

The provision of a safe and well-lit environment is fundamental to good working practice. All reasonable steps will be taken to ensure safe working conditions, in particular:

- a) Ensure that at no workplace the lighting level falls below the absolute minimum required for the safe performance of the task.
- b) Monitor changes in the workplace, equipment and tasks undertaken in order to assess the impact on lighting requirements.
- c) Select and position all lighting equipment so that it presents no danger to the occupants either during normal operation, maintenance, or lamp replacement..

### **35. MACHINERY SAFETY (Ref:C04)**

The Company will provide machinery, equipment and other plant that is safe, practicable, and will maintain it in a safe manner. In accordance with Provision and Use of Work Equipment Regulations 1998 (PUWER)

In order to ensure machinery safety the Company will:

- a) carry out risk assessments and implement safe systems of work for operating and maintenance
- b) Ensure guarding of, all dangerous parts and correct continual use of the guards.
- c) Undertake training in the correct method of machinery operation and safe systems of work.
- d) maintain the machinery, including testing following installation procedures and ensuring a safe hand over to operators following any maintenance task.

### **36. MOBILE PLANT (Ref:C13)**

The operation of mobile plant may give rise to hazardous situations, if not adequately controlled. In order to minimise any risk the Company will:

- a) ensure that all items of mobile plant are fit for the purpose intended and are regularly maintained.
- b) train and assess all operators to ensure that a level of competence is achieved and maintained.



### **37. PERIPATETIC WORKERS**

Work at changing locations poses special problems with regard to hazards and control of risks. To ensure that such employees are not exposed to unnecessary or excessive risk, the standards which the Company would apply to activities in locations under its direct control must be reviewed, where appropriate in association with any other parties involved, to ensure that allowance is made for any additional hazards which arise due to the location itself or changes to the way of working.

### **38. PORTABLE ELECTRICAL APPLIANCES**

Tools and equipment are inspected prior to use by the operator, in addition all such equipment is subject to routine PAT Testing, by a Specialist Company. Equipment which is faulty should not be used and should be returned for repair/disposal.

### **39. USE OF HAND TOOLS (Ref: C06 to C09)**

The Company will, in accordance with its general duties, make a suitable and sufficient assessment of the risk to the health and safety of employees working with hand tools.

The most important points with regard to their safe use are:

- a) to use the correct tool for the job.
- b) to report any defect found and to stop using the defective tool immediately.
- c) to maintain the tool in a safe condition, which will involve regular inspection in the case of electrically powered tools.

### **40. SITE TRANSPORT & PEDESTRIANS (Ref:C12)**

Construction sites can be a dangerous place due to the mix of vehicle and pedestrian movements. All on-site vehicles and plant should be operated by authorised users. Pedestrian areas and walkways should be clearly defined and any speed restrictions observed. Sites are safer if site rules are observed. Pedestrians should stay well clear whilst vehicles are passing or unloading. Vehicles should be driven in a safe manner observing foot traffic routes and safe loading/unloading routines.



## **D) HIGH RISK ACTIVITIES**

### **41. CONFINED SPACES (Ref:D14)**

A restricted space is not necessarily a confined space and guidance should be sought if any doubt arises. When proper precautions are adhered to, employees may safely enter confined spaces provided:

- a) As much information as possible is found out about the confined space, including details of any previous contents and their associated hazards.
- b) Always prepare thoroughly for work and adhere strictly to the rules of any permit to work system that applies.
- c) Never enter a confined space without the knowledge of others.
- d) Be aware of any rescue arrangements

### **42. EXCAVATIONS (Ref:D12)**

Excavating can be an extremely hazardous operation. Careful planning, organisation, control and monitoring is required to ensure that the risks are kept to a minimum. In particular:

- a) Obtain information regarding ground conditions, water tables, previous use etc before commencing work. Examination of surrounding terrain may assist in this assessment.
- b) Before any excavation is started enquire with utility companies for underground services location. Not all services or their depth and position are marked on utility drawings and personal checking may be required using detection equipment.
- c) Prior to, and during excavations assessments must be undertaken for likelihood of collapse and shattering requirements. Sufficient and adequate shuttering must be available before excavation commences.
- d) The safe system of work must be followed and if specified a written permit to excavate obtained.

### **43. LIFTING OPERATIONS (Ref:D15)**

In order to safeguard employees using certain types of equipment in the course of their duties the Company will arrange for regular examinations and test to be carried out, in accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The Company will ensure:

- a) that tests and examinations of all lifting equipment are undertaken before the
- b) equipment is taken into service.
- c) List all items of equipment requiring a statutory inspection and the interval details.
- d) Nominate a responsible person for arranging the inspections and recording the results.
- e) Ensure that equipment is in a safe condition to be inspected.
- f) Ensure all defects are attended to.
- g) ensure the competence of employees and other persons who may be required to use lifting equipment on the Company's behalf.

### **44. SIGNALLERS, SLINGERS & BANKSMEN (Ref:D18)**

To ensure the safe lifting or transshipment of objects on-site, a trained operative will be appointed to assist in guiding the item into position. This person(s) must be left to carry out their task without interference. To assist with this operation, others should:

- a) stand clear of any potential hazard
- b) avoid making signals, potentially confusing the vehicle/plant operator



#### **45. BURIED SERVICES (Ref:D13)**

Old workings may lead to buried services being present on construction sites. To evaluate:

- a) check plans to identify any resident service media
- b) scan areas to establish service paths
- c) identify hazards and implement safe systems of work

#### **46. ROADWORKS (Ref:F02)**

In road works a major hazard is working amongst live traffic. The hazards of close proximity of vehicles, together with excessive speed require constant vigilance to ensure that employees and the general public are protected. To ensure maximum safety at road works the Company will:

- a) identify site hazards and implement safety systems of work.
- b) provide adequate traffic management in accordance with Chapter 8 of the Department of Transport Traffic Signs Manual.
- c) operate effective traffic management, including a policy for reversing vehicles.
- d) ensure all operatives are provided with and wear appropriate personal protective equipment.

#### **47. LONE WORKING**

Part of the Company's operations are situated in forestry areas where contact can be intermittent. To assist operators who are working on their own, the Company has procedures which should be followed when lone working is being carried out:

- a) use available equipment to advise management of your safety on regular, scheduled occasions
- b) follow the safe lone working procedure
- c) keep equipment batteries powered up



## **E) ENVIRONMENTAL**

### **48. HOUSEKEEPING**

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and / or organisational deficiencies within the workplace. The Company recognises the need to ensure that adequate standards of housekeeping are achieved.

The following arrangements should be made:

- a) Workplace inspections will be carried out on a regular basis by designated personnel.
- b) Storage areas will be defined and articles and substances must be returned accordingly after use.
- c) Floors must be cleaned on a regular basis and waste bins emptied daily.
- d) Rubbish must be kept in suitable containers and combustible waste kept from sources of ignition.
- e) Obsolete items of plant and equipment should be removed from site or stored in properly designated areas.

### **49. STORAGE (Ref:E06)**

Apart from the safe storage of items of plant and equipment, the Company needs to keep materials and fuels properly stored to avoid nuisance or contamination.

It is important to follow established storage procedures and to ensure that all items are suitably stored and kept out of harm's way.

In the case of fuels and oils, containers, tanks and bunds should be used to minimise the risk of overflow or escape. Follow safe systems of work and avoid overfilling.

All site materials and waste should be house-kept in areas, containers or stores which minimise risk and nuisance to others.

### **50. EMERGENCY SPILLAGE (Ref:E03)**

Most spillages can be avoided with great care and control. Spill kits are available to avoid further escape and potential pollution. Staff are trained in the use of kits. In case of an emergency spillage:

- a) follow emergency procedures
- b) advise supervisor / the office of any spill
- c) dispose of soiled spill kits in an authorised manner
- d) ensure any spillage does not enter a watercourse or drain

### **51. NEIGHBOURS (Ref:E01 to E02)**

By nature, construction affects not only the site where work is being carried out but also the surrounding neighbourhood as well. When carrying out any construction, as a minimum, care should be taken to:

- a) consider neighbours and the surrounding environment
- b) minimise dusts, odours and emissions which might affect health
- c) observe habitats and watercourses
- d) communicate the scope and duration of works to affected residents

### **52. WASTE MANAGEMENT (Ref:E11)**

R Earsman uses sister Company AWM to assist in the disposal of waste materials. Waste from sites should be kept to a minimum and segregated in containers to improve recycling opportunities. Where possible:

- a) eliminate the need for waste
- b) reduce and reuse where possible
- c) recycle what you can





### **53. ENERGY AND RESOURCES (E07)**

Providing water, gas and electricity are expensive and the Company is committed to the efficient use of these public utilities and of the Earth's natural resources. Staff are encouraged to:

- a) keep usage to a minimum, using regulators where available
- b) share resources to keep costs down
- c) operate equipment at optimum levels



## ISSUE OF HEALTH, SAFETY and ENVIRONMENTAL POLICY TO EMPLOYEES

I ..... being an employee of R Earsman Ltd, have

received, read and fully understand the Company Health, Safety and Environmental Policy: as result of which, I am fully aware of the duties and obligations that are placed upon myself and as stated within the aforesaid policy document which is dated .....

Signature of Employee .....

Date .....