

Health and Safety Policy 2017



Health and Safety Policy

PDR Construction Limited

Document Control

Document title: Health and Safety Policy

Client: PDR Construction Limited

Reference number: 2017-001

| | Name | Date |
|----------------|-------------------------------|----------------------------|
| Prepared by: | Michael Burkinshaw | 19 th July 2013 |
| Amended by: | ProRisk Safety Management Ltd | 16 th June 2017 |
| Reviewed by: | David Maughan | 16 th June 2017 |
| Authorised by: | Paul Dransfield | 16 th June 2017 |

Issue: Final

Date of first issue: 16 November 2005

Date of current issue: 16th June 2017

Date of next review: 15th June 2018

| Issue | Date | Comments |
|---------|---------------|---------------------------------------|
| Final A | February 2006 | Initial Review |
| Temp B | October 2006 | Reg update |
| Final C | February 2007 | Annual Review |
| Final c | February 2008 | Annual Review |
| Final C | February 2009 | Annual Review |
| Final C | May 2010 | Annual Review |
| Final D | July 2011 | Dust & excavations updated |
| Final E | April 2012 | Regulation update (asbestos & RIDDOR) |
| Final E | July 2012 | Annual Review |
| Final E | July 2013 | Annual Review |

Health and Safety Policy

PDR Construction Limited

| | | |
|---------|-------------|--|
| Final E | July 2014 | Annual Review |
| Final F | June 2015 | Annual Review & CDM2015 |
| Final G | August 2016 | Annual Review |
| Final H | June 2017 | Annual Review, inserted SKE, face fit testing certificate. |

Issued 16th June 2017

Master copy

PDR Construction Limited

| | |
|--|----|
| Introduction..... | 4 |
| Health and Safety Policy Statement of Intent..... | 5 |
| Environmental Policy Statement | 6 |
| Section 1: Organisation for Health and Safety..... | 6 |
| General Organisation | 7 |
| General Responsibilities | 7 |
| Consultation | 7 |
| Objection on Safety Grounds..... | 8 |
| Section 2: Responsibilities for Health and Safety | 10 |
| Responsibilities of the Senior Directors, Managing Directors, Contracts Directors, Directors..... | 10 |
| Responsibilities of the Health and Safety Manager | 10 |
| Responsibilities of Management and Supervisory Staff..... | 11 |
| Responsibilities of Designers, Architects, Engineers and Quantity Surveyors | 11 |
| Responsibilities of Procurement Staff..... | 12 |
| Responsibilities of All Employees..... | 12 |
| Responsibilities of Sub-Contractors..... | 12 |
| Responsibilities of Duty Holders (Construction (Design & Management) Regulations (CDM) 2015) | 13 |
| Responsibilities of Architectural/Engineering Design Staff..... | 13 |
| Responsibilities of Company Car Drivers..... | 14 |
| Responsibilities of Contracts Management | 14 |
| Responsibilities of Operatives | 16 |
| Responsibilities of Plant Operators | 17 |
| Responsibilities of Site Management..... | 17 |
| Responsibilities of Site Supervision | 19 |
| Section 3: Arrangements for Health and Safety | 20 |
| 1 Introduction | 20 |
| 2 Management Systems | 20 |
| 3 Internal Communications (Health and Safety Notice board)..... | 20 |
| 4 Health and Safety Policy | 20 |
| 5 Training..... | 21 |
| 6 Risk Assessment..... | 21 |
| 7 Environmental Control | 21 |
| 8 Safe Place of Work..... | 21 |
| 9 Plant/ Machinery/ Equipment..... | 22 |
| 10 Noise | 22 |
| 11 Hazardous Substances and Asbestos | 22 |
| 12 Electricity | 23 |
| 13 Fire Prevention and Evacuation Procedures..... | 23 |
| 14 Emergency Procedures..... | 24 |
| 15 Emergency Equipment (Including Fire Fighting) | 24 |
| 16 First Aid, Accident Reporting and Health Surveillance | 24 |

Health and Safety Policy

PDR Construction Limited

| | | |
|-----|---|----|
| 17 | Welfare Facilities..... | 25 |
| 18. | Manual Handling..... | 26 |
| 19 | Personal Protective Equipment (PPE)..... | 26 |
| 20 | Lone Working | 26 |
| 21 | Protection of the Public | 27 |
| 22 | Young Persons | 27 |
| 23 | Alcohol and Drug Abuse | 27 |
| 24 | Stress | 27 |
| 25 | Records and Archiving | 28 |
| 26 | Monitoring at the Workplace | 28 |
| 27 | Safety Policy: Monitoring, Evaluation and Review..... | 30 |
| 28 | Sub-Contractors..... | 30 |
| 29 | Work at Heights | 30 |
| 30 | Noise | 31 |
| 31 | Vibration | 35 |
| 32 | Dust..... | 35 |
| 33 | Excavations..... | 38 |
| 34 | Consultation with employees..... | 40 |

Introduction

This policy document has been prepared to define the way that PDR Construction Limited intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and to detail the organisation and arrangements set up to carry out that policy.

PDR Construction Limited's Health and Safety Management Document System is contained within this Policy Document and its associated Instructions, Procedures, Assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

Health and Safety Policy

PDR Construction Limited

Health and Safety Policy Statement of Intent

This Health and Safety Policy Statement recognises PDR Construction Limited obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of PDR Construction Limited and its operating businesses.

PDR Construction Limited has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of PDR Construction Limited activities. PDR Construction Limited fully accepts their obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Provide adequate resources to comply with statutory requirements with regards to the health, safety and welfare of all those affected by its activities.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers, shareholders and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company.

All Directors, Managers, Supervisors and Foremen will enforce this Policy. The Managing Director, Mr Paul Dransfield is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.

Managing Director



Date: 16th June 2017

Environmental Policy Statement

PDR Construction Limited recognises the need to operate the business in a manner which reflects good environmental management. The Companies are aware of the environmental impacts of its operations and will balance its business with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company have demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, we will:

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Minimise the storage and use of all articles and substances providing a substantial environmental hazard, where appropriate.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practised in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all PDR Construction Limited employees, and it will be freely available to customers, shareholders and the general public.

The Managing Director, Mr Paul Dransfield is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Managing Director 

Date: 16th June 2017

Section 1: Organisation for Health and Safety

General Organisation

Arrangements for health, safety and welfare will be organised by PDR Construction Limited.

Mr Paul Dransfield, Managing Director has overall responsibility for health and safety.

The Managing Director has appointed a Health & Safety Director (Mr David Maughan) and a Health and Safety External Consultants (ProRisk Safety Management Ltd) (PSML) who are responsible for monitoring the Company's Health and Safety Policy and for dealing with related health, safety and welfare issues.

Constructive suggestions to improve health, safety and welfare throughout the Company are welcomed from any employee and should be forwarded to PSML.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health and Safety policy and determining the Company's policies on health, safety and welfare matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by the appointed External Consultants will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be made aware of and have up to date knowledge of the legislation, best practice and equipment relevant to their work activities.

Consultation

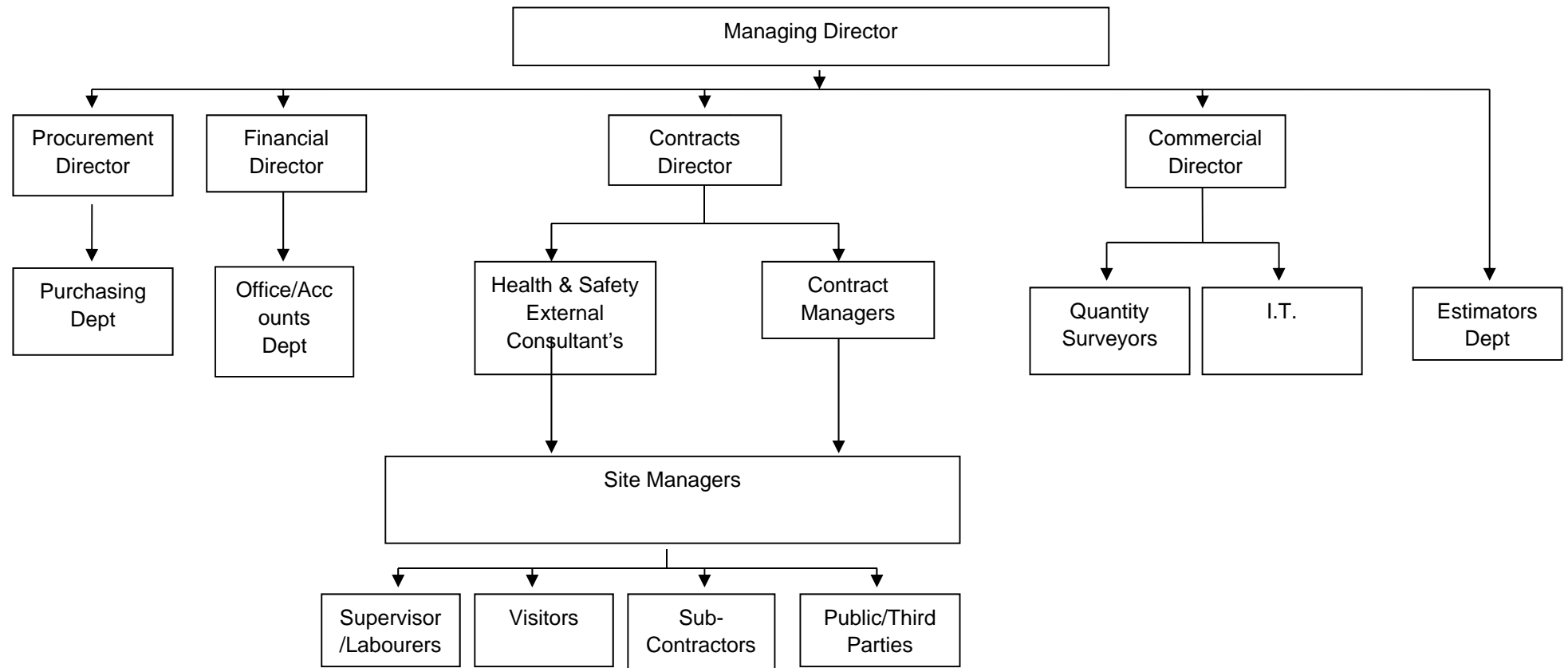
Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

Objection on Safety Grounds

The company will not allow employees to undertake activities for which they are not adequately skilled, trained and experienced (SKE).

If the situation arises, the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his employer and this could give rise to an objection on safety grounds to undertaking the work.

Organisation Chart



Section 2: Responsibilities for Health and Safety

The following responsibilities are the main duties of management and are in addition to the duties outlined in general responsibilities.

Responsibilities of the Directors

- To have overall responsibility for health and safety within the Company.
- To ensure that sufficient resources are made available to meet health and safety needs within the Company.
- To appoint competent persons (SKE) to manage health and safety within the Company.

Responsibilities of the Health and Safety Advisor

- To act as a focal point within the Company regarding health and safety matters.
- To ensure the company carry out their undertaking in accordance with this policy
- To ensure that the health and safety policy is up to date with current legislation.
- Ensure all employees have access to the Health & Safety Policy;
- To ensure the company performance on Health and Safety matters are reviewed and monitored and changes implemented to the Policy in accordance with The Management of Health and Safety at Work Regulations 1999
- To ensure risk assessments including:
 - a. Health, Safety and Welfare (Contract Manager & PSML).
 - b. Fire (Site Manager & PSML).
 - c. Asbestos.
 - d. Disabled Access.
 - e. Noise & Vibration Plan (Site Manager & PSML).
 - f. Dust Plan (Site Manager & PSML).
 - g. Display Screen Equipment.
 - h. Environmental Plans/Assessments/Permits (PSML).
 - i. Statutory inspection and testing.
- To arrange specialist health and safety training courses.
- To ensure contractors employed by the Company are vetted for Health and Safety prior to establishing a contract in accordance with the Construction (Design and Management) Regulations (CDM) 2015.
- To ensure that serious accidents occurring on Company property are reported, investigated and that suitable controls are implemented to prevent recurrence.
- Ensure that a copy of the company health and safety policy is issued to all departments.
- Maintain a list of policy holders and ensure that they receive copies of any amendments or revisions to the policy.
- Ensure all hazards reported on site inspection reports are notified to appropriate departments.
- Confirm that follow-up action is taken and recorded with respect to those reports.
- Arrange regular meetings with the director responsible for safety and others as necessary in accordance with this policy, to discuss accident prevention, training requirements, future work etc.

- Keep records of all meetings and ensure that any follow-up action has been carried out as agreed.
- Ensure that statutory documents and first aid equipment is ordered for each new site.

Responsibilities of Management of Project, Site, and Supervisory Staff.

- To ensure the health, safety and welfare at work of employees and anybody affected by our activities, by providing and maintaining:
 - a. Relevant risk assessments. (Noise, CoSHH, Fire, Manual Handling, Environmental etc).
 - b. Safe Systems of Work.
 - c. Safe plant or equipment.
 - d. Safe methods of handling, transporting articles and substances.
 - e. Supervision, training, instruction, information.
 - f. Health and Safety records.
 - g. Safe places of work and safe access/ egress.
 - h. Safe and healthy working environment.
 - i. Adequate personal protective clothing and safety equipment.
 - j. Welfare facilities.
 - k. Medical surveillance (where required on the basis of the nature of substances encountered).
- All employees are aware of and have knowledge of their health and safety responsibilities while undergoing their tasks and do not take unnecessary risk.
- To ensure that other people, including sub-contractors, visitors and members of the public, do not have their health and safety placed at risk as a result of the Company's activities.
- If the Company has control of premises, to ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access/ egress to their work.

Responsibilities of Quantity Surveyors

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health and safety legislation, i.e., the Construction (Design and Management) Regulations (CDM) 2015, are complied with as they apply to the Company activities.
- Identify and assess any potential hazards and risks in order to, as far as reasonably practicable, minimise or remove them.
- To promote safe working methods by providing detailed information and instruction to all employees and sub-contractors.
- Provide adequate information to enable safety management systems to be implemented to control working at height including the design of scaffold and other working platforms to reduce the risk as far as it is reasonably practicable the risk of any persons being injured from falling from height or being struck by falling materials.
- Provide adequate information, as required, to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.

- Report any unsafe situation observed whilst on site, in particular non-compliance with the requirements of any Construction Phase Plan.
- Set a personal example, and carry out your own work in a safe manner, i.e., take precautions when working on or near public roads, and use personal protective equipment issued by the Company to protect health and safety.

Responsibilities of Procurement Staff

- Purchase equipment or materials that are to the standards required by Company policy and meet the Construction Phase Plan requirements.
- Purchase or hire equipment or materials that have certificates of conformity with industry standards (CE Marked, proof loaded etc.) and which have no residual risks associated with them.
- To ensure that all suppliers provide full information on any hazards associated with the equipment or materials supplied and any precautions required.
- To ensure that sub-contractors have received lists of responsibilities and Company policy statement in accordance with this policy.

Responsibilities of All Employees

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair nor modification permitted unless express authority is given. Damage to equipment should be notified to the Manager.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents or near misses to a Manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons, for example the fire warden(s).

Responsibilities of Sub-Contractors

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with PDR Construction Limited to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements, with evidence that they understand the importance of submitted documents and its content.

Responsibilities of Duty Holders – Construction, Design & Management Regulations (CDM) 2015

- All persons appointed to positions to meet the requirements of CDM Regulations, which place duties on the client, Principal Designer, designer, Principal Contractor and contractors, will comply with those duties imposed upon them.
- Depending on the nature of the appointment, those duties will include:
 - a. Provision of relevant information for initial assessments following feasibility study and the intention to build.
 - b. Selection of competent (SKE) duty holders in accordance with CDM2015.
 - c. Carrying out risk assessments of all relevant activities.
 - d. Competent selection (SKE) of relevant external/ internal personnel.
 - e. Formulation of the pre-tender information pack
 - f. Formulation of construction phase Construction Phase Plan.
 - g. Continual monitoring of construction phase Construction Phase Plan.
 - h. Ensure implementation of the construction phase Construction Phase Plan by the project management team.
 - i. Making available information for the Health and Safety File.
 - j. Identifying the needs of continued and adequate training.
 - k. Ensuring that all health and safety requirements are met.
 - l. Notification of projects to Health and Safety Executive.
 - m. Advising on compliance, so that no breach of the Regulation occurs.

The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations (CDM) 2015.

Responsibilities of Architectural, Engineering and Design Staff

- Ensure that full information on the previous use of a site is obtained to enable any possible hazards to be identified.
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the contracts management and the appointed Principal Designer for example:
 - The existence of overhead electricity cables and underground services.
 - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.).
 - Arrange for sampling and analysis of any suspect materials, soil etc. on site if necessary.
 - Do not enter derelict buildings or use any accesses over structures, roofs, areas where there are pits, holes etc. unless you are sure that it is safe to do so.
- Ensure that the design of a building/structure has been considered from health, safety and welfare aspects as follows:
 - Any residual hazardous condition during construction has been highlighted on drawings or other documents.
 - All materials specified have been checked to ensure that safer alternatives are not available and full information is provided to contracts management.
 - The health, safety and welfare of the end users of the finished building/structure including cleaners and maintenance personnel.

- Any hazards/risks which may arise at eventual demolition or dismantling. Forward this information to the Principal Designer for inclusion in the Construction Phase Plan and or health and safety file. Noting that should the Principal Designer not be in post at the end of the project, this responsibility will default to the Principal Contractor.
- While carrying out site visits wear personal protective clothing In accordance with site rules.
- Carry a personal first aid kit in your vehicle and ensure that any first aid materials used are replaced as soon as possible.
- Report any accident, however minor, to your manager as soon as possible. If the accident occurs on site, inform site management also.

Responsibilities of Company Car Drivers

- Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- Do not use a hand held mobile phone at any time whilst the vehicle is in motion and noting that a car at idle would still constitute an offence with the associated points and fine. The use of hands free phones should be kept to a minimum and only until such time as the vehicle can be safely stopped.
- Ensure that your vehicle is parked in the designated parking area on sites and that the arrangements made under any Construction Phase Plan for the site in terms of access, speed limits and other control measures for vehicles are complied with.
- Ensure before reversing that there are no obstructions or people behind the vehicle.
- Report all accidents or damage, however minor, to the company secretary.
- Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the company secretary.
- Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
- Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
- Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.

Responsibilities of Contract Managers

- Ensure that the requirements of CDM 2015 are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed "Principal Designer" and "Principal Contractor" in the development of the company's response to requirements of the initial and on-site Construction Phase Plan.
- Where the company is appointed as the "Principal Contractor" ensure that the necessary construction phase Construction Phase Plan is developed before work is commenced and maintained throughout the construction process. Also that the plan's requirements are brought to the attention of all parties involved and work is undertaken in accordance with the control measures specified in it or identified during the progress of work.

- Ensure that, when the company is undertaking work as a contractor to a “Principal Contractor”, the necessary health and safety information and competence (SKE) assessment is collated and provided for inclusion in the tender response and the Principal Contractor’s Construction Phase Plan.
- Ensure that necessary information effectively meets the requirements of the Construction Phase Plan, in particular the provision of welfare facilities, working methods and equipment to avoid injury, damage and wastage.
- Before tenders are submitted, bring to the attention of the safety manager, any contract involving extremely hazardous materials particularly Lead, Asbestos or Isocyanates.

Determine at the planning stage:

- The most appropriate order and method of work.
 - Access and temporary works provisions (scaffolding, false works, suspended scaffolds, staging, excavation supports etc.).
 - An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.
 - Storage facilities.
 - Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
 - Provision of adequate lighting and safe method of electrical distribution.
 - Hazards arising from underground and overhead services.
 - Welfare facilities required for the full duration (Day1 to completion of the contract).
 - Fire precautions.
 - Any particular additional training or instruction required for site personnel.
 - Operations which may result in noise levels where action is necessary above 80db(A).
 - Areas on sites where safety helmets must be worn and include in the construction safety plan.
 - Set a personal example when visiting site by wearing appropriate protective clothing.
 - Notifications to local authorities, police, etc. as required by company policy.
-
- Ensure that contractors are assessed in terms of their health and safety competence (SKE) and that they provide details of their health and safety policy and procedures and that these comply with the standards set by the company.
 - Assess the risks and provide written instructions in unusual situations not covered by company policy to establish working methods and sequences.
 - Obtain risk assessments from contractors associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.
 - Ensure, so far as is reasonably practicable, that work once started is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.

- Take relevant disciplinary procedures against any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily.
- Review method statements, the companies own, and contractors, and precautions with site management before work starts.
- The selection of a competent person (SKE) must be agreed and confirmed to the supervisor. Any additional training requirements must be considered at this stage.
- Take appropriate action when notified of disregard on site of the appointed External Consultant safety advisor's advice.
- Ensure that the appointed safety advisor is notified of all new sites via head office, giving as much notice as possible.
- Instruct the External Consultant Health and Safety Advisor of any special circumstance which will require site inspections which are outside of the normal schedule.

Responsibilities of Operatives

- Use the correct tools and equipment for the job.
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, goggles, respirators and so on.
- Keep tools in good condition.
- Report immediately to a supervisor any defects in plant or equipment.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous or practical jokes or "horseplay" on site.
- Report to a supervisor any person seen abusing the welfare facilities provided.
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.
- Report any near miss incident even if no loss or injury is involved.
- Report any damage to plant or equipment.
- Suggest safer methods of working and additional training needs to your Supervisor.
- Undertake any training provided.

Responsibilities of Plant Operators

- Know the legal requirements affecting the use of your machine and ensure that the machine is used in accordance with those requirements.
- Ensure that any defect in the machine is reported immediately to the plant manager. Do not continue to operate the machine if the defect affects its safe use.
- Check, prior to starting work, with the site agent or other supervision of the location of underground or overhead services. Do not approach or excavate within a distance of 0.5m of underground services.
- Make regular inspections of your machine, daily or before each shift. If the machine is a lifting appliance then the weekly inspections are to be made and recorded in the document provided for the purpose.
- Where a risk assessment shows that hearing protection is required for certain types of plant then the hearing protection provided is to be worn as instructed.
- Never try to use the machine for work for which it was not designed. If in doubt, ask the plant manager for advice.
- Ensure that if your machine is used for lifting purposes it is sited on firm, level well consolidated base with suitable bearing timbers used under extended outriggers, if applicable.
- Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of your machine.
- Ensure when operating your machine that other persons are well clear, especially if reversing.
- Report all accidents or damage, however minor, to supervision.
- Ensure, if necessary, that you work with a banksman and, if so, you are both sure before starting work of the meaning of signals which may be used. (In the case of cranes, the signalling system used should be the one recommended by the Federation of Civil Engineering Contractors).
- Suggest ways to eliminate hazards or improve working methods.

Responsibilities of Site Management

- Understand the requirements of the site's Construction Phase Plan.
- Control and monitor working at height
- Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with the requirements of the site's Construction Phase Plan.
- All information relating to underground and overhead services on the site is obtained and that services are located, marked and plotted accurately before work starts.
- Where necessary, issue written instructions setting out the method of work. Check that contractors engaged in high-risk activities are working in accordance with their agreed method statement and that details of other relevant risk assessments are available. Update the health and safety file appropriately.
- Establish emergency arrangements in accordance with the construction phase plan.
- Accompany HSE Inspector on site visits, record what the inspector has to say in order that senior management team can be briefed, and act upon their recommendations. In the case of the Inspector issuing a Prohibition or Improvement Notice, complying with any requirements of the notice and immediately contact the contracts manager.

Ensure that:

- Copies of regulations are available and statutory notices are prominently displayed. Know the requirements of relevant legislation and ensure that they are observed on site.
- Risk assessments have been carried out on any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
- The Construction Phase Plan is available on site before construction work commences and that it is updated as work progresses to ensure that it reflects the activities in progress or about to be progressed.
- An assessment has been carried out on any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc. have been provided.
- Ensure that the “competent persons” (SKE) appointed to make the necessary inspections of scaffolding; excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
- Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Fire risk assessments have been carried out and appropriate precautions have been taken for site offices, welfare facilities and work areas, that any flammable liquid or liquefied petroleum gases are stored and used safely.
- Any electricity supply is installed and maintained in a safe and proper manner.
- Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.
- Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- Do not allow a mechanical excavator within 0.5m of any underground service.
- Protect all overhead services in accordance with the advice received by the local electricity supply operator before work starts.
- Plan and maintain a tidy site.
- Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
- Ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Display signs on site where safety helmets must be worn.
- Ensure that protective clothing and equipment is issued when required and that records are kept of issue in a “protective clothing and equipment issue register”.
- Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.
- Co-operate with the External Consultant safety adviser. Ask for their advice **before** commencing new methods of work or potentially hazardous operations.
- Examine drawings and soil investigation reports to determine excavation support requirements in advance and provide support materials in accordance with company policy.
- Set a personal example by wearing appropriate protective clothing on site.
- Ensure that any accident on site which results in an injury to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- Collate information for the health and safety file and pass copies to the Principal Designer as required, noting that should they be finished on the project their responsibilities default to the Principal Contractor.

Responsibilities of Site Supervisors

- Understand the Regulations / act applicable to the work on which your operatives are engaged and insist that these Regulations /Acts are observed and that they are incorporated in the requirements of the site's Construction Phase Plan as they affect the work.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Do not allow operatives to take unnecessary risks.
- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision and in the interest of training.
- Commend operatives who, by action or initiative, eliminate hazards.
- Do not allow "horseplay" or dangerous practical jokes and take appropriate disciplinary procedures for those who consistently fail to consider their own safety or that of others around them.
- Report immediately any defects of plant or equipment.
- Report any accident, however minor, to supervision immediately.
- Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
- Look for and suggest ways of eliminating hazards. Bring to the notice of management any improvements or additions to the company safety policy which you feel should be made.
- Organise and undertake as appropriate any on-job training requirements for staff requiring enhanced job competence (SKE).

Section 3: Arrangements for Health and Safety

1 Introduction

The general details of PDR Construction Limited arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Procedures Manual.

2 Management Systems

- The policy will be used as a foundation to influence activities and decisions.
- The policy will be put into effective practice and the "Company" promotes involvement and participation at all levels.
- Effective communication is maintained throughout the workforce.
- Hazards are identified and risk assessments undertaken to eliminate or reduce hazards.
- Measuring will take place against pre-determined standards and identifying objectives for improvements.
- The company will monitor control of risks.
- Reactive monitoring will be undertaken such as accident/incident investigation.
- Information produced can then be used to revise the safety policy, implementation methods and techniques of risk control.

3 Internal Communications

- All relevant safety information will be provided at all workplaces where employees are located. This will include the Health and Safety Noticeboard including:
 - a. H&S Policy. (Statement of Intent).
 - b. HSE Law poster.
 - c. Employer's Liability insurance certificate.
 - d. Fire safety instructions.
 - e. Names of Fire Wardens and First Aiders.
 - f. Other safety instructions relevant to that workplace.

4 Health and Safety Policy

- The health and safety policy will be reviewed annually to ensure that it is effective and up to date with current legislation.
- The policy will be amended where required and all employees informed of any amendment.
- A copy of the health and safety policy will be available to all employees.
- Each workplace with site staff will hold a copy of the policy.
- The Health and Safety Policy statement will be displayed on a health and safety noticeboard.

5 Training

- Personnel not reaching competent (SKE) and poorly trained personnel, who undertake work activities, increase the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.
- Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.
- Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.
- Health and Safety records of training provided will be maintained.

6 Risk Assessment

- Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety, in order to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.
- Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.
- The findings of risk assessments will be recorded and, where necessary, will be used to develop method statements to ensure safe systems of work.
- A copy of the risk assessment report will be available at the workplace, and the findings will be brought to the attention of all employees.
- All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risk assessments are adequately controlled and are in compliance with legislation.

7 Environmental Control

- PDR Construction Limited is committed to effectively managing all their activities' environmental impacts through compliance with legislation and company policy.
- Appropriate arrangements to protect the environment will be put in place at all workplaces, including:
 - a. Approved storage and use of raw materials and substances.
 - b. The production of a Waste Management Plan - Waste minimisation (promoting reduce, reuse, recycling, recovery including energy recovery and as a last option, safe disposal).
 - c. Identified waste disposal routes under Duty of Care.
 - d. Monitoring and review of environmental performance.

8 Safe Place of Work

- PDR Construction Limited will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.
- A safe means of access and egress from all workplaces, including separate pedestrian and vehicle access, where practicable, will be provided and maintained.

- All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.
- A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.
- Where a task(s) requires access to hazardous areas (e.g., roof areas with unprotected edges), a Permit to Work system will be established and implemented.
- Where a hazard cannot be eliminated, a hazard warning sign will be displayed with associated risk mitigation procedures.
- **Plant/ Machinery/ Equipment**
- All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.
- PDR Construction Limited acknowledges that work can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.
- All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance, as recommended by the manufacturer or competent engineer (SKE).
- Records of the inspections, service and maintenance, including statutory inspections will be maintained.

9 Noise

- Where practicable, noise levels will be maintained below the lower exposure action value of 80 dB(A).
- All employees, contractors and visitors will obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.
- Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.
- Ensure suitable ear protection is supplied for the conditions of exposure.
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

10 Hazardous Substances and Asbestos

- Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.
- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/ job specific risk assessment.
- Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use.
- If possible, provide arrangements for an alternative, less hazardous material to be specified.

- Ensure compliance in accordance with the Control of Substances Hazardous to Health 2002 (Amended) Regulations 2004 (COSHH), Control of Asbestos Regulations 2012, Control of Lead at Work Regulations 2002 and Ionising Radiations Regulations 1999 as appropriate.

Asbestos

- Ensure appropriate asbestos surveys have been carried out and appropriate documentation is received from a suitably competent contractor (SKE) before work commences.
- At induction or via other tool box talk, or briefing operatives to be made aware if there is a likelihood of any accidentally remaining asbestos and to stop work and report to a supervisor if they come across any substance they suspect to be asbestos.
- If asbestos or substance suspected to be asbestos is found then work will cease, the area is to be secured and a suitably competent contractor (SKE) employed to assess.

11 Electricity

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and are safe for use and free from defect.
- Only 110V equipment (or less) will be used on site.
- Maintain all electrical fixed installations in a safe condition by carrying out routine safety testing.
- Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e., how carefully it is handled).
- Records of inspection and testing will be maintained.
- Only authorised persons are permitted to repair or alter electrical equipment.

12 Fire Prevention and Evacuation Procedures

- A PDR Construction Limited fire risk assessment in accordance with The Regulatory Reform (Fire Safety) Order 2005 will be completed at all workplaces.
- Appropriate measures will be implemented at all workplaces, including adequate:
 - a. Means of fire detection.
 - b. Raising the alarm in the event of a fire.
 - c. Fire fighting equipment.
 - d. Installation of emergency lighting.
- Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.
- Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- An appointed person will regularly inspect the designated evacuation routes for obstructions.
- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.
- All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

- Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

13 Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be prepared at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.
- All employees will be informed, instructed and, where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

14 Emergency Equipment (Including Fire Fighting)

PDR Construction Limited will ensure that:

- The requirements for fire-fighting and emergency equipment necessary for the work and/or site are available.
- The equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Personnel involved in the work are trained and competent (SKE) to use fire-fighting and emergency equipment.
- Discharged fire-fighting extinguishers and other emergency equipment are returned to its operational condition as soon as practical after use.
- Emergency procedures are understood by all personnel and they are evaluated as appropriate to the circumstances prevailing at each work site.

15 First Aid, Accident Reporting and Health Surveillance

- All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), damage to any property or dangerous occurrences / near misses.
- Nominated 'suitable person(s)' i.e., trained First Aiders will be provided at all workplaces, to administer first aid treatment.
- Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:
 - a. First aid kits.
 - b. Eyewash stations near chemicals or batteries.
 - c. A suitable place or room for the administration of simple first aid procedures.
- All employees, contractors and visitors will be informed of the name of the First Aider and their location.

- All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book. Information will be stored in accordance with the Data Protection Act.
- Management or supervisory staff must report any serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Manager.
- The Enforcing Authority must be informed when:
 - a. Any person dies as a result of or in connection with work.
 - b. Any person suffers a specified injury or disease as a result of or in connection with work.
 - c. A person is unable to work for more than 7 consecutive days due to an accident at work.
 - d. Any person not at work (Visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.
 - e. There is a dangerous occurrence at work. (Even when no one is injured).

Further guidance can be sought from the External Consultants.

Health Surveillance

- During induction operatives are encouraged to declare any existing health complaint they may have in confidence. Also they are advised to report any symptoms they may experience either to a PDR supervisor or a subcontractor supervisor.
- Ongoing training and awareness will be achieved by bi-weekly toolbox talks, briefings, site posters etc. for the symptoms and implications for example of conditions such as Hand Arm Vibration Syndrome, Noise Induced Hearing Loss (work) etc.

16 Welfare Facilities

- Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including:
 - a. Toilet facilities, including special facilities for the disabled.
 - b. Washing facilities.
 - c. Accommodation for clothing.
 - d. Facilities for rest and to eat meals.
 - e. Fresh Drinking water.
- All facilities will be maintained to a satisfactory standard, with regard to:
 - a. Accessibility.
 - b. Ventilation.
 - c. Lighting.
 - d. Cleanliness/ hygiene.

- The Welfare Facilities for a site will be detailed in the Construction Phase Plan.
- Before work commences on site, arrangements must be made for the use by operatives of facilities throughout the duration of the works.
- Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties and recorded in the site Construction Phase Plan.

18. Manual Handling

- PDR Construction Limited will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.
- Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:
 - a. Provision of mechanical aids, (sack trolleys, etc.).
 - b. Provision of sufficient persons to undertake lift.
 - c. Provision of proper handles, handholds.
 - d. Provision of a carrying device.
 - e. Secure items, to prevent load shifting.
 - f. Reduce the size of load to be lifted.
 - g. Provision of Personal Protective Equipment (PPE).
 - h. Provision of manual handling training.
 - i. Provision of manual handling information. (Posters, etc.)
 - j. Posters giving guidance in lifting technique should be displayed.

19 Personal Protective Equipment (PPE)

- Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.
- PPE will be maintained and stored correctly, records of issue will be kept by the appointed person after an adequate risk assessment has been carried out to ensure the issued items are adequate for the task and that no other preventative measure can be taken to further reduce the risk.
- Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Company sites.
- All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets/ waistcoats, safety footwear and other PPE as directed.

20 Lone Working

- There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.

- In certain cases, lone working is not permissible and the worker will be physically supervised, i.e., young person, person undergoing training.
- Risk assessments must be carried out for lone working and control measures put in place prior to work commencing. Lone workers should not be exposed to more risks than a group of employees working together.

21 Protection of the Public

- Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of PDR Construction Limited activities.

22 Young Persons

- In accordance with the Management of Health and Safety at Work Regulations 1999, PDR Construction Limited shall ensure that where young persons (under 18 years of age) are employed, they are protected from any risks that exist in the workplace, are supervised by a competent person (SKE), and are informed of any restrictions and necessary precautions to be taken within areas where they will work.
- Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.
- Copies of the risk assessments and control measures implemented to protect young persons under 16 years of age will be sent to their parents or guardians.

23 Alcohol and Drug Abuse

- Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of PDR Construction Limited that alcohol or drugs are prohibited in the workplace.
- Any persons known to be, or strongly suspected of being affected by alcohol or drugs must be referred to the appropriate manager who will arrange for the person to be removed from the workplace.

24 Stress

- At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.
- PDR Construction Limited has a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.
- Where the physical and behavioural conditions of a working environment are stressful (e.g., lack of communication, hazards inappropriately controlled) each employee is responsible to notify appropriate management or supervisory staff.
- Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.

- It shall be PDR Construction Limited policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

25 Records and Archiving

- Records will be maintained of all necessary health and safety documentation. This will include:
 - a. Health and Safety Policy
 - b. Procedures documents
 - c. Risk assessments
 - d. COSHH assessments
 - e. Statutory documentation (inspections, reports etc.)
 - f. Inspection records
 - g. Accident Book
 - h. Construction Phase Plans
 - i. Other relevant health and safety documents.

26 Monitoring at the Workplace

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.
- The External Consultant Advisor will visit and carry out regular inspections of all workplaces, and provide guidance and advice on all aspects of health, safety and welfare to all employees. Reports will be presented to the Site Manager on completion of the inspection, and a copy of the inspection report will be sent to the senior management.
- All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/ or corrective action will be made.
- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.
- Analysis of all records, accident information and trends, and overall safety performance will be the responsibility of External Consultants.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and the External Consultants.
- Auditing or Health and Safety Samples are an excellent way for assessing, maintaining and improving Health and Safety Standards. They can also produce root cause trends, identifying the need for training or a system change.
- Audits must be completed completely honestly and without bias. It will hold no value for an audit to be completed on a false image of site for example as recurring issues will not be identified and resolved.
- The External Consultants Advisors audit will be typically more rigorous and detailed. Following site safety audits the External Consultants Advisor will record their findings and requirements for action with one copy being given to the Site Manager and the second copy to the Safety Director.
 - It is up to the site manager to ensure that his audits are completed weekly.
 - It is also important to note that contractors and subcontractors may have their own advisors visiting site and producing reports. If they agree ask for a copy for your files.

- Audit records show a commitment to the maintenance and improvement of Health and Safety Standards.
- All actions on the audits need to be actioned and closed out. The sheet at the rear of the audit needs to be filled in and a copy sent back to the External Consultants and safety director, this will require the actions to be backed up by the means of photos which also need to be forwarded to the H & S advisor and safety director.
- Any person found not complying or in breach of Health and Safety requirements will be disciplined according to the Company disciplinary procedure. Site Managers are responsible for the day-to-day control of safety on site and are given the full support from the Company regarding any actions they feel necessary to enforce site safety.

27 Safety Policy: Monitoring, Evaluation and Review

- The policy will be monitored, evaluated and reviewed as appropriate.
- The policy will be constantly developed to improve the company's health and safety performance...
- An effective organisation will be maintained and developed to ensure that the policy is implemented.
- Performance standards will be regularly developed and reviewed to improve performance standards.
- Appropriate remedial action will be implemented/actions taken by a responsible person(s) when failures or gaps in policy are identified.

28 Sub-Contractors

- Sub-contractors shall be subjected to a selection process and review to determine that they are competent (SKE) and resourced to carry out their particular type of work in accordance with CDM 2015.
- PDR Construction Limited will continually monitor sub-contractors' health and safety performance, compliance with procedures and safe working practices throughout the duration of their contract in accordance with CDM 2015.

29 Work at Heights

- PDR Construction will carry out a risk assessment to identify the risks involved in work at height and processes to eliminate or control the risks. All work must be carried out as planned and in accordance with the relevant standards and risk assessments.
- The company will provide any information, instruction and training that an employee may require to carry out their duties in a safe manner when working at height. The company will ensure that the manager responsible for ancillary plant and equipment used for the work is suitably and adequately trained and capable of providing the correct information on its use.
- Appoint a competent (SKE) person trained to NASC TG20:13 to be responsible for the supervision of the erection, alerting and dismantling of scaffolding and for the inspection of equipment used in work at height.
- Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so. All safety equipment, staging, safety belts, harnesses, anchorage's, etc. must be inspected not less frequently than weekly and any defects noted during inspections or reported by operatives shall be attended to immediately. Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use. Should sub-contractors not have the necessary form the PDR Site Manager shall issue a company inspection form.
- Ensure the provision of all the necessary equipment to allow safe access to and egress from the place of work.
- Ensure that the designed surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
- Ensure the provision of suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace.

- All working areas at heights will be guarded to prevent falls of persons and materials at all times, or other suitable protective procedures will be used. Erect barriers or use covers to prevent falls through openings in the floor.
- Ensure that adequate edge protection is provided.
- Make use of safety harnesses and belts, or safety nets, where these are required.
- Ensure all personnel on sites where work at heights is being carried out wear safety helmets.
- Ensure all necessary precautions are taken to prevent persons walking or working beneath employees carrying out work at high level.
- The External Consultants, on request, will arrange any necessary notices warning of personnel working above.
- When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
- When working at dusk, night or dawn, provide sufficient task lighting, so that work can be carried out safely and access and egress are easily visible.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- If standard Work at Height procedures (method statement, risk assessment etc.) cannot be followed, no work at height will be undertaken until a line manager has been informed and the issues resolved. The safety manager will be consulted for advice on safe working methods, precautions and safety equipment required for any work at height and alternative procedures will be outlined. All work at height must conform to the Working at Height regulations 2005 and NASC TG20:13.

30 Noise

Noise & Vibration Plan

- Information on the noise and frequency levels of any plant are obtained before hire or purchase.
- The noise levels of any static plant in any workplace are taken into consideration before installation.
- When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments have been undertaken and appropriate protective measure taken.
- Action is taken where noise cannot be reduced below the following action levels:-
- Lower Exposure Action Value 80 dB (A) daily personal exposure.
- A noise assessment by a competent person (SKE) in writing.
- Ensure that suitable measures to reduce the risk are available to employees, on request.
- Upper Exposure Action Value 85 dB (A) or Peak Action level 140 Pascal peak sound pressure.
- A noise assessment as above.
- Measures to reduce the risk.
- Suitable ear defenders must be provided and worn.
- Ear protection zones must be demarcated with signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

- Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- The company will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment.
- All the control measures identified in the noise assessment are implemented.
- Alternative methods of work have been considered to eliminate or reduce possible noise levels.
- The company will designate and mark out ear protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors inside these zones, irrespective of noise levels..
- The company will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc. Ensure all noise reducing features are fitted, in a serviceable condition and used.
- The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments.
- Where the first action level is likely to be reached, that supplies of hearing protection appropriate to the noise source, are available on site.
- Where the upper or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and ensures that it is worn.
- Any defects noted in noise reducing equipment are reported to the relevant manager immediately for remedial action to be taken.
- The company will provide maintenance and repair or renewal of the protective equipment.
- All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection. Personnel subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and company policy.
- Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment. The company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection.
- The External Consultant will arrange the following services on request: noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel.

Appendix 1

NOISE SOURCES AND POSSIBLE REMEDIES

| MACHINE | SOURCE OF NOISE | POSSIBLE REMEDIES | OTHER OPTIONS |
|------------------|--|--|---|
| Piling equipment | Pneumatic/diesel hammer or steam winch vibrator driver | Enclose hammer head and top of pile in acoustic screen, acoustically dampen sheet steel plates to reduce vibration and resonance | (1) Quieter method of piling (2) Other methods of soil retention and improvement eg diaphragm walls, ground anchors, shafts of pre-cast concrete segments sunk into the ground under |

| | | | | |
|--|---|--|---|--|
| | Impact on pile | Use resilient pad (dolly) between pile and hammer head, e.g. 2 layers of non-flammable cloth stuffed with glass fibre or mineral wool and protected by plywood. Packing should be kept in good condition | | kentledge, use of treatment prior to excavation such as dewatering, freezing soil injection. |
| | Crane cables, pile guides and attachments Power units or base machines | Careful alignment of the pile and rig. Fit more efficient silencer or exhaust. Acoustically dampen panels and covers. When intended by the manufacturer engine panels should be kept closed. Use acoustic screens where possible. | | |
| Cranes, Dumpers, Earth-moving plant | Engine | Fit more efficient silencer or exhaust Enclosure panels when fitted should be kept closed | | |
| Compressor Generator | Engine | Fit more efficient exhaust silencer | Screen the compressor or generator | Use electric motor in preference to diesel or petrol engine for compressors. If there is no mains supply, a sound reduced compressor or generator can be used to supply several pieces of plant. Use a centralised generator system. |
| | Compressor or generator | Acoustically dampen metal casing. Enclosure panels should be kept closed | | |
| Pneumatic concrete breaker and tools | Tool | Fit a muffler or silencer, this will reduce the noise without impairing efficiency | Use the breaker inside a portable acoustic enclosure (Increased noise levels for operator are likely) | Use rotary drill and burster. Hydraulic and electric tools are also available. A thermic lance can also be used to burn holes in concrete cleaning. Do not hammer the drum and to cut through large sections of concrete; any reinforcement helps the burning process. For breaking large areas of concrete, equipment which breaks concrete in bending could be used |
| | Bit | Use dampened bit to eliminate 'ringing'. | | |
| | Air line | Leaks in air should be sealed | | |
| Power saws | Motor | Fit muffler to pneumatic saws | | |
| | Vibration of blade or material being cut | Keep saw sharp. Use a damped blade. Clamp material while cutting with packing if necessary | | |
| Rotary drills, diamond drilling and boring | Drive motor and bit | Use machine inside an acoustic cover | | Thermic lance |
| Riveters | Impact on rivet | Enclose working area in acoustic screen | | Design for high tensile steel bolts instead of rivets |
| Explosive powered tools | Explosion of cartridge | Use a sound reduced gun | | Drilled fixings |
| Pump | Engine pulsing | Enclosure in acoustic screen (allow for engine cooling and exhaust | | |
| Batching plant | Engine | Fit more efficient silencer on diesel or petrol engine. Enclose engine | Locate static mixing plant as far as possible from those likely to | Use electric motor in preference to diesel or petrol engine |

| | | | | |
|----------------|----------|---|---------------------------------|--|
| Concrete mixer | Filling | Do not let aggregates fall from an excessive height | be inconvenienced by this noise | |
| | Cleaning | Do not hammer the drum | | |

Appendix 2

CHECKLIST – CONTROLLING NOISE ON SITE Noise & Vibration Plan

Assessment

- ❑ Look at how equipment will actually be used on site. Can the person using the equipment talk to someone 2m away without having to shout to be understood? If they have to shout, the noise from the equipment is probably loud enough to damage their hearing, so action will have to be taken.
- ❑ Get the noise levels assessed by someone with the skill and experience to measure noise and who can identify what needs to be done. In the meantime, offer workers ear defenders or plugs to wear.
- ❑ Tell all workers exposed above the action levels that there is a risk to their hearing, what is being done about it and what they are expected to do to minimise the risk.

Prevention

- ❑ Can the job be done in another way which does not involve using noisy equipment? If not, can a quieter item of equipment be used? When buying or hiring equipment, choose the quietest model. Try and carry out the noisy job well away from where other people are working. Move workers not involved out of the noisy area. Erect signs to keep people out of the noisy area.

Control

- ❑ Try and quieten the noise at source, for example, fit mufflers to breakers, drills etc. Keep the covers closed on compressors. Most modern compressors are designed to run with all covers closed, even in hot weather. Make sure the silencers on mobile plant are in good condition. Maintain equipment regularly to prevent noise from loose bearings and leaky compressed air hoses and joints.
- ❑ Noise levels can be reduced by making sure the exhausts of compressors, generators and other plant are directed away from work areas. Screens faced with sound-absorbent materials can be placed around plant. Material or spoil heaps can be used to act as noise barriers.
- ❑ If it is not possible to eliminate the noise source or reduce the noise, provide workers with ear plugs or defenders. Providing hearing protection is not a substitute for noise elimination and control at source.

- Carefully select plugs and defenders, keep them in good condition and train workers in their use. Make sure that where defenders or plugs are needed they are actually used. Check that the hearing protection does not interfere with other safety equipment. For example, if ear defenders are difficult to wear with a hard hat, get defenders which fit onto the hat.

30 Vibration

- PDR Construction Limited will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Tasks which involve the use of vibrating equipment will be reduced to a minimum or alternative working methods will be adopted.
- Where the use of vibrating equipment is necessary, conduct a risk assessment and implement any required control measures. These may include:
 - Ensure the correct selection of equipment.
 - Ensure where practicable that the lowest vibration rated machine is used.
 - Ensure that all tools are adequately maintained.
 - Use tools that are designed to avoid the need for gripping the high vibrating parts.
 - Ensure that gloves are worn in cold conditions to ensure good circulation.
 - Ensure that the rating of the machine is considered and that the recommended usage time (maximum daily exposure) over an 8 hour weighting period is strictly adhered to.
 - Ensure frequent changes in personnel to reduce exposure times.
 - Manage and exercise fingers and hands during breaks.
 - Ensure that adequate reporting procedures are in place and training to ensure that early signs of Vibration White Finger are recognised and reported.

31 DUST CONTROL ON SITE

Dust Plan

Dusts can be created on our sites by various processes and activities, such as:-

| <u>ACTIVITY</u> | <u>PRODUCT/ MATERIAL</u> |
|------------------------|---------------------------------|
| Cutting | Hardwoods |
| Sawing | Softwoods (including MDF) |
| Planing | Stone |
| Grinding | Tiles/ slates |
| Sanding | Aggregates |
| Handling | Plasters |
| Mixing | Mineral fibres |
| Grit blasting | Bagged cement |
| Demolition | Bulk dry sand |
| Dismantling | Bulk dry sand |
| Sweeping up | Bulk dry aggregate |
| Installing insulation | Mineral wool |

The unwanted health effects of working with these dusts can range from:-

- Nasal and lung cancer (hardwood dusts).
- Respiratory diseases such as Asthma and Silicosis
- Ulceration of the skin.
- Dermatitis.
- Skin irritation.
- Irritation of the nose, mouth and upper throat.
- Irritation or serious damage to the eyes.

The lasting effects can vary from person to person and can take many years to become apparent.

The dust can get into the human body by means of:-

- Skin contact.
- Breathing.
- Swallowing.

(It is known now that smoking can enhance the effect of certain dusts).

Obviously, it is best to avoid altogether coming into contact with these dusts, but in construction, complete avoidance will not be possible in most cases.

Therefore, you must control the **exposure** of operatives and others to the dusts as much as possible.

You can do this by:-

- Reducing operatives' exposure.
- Protecting operatives against dusts.
- Protecting others against dusts (ie. public).

REDUCING EXPOSURE

- Use vacuums/ extractors if possible – remove dust at source.
- "Damp down" with water where possible – fit spray attachments to Stihl saws (but not to electrical equipment).
- Open windows and doors – fresh air/ ventilation.
- Work outdoors as opposed to indoors.
- Avoid dry sweeping up – provide vacuum equipment.
- Avoid leaving dusts lying around – ensure regular cleaning.
- Specify hand tools as opposed to power tools for cutting/ sawing – if power tools have to be used, make arrangements for the work to be done outside and LEV (local exhaust ventilation device) fitted to the tools.
- Order ready mixed sand/ lime as opposed to dry goods.
- Lift heavy materials by mechanical device where possible/ avoid skin contact.

PROTECTING OPERATIVES

- Learn to recognise what dusts are likely to occur and what controls are needed.
- Enforce the dust reducing rules– tell operatives about them.
- Provide good hygiene facilities so that operatives can wash hands before eating.
- Encourage operatives to avoid smoking.
- Make sure all operatives have a full set of PPE – goggles, masks, gloves and boots and check to see that it is used on site!
- Make sure that they have the CORRECT grade of dust mask – ask the External Consultant to check this for you. Ensure face fit testing certificate in-date.

PROTECTING OTHERS

Often our work takes us into situations where other people are present:-

- Public places.
- Offices.
- Private houses.
- Shops
- Large sites – other operatives.

As well as causing ill health to our workers, dust can cause ill health to others who may be affected by it.

WE HAVE A DUTY TO AVOID PUTTING OTHERS AT RISK.

This can be done by:-

- Screening off our work areas, stopping dust floating to other areas.
- Following the “REDUCING EXPOSURE” points in paragraph 8.
- Avoid working/ creating dust directly below open windows or ventilation shafts.
- Informing others of activities which will produce dust.
- Excluding other people from the immediate work area as much as possible.
- Make sure that any other operatives in the work area also wear PPE.
- Co-operate with the Client as far as possible (eg. avoid producing dusts during busiest periods).

SPECIFIC DUSTS

The main types of dusts you are likely to encounter are called:-

- | | |
|-------------------|--|
| A. Silica- | Stone and brick products, cutting flags, bricks etc. |
| B. Quartz- | Sand, aggregate, sandstone. |
| C. Gypsum - | Plaster products |
| D. Hydrated lime- | Bagged lime. |

- E. Mineral dust- Mineral wool.
- F. Wood dusts- Hardwoods, softwoods, MDF.
- G. "Unknown" dusts- Old premises, lofts, roofs, cellars, carpets, furniture etc.

TRAINING, INFORMATION AND INSTRUCTIONS

Every operative needs to know about dusts and dust control – see poster at the end of this section. This should be displayed on site.

You should make sure that ALL operatives under your control know about this procedure section and that they know HOW to comply with it.

You must also make sure that the MEANS for complying are provided.

In certain cases, you may need to refer back to the Designers if you feel that not enough attention has been given to the problem of creating dusts and exposing persons to risk – the Designers also have a duty to AVOID risks where possible.

DUST CONTROL ON SITE

| TYPE OF DUST AND POSSIBLE EFFECTS | ACTIVITY | HOW TO CONTROL DUSTS |
|---|--|---|
| CEMENT Dermatitis from chromate impurities, skin burns, eye, mouth and nose contamination from lime contents when wet. | Masonry and plaster work in particular | Minimise spread of dry materials. Respiratory protection for dry mixing/handling. Gloves, boots, personal hygiene, barrier creams before and after working. |
| MAN MADE MINERAL FIBRE Mineral wool irritant to respiratory tract, eyes and skin | Insulation work in particular | Minimise cutting and handling. Respiratory protection. One piece overall. Gloves. Eye protection. |
| GYPSUM Irritant to throat, nose and eyes | Plastering and masonry work | Control as for cement above. |
| SILICA Silicosis and increased risk of respiratory complaints | Grit blasting of masonry, concrete scabbling, granite polishing, power cutting of brickwork, cleaning/ sweeping. | Wet methods. Fit spray heads to Stihl saws. Enclosure with dust extraction. Respiratory protection. |
| WOOD DUSTS Respiratory Sensitiser, Irritant, allergic reactions (eg. western red cedar, and other hard woods) may cause nasal cancer, resin bonded materials very irritating, or sensitising. | Carpentry work. Most problems connected with use of power machinery (eg. belt sanders) | Enclosure and exhaust ventilation. Dust extraction on portable tools. Respiratory protection. |

| | | |
|--|--|--|
| Dust from treated wood (eg with fungicide) may pose further hazards. | | |
|--|--|--|

33 Excavations

Every year people are killed or seriously injured while working in excavations. Many are killed or injured by collapses and falling materials, some are killed or injured when they contact buried underground services.

Before digging any trenches or other excavations, decide what temporary support will be required and plan the precautions that are going to be taken against:-

- A Lack of support to sides causing collapse onto persons working in them.
- B Lack of access/egress ladders.
- C Presence of gases/fumes.
- D Presence of water/flooding.
- E Lack of air/oxygen leading to asphyxiation.
- F Mobile plant / vehicles running over the edges. (No stop blocks).
- G Materials being dropped into/onto men working in excavations.
- H Wet, dark conditions, restricted in space available.
- I Spoil heap slippage if stored near edges.
- J Danger of fumes if using fuelled powered plant/tools.
- K Danger of contact with:-
 - i Gas)
 - ii Electricity) Cables/Pipelines.
 - iii Water)
 - iv Medical Gases)
- L Persons falling over the edges.
- M Children being trapped/drowned if access is gained out of hours.
- N Lack of properly trained operatives/Banksmen.
- O Neglect of regular (shift) or daily/weekly inspections, leading to missing faults in the shoring arrangements.
- P Undermining of adjacent structures, potential collapse.
- Q Plant exhaust fumes entering the excavation.
- R "Vibration" caused by mobile plant close by causing instability of excavation sides.
- S Lack of an emergency procedure/rescue system in cases where an excavation could be deemed to be a confined space.

Make sure the equipment and precautions needed such as trench sheets, props, baulks etc are available on site before work starts. If information such as results of soil tests or trial holes is available, it may provide useful data on conditions likely to be found on site which can assist planning. Put the precautions in place before work starts.

Collapse of the sides

Prevent the sides from collapsing by battering them to a safe angle of repose or supporting them with sheeting or proprietary support systems. Take similar precautions to prevent the face from collapsing.

Install support without delay as the excavation progresses. Never allow work to get ahead of the support. Make sure there is a competent (SKE) supervisor and give the workers clear instructions on health and safety.

The competent (SKE) person, who must fully understand the dangers and necessary precautions, should inspect the excavation at the start of each shift. Excavations should also be inspected after any event that may have affected their strength or stability or after a fall or rock or earth. Record the inspection in the register and see that any faults that are found are put right immediately.

Materials falling into excavations

Do not store excavated spoil and other materials or park plant and vehicles close to the sides of excavations. The extra loadings from spoil, vehicles etc can make the sides of excavations more likely to collapse. Loose materials may fall from spoil heaps etc into the excavation. A scaffold board used as a toe board and fixed along the outside of the trench sheets will provide extra protection against loose materials falling. Hard hats will protect those working in the excavation from small pieces of materials falling either from above or from the sides of the excavation.

People and vehicles falling into excavations

Prevent people from falling by guarding excavations. (See section 29 – Working at Height). Edges of excavations should be protected with substantial barriers where people are liable to fall into them. All excavations in public places should be suitably fenced off to prevent members of the public approaching them.

Prevent vehicles falling into excavations by keeping them out of the area. Vehicles passing close to the edges of excavations may also overload the sides, leading to collapse. Use baulks or barriers to keep vehicles away from excavated edges. Baulks and barriers are best painted or marked to make sure they can be seen by drivers.

Where vehicles have to tip materials into excavations, prevent them from over-running into the excavation by using stop-blocks. (The sides of the excavation may need extra support).

Undermining nearby structures

Make sure excavations do not undermine the footings of scaffolds, buried services or the foundations of nearby buildings or walls. Many garden or boundary walls have very shallow foundations which are easily undermined by even small trenches, causing the wall to collapse onto those working in the trench. Before digging starts, decide if extra support for the structure is needed. Surveys of the foundations and the advice of the structural engineer may be required.

Other aspects of excavation safety

Ensure there is a good ladder access or other way of getting in and out of the excavation safely.

Consider hazardous fumes – do not use petrol or diesel engines in excavations without making arrangements for the fumes to be ducted safely away or providing for forced ventilation. Do not site petrol or diesel-engine equipment such as generators or compressors in, or near the edge of an excavation; exhaust gases can collect and accumulate.

If there is a possibility of fumes or gas in the trench, it may be a “confined space”

34 Consultation with employees

The Company recognises its obligations to consult employees on matters which may affect their Health and Safety.

This procedure is based on HSE Guidance notes L95, issued in connection with the Health and Safety (Consultation with Employees) Regulations 1996 which supplements the union associated Safety Representatives and Safety Committees Regulations.

The Company will consult with its employees either:-

- A. Directly - face to face with each employee or
- B. Indirectly - with a representative elected by the employees under either of the regulations named above.

MATTERS TO CONSULT ON

The following matters may be included in any consultation:-

- A. Measures proposed in the workplace which may affect Health and Safety.
- B. The arrangements that the Company has made to have assistance of a "Competent Person" (SKE) to advise on Health and Safety.
- C. How Health and Safety information already required by law is passed to employees.
- D. How the Company arranges Health and Safety training to meet new or increased risks.
- E. The possible consequences of introducing new technology into the workplace.
- F. Any other matter which may affect employee's Health and Safety.

TIME OF CONSULTATION

You need to make sure that employees are consulted:-

- A. When it is PROPOSED to arrange or amend any of the items above.
- B. In time to allow the employees an opportunity to give their views in the light of receiving the information.

INFORMATION

When an employee is consulted, you must make sure that the employee has access to information which they need in order to allow effective participation.

This may be composed of information which the Company already provides under other existing legislation.

TRAINING

Where a group of employees elects a representative in accordance with the rules set out in the regulations, the Company will honour its obligation to provide facilities for training, time off and pay. (Regulation 7 and Schedule 1).

SELF EMPLOYED

- 9 Self employed may be consulted as though they were employees at the discretion of the Company.

NON EMPLOYEES

- 10 Agency Staff, Contracted Staff, Contractors and others who are not employees will not normally be consulted except in order to provide them with relevant Safety information.

END