



**POLICY FOR  
HEALTH & SAFETY  
AT WORK**

**McLAUGHLIN CONSTRUCTION**

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### **POLICY FOR HEALTH & SAFETY AT WORK**

The following policy constitutes the commitment of McLaughlin Construction to secure the health, safety and welfare of all its employees and others who may be affected by the activities of the company.

This policy is a requirement of the Health & Safety at Work etc Act 1974 and continues to be a part of the Quality Assurance and Environmental protection development programme adopted by the Company to ensure that all the highest standards of quality management and production are adhered to.

The commitment to high standards of Health and safety for employees and others is reflected in the Company's desire to update this policy from time to time in the light of changing circumstances, improved standards and changes in legislation.

For McLaughlin Construction

## **McLaughlin Construction**

### **POLICY FOR HEALTH & SAFETY AT WORK**

#### POLICY AIM

- 1 To prevent, insofar as is reasonably practicable, accidents and ill health to Company personnel, members of the public and any others who may be affected by our operations, by ensuring that:
  - a All offices, workshops, sites and other workplaces are maintained in a safe and health condition.
  - b The provisions of the major statutes for Health and Safety and any subsequent enactment's, regulations or orders, together with the policies and procedures laid down by the Company and complied with.
  - c Where applicable the absence of risks to Health and Safety will be incorporated into the design of new plant, processes or structures.

#### POLICY ARRANGEMENTS

- 2 This statement of policy should be read in conjunction with the procedures laid down by the Company for specific areas of work where appropriate.
- 3 The policy statement should be brought to the attention of all Company personnel in a suitable form that can be readily understood by all employees.
- 4 Management will be responsible for ensuring that the aims and standards identified by this policy and procedures detailed separately are, as far as is reasonably practicable, fulfilled.
- 5 All employees have a legal obligation under the Health & Safety at Work etc Act 1974 to co-operate with the Company in the implementation of this statement of Company Policy and Procedures.

## 6 Safety Induction and Subsequent Training

- a At all workplaces within the Company, management will make arrangements to establish responsibility for all aspects of health, safety and welfare.
- b All supervisors, foremen and chargehands shall as soon as practicable, be instructed in their responsibilities for health and safety and on the specific requirements of the Company policy and procedures for operating safe systems of work at their workplaces.
- c All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such training as may be deemed necessary to enable them to do their job in a safe and efficient manner.

## 7 Forward Safety Planning

- a At all workplaces within the Company, management will make arrangements to establish responsibility for all aspects of health, safety and welfare.
- b At every Office, Factory, Depot or Site or other short term workplace, an assessment will be made and subsequently updated regularly, of work processes, plant, equipment, materials and people to identify situations that will put the health and safety of employees or others at risk, cause damage to the environment or cause other material losses.

Where required a detailed Hazard Analysis will be carried out before the commencement of each contract.

- c Safe systems of work will be established, in accordance with the Company Safety Procedures or other approved standards, and maintained for each operation in the workplace by the preparation of specific procedures, operating instructions and rules (if applicable).

Method statements shall be produced prior to the start of any work. These statements are to be in writing and are to ensure that adequate attention is paid to establishing appropriate precautions for the safe use of plant, equipment or processes, involving persons and the storage or handling of materials that may be hazardous to health.

- d Sub-Contractors and Contractors who are required to work on Company premises or sites, shall be requested before starting work, to provide a copy of their Safety Policy, Hazard Analysis, Method Statements, Safety Plan and any relevant

assessments appertaining to the safe operations of plant or use, storage or handling of materials.

The name of their safety Adviser shall also be obtained. The attention of Contractors and/or Sub-Contractors is to be drawn to the Company Safety Policy. Should the employer employ fewer than five people and not have a policy statement they must adhere to the safety standards laid down by the Company by reference to relevant documents or standards.

- e The Company must exercise close supervision over all Contractors and Sub-Contractors to ensure that they are operating safely and are complying in all respects with legislation and codes of practice affecting their particular operation. Systems of work must be approved before work is permitted to start and work must be monitored thereafter to ensure compliance with the approved system.
- f Adequate supervision will at all times, including holiday periods, be maintained at all workplaces.
- g Regular meetings held with the Design team, Client, Contractors or Sub-Contractors should include health and safety on the agenda regardless of the nature of the meeting. Safety meetings are to be held at every workplace at a minimum of once a month to review and discuss health, safety and welfare standards over the previous period and discussed proposed changes to the Safety Plan, systems of work, or other significant issues that could affect the standards of Health and Safety being achieved.
- h Where the Company is acting as Main or Managing Contractor, discussion and co-ordination of the Client's Safety Plan will take place to ensure that control of safety is effectively managed to the required standards of Safety and Quality between all parties concerned with the project.
- I Suitable arrangements for health, hygiene and environmental protection will be established at each workplace and will include where appropriate:
  - 1 Provision of first aid facilities in conformity with the Health and Safety (First Aid) Regulations, 1981.
  - 2 The appointment of trained first aiders.
  - 3 Pre-employment medical screening and checks as may be appropriate.
  - 4 Provision of adequate welfare facilities (e.g. canteen, toilet, washing, etc) in conformity with the requirements of current guidance, approved codes of practice and legislation.
  - 5 Control of infestation, including rodents, insects and birds.
  - 6 Control of waste or by-products from the project or process.

- j Where appropriate contingency plans will be made to meet any foreseeable emergency situations arising (e.g. fire, explosion, emission of gas, etc) and will be communicated to all employees in a form that can be understood. Arrangements are to be made with local Public authorities to ensure that Company personnel can be contacted out of normal working hours in the event of Emergency Services having to attend Company premises or sites.
- k Adequate provision for fire prevention will be made and will include where appropriate:
  - 1 Housekeeping arrangements including waste removal.
  - 2 Provision of emergency plans for and including evacuation.
  - 3 Appointment and training of fire wardens.
  - 4 Provision of fire alarms, fire precautions, equipment and periodic drills.
  - 5 Liaison with local fire authorities.
- l Safety documentation will be issued to all workplaces within the Company.

## 8 Safety Training

- a Safety induction and training will form part of the general training programme for employees where appropriate. Induction sessions will take place at the commencement of employment at the place of work and will include information on the requirements of this policy, the implications of relevant statutes, the particular hazards in the workplace and of the plant, equipment or materials to be used.
- b Subsequent safety training where appropriate shall include instruction on the relevant statutes, regulations and orders, codes of practice and guidance relevant to the operational area or workplace.
- c Additional specialist training will be made available for employees where it is identified that a need has arisen through a change in legislation, responsibility or type of operation.

## 9 Safety in Current Operations

- a All workplaces shall be left in a safe condition to eliminate, as far as is reasonably practicable, all risks to children and the general public, or others who may have contact with the Company's operations.

All machinery, plant and equipment shall, at the end of the working day or shift, be immobilised to prevent it being used by unauthorised persons. Special precautions will be taken regarding the storage, use and movement of substances that are

flammable, explosive or hazardous to health.

- b Only persons authorised and over the age of 18 shall operate any item of plant or machinery unless under constant close supervision for the purpose of training. Operators of plant within the Company are required to hold an appropriate certificate of training achievement issued by the Construction Industry Training Board. Plant operators in other companies are required to hold equivalent qualifications.
- c Operators of hired plant or equipment, or that plant and equipment used by Contractors or Subcontractors under the control of the Company premises or sites they shall comply with this policy and procedures established by the Company. The policy and procedures should be made known to contractors or subcontractors. Where appropriate they should also be in possession of a CITB Certificate of Training Achievement or its equivalent.
- d All employees shall, where necessary and in accordance with legal requirements wear and use any protective clothing or equipment that is supplied or otherwise made available for their benefit. Such protective clothing or equipment must conform to the accepted BS or agreed European standard specification.
- e All work will be undertaken with due regard to current legal requirements, standards of safety, health quality and environmental protection to ensure that the health, safety and welfare of all employees and others affected by our operations is not compromised.

**INDIVIDUAL RESPONSIBILITIES**

1 Contract Managers

Main Responsibilities:

- a Understand the Company Policy and Procedures for Health and Safety in the workplace and ensure that those for whom they are responsible appreciate their accountability for health and safety of employees under their control or others who may be affected by the work activities.
- b Check proposed working methods, including those of Contractors or subcontractors, before work starts ensuring as far as practicable, that safe systems of work have been established in accordance with the aims of this policy.
- c Establish a system at the workplace for monitoring all activities to ensure that all work is carried out as planned in accordance with this Policy document and that a failure to discharge allocated responsibilities satisfactorily will be subject to disciplinary action.
- d Set a personal example on site visits by wearing appropriate personal protective clothing or equipment and following national or local requirements and our rules for securing the aims of this policy.

2 Site Agent/General Foreman

Main Responsibilities:

- a Know the requirements of the Health and Safety at Work Act, Factories Act, Construction Regulations, other current legislation, Approved Codes of Practice, Company Policy and Procedures applicable to the workplace. Institute a procedure for monitoring the safety performance of the workplace to ensure the provisions of this Policy are achieved and safe systems of work are being followed.
- b Organise the workplace so that work is carried out to the required standard with the minimum of risk to personnel, equipment and materials. Safe systems of work for all operatives, including those of Contractors or Sub-Contractors, must be established and approved before work starts. Emergency procedures must be

agreed and communicated to all at the workplace.

- c Plan and maintain a tidy workplace. Arrange delivery and stacking of materials to avoid excessive manual handling and risks from double handling. Position plant effectively to handle loads with consideration given to foundations, work surfaces and operating space to minimise the risks of loss, damage or injury to persons, plant and materials.
- d Check that all machinery, plant, equipment, portable tools and electrical systems are properly installed, regularly inspected and maintained in good condition.
- e Make certain that all plant operators, banksmen and/or signallers are only employed on duties for which they have been properly trained and are in possession of recognised certificates of training achievement (eg Construction Industry Training Board scheme). Hired-in operators should also be in possession of the necessary qualifications and certification.
- f Make sure that suitable protective clothing and equipment is available, where appropriate or required by legislation, and that it is used. Reprimand employees and others where failure to make use of clothing or equipment will be put at risk their own or other's health and safety.
- g Release staff and operatives for safety training on or off site, where changes in responsibility, in work practices, or for regular updating is required.
- h Ensure that new employees, Contractors or Sub-Contractors, supervisors, clients, representatives and visitors are instructed on the site rules, procedures, potential hazards and control measures adopted to minimise the risks to health and safety in the workplace.
- i Set a personal example in achieving the aims of the Company's Policy. This includes the wearing of appropriate protective clothing and equipment as well as following the rules and procedures for the workplace. Commend those who fail to maintain standards of health and safety.

#### 4 Operatives and Other Company Employees

Main Responsibilities:

- a Work Safety. This includes following the workplace rules designed to ensure a safe place of work, using the correct tools and equipment for the job, using safety equipment and protective clothing that may be required by statute or Company Procedures (eg, safety helmets, harnesses, life jackets, eye protection, ear defenders, etc).

- b Where necessary attend health and safety induction and training sessions applicable to the job, workplace, plant or equipment used.
- c Keep plant, equipment and tools in good condition following the recommended inspection and maintenance systems. Report defects in plant, equipment and tools to the supervisor.
- d Keep the workplace tidy, developing a personal concern for safety of others and particularly newcomers and young people, avoid improvising and taking unnecessary risks. Warn new employees of known hazards and refrain from horseplay.
- e Health and welfare facilities (first aid, toilets, changing accommodation) must not be abused and where damaged this should be reported to the site supervisor.
- f All employees have duties under legislation, in particular, to co-operate with their employers where the employer has legal duties to fulfil. Employees are encouraged to suggest ways of eliminating hazards.