

SOUTH WEST WORKS

NATIONAL LINE MARKING

HEALTH & SAFETY POLICY

HEALTH AND SAFETY POLICY CONTENTS

Section	Details	Page
1	STATEMENT OF INTENT – see additional document	
2	ORGANISATION	5
	Health and Safety Responsibilities of :-	
2.1	Directors For Safety / Joint Managing Directors	5
2.2	Consultant Health, Safety and Environmental Manager	6
2.3	Company Directors	8
2.4	Company Secretary	9
2.5	Managers (including Contracts Managers)	9
2.6	Supervisors (including Contracts Supervisors, Site Supervisors & Foreman)	11
2.7	General Office & Administration Staff	12
2.8	Drivers	12
2.9	General Employees (Including Plant and Contracting Operatives)	13
2.10	Organisational Structure 1	4
3	ARRANGEMENTS	15
3.1	General approach – control, competence, co-operation, communication	15
3.2	Training	17
3.3	Communication, information and consultation	17
3.4	Health Surveillance	18
3.5	Smoking Policy	18
3.6	Alcohol and Drugs policy	18
3.7	Mobile phones	18
3.8	Young workers	20
3.9	New and Expectant Mothers	19
3.10	Sub-contractors	19
3.11	Accident and incident reporting and investigation	19
3.12	Construction – Design and Management	19
3.13	Display Screen Equipment	20
3.14	Driving Company Vehicles	20
3.15	Electricity	20

Section	Details	Page
3.16	Fire Control	20
3.17	First Aid	20
3.18	Hazardous Substances	21
3.19	Health and Safety Audit and Review	21
3.20	Safe Plant and Equipment	21
3.21	Lone Working	21
3.22	Manual Handling	21
3.23	Noise and Vibration	22
3.24	Out of Hours Working	22
3.25	Personal Protective Equipment	22
3.26	Risk Assessment	23
3.27	Safe Systems of Work	23
3.28	Safe place of work	23
3.29	Security	24
3.30	Transport	24
3.31	Visitors	24

2 Organisation

2.1 JOINT MANAGING DIRECTORS (DIRECTORS FOR SAFETY)

In addition to the general responsibilities you have to yourselves and others, it is also your specific responsibility to ensure that:

- All levels of management are fully aware of their health, safety and welfare duties to employees and any others who may be affected by the Company's work activities throughout all divisions of the Company.
- A Consultant Health, Safety & Environmental Manager is nominated to manage and organise Health and Safety arrangements and to ensure that this policy is implemented on your behalf, and will be fully supported and assisted by both yourself and Senior Management in carrying out his duties.
- You are aware of the statutory requirements affecting the company.
- Provisions are in place for employees to be made aware of, and instructed in, their responsibilities as imposed by legislation and company procedures.
- Systems are in place to review and up-date this document:
 - a. Annually;
 - b. When significant employment changes occur;
 - c. When new legislation, plant, equipment or processes are introduced that bring in new risks.
- Sufficient arrangements, facilities and finances are available to fully implement this policy and the Company's Health and Safety responsibilities.
- Safe systems of work are in operation, and employees receive adequate and appropriate training, information, instruction and supervision to enable them to carry out their work in a competent manner.
- Working in partnership with the Consultant Health, Safety & Environmental Manager, you will assist him whenever necessary in carrying out his duties and ensure he has enough time and resources to carry out this role to the best of his abilities.
- A Safety Committee for consultation between management, yourself and all employees is in operation at all sites and divisions, and will meet quarterly.
- Accidents and near-miss incidents are thoroughly investigated by the Consultant Health, Safety & Environmental Manager and/or one of his Deputies.
- The Consultant Health, Safety & Environmental Manager or one of his Deputies will report any accidents and incidents that fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the Health and Safety Executive.
- You lead by example, adopting safe working practices both in the workplace and on site, and always wear the correct Personal Protective Equipment.
- You arrange for a panel of enquiry into serious accidents/incidents to be established when necessary.

2.2 CONSULTANT HEALTH, SAFETY & ENVIRONMENTAL MANAGER (AND DEPUTIES)

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Leslie Smith and workmen are kept informed of all health, safety and welfare issues concerning the implementation of this policy.
- You are aware of the statutory requirements affecting the Company.
- Management is kept informed of all issues concerning the implementation of this policy and their legal duties.
- All employees are aware of and are instructed in their responsibilities and duties as imposed by legislation and Company policy.
- All work carried out and all plant and work equipment complies with the requirements of the Health and Safety at Work, etc Act 1974, and all relevant legislation.
- Safe systems of work are in operation for all activities identified as hazardous, wherever reasonably practicable.
- Visits from the Health and Safety Executive, Company Insurers and external Competent Advisors are fully managed, and points raised in their reports are immediately acted upon or as soon as is practically possible.
- Any necessary action will be carried out immediately or as soon as is reasonably practicable regarding completed safety inspections or in-house reports on hazards, accidents and near-miss incidents for all Company premises and sites.
- Employees receive adequate inductions, job specific training and on-going refresher training to enable them to perform their job safely and competently.
- Detailed information on health, safety and welfare matters is effectively communicated to all employees.
- Safety Committee meetings are held on a quarterly basis, with minutes or action points being taken for subsequent action.
- Risk Assessments are carried out for all significant hazards and are recorded in a written format with copies being supplied to relevant employees for information and the implementation of control measures.
- Statutory tests, inspections and maintenance of all work equipment as necessary are carried out and documented.
- COSHH (Control of Substances Hazardous to Health Regulations) Assessments are carried out as per legislation requirements to ensure hazardous substances are appropriately controlled and stored.
- Ensure full compliance with the related industry specific legislation i.e. Quarry Regulations, Construction, Design and Management Regulations, etc.
- A Dangerous Goods Safety Advisor, who in this case is also the Consultant Health, Safety & Environmental Manager is appointed to manage and assess the risks involved in the transporting of significant dangerous goods from our company premises to our sites.

- First Aid facilities are available in accordance with current Regulations, and responsible persons are appointed to render First Aid or emergency assistance on all our Company premises and sites.
- You are familiar with both RIDDOR and the in-house accident and near-miss procedure and your responsibility to investigate specific accidents and incidents.
- A panel of enquiry into serious accidents/incidents is established when necessary.
- Fire Risk assessments have been carried out and fire precautions and appliances are present at all our Company premises and on any sites under our control. Fire training including evacuation drills is undertaken at regular intervals.
- Fire Managers and Fire Marshalls are appointed and suitably trained to assist in fire safety and evacuating from our premises and sites in an emergency situation.
- Appropriate electrical tests are carried out on the mains electricity and portable electrical appliances at intervals recommended by legislation and Approved Codes of Practice (ACOPs).
- Necessary statutory notices and signs are clearly displayed, and all relevant statutory registers are provided and used in the workplace and on site.
- The activities of all Contractors and Sub-Contractors working on our sites or on our behalf are monitored to ensure that they are safe and in line with our current Company Policy.
- You lead by example, adopting safe working practices in the workplace and on site, and always wear the correct Personal Protective Equipment.

2.3 COMPANY DIRECTORS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting the Company.
- Management under your control are aware of, and instructed in, their responsibilities as imposed by legislation and company policy, and receive adequate Health and Safety Inductions, and both job specific and refresher training to perform their job safely.
- Safe systems of work are in operation for all activities identified as hazardous, wherever reasonably practicable.
- Detailed information on health, safety and welfare matters is effectively communicated to all employees under your control.
- Working in partnership with the Consultant Health, Safety & Environmental Manager and his Deputies, you identify, and wherever possible remove, any hazards that may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by the Consultant Health, Safety & Environmental Manager or one of his Deputies.
- Your co-operation and assistance is given to the Consultant Health, Safety & Environmental Manager and his Deputies in carrying out their duties.
- You lead by example, adopting safe working practices in the workplace and on site, and always wear the correct Personal Protective Equipment.

2.4 COMPANY SECRETARY

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You understand and implement the Company Health and Safety Policy.
- All personnel are aware of their Health and Safety responsibilities.
- All staff are aware that Health and Safety performance is a prime function and will be taken into account when reviewing/assessing personal performance.
- Health and Safety aspects are considered at the design stage in the development or introduction of new methods, plant, equipment, machinery, materials, etc.
- A panel of enquiry into serious accidents/incidents is established when necessary.
- Your co-operation and assistance is given to the Consultant Health, Safety & Environmental Manager and his Deputies in carrying out their duties.
- You lead by example, adopting safe working practices in the workplace and on site, and always wear the correct Personal Protective Equipment.

2.5 MANAGERS (INCLUDING SITE MANAGERS & CONTRACTS MANAGERS)

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting the Company, and you will ensure that all work carried out in areas under your control complies with the requirements of the Health And Safety At Work, etc Act 1974 and all other relevant legislation.
- Before any work commences, safe systems of work and all other controls identified by Risk Assessment are to be implemented.
- Management under your control is aware of, and instructed in, their responsibilities as imposed by legislation and company policy, and receive adequate Health and Safety Inductions, and both job specific and refresher training to perform their job safely.
- In liaison with the Consultant Health, Safety & Environmental Manager, all necessary safeguards, safety equipment and Personal Protective Equipment are identified and made available before work commences.
- Detailed information on health, safety and welfare matters is effectively communicated to all employees and Sub-Contractors under your control.
- You inform the Consultant Health, Safety & Environmental Manager or one of his Deputies of any training required by an employee under your control to enable them to carry out their job in a safe and competent manner.
- Copies of Sub-Contractors' Risk Assessments, Method Statements and other relevant Health and Safety documentation are obtained prior to work commencing on any of our sites.
- Working in partnership with the Consultant Health, Safety & Environmental Manager and Supervisors, you identify, and wherever possible remove, any hazards that may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by the Consultant Health, Safety & Environmental Manager and/or one of his Deputies.
- Your co-operation and assistance is given to the Consultant Health, Safety & Environmental Manager and his Deputies in carrying out their duties.
- You lead by example, adopting safe working practices in the workplace and on site, and always wear the correct Personal Protective Equipment.
- You ensure all employees and sub-contractors under your control receive adequate information, training and supervision in order to carry out their duties in a safe and competent manner

2.6 SUPERVISORS (INCLUDING CONTRACTS SUPERVISORS, SITE SUPERVISORS & FOREMEN)

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting the Company, and all work carried out on site complies with the requirements of the Health and Safety At Work, etc Act 1974 and all other relevant legislation.
- Employees under your control are aware of, and instructed in, their responsibilities as imposed by legislation and management, and receive adequate Health and Safety Induction to perform their job safely.
- Safe systems of work are adhered to for all identified site-based work activities and hazards.
- You are provided with adequate Health and Safety training, information and instruction to carry out your job in a safe manner.
- Sub-Contractors under your control are aware of the hazards and risks associated with their work area and activities.
- Employees and sub-contractors are only allowed to work on site if they are wearing the correct Personal Protective Equipment.
- Manual Handling activities are avoided wherever possible, but when unavoidable are only carried out by competent persons using the correct Manual Handling techniques.
- Only competent and trained employees are allowed to operate work equipment and plant on site, and it is all maintained in a good and safe condition.
- Whenever mobile plant and equipment is reversing on site, a competent banksman is present to assist safe operation.
- An inspection of any complex or dangerous activity by a competent person takes place each day before work commences.
- Working in partnership with the Consultant Health, Safety & Environmental Manager, his Deputies and Management, you identify, and wherever possible remove, any hazards that may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by the Consultant Health, Safety & Environmental Manager or one of his Deputies.
- Your co-operation and assistance is given to the Consultant Health, Safety & Environmental Manager and his Deputies in carrying out their duties.
- You lead by example, adopting safe working practices in the workplace and always wear the correct Personal Protective Equipment.

2.7 OFFICE AND ADMINISTRATION STAFF

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- Your immediate workplace is safe, and you only operate the workplace equipment that you are trained and competent to use.
- You are conversant with the in-house accident reporting procedure and report any uncontrolled hazards or potential hazards in your work area immediately to the Consultant Health, Safety & Environmental Manager or one of his Deputies.
- You pay due care and attention when handling equipment and/or stationery.
- Your Display Screen Equipment, where applicable, is set-up correctly and comfortably for your use and complies with the requirements of the Display Screen Equipment Regulations 1992 as relevant.
- When using Display Screen Equipment, you take regular working breaks away from the screen in order to avoid any unnecessary strain.
- Your co-operation is given to the Consultant Health, Safety & Environmental Manager and his Deputies in carrying out their duties.
- When working on or visiting a construction site, you wear the appropriate Personal Protective Equipment and adhere to the Health and Safety rules that are in place to protect your well-being.
- You familiarise yourself with the Company's emergency procedures and facilities for evacuation and First Aid.
- All visitors to the offices are correctly signed in, informed of relevant Company procedures and are escorted at all times whilst on Company premises.

2.8 DRIVERS

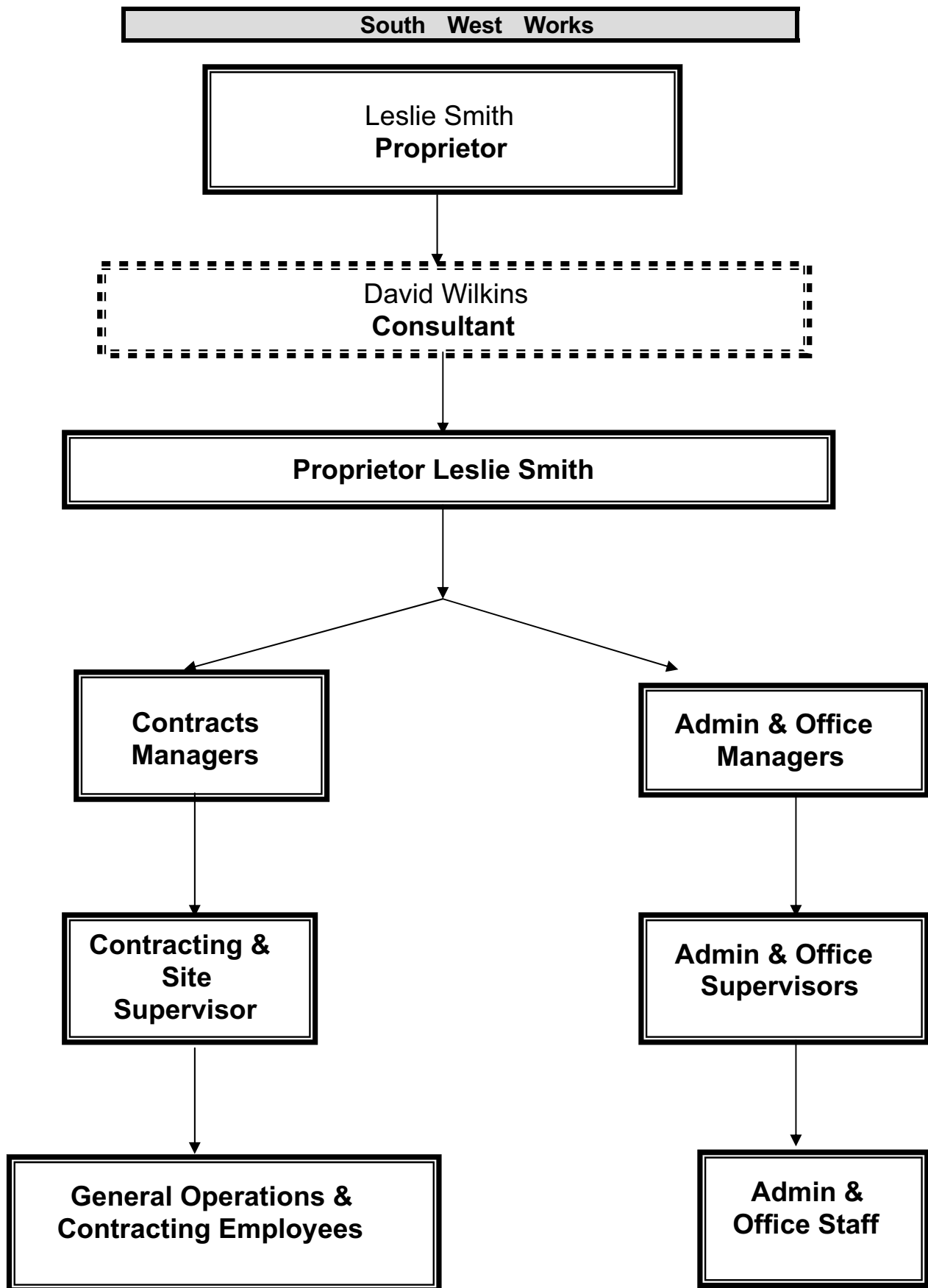
In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You only operate/drive the vehicles you are trained, competent and authorised to use.
- The vehicles you are responsible for are maintained in a road-worthy condition.
- You record any vehicle defects and report them to your Manager/Supervisor, using the system provided.
- You never leave an unattended vehicle with the engine running or with the key in the ignition.
- You do not park your vehicle near plant, on accesses or active haul routes, or wherever it could create a hazard or obstruction.
- You immediately inform the Company Transport Manager if you are disqualified from driving or receive any form of driving penalty.
- You comply at all times with the Road Traffic Act and Highway Code and do not drive your vehicle in a dangerous or reckless manner, being courteous to all other road users while carrying out your duties.
- You conform to EU Directive 3821/85 by recording driver hours through the correct use of a Tachograph, and EU Directive 3820/85 (Driver's Hours) by making sure you do not exceed the allowed working and driving hours.
- You pay due care and attention when handling, stacking, loading and unloading your vehicle, avoiding Manual Handling activities wherever possible, but when these activities are unavoidable they are only carried out by competent persons using the correct Manual Handling techniques.
- Due care and attention is exercised when handling, storing and transporting dangerous substances and highly flammable liquids and gases. Also ensure you are familiar with and adhere to the relevant conditions for carriage as per Company procedures and the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004.
- The Safe Working Load (SWL) of lifting appliances and equipment is strictly adhered to.
- You use the guards, safety devices, safety equipment and Personal Protective Equipment provided.
- You are conversant with the Company's accident and damage reporting procedure, reporting all accidents and incidents immediately to your Supervisor or, in the case of a Road Traffic Accident, informing the Police before contacting your Supervisor.
- Your co-operation is given to the Consultant Health, Safety & Environmental Manager and his Deputies in all matters of Health and Safety.

2.9 GENERAL SITE EMPLOYEES (INCLUDING PLANT OPERATIVES, LINNING OPERATIVES AND CONTRACTING OPERATIVES)

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- Your immediate work area is safe and tidy and you adopt a “clean as you go” policy.
- You report any uncontrolled hazards or potential hazards in your work area immediately to your Site Manager or Supervisor.
- Risk assessment control procedures and method statements are adhered to for all work activities identified as having a potential risk.
- You pay due care and attention when handling, stacking, loading and unloading equipment or loads, avoiding Manual Handling activities wherever possible, but when these activities are unavoidable they are only carried out by competent persons using the correct Manual Handling techniques.
- You only operate the workplace equipment and plant that you are trained, competent and authorised to use.
- You do not carry any passengers on any mobile plant (unless it is specifically designed to carry passengers) – this practice is strictly forbidden.
- The Safe Working Load (SWL) of lifting appliances and equipment is strictly adhered to.
- You always use tools and equipment only for their intended purpose and design, and immediately report any defects to your supervisor for action.
- You use the guards, safety devices, safety equipment and Personal Protective Equipment provided.
- Due care and attention is exercised when handling, storing and using hazardous substances and highly flammable liquids and gases. Also ensure that you are familiar with and adhere to the relevant MSDS (Material Safety Data Sheet) or COSHH (Control of Substances Hazardous to Health Regulations) Assessment.
- All hand-held electrical equipment used is 110 volt where practical and is fitted with a RCD (Residual Circuit Device) or similar safety device.
- You are conversant with the Company’s accident and damage reporting procedure, reporting all accidents and incidents immediately to your Manager or Supervisor and the Consultant Health, Safety & Environmental Manager or one of his Deputies.
- Your co-operation is given to the Consultant Health, Safety & Environmental Manager and his Deputies in all matters of Health and Safety.



3 Arrangements

3.1 General Approach

- While ultimate responsibility for Health and Safety lies with the Joint Managing Directors, all Directors, Managers and Supervisors must ensure that the minimum standards identified in this policy have equal standing to other business objectives and are maintained within their area of responsibility.
- This policy and all its contents will be reviewed and amended annually or when deemed necessary due to legislation changes or accidents and incidents.
- The successful implementation of this policy requires the total commitment of all employees within the organisation to encourage a positive "Health and Safety Culture". It will be necessary to address the four 'C's - Control, Competence, Cooperation and Communication as follows:

3.1.1 Control

South West Works require the Joint Managing Directors, Directors, Managers and Supervisors to:

- Lead by example. In doing so they are not only demonstrating their Company's commitment to this policy, but also providing clear direction to all employees.
- Ensure that the Joint Managing Directors, Directors, Managers and Supervisors understand their responsibilities.
- Ensure that all employees understand their responsibilities, know what they should do and know how they will be supervised.
- Identify the individuals responsible for specific Health and Safety roles, particularly where special expertise is required.

3.1.2 Competence

South West Works will:

- Analyse each job/position/appointment and identify the skills needed to safely carry out the associated tasks.
- Ensure that all employees, whether full time, part time or temporary, are provided with adequate instruction and training.
- Ensure that any employees undertaking particularly dangerous tasks have suitable levels of competence to carry out the tasks safely.
- Ensure that competent advice on Health and Safety matters is made available to staff at all levels.

3.1.3 Cooperation

South West Works will:

- Consult with all its employees or their nominated representative(s) on matters relating to the Management of Health and Safety.

3.1.4 Communication

The Company will provide information on:

- Health and Safety legislation applicable to each division's undertaking.
- Any hazards identified, together with subsequent risk analysis, and controls intended to eliminate or reduce the risks.
- Safe systems of work and emergency procedures.
- Those persons appointed to fulfil specific Health and Safety related roles within the organisation.

3.2 Training

- In addition to the specific legal duties under Section 2(2)c of the Health and Safety at Work, etc Act 1974 and associated regulations, the Company recognises that safety training is fundamental to the success of this policy. It forms a key role in ensuring the competence of the workforce and in communicating its own commitment to a positive safety culture.
- On commencement of employment, all employees will be given an Induction by the Appropriate Manager or one of his/her Deputies, which will include as a minimum:
 - a. A briefing on the Company Disciplinary and Grievance Procedures and the Company Health and Safety Policy;
 - b. A briefing on the Company Environmental and Equal Opportunities Policies;
 - c. A company information hand book being given to the employee;
 - d. The employee being asked to complete a pre-employment medical questionnaire;
 - e. The employee being allocated the appropriate Personal Protective Equipment (PPE) and safety equipment;
 - f. An explanation of any emergency procedures.
 - g. A power point presentation covering all aspects of Health, Safety, Welfare and Environmental awareness specific to their employment with a company health, safety and environmental hand book being given to the employee.
- As safety is a line management function, all Managers and Supervisors will receive such training as may be necessary to enable them to effectively control the areas for which they are responsible.
- No person will be employed on any work that involves any reasonably foreseeable significant risk, unless they have received adequate training so that they are able to understand the hazards to which they are exposed and the controls that will be used to minimise or eliminate those hazards.
- Health, Safety & Environmental Management training is to be regularly appraised. The Consultant Health, Safety & Environmental Manager and his Deputies will be encouraged to attend relevant training courses/seminars and to seek any professional qualifications that will enhance their value to the company.

- In general, training will be provided to all employees:
 - a. For induction when first employed and before commencement on a new site
 - b. When their work or responsibilities change.
 - c. When new equipment, plant or new techniques are introduced.
 - d. As a periodic refresher.

3.3 Communication, Information and Consultation

3.3.1 Health and Safety Advice

- As required by Regulation 7 of the Management of Health and Safety Regulations 1999, the Joint Managing Directors will appoint one or more competent persons to provide advice to the Company on complying with the requirements and prohibitions of Health and Safety legislation.
- Whenever possible, such competent advice will be provided by the Consultant Health, Safety & Environmental Manager and his Deputies directly. However, the Company will call on external assistance when specialist knowledge is required.
- The appointed Consultant Health, Safety & Environmental Manager is also a DGSA so this specialist role will also be undertaken by him as per the requirements of the European Agreement ADR 2011.

3.3.2 Consultation

- The Company recognises that the provision of information to, and consultation with, its employees and their representatives is fundamental to the causes of this policy, in addition to the specific legal duties under Sections 2(2)c, 2(4), 2(6) and 2(7) of the Health and Safety at Work, etc Act 1974, the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- The Company recognises Safety Representatives appointed by both union and non-union members of the workforce and will ensure that they have sufficient time off from their normal duties, as well as being provided with suitable facilities and information, to enable them to carry out their roles.
- A Safety Committee will be employed to review matters relating to the management of Health and Safety within the organisation, including:
 - a. Studying the trends of accidents/incidents, so that recommendations may be made to management for corrective action to be taken.
 - b. Examining Company reports and factual information to note areas where improvements can be made.
 - c. Assisting in the development of safety rules and safe systems of work.
 - d. Evaluating the effectiveness of employee training from a safety point of view.

Meetings shall be held quarterly and attendees shall include representatives of all relevant departments within the company.

- The Company will ensure that suitable arrangements are in place for employees to comment on any aspect of their work that they believe may affect their health and/or safety, including any potential occupational illness or work-related stress.
- All employees will be made aware of these arrangements, with any opinions offered considered and answered within a reasonable timescale.

3.4 Health Surveillance

- Where considered necessary, and in particular where required by relevant legislation, the Company will arrange for appropriate health surveillance arrangements to be put into place.
- Initial basic health surveillance is undertaken in the form of a Company medical questionnaire as part of the initial Company Induction.
- Employees health surveillance will then take place periodically at intervals not exceeding three years

3.5 Smoking Policy

- We operate a restricted smoking policy on all our premises and sites as per legislation requirements. Employees and visitors are only allowed to smoke in pre-designated areas.
- We will ensure, that rest rooms are provided so that employees who use them can do so without the discomfort of tobacco smoke. On all our sites welfare facilities for rest and break periods, including vans and mini buses are deemed as no smoking areas all personnel must strictly adhere to this policy.

3.6 Alcohol and Drug Policy

- The misuse of alcohol and drugs can affect an employee's ability to carry out tasks in a safe manner. Alcohol and illicit drugs should therefore not be consumed on or brought onto our premises or sites.
- If any employee is found with alcohol or illicit drugs on their person, in their vehicles or is found to be under its influences whilst at work, they will face disciplinary action and possible dismissal. This also applies to any employee found to be misusing any substances that have a detrimental effect on their standard of work or general conduct.
- Any employee with an addiction can speak in complete confidence to their Line Manager or the Consultant Health, Safety & Environmental Manager or his Deputies. They will assess the situation and provide relevant guidance and referral to professional assistance.

3.7 Mobile Telephones

- The Company recognises the possibility of electromagnetic radiation affecting users of mobile telephones and encourages all employees to reduce their use to a minimum. Where available, the Company will provide protective equipment to reduce or remove the effects of electromagnetic radiation. All employees are to cooperate in this matter for their own welfare.
- The use of mobile telephones whilst driving or operating vehicles or plant is illegal and an unsafe practice and is only acceptable when a complete hands-free device is fitted and used. The company encourages the policy of not using a mobile phone at all whilst driving unless absolutely necessary even with a hands-free kit fitted.

3.8 Young Workers

- Young workers (under 18 years of age) are provided with a higher level of supervision, information, training and instruction for the tasks they are carrying out. As required under the Management of Health Safety and Welfare regulations 1999.
- A specific Risk Assessment and safe working method will be established prior to young workers commencing any tasks.
- A competent person will be required to constantly supervise each young worker.
- Young workers will not be allowed to operate any complex, dangerous plant or machinery and will not be able to work in high-risk situations.

3.9 New / Expectant Mothers

- Once the employee has informed the Employer that she is pregnant, specific Risk Assessments will be undertaken and safe working methods will be established. A further Risk Assessment will also be established on her return to work.
- The assessment may result in temporary changes to the employee's working conditions, environment or hours. If the foreseeable risks cannot be sufficiently reduced through these changes, it may be necessary to find the employee suitable alternative work within the Company. If a safe working environment (through either alteration to existing tasks or alternative tasks) cannot be offered to the pregnant worker / new mother, she will be entitled to paid leave to protect both herself and her unborn child.

3.10 Sub-Contractors

- Subcontractors are covered by the relevant clauses within this policy but also refer to the Company's separate policy and rules for Sub-Contractors.

3.11 Accident and incident reporting and investigation

- In line with legislative duties and good health and safety monitoring practice, the company shall ensure that all accidents and incidents, including 'near-hits' and unsafe acts, are reported and investigated. Procedures and forms to control the reporting and investigation requirements shall be installed and used as appropriate.
- The Joint Managing Directors are responsible for ensuring that the appropriate records are completed and for assigning appropriate corrective actions following the investigation. Contracts and Departmental Managers shall ensure that the accidents and incidents are reported as required by the management system.

3.12 Construction – Design and Management (CDM)

- As a contractor (or sub contractor) under the Construction (Design and Management) Regulations 2007, the company is aware of the duties imposed on its personnel and operations and shall ensure that the necessary planning, documentation, competence and control is in place to meet the requirements of this legislation.
- Construction Phase Health and Safety Plans shall be prepared in line with the legislation and the necessary documentation to compile project health and safety files shall be submitted to the Co-ordinator or Principal Contractor as required.

3.13 Display screen equipment

- All display screen equipment used within the company shall be assessed in line with the requirements of the Health and Safety (Display Screen Equipment) Regulations. The necessary facilities and support equipment shall be provided in order that the computer workstations are set up to minimise the risk to users from eyestrain, musculoskeletal and stress hazards. Eyesight tests shall be carried out for 'users' when requested and if necessary corrective appliances shall be provided.
- Workstations shall be reassessed on a regular basis and when new users are engaged or a workstation is significantly altered.

3.14 Driving company vehicles

- The company shall ensure that all employees driving company vehicles are competent to do so and have current licences. Licenses shall be checked on a regular basis. The necessary arrangements shall be put in place to control driving hours, the transportation of dangerous goods, insurances and the maintenance activities associated with company vehicles.

3.15 Electricity

- All company electrical installations – site, offices and workshops – shall be in line with the requirements of the current edition of the IEE Regulations and shall be checked and tested according to the requirements of the regulations. Records of all tests shall be held by the Company Health and Safety Department and or Site Manager.
- All portable electrical equipment shall have Portable Appliance Tests (PAT) carried out annually or as required as per IEE recommendations, Records of all tests shall be held by the Company Health and Safety Department and or Site Manager

3.16 Fire control

- Appropriate fire control facilities shall be installed at all premises and sites used by the company. Fire risk assessments shall be carried in order to determine the control requirements at each premise and ensure that the risk of fire is minimised. The assessments shall be reviewed annually as per the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- For projects under the CDM Regulations, site fire control requirements shall be established in conjunction with the principal contractor (if appropriate). For other projects, fire control requirements shall be established and installed as part of the project risk assessment and site set up.
- All Mobile Plant and Vehicles shall carry appropriate fire control equipment (fire extinguisher).
- An appropriate contractor shall regularly service all fire control equipment.

3.17 First aid

- The first aid requirements for the company shall be established by assessment. All premises shall have an appropriate number of competent First Aiders and site requirements will be established according to the project size and principal contractor facilities. First Aiders shall be trained to an appropriate level and by a company, which is approved by the HSE.
- Well-equipped first aid boxes shall be made available in appropriate locations throughout the company. All sites shall have an appropriate first aid box, which shall be of sufficient size to service the required number of persons. Boxes will be checked regularly for adequate stocks of first aid materials, cleanliness and general control.

3.18 Hazardous substances

- In line with the requirements of the Control of Substances Hazardous to Health Regulations, all hazardous substances used within the company shall be assessed for the risks to health to those affected by their use. An inventory of hazardous substances used on site shall be held and maintained by the Contracts Managers and Company Health and Safety Department along with a file of assessments. Yard and Office COSHH assessments shall be held in the respective areas. Processes generating hazardous substances shall be assessed as a separate activity, e.g. dust, noise, fumes, created by various site operations and activities etc.

3.19 Health and safety audit and review

- Senior management understands the importance of effective health and safety monitoring and shall audit the implementation of this policy and associated procedures to a planned schedule (in line with the OHSAS 18001 Standard). At least once annually, senior management shall review the company's health and safety performance and take any necessary action to improve the management system. Generally health and safety performance shall be examined at scheduled management meetings held throughout the year.

3.20 Safe plant and equipment (PUWER & LOLER)

- All plant and equipment used by the company shall comply with the requirements of the Provision and Use of Work Equipment Regulations and the Lifting Operations and Lifting Equipment Regulations.
- A register of all plant and equipment shall be maintained by appropriate personnel within the company and maintenance programmes compiled and completed. Schedules shall be compiled to ensure that lifting equipment is tested and inspected in accordance with the legislative duties.

3.21 Lone Working

- Many of the projects undertaken by South West Works require operatives and plant to be operated in isolation. To ensure that no unnecessary risks are taken, we ask that our employees comply with the following policy:
 - i) Always have a mobile telephone with you when working alone. Make sure the battery is recharged regularly and check that you have enough credit if applicable. Those who do not have their own mobile phone can collect one from the office for use during the agreed period that they will be working alone.
 - ii) Never undertake maintenance work while the machine engine is running or while the hydraulic equipment is up in the air i.e. Tipper Lorries, Excavators and Loading Shovels.
 - iii) Telephone the office to report that you are carrying out maintenance if you are undertaking the work yourself, and then call again once the work is complete.
 - iv) Do not continue to work if you feel unwell.
 - v) At the end of each working day, telephone or inform the office to let them know you are safe and ready to leave site.

Always have emergency telephone numbers for the Site Manager, Police, Ambulance and Fire Brigade available. Generally in an emergency, dial 999 or 112

3.22 Manual handling

- Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified

and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established.

- As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work. Manual handling assessments shall be suitably documented.
- The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations.

3.23 Noise and Vibration

- The Company will assess all processes and operations carried out so as to ensure that the requirements of the Control of Vibration at Work Regulations 2005 and Control of Noise at Work Regulations 2005 are complied with. Where the noise and/or vibration levels exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that no employee, or others affected by the work activity, is subjected to injurious conditions.
- The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc are used.
- Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Control of Noise at Work Regulations 2005.
- These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise
- All Operatives will ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported to the Directors or hire company immediately.
- The musculoskeletal risks associated with hand held vibrating plant and equipment shall be minimised by the use of the latest design equipment (incorporating the best standards in vibration minimisation), the control of exposure by defining operational hours and the provision of suitable hand PPE. The requirements shall be defined within the method statement.

3.24 Out of hours working

- Personnel working on site or within any part of the company's premises 'out of hours' shall only do so providing that adequate supervision is established and that their safety and security is not jeopardised. Managers shall ensure that the arrangements required for ensuring the safety of their personnel during these conditions are addressed as part of the activity risk assessment.
- No one shall be required to carry out high-risk activities during 'out of hours' working if there is a possibility that supervision and services would be inadequate.

3.25 Personal protective equipment

- The Company will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces ~~for~~ as required, and that when issued to employees, a record is kept in the Safety Equipment and Protective Clothing Issue Register.

- Site Managers will ensure that, before employees are set to work, they are provided with any necessary protective clothing.
- Any person in a workplace, who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment, will be informed of statutory or company policy requirements, and instructed not continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.
- Site Managers and supervisors will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The Company Health and Safety Consultant will provide information and advice on the correct equipment to be issued.
- All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the correct storage of PPE.
- All Supervisory and Management staff will set a good example in the wearing of safety helmets, protective clothing and other equipment where required.

3.26 Risk assessment

- In line with the requirements under the Management of Health and Safety Regulations 1999, the company will undertake to make a 'suitable and sufficient' assessment of all risks to workers and any others who may be affected by its operations, and to record the significant findings of that assessment. From the assessments, the company will put in place appropriate control measures to ensure the health and safety of workforce, sub-contractors and visitors and, when appropriate, the general public.
- The risk assessments will be used positively by the company to change working procedures and improve health and safety performance.

3.27 Safe systems of work

- Where the risk assessments for work activities identify residual high-risk situations, written safe systems of work shall be provided.
- The Consultant Health, Safety & Environmental Manager and his deputies will assist in the development of the safe systems of work and to this end will ensure that detailed instructions and information is compiled for operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system. Managers shall ensure that the safe systems are in place and followed faithfully.

3.28 Safe place of work (including work at height and near traffic)

- In line with the Workplace (Health, Safety and Welfare) Regulations 1992, the Construction Design and Management Regulations 2007 (Part 4) and the Work at Height Regulations 2005, the Company will provide and maintain a safe place of work and working environment for all employees and others who may be required to visit the offices, yard, site, etc.
- Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work.
- Every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the facilities by regular audits and inspections and, where necessary, corrective actions. The Consultant Health, Safety & Environmental Manager and his deputies shall be responsible for ensuring that workplaces are regularly inspected.

3.29 Security

- Appropriate security arrangements shall be installed at all premises and sites within the company (yard, workshop, offices) in order to minimise the risk of intruders creating conditions which could cause harm to employees or damage to property. Visitors to the premises or to site shall be controlled in line with 3.31 below.
- Up to date technology shall be used as appropriate to control and monitor movements of persons in and around the premises.
- Where necessary, contract security companies shall be used to monitor site conditions out of hours.

3.30 Transport

- The company has a range of transport facilities within its operations. Transport includes LGVs (heavy goods), light vans, company cars, forklift trucks and construction site plant.
- The Transport Manager holds a Certificate of Professional Competence (CPC) in Road Transport (competent person) and shall ensure that all company transport is operated within the requirements of the current Operating Licences issued by the Department of Transport.
- All drivers will receive appropriate training to NVQ Level 2 and hold a valid CSCS card for visiting construction site as per the Construction, Design and Management Regulations.
- All company vehicles shall be serviced and maintained in line with the defined schedules and appropriate records shall be held by the workshops to demonstrate completion of this work.
- Only trained and competent drivers will be allowed to drive company plant and vehicles and records of their competence shall be held by the Health and Safety Department.
- An annual review of licences/competence shall be carried out by the Transport and Health and Safety Department to ensure legislative compliance.

3.31 Visitors

- All visitors to the company, whether to the offices, yard or sites, shall be controlled so that risks to their health and safety are minimised and appropriate arrangements are in place to account for their presence in the event of an emergency. Visitors to the offices, workshop and site shall be controlled in line with the instructions contained in the site specific Visitors Procedures produced for each site as required.