

# **D. MCLAUGHLIN & SONS LTD**

## **HEALTH & SAFETY POLICY HANDBOOK**

**Approved By:** Shaun McLaughlin, Director and Management Appointee

**Last Review Date:** 22 July 2009

**Version 2**

## 1 INTRODUCTION

The document includes:

**Health and Safety Policy Statement** – which is a declaration of our intent to seek to provide the safest and healthiest working conditions possible.

**Organization for Health and Safety** –which states the organization and responsibilities within the company for managing health and safety.

**Operational Arrangements for Health and Safety** – an identification of the potential hazards in the workplace and the precautions needed to eliminate or control them.

Copies of this handbook are given to all employees as part of their induction training.

A copy of the Health and Safety Policy Statement is displayed in D. McLaughlin & Sons LTD premises.

## 1.1 Policy Statements

### ***Our Statement of General Policy is:***

The Directors of D. McLaughlin & Sons LTD are committed to ensuring that the highest reasonably practicable standards of health, safety and welfare are achieved in all Company operations. It is our aim to promote and maintain a high standard of health and safety by:

- Understanding and ensuring compliance with health, safety and industry regulatory and other requirements that apply to our activities
- Be fully committed to the prevention of injury and ill health to employees, sub-contractors, the public or visitors, whilst striving to improve health and safety performance
- Identifying hazards and reducing risks to as low as is reasonably practical
- Developing and maintaining systems and procedures to ensure that all equipment, plant and premises are safe and do not have an adverse affect on health
- Consulting employees and promoting health and safety standards and expectations
- Raising awareness, encouraging participation and training employees in health and safety matters
- Having systems in place to ensure that sub-contractors under our control are competent and work safely

The Directors consider safety as an overriding priority. We believe every person involved in our operations has a responsibility for health and safety and we support the introduction of systems which will identify and mitigate risk.

We recognise that the co-operation of all employees is essential to enable the Company to fulfill these obligations and responsibilities. Consequently, we expect all persons working on or behalf of our Company to comply with the above policy and actively contribute towards improving safety in every aspect of their work.

**Our overriding priority at D. McLaughlin & Sons LTD is to position safety at the heart of all of our processes, decisions and activities**

## **2: ORGANISATION FOR HEALTH AND SAFETY**

### **2.1 General**

It is the policy of this company to take all necessary steps to ensure the health and safety of all its employees, subcontractors, members of the public, and others who may be affected by its activities. The health and safety policy of the company is supported by various health and safety legislation and codes of practice, risk assessments, method statements and procedures. The company are members of the Ayrshire Construction Safety Group and their Safety Advisor makes regular visits to the sites and offices to monitor compliance with this policy document.

### **2.2 Responsibilities**

Although Directors, have overall responsibility for the health, safety and welfare, the Directors have appointed Shaun McLaughlin, as the Management Appointee with operational responsibility for health and safety supported by the Safety Advisor (external consultant). Safety on sites lies with the relevant Site Manager.

**Directors** have a duty to ensure that sufficient resources are available to implement the safety policy, monitor health and safety data and reports to ensure its effectiveness and make changes where necessary.

The **Directors** will:

- Ensure that premises, plant and equipment and general activities conducted comply with current legislation and approved codes of practice.
- Ensure adequate information, instruction and training is given in respect to health and safety.
- Ensure that all staff, subcontractors and visitors are aware of their statutory obligations to take reasonable care for the health and safety of themselves or other persons who may be affected by their acts or omissions and be aware of their duty of co-operation with the company on all health and safety matters (section 7 HSAWA 1974)
- Review the effectiveness of the Health and Safety Policy through a consultative process.
- Ensure that a Safety Plan for the construction phase is in place for every project and involve the Site Agent and Safety Advisor where necessary
- Ensure that sub-contractors are selected on their ability to provide evidence of ability in safety matters
- Conveying design change information between the site, designers and planning supervisors
- Report defined injuries, diseases or dangerous occurrences to the regulatory authority.

### **2.3 Site Managers/Supervisors/Foremen**

Persons with line responsibility for employees and sub-contractors have the following general health and safety responsibilities:

- Ensuring that safe systems of work and procedures are in place.
- Ensuring that staff and sub-contractors are adequately trained to carry out their work in a safe manner.
- Ensuring that hazards are identified at the project planning stage
- Applying the controls required by statutory legislation approved codes of practice and implemented through instructions, risk assessments and method statements.
- Providing adequate supervision to control the working environment and the maintenance of safe standards.
- Ensuring that equipment is made available, fit for purpose, delivered to site on time and subject to statutory inspections, if required.
- Ensuring that new substances are not used on site before a COSHH assessment is carried out.
- Consulting with staff to improve health and safety performance.
- Assisting in the investigation of accidents and incidents in their areas of responsibility to establish the root causes and the introduction of measures to prevent recurrence.
- Providing and ensuring the use of appropriate protective equipment.
- Leading by example on good health and safety practice.

The **External Safety Advisor** has the following additional duties as part of his advisory role:

- Manage the risk assessment process, ensuring that assessments are reviewed as required and that outstanding actions are tracked to completion.
- Advise on changes in health and safety legislation that may have an impact on the activities of the organisation.
- Provide feedback to the site Safety Meetings on aspects of the company's health and safety performance.
- Review and advise on the health and safety training needs within the organisation.
- Carry out accident and incident investigations, analyse their causes and
- Maintain records of health and safety information as required by the relevant statutory provisions.

## 2.4 Site Managers

Site Managers are responsible for:

- Ensuring that staff and sub-contractors' are made aware of the hazards and risks associated with their activities and that controls required by risk assessments are implemented e.g. protection of machinery, compliance with safe working practices, inspection of plant and machinery, fire prevention, good housekeeping and personal protective equipment.
- Informing Directors of any health and safety concerns, accidents, incidents and near misses
- Inputting into the Safety Plan when the company act as Principal Contractor
- Making sub-contractors aware of the contents of the Health and Safety plan and integrating the plan into instructions and safe working practices.

- Consulting with operative to ensure that safe working practices are implemented
- Providing adequate supervision of staff and sub-contractors and reporting unsafe acts or behaviour to the relevant manager.

## **2.5 Employees**

Staff employed by D. McLaughlin & Sons LTD, at every level, have a responsibility for health and safety under sections 7 and 8 of the Health and Safety at Work etc. Act 1974.

All staff are responsible for:

- Conducting themselves in a manner conducive to their own safety and the safety of others; horseplay and dangerous practical jokes are not permitted.
- Fulfilling the contents and spirit of the Health and Safety Policy to the best of their ability.
- Co-operating with the management team in compliance with its statutory obligations.
- Using the protective equipment provided in the proper manner.
- Using only the correct tools for the job and maintaining them in good condition.
- Using plant equipment only for the purpose for which it was intended and reporting all defects in plant and equipment through appropriate channels.
- Reporting to their supervisor all incidents, defects in procedures or systems of work that have led, or may lead to injury or damage.
- Ensuring that the highest standards of housekeeping are maintained in the workplace.
- Working safely and efficiently, avoiding any unnecessary risks to themselves or others and ensuring new starts or inexperienced persons are aware of known hazards.
- Assisting in the investigation of incidents / accidents with the object of introducing measures to prevent a recurrence, and
- Consulting with management to improve health and safety standards and performance.

## **2.6 Consultation Arrangements**

Consultation is carried out on general matters of health and safety at work and in particular with regard to:

- The introduction of any measure which may substantially affect the health and safety of the employees
- Any health and safety information required under the statutory provisions
- The planning and organising of any health and safety training
- The health and safety consequences for employees of the introduction of new technologies

Regular meetings are held with the client, sub-contractors and staff which include health and safety on the agenda. Safety meetings are held on site at a minimum of monthly to review and discuss health, safety and welfare standards, proposed changes to the Safety Plan, systems of work or other significant issues that could affect health and safety.

In addition, the company operates an 'open door' policy, which means that any employee can approach a Site Manager, Safety Advisor or Director at any time to express a concern over a health and safety matter. Any such concerns are formally recorded and the employee will receive feedback on anything that can be done to ease the concern.

### **3: OPERATIONAL ARRANGEMENTS FOR HEALTH AND SAFETY**

#### **3.1 INTRODUCTION**

General arrangements to secure the health and safety of employees and others who may be affected by their activities are detailed below.

- Hazards and the control of risks relating to activities conducted within the company are identified and detailed in either general or specific risk assessments which are supported by method statements or supplementary documentation. Wherever possible, risks are eliminated through the selection and design of facilities equipment and processes. If they cannot be eliminated, they are reduced, through the implementation of control measures, to an acceptable level.
- Preventative and protective measures are identified and agreed by those conducting the activity. Employees are provided with adequate information, instruction and training so that such control measures can be effectively implemented.
- Standards and expectations are set to ensure that everyone understands their health and safety responsibilities and knows what to do in order to discharge those responsibilities. This includes the provision of adequate and appropriate supervision.
- Adequate routine inspections and checks are made to ensure that control measures are in place and effective. In addition, the causes of incidents and accidents are investigated to ensure that corrective action is identified, lessons learnt and improvements to prevent recurrence are introduced.
- Remedial action identified as a result of inspections, checks and investigations are implemented in good time. In addition, the arrangements described in Health and Safety Handbook and policy statement are subject to periodic reviews to ensure their adequacy.

#### **3.2 RISK ASSESSMENT (GENERAL)**

The following general approach has been adopted:

1. Risk assessments are carried out by competent members of staff designated by the Directors.

2. Assessments are carried out prior to the introduction of new work methods, substances, equipment and contracts
3. Risk assessments will:
  - a) Identify hazards, consequences, existing controls, risk category (likelihood x severity) and any actions required to ensure that risks are reduced to an acceptable level.
  - b) review all aspects of the work activity, including routine and non-routine activities
  - c) be systematic in identifying hazards and reviewing associated risks
  - d) take account of both the way work is organized and any parallel site activities
  - e) take account of risks to the public
  - f) take account of the need to cover fire risks and hot work
4. Assessments are reviewed on a regular basis and when there is reason to suspect that the assessment is no longer valid or where there has been a significant change in the process to which it relates.
5. Specific considerations are made in the risk assessment process in respect of young persons and new or expectant mothers employed by the company.
6. Copies of Risk Assessments and associated Method Statements are available in the site work pack and may be submitted to the customer, on request.

The risk assessment process has identified the following as the most common hazards associated with site work.

*Mechanical and electrical hazards associated with the use of machinery and plant*

*Working at heights e.g on scaffolding, roofs, ladders etc*

*Hazards associated with working in excavation work such as trenches*

*Hazards associated with lifting and handling materials*

*Hazards associated with falling items*

*The use of mobile plant and other vehicles*

*Working with hazardous substances*

*Slips, trips and falls*

Risk assessments describe the controls in place to protect staff from the above hazards. Examples of such controls include Method Statements, Equipment Inspections and wearing PPE and are summarised in Sections 3.4 to 3.14.

### **3.3 REGULATORY SPECIFIC RISK ASSESSMENT**



Some Health and Safety Legislation makes specific reference for the need to carry out specific risk assessments and require controls to be implemented to protect certain groups of people and/or if particular conditions are met.

This includes, but not necessarily is restricted to the following hazards:

- Fire
- First Aid Provision
- Manual Handling
- Substances Hazardous to Health
- Noise
- Asbestos
- Use of Display Screen Equipment

The risk assessments make specific reference to control measures that include; safe systems, method statements, training requirements and PPE.

### **3.4 PERSONAL PROTECTIVE EQUIPMENT**

The wearing of Personal Protective Equipment (PPE) is the last line in defence in controlling hazards. It is important to wear PPE correctly, whenever and wherever necessary, as specified in the Risk Assessments. Each contract is subject to risk assessment and additional PPE may be required, where identified. The PPE listed below is required to be worn on all sites. Goggles and hearing protection will be supplied, required to be carried and worn where identified by risk assessment.

- Safety Helmet
- Safety boots with steel toecaps and mild steel soles
- Work wear
- High-visibility vest/jacket
- Gloves

It is the policy of the company on all its sites to operate minimum working clothing standards below.

Shirts/ T Shirts:	Bare tops will not be permitted
Long Trousers:	Shorts will not be permitted
Footwear:	Non-safety trainers will not be permitted

General rules for PPE use are:

- Only use approved and authorized PPE
- Ensure that the PPE fits and is worn correctly
- Always keep the PPE clean and well maintained
- There may be further requirements for the site - ASK if unsure
- Report any defective PPE to the supervisor

The following requirements are to be observed for the correct use and maintenance of safety helmets:

- The harness is to be properly adjusted and the helmet is not to be worn at an angle
- Keep the clearance between the helmet and harness

- Handle the helmet with care
- Regularly inspect the helmet for cracks or signs of wear, loose or broken straps, worn stitches etc
- Do not paint, mark or expose to sunlight, extreme heat, cold or chemicals
- Remove dirt with warm soapy water
- Keep in lockers when not in use
- Request a replacement if lost or damaged
- Request a replacement if the helmet has been in use for 3 years, regardless of condition
- Use the chin strap when required

### 3.5 WORK EQUIPMENT AND PLANT (INCLUDING LIFTING EQUIPMENT)

All plant and equipment should be regularly **checked**, particularly ladders, nail guns and portable generators. Staff are required to take **reasonable care** of plant, tools and equipment and they will be given any necessary **instruction** for their safe use.

Any plant or machinery brought onto site should comply with requirements associated with guarding dangerous parts. All **guards** provided require be correctly used and maintained.

**Cartridge tools** such as Hilti guns can only be used by those operatives for whom the company holds a copy of the Certificate of Training issued by Hilti. It will be considered an act of gross industrial misconduct liable to summary dismissal for an uncertified operative to use a Cartridge Tool or a certified operative to permit an uncertified operative to use a Cartridge Tool which has been signed out to them.

Only trained and competent staff are authorized to operate **abrasive tools**. All abrasive tools are required to be maintained and be fitted with the correct disc or wheel fitted with guards or back plates. Appropriate eye protection must be worn and the area screened to prevent sparks from causing any damage.

Any equipment **defects or faults** are to be immediately reported to the site manager and should not continue to be used. Care must be taken of existing electrical earth cables bonded to water pipes. Alternative arrangements, approved by an electrician, must be put in place before an earth tab/cable is removed.

Where there is a requirement to use **scaffolding and lifting equipment** provided by another contractor, it should be checked before use to ensure that it complies with regulations, is fit for purpose and safe to use. Any issues or concerns are to be reported to the supervisor.

**Lifting appliances** should only be used after a nominated trained and competent person has approved the selection and method of use. It is the responsibility of Hire Companies to ensure that **alloy tower scaffolds** are inspected and safe to use. Each lift will be planned in advance and all lifting equipment will be subject to routine statutory inspection and hold a valid inspection certificate. Lifting operations will be carried out by a certificated, competent person.

Only trained and competent plant operatives are permitted to operate forklifts and other construction plant.

### **3.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Using chemicals and other hazardous substances at work can put people's health at risk. The Control of Substances Hazardous to Health Regulations require that exposure to hazardous substances is controlled to prevent ill health.

COSHH assessments are carried out to:

- Assess the risks to health arising from hazardous substances used in or created by work activities
- Substitute with a less hazardous material, if possible
- Decide on what precautions are needed to reduce the exposure to an acceptable level
- Ensure that control measures are used and maintained
- Monitor exposure
- Carry out health surveillances (if required)

No new substances can be introduced without the knowledge and authorisation of the relevant manager who will arrange for a risk assessment to be carried out prior to the substance being made available for use. All purchased hazardous substances will be supplied with a current Material Safety Data Sheet. Staff are prohibited from using substances that have not been purchased by D. McLaughlin & Sons LTD and been subject to a risk assessment.

### **3.7 NOISE**

Loud noise can cause a temporary partial loss of hearing. Repeated exposure to loud noise may result in permanent partial loss of hearing.

There are main areas of work which may have significant noise levels:

*Percussive tools e.g. Hilti guns and pneumatic tools e.g. Kango Hammers.*

Ear protection will be issued and is required to be worn at all times when working with percussive tools or in other high noise areas.

Staff are required to inform the supervisor and/or main contractor if the noise level in the working area is perceived to be excessive and request that the noise levels are checked.

Noise surveys are required to be carried out where noise levels exceed 80 dB(A) and ear protection provided for noise levels over 80dBA . Wearing ear protection is mandatory over 85 dBA.

The Director is responsible for ensuring that the appropriate ear protection is sourced and issued to D. McLaughlin & Sons LTD personnel.

### **3.8 WORKING AT HEIGHT**

Falls from height and falling objects are the major cause of fatalities and very serious accidents at work, especially in the construction industry. All works at height should be carried out in a safe and methodical manner.

Ladders can be used as long as the work is light and for a short duration only. The Directors appreciate that there are occasions where stepladders are the only practical alternative to scaffolds and various platforms

Key controls are summarized below:

- All ladders, steps and scaffolding shall be inspected prior to use
- All access ladders must be tied at the top or held at the bottom by an assistant.
- Access ladders should rise 1m above the stepping off point.
- Ladders must be in good condition, free from splits and obvious defects.
- Only competent, qualified persons shall erect and inspect scaffolding
- Signs shall be erected warning persons of the hazards
- Harnesses shall be worn and suitably anchored, if deemed appropriate
- All waste materials to be carefully passed down to ground level
- Scaffolding to be kept clear of objects
- Never interfere with a ladder or scaffolding
- Take extra care when working near or passing a scaffold or ladder to avoid falling objects and colliding with obstructions

### **3.9 MANUAL HANDLING**

Improper manual handling techniques can give rise to back injury, hand injury and injury to other parts of the body. Manual handling includes lifting, putting down, pushing, pulling, carrying or moving by a human effort. The need for manual handling should be avoided, where practicable, by assessing if the operation can be eliminated, automated or mechanised. Manual handling operations that cannot be avoided shall be assessed taking into account the task, load, working environment and individual capacity. Employees shall receive adequate information and training.

### **3.10 ELECTRICAL SAFETY**

All electrical apparatus must comply with the requirements of the Electricity at Work Regulations and the I.E.E. Code of practice for the Electrical Equipment of Buildings. All portable apparatus must be suitable for use with 110-volt power supply. On sites where the electrical supply is other than 110 volts, suitable transformers to 110 volts must be supplied for the use of portable equipment. All Electrical equipment must carry a current have a Portable Appliance Test (PAT) label. Operatives must check the inspection label prior to using tools. Cables must be suspended clear of the ground to avoid being a tripping hazard.

### **3.11 ASBESTOS**

Site Managers are required to establish the presence of Asbestos Containing Material (ACM) when planning/estimating new jobs. It can turn up in unusual places but commonly it is found - under eaves board, roofs, boiler rooms, central heating presses, skirting and door facings, and water tanks in attics. Sometimes the client is not aware of its existence. In particular, old buildings constructed in the 1950s and 1960s may have many forms of asbestos containing materials.

Asbestos can break into tiny fibres that can get lodged and scar the lungs potentially causing asbestosis, fibrosis or lung cancer. Smokers are at a much greater risk.

All asbestos surveys should be checked for Asbestos Containing Materials. Should any operative or those under D. McLaughlin & Sons LTD control come across any suspect material then stop work and inform the Site Manager/supervisor notified. Samples will require to be taken and analysed before work proceeds. A Method Statements and Risk Assessments must be completed prior to any job commencement. Removal of asbestos can only be carried out by a licensed contractor. The work will be monitored to ensure that the safe working method is being adhered to.

All D. McLaughlin & Sons LTD personnel or those under their control (those who could be exposed to ACM's) shall receive Asbestos training and be given the latest information on any changes to legislation.

The Contract Director and the Safety Advisor will carry out an investigation if anyone suspects they may have been exposed to asbestos fibres, including the possible risk to health. Such incidents are required to be reported to the HSE as a "Dangerous Occurrence" under RIDDOR.

### **3.12 EXCAVATIONS**

Excavation work is controlled initially by identifying the potential presence of services (gas, water, electricity etc) by competent staff carrying out CAT Scans and reference to site services drawings. The risk assessment process will identify excavations of a certain depth to be "Confined Spaces" and the required controls to minimise the risk described in the risk assessment. Specialised sub-contractors will install any shoring or other means to prevent collapse, if required.

### **3.13 OFFICE SAFETY**

Many accidents occur in offices as well as on site. Most of the controls that apply on site also apply to office work. Hazards in offices include:

*Harm from use of electrical equipment*  
*Injury resulting from poor manual handling techniques*  
*Slips, trips and falls*  
*Muscular problems associated with inappropriate use of display screen equipment*

It is important to ensure that the workstation has been properly adjusted to suit the individual and that a risk assessment is carried out. Staff are given adequate training and information.

### **3.14 WELFARE**

Arrangements have been provided both at the office and on sites which include facilities for preparing and eating food and drink and toilet and washing. The 3 part skin care system will be fitted to all washing facilities, where practicable.

## **4. HEALTH AND SAFETY ASSISTANCE**

To support the Contracts Director, the company have appointed an external Safety Advisor from the Ayrshire Construction Safety Group to provide as appropriate, health and safety assistance.

The Directors keeps abreast of changes in regulatory requirements through membership of a number of professional institutes and The Construction Safety Manual. Risk assessments, method statements, training requirements, H & S Policy Handbook, etc are reviewed, as necessary, to ensure any changes are implemented.

The principal statutes governing construction work are:

- Health and Safety at Work Act 1974
- Control of Asbestos Regulations 2006
- Control of Substances Hazardous to Health Regulations 2002 (S.I. 2677)
- Electricity at Work Regulations 1989 (S.I. 1989 No 635)
- Health & Safety (First Aid) Regulations 1981 (S.I. No 917)
- Noise at Work Regulations 2005 (S.I. No 1790)
- Control of Pesticide Regulations 1986
- Construction (Head Protection) Regulations 1989
- Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1996
- Construction (Design and Management) Regulations 1994 (CDM) Rev April 2007
- Construction (Health, Safety and Welfare) Regulations 1996 (S.I. No 1592)
- Control of Vibration at Work Regulations 2005
- Management of Health and Safety Regulations 1999
- Personal Protective Equipment Regulations 1992 (as amended)
- Provision and Use of Work Equipment Regulations 1992 (as amended 1998)
- Fire Code of the Insurers 2005 (6<sup>th</sup> Edition)
- Health and Safety (Consultation with Employees) Regulations 1996
- Lifting operations and Lifting Equipment Regulations 1998
- Working at Height (amendment) Regulations 2007
- Manual Handling Operations Regulations 1992 (as amended)
- The Fire (Scotland) Act 2005

## **5 EMERGENCY ARRANGEMENTS**

Procedures, including contact with external emergency services for dealing with situations involving serious and imminent danger and danger areas are identified and prepared for the company premises from a formal risk assessment of both fire and first aid provision. A fire risk assessment is required to be carried out for the office and every site and a written plan put in place.

### **5.1 Fire Safety (Office)**

All staff are required to ensure that they know the location of fire equipment, break glass alarm points and be thoroughly familiar with fire drill procedures. Emergency exit doors must be kept clear at all times.

Any person discovering a fire in the office area must sound the fire alarm by breaking the glass at the nearest fire alarm point. Break Glass Points are located at each Fire door and Fire Exits. The sound of the alarm is a high pitched continuous sounding siren.

#### **Action on hearing the fire alarm**

- Shout “FIRE, FIRE” and sound the nearest Fire Alarm using the Break Glass Point
- Do not use a fire-extinguishing appliance unless you have been trained and it is safe to do so.
- Call the Fire Brigade using the emergency telephone number **999**, giving the location of the fire as:  
**13 Ailsa Road**  
**Kyle Estate**  
**Irvine**  
**KA12 8LR**
- Close doors and windows behind you if there is no immediate danger.
- Leave the building by the nearest safe exit.
- Assemble in an orderly manner at the designated muster point in the car park at the rear of the office. If the assembly point becomes unsafe, personnel will be directed by the Fire Warden to an alternative place of safety.
- Do not re-enter the premises until it has been declared safe to do so by the Fire Brigade in consultation with the Fire Warden.

The Fire Warden shall nominate designated persons to help evacuate the building. The will carry out a final check on all offices, toilets, kitchen etc prior to exiting the building. The Fire Warden is responsible for liaising with the Fire Service.

## **5.2 Fire Safety (Site)**

Fire and other emergencies on site are considered at the project planning stage so that adequate extinguishers, detectors, alarms and escape routes are made available. Employees are made aware of the dangers of fire when working with gas or naked flames and are required to comply with the relevant safe working practice. Sensors, protective devices and rescue procedures form an integral part of site arrangements.

### **Raise the Alarm**

Shout “FIRE, FIRE” to alert those in the immediate vicinity, including the Site Manager and anyone else in the surrounding area.

### **Call the Fire Brigade**

Dial 999 and tell the operator that the Fire Brigade are required, the nature of the fire and site location.

### **On Hearing the Alarm**

- All persons to leave the site and assemble at the agreed muster point
- The Site Manager or deputy to take charge of evacuation and “Roll Call” of evacuees (Company Personnel)
- Do not stop to collect personal belongings
- Turn off generators, compressors and all other powered equipment
- Obey instructions from the Site Manager
- Do not re-enter the area until it is deemed safe to do so by member of the Emergency Services.

## **5.2 First Aid**

Trained First Aiders are in place at the office location and at major sites from whom immediate first aid treatment can be obtained. All operatives are required to make themselves aware of the nearest first aid post.

Depending on the type of emergency, outside assistance may be summoned by telephoning 999 and requesting ambulance services, either before or after being attended by a First Aider.

First Aid boxes are provided in the site office where there are more than five company employees working. If a company trained First Aider or First Aid kit is not available on site, employees should consult their supervisor for the location of the First Aid equipment which is usually in the Site Agent's office. Where appropriate, such information will be posted in the Company site office.

The names of office First Aiders are posted on the notice board.

## **6 REPORTING OF ACCIDENTS, INCIDENTS AND ILL HEALTH**

Employees are required to report all accidents, near miss events and cases of ill health, however trivial, in order that an investigation can be carried out and measures taken to prevent a recurrence.

Accident, near miss and ill health details should be recorded in the Accident Book.

The **Director** is responsible for the secure retention of these records and for initiating the investigation process.

Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR), certain classes of injury, occupational ill health and dangerous occurrences require to be reported to the Health and Safety Executive. If such an event occurs, the Contracts Director must be informed immediately by telephone or as soon as reasonably practicable and, in any event not later than the next working day.

Incidents of violence involving company staff must immediately be reported to the Director. If an injury has been sustained, an accident form must be completed.

## **7 INFORMATION, INSTRUCTION AND TRAINING (INCLUDING INDUCTION)**

The Director is responsible for ensuring that staff receive sufficient information, instruction and training to enable them to carry out their duties in a competent and safe manner.

A formal induction programme is provided for all new staff within the first week of starting employment. In addition, an adequate level of supervision is identified where new or inexperienced employees are involved. This induction will also be provided to contract personnel working on the premises on semi-permanent basis.

The Contract Director is responsible for the identification and arranging the delivery of more specialised areas of health and safety training required by risk assessments and various statutory provisions is carried out. Such training typically includes, as required:



- Confined Spaces
- First Aid Emergency
- Manual Handling
- Mobile Access Tower
- Abrasive Wheel
- Asbestos Awareness

## **8 TOOLBOX TALKS**

Site Managers are required to hold regular toolbox talks throughout the project. Site Managers are required to maintain a register of all toolbox talks and attendees and return the information to the main office on completion.

## **9 CO-OPERATION AND CO-ORDINATION IN SHARED WORKPLACES**

Where work is sub-contracted, the Site Manager will ensure that adequate risk assessments and method statements are prepared by the sub-contractors and that identified control measures are implemented in practice.

All contractors and visitors are required to report to reception or site office prior to entering the main office or site. Visitors are accompanied at all times.

## **10 SITE AUDITS**

The Contracts Director is responsible for arranging for regular and systematic audits to be carried out to ensure that:

- Health and safety standards in relation to the work activities and the physical condition of the workplace and facilities are being maintained
- The level of compliance with the Health and Safety Policy and procedures is maintained and that best working practices are adopted.

## **11 REPORTING OF HEALTH AND SAFETY CONCERNS**

D. McLaughlin & Sons LTD operates an 'open door' policy. Any employee who considers that any aspect of their work activity may cause injury or ill health to either themselves or others must report this immediately to their supervisor or Health and Safety Advisor. Similarly, any defects identified in tools, plant or any other work equipment must be immediately withdrawn for service and the matter reported.

## **12 HEALTH SURVEILLANCE**

There is no requirement to carry out routine health surveillance as staff are not routinely exposed to levels of dust, lead, hand arm vibration, asbestos, noise etc that would require routine health surveillance. The only exception to this are staff who are classified workers who will receive the medical surveillance required by the Ionising Radiation Regulations carried out by competent staff at the Nuclear Installation. Any other potential exposure to hazardous substances that will require medical surveillance will be identified in the relevant COSHH assessment e.g potential for dermatitis caused by handling cement or diesel. Indicators of potential health issues will be monitored. Examples include: pre-employment medical questionnaires, absence from work reports, insurance reports, health surveys and safety advisor audits.

### **13 MONITORING AND REVIEW**

The Contracts Director routinely (usually) weekly visit site to carry out checks on equipment, PPE, qualifications, methods and compliance with requirements. Routine site audits are also carried out. Data from inspections, site visits and audits are collated and reviewed by the Directors.

The effectiveness of this policy is monitored by the Directors. A formal review process will be conducted on an annual basis and will, in particular take account of new legislation and changes in the company's operational arrangements.