



KENNY SKIP HIRE LIMITED

Health & Safety Policy

HEALTH & SAFETY POLICY

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1.0 Health and Safety Policy

1.1 STATEMENT OF INTENT

The objective of this Health & Safety Policy is to provide the framework around which a safe and healthy working environment can be maintained.

It is the policy of Kenny Skip Hire Limited to place great importance on the health and safety of its employees and others, and it considers this to be a managerial function equal to that of any other responsibility.

Kenny Skip Hire Limited recognises and accepts its responsibility as an employer for providing a safe and healthy working environment on premises and property under its control in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

It is the policy of Kenny Skip Hire Limited to liaise and co-operate with its employees to ensure the provision of a safe and healthy working environment.

Kenny Skip Hire Limited recognises and accepts its obligations to ensure that other parties are not adversely affected by the activities of the company

Kenny Skip Hire Limited will take steps, so far as is reasonably practicable, to meet all its health and safety responsibilities, in accordance with the Management of Health and Safety at Work Regulations 1999, by carrying out an assessment of all known risks and thus providing:

- the safe provision and maintenance of all plant, equipment and systems of work;
- safe arrangements for the use, handling, storage and transporting of equipment materials and waste products;
- provision of suitable and sufficient information, instruction, training and supervision to enable its employees to identify hazards and avoid risks, therefore contributing to their own health and safety at work; and
- a safe and healthy working environment, and safe access to, and egress from it.

A safety policy is unlikely to be successful unless it actively involves the people who work within that company. Kenny Skip Hire Limited will, therefore, ensure effective consultation and communication throughout all levels of management and all employees. The Company Safety Policy will be reviewed as appropriate and revisions will be brought to the attention of each employee.

It is equally the duty of each employee to work in accordance with the objectives of the Company Health and Safety Policy. Each employee must accept and carry out their responsibilities to: -

- act with due care to prevent injury to themselves and others;
- report accidents, damage to equipment and potential hazards, to their employer; and
- follow the agreed safe working procedures, including the correct use of safety and protective equipment.

It is the responsibility of each employee requested to operate equipment or work to safe systems that they are unfamiliar with, to inform their employer immediately so that the correct information, training and supervision can be provided. It is essential that the principles set out in this safety policy be faithfully applied if accidents and the resultant suffering and loss are to be avoided.

The Board of Directors will give full backing to this policy and will support all those who endeavour to carry it out.

Signed 
Position: Health & Safety Director

Date: 18th July 2008

SAFETY POLICY

PART TWO

INDIVIDUAL RESPONSIBILITIES

2.0 INDIVIDUAL RESPONSIBILITIES

2.1 Board of Directors

Individual Responsibilities in Health, Safety and Welfare Matters

Main Responsibilities are;

- 2.1.1 To ensure that the necessary appointments are made in the company to fulfil the requirements of this Health & Safety Policy.
- 2.1.2 To ensure that the policy is updated as required.
- 2.1.3 To make available adequate funds to ensure compliance with health and safety standards.
- 2.1.4 To ensure that safety is on the agenda at each meeting.
- 2.1.5 To ensure that professional safety advice is available as required.
- 2.1.6 To ensure that the Health & Safety Policy requirements are adequately monitored and effective action taken to correct deficiencies found.
- 2.1.7 To set a personal example.

2.2 Health & Safety Director

Individual Responsibilities in Health and Safety and Welfare Matters

Main responsibilities are to: -

- 2.2.1 Oversee the effective application of the Company Safety Policy and ensure adequate practical arrangements applicable to the work activity.
- 2.2.2 Co-ordinate the efforts of all employees in matters of health, safety and welfare.
- 2.2.3 Receive reports from supervisors providing accident statistics and an analysis of accident trends, together with measures taken to prevent accidents and other related safety matters including progress training. From these reports, monitor the effectiveness of the safety organisation and take action to remedy inadequacies when identified.
- 2.2.4 Send written reports to the Board of Directors on the matters set out in 2.2.3 above including any recommendations for changes to the safety policy.
- 2.2.5 Report to the Company Board on matters on health, safety and welfare.
- 2.2.6 Ensure injuries and dangerous occurrences are reported to the Health & Safety Executive.
- 2.2.7 Arrange for adequate funds and facilities to meet the requirements of the Safety Policy including those required by the Safety Advisor.
- 2.2.8 Liaise and have meetings with the Safety Advisor to discuss safety performance and, when required, to institute a review of the Company Safety Policy.
- 2.2.9 Make oneself aware of legislation, codes of practice, guidance notes and safe working practices relevant to his Company's work. He will be advised in these matters by the Safety Advisor.
- 2.2.10 Enforce the Company disciplinary procedure when breaches of safety policy or safe practices have occurred.
- 2.2.11 Act upon advice given by members of the Health & Safety Executive.
- 2.2.12 Ensure that safety is taken into account on all bids for new work and in planning new work.
- 2.2.13 Arrange for adequate safety training to meet the requirements of the Company's work.

2.2.14 Set a personal example at all times.

2.3 General Manager

Individual Responsibilities in Health, Safety and Welfare Matters

Main Responsibilities are to: -

- 2.3.1 Read, understand and implement the Company Health and Safety Policy. Ensure that it is brought to the attention of all employees under your control.
- 2.3.2 Make oneself aware of relevant information, codes of practice, guidance notes and safe working practices.
- 2.3.3 Oversee the effective application of the Company Safety Policy and ensure adequate practical arrangements applicable to the work activity.
- 2.3.4 Determine the implementation of: -
 - Safe methods of working
 - Systems to identify hazards and unsafe situations
- 2.3.5 Where appropriate, to produce and sign written method statements and/or safety rules and issue them to those affected. In addition and when appropriate, display copies at relevant points in the workplace. Seek advice from the Safety Advisor on these matters.
- 2.3.6 Organise work so that it is carried out to the required standard with minimum risk to persons, equipment and materials. To give subordinate supervisors precise instructions on their responsibilities to ensure correct working methods.
- 2.3.7 Establish, prior to commencement of any works, that the contractor or worker is aware of the need for all operations to be carried out in a safe manner and that they subsequently comply with this requirement.
- 2.3.8 Together with the Safety Director, identify and arrange the training requirements for all workers. Make arrangements for induction training of all new starters.
- 2.3.9 Ensure that provision is made for: -
 - welfare facilities and their maintenance, to meet statutory requirements.
 - a qualified first aider or appointed person when necessary.
 - appropriate first aid equipment facilities.

- identifying first aid arrangements and location(s) to workers.
 - availability of suitable protective clothing and equipment.
- 2.3.10 Ensure injuries and dangerous occurrences are reported to the HSE in accordance with the requirements of RIDDOR.
- 2.3.11 Accompany members of the Health and Safety Executive when they are carrying out inspections.
- 2.3.12 Act upon advice given by members of the Health and Safety Executive.
- 2.3.13 If deemed necessary, after consultation with the Safety Director, to appoint from his staff suitable person(s) to assist with safety supervision.
- 2.3.14 Co-ordinate the efforts of all employees in matters of health, safety and welfare.
- 2.3.15 Ensure that all equipment supplied is adequate for the job in hand and that sufficient information and training is provided to use it safely within the limits.
- 2.3.16 Be prepared to amend, or propose amendment to, method statements and safety rules where necessary and to publish them to those affected.
- 2.3.17 Where necessary to seek the advice of the Safety Officer on any matter relating to safety.
- 2.3.18 Report all injuries, lost time, industrial health disorders and dangerous occurrences to the Safety Director.
- 2.3.19 Set a personal example at all times.

2.4 Transport Manager

Individual Responsibilities in Health, Safety and Welfare Matters

Main Responsibilities are to: -

- 2.4.1 Read and understand the company policy for health and safety and ensure that it is brought to the notice of all employees under your control.
- 2.4.2 Ensure that all drivers are in possession of the appropriate driving licences for vehicles and that all requirements regarding recording drivers' hours are complied with.
- 2.4.3 Ensure that all defects reported are attended to immediately.
- 2.4.4 Ensure that vehicle drivers comply with the requirements specific for each construction site including site access, speed limits and other control measures pertaining to vehicles and personal health and safety.
- 2.4.5 Ensure drivers are provided with any necessary personal protective equipment
- 2.4.6 Give instructions where necessary on the safety of loads, in particular, ensure all procedures are followed when hazardous loads are to be carried.
- 2.4.7 Arrange for any necessary special training for drivers.
- 2.4.8 Ensure that appropriate welfare facilities are provided and maintained for drivers.
- 2.4.9 Ensure that vehicles are parked safely in the yard at the end of shift.
- 2.4.10 Co-operate with the safety adviser and act on his recommendations.
- 2.4.11 Ensure that a risk assessment has been carried out on any work activity hazardous to health and safety and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
- 2.4.12 Ensure that first aid facilities are provided and maintained
- 2.4.13 Ensure that all accidents are reported as required by company policy
- 2.4.14 Set a personal example at all times

2.5 Plant / Maintenance Manager

Individual Responsibilities in Health, Safety and Welfare Matters

Additional Responsibilities are to: -

- 2.5.1 Ensure that all items of plant and equipment have current certification in place and are maintained in good condition.
- 2.5.2 Ensure that all road vehicles are safe and fully efficient, are maintained and serviced as recommended and that all necessary tests, insurance, road fund licenses, etc. are up to date.
- 2.5.3 Liaise with competent persons responsible for inspecting plant and equipment when necessary in order to meet statutory requirements.
- 2.5.4 Ensure that all mobile plant and lifting equipment have current test and thorough examination certificates in place.
- 2.5.5 Be responsible for ensuring that electrical testing of plant and equipment is carried out on a regular basis.
- 2.5.6 Ensure that all items of plant and equipment are regularly serviced and maintained.
- 2.5.7 Ensure that records are kept of all servicing, testing, examinations and inspections carried out.
- 2.5.8 Set a personal example at all times.

2.6 Health and Safety Advisor

Individual Responsibilities in Health, Safety and Welfare Matters

Main responsibilities are to: -

- 2.6.1 Read, understand and implement the Company's Health and Safety Policy.
- 2.6.2 Monitor the implementation and effectiveness of the Company Health and Safety Policy throughout the range of work activities.
- 2.6.3 Make such reports as required by the Company Health and Safety Policy and by Management.
- 2.6.4 Advise on: -
 - Preventing injury to personnel and damage to equipment.
 - Improvement needed to create sound methods.
 - Legal requirements affecting health, safety and welfare and the provision of constant and adequate facilities.
 - Provision and use of protective clothing and equipment and adequate supplies.
 - Suitability, from a safety viewpoint, of new and hired equipment; adequacy and validity of all appropriate test certificates and compliance of all equipment.
 - Potential hazards on new activities before work starts.
 - Methods of safe working arising from new developments.
 - Changes in legislation.
- 2.6.5 Advise on all health, safety and welfare matters and training requirements at bidding, planning and pre-contract stages.
- 2.6.6 Assist in the identification, implementation and assessment of health and safety training programmes for employees engaged in construction site activities.
- 2.6.7 Carry out regular inspections and audits in conjunction with Management to ensure compliance with statutes, codes of practices, work method statements and safe operation of equipment and methods of work. Advise Management of the results of

these inspections in writing, including hazards seen, good features noted and overall conclusions.

- 2.6.8 Review with the Safety Director, recommendations for improving the health and safety performance of the Company.
- 2.6.9 Advise on the determination of safe methods of working and systems to identify hazards and unsafe situations. Advise upon the production of written method statements and safety rules and advise upon arrangements to bring these to the attention of employees.
- 2.6.10 Investigate accidents and dangerous occurrences and recommend means of preventing reoccurrence.
- 2.6.11 Adhere to Company safety reporting procedure.
- 2.6.12 Advise methods of promoting awareness of injury prevention and damage control.
- 2.6.13 Establish and maintain satisfactory and productive relationships with enforcing agencies and other bodies directly concerned with the development of effective health and safety policies within the industry.
- 2.6.14 Keep up-to-date with safety legislation, codes of practice and new safety literature and circulate information to each level of employee.
- 2.6.15 Foster, within the Company, an understanding that injury prevention and damage control is an integral part of business and operational efficiency.
- 2.6.16 Set a personal example at all times.

2.7 Buying and Purchasing Staff - Special Responsibilities

Senior staff who authorise and employees who make purchases on behalf of the company have the following responsibilities.

- 2.7.1 To ensure that attention is drawn to the responsibilities placed on those who supply plant, equipment, machinery, materials, substances, supplies and other articles, to take steps to ensure that, so far as is reasonably practicable, the articles in question will be safe and without risks to health and safety when properly used. No written undertakings are to be given to any supplier relieving him of this responsibility.
- 2.7.2 To ensure that the Safety Advisor is consulted whenever new types of equipment, articles or substances are being considered for purchase, in order that he can advise on safety factors (e.g. guards, chemical hazards etc.) and so that he can have the necessary safeguards prepared and issued to those affected before receipt of the new equipment / articles / substances. This also allows time to fulfil any training needs at all levels.
- 2.7.3 To obtain work method statements from tendering sub-contractors.
- 2.7.4 To ensure that tendering sub-contractors have adequately priced for health and safety and further to ensure the rejection of any who have not. The advice of the Safety Advisor should be sought when necessary.
- 2.7.5 To ensure that suppliers are made aware of their obligations to supply clear and precise instructions on use, storage etc. with their materials.
- 2.7.6 To liaise with the Safety Advisor all matters relevant to safety in both material and/or sub-contract context.

2.8 HGV / Mobile Plant Operators

Individual Responsibilities in Health, Safety and Welfare Matters

- 2.8.1 Read and understand the Safety Policy and your part in its implementation.
- 2.8.2 Drivers and plant operators have a duty to inform their employer of any changes that may affect your driving licenses or ability to operate the type of plant that you are employed on i.e. change of address, state of health, endorsements or disqualifications.
- 2.8.3 Ensure that your level of training or license covers the vehicle or item of plant you operate.
- 2.8.4 Know the legal requirements affecting the use of your machine or vehicle.
- 2.8.5 Make regular inspections of your machine or vehicle. Ensure that any plant or vehicle defects are recorded in the defects book and brought to the notice of management
- 2.8.6 Ensure that loose or dusty loads are securely covered.
- 2.8.7 Wear suitable protective clothing i.e. footwear, helmets when out of the machine or vehicle cab. Machine operators may need ear defenders. Remember when out of the vehicle or machine you are exposed to the same hazards as others.
- 2.8.8 Never use plant or vehicles for work which it was not designed or in areas not suitable for its safe operation. Never overload vehicles; remember an overloaded vehicle is the responsibility of the driver. Drivers must always vacate the cab when being loaded unless cab protection is provided.
- 2.8.9 Plant operatives must never use supplementary equipment such as chains, slings, lifting eyes etc. which they suspect are defective, not strong enough for the lift or not properly secured to either the object or the machine. Do not use lifting chains to tow vehicles.
- 2.8.10 Ensure that when operating your machine or vehicle, especially when reversing, that other persons are well clear. When plant is slewing in restricted areas at least 600mm clearance must be maintained from any fixed object. If this is not possible, passage behind the machine must be prohibited with barriers or a banksman.
- 2.8.11 Drivers should ensure when reversing to unload/load that no obstructions or persons are behind the vehicle and. On completion ensure that you do not travel with the body in the raised position and never reach or lean under an un-propped tipper body. All trailers must be attached securely, this is the drivers responsibility.
- 2.8.12 When a banksman is being used ensure that you both understand the signals before operation commences.

2.8.13 All accidents / incidents, dangerous occurrence, must be reported to your manager

2.9 Employees

The co-operation of all employees is vital to the success of a safety programme.

All employees have a statutory duty under the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions and to co-operate with their employer in respect of any duty or requirement imposed on him by law.

In particular, it is the personal responsibility of each employee to use properly and conscientiously all safety equipment, devices and procedures and protective clothing and equipment, which is fitted or made available. The abuse of personal protective equipment is unacceptable.

Apart from any specific duties, which may be delegated to them, all employees must: -

- 2.9.1 Conform to safe working practices adopted by the Company.
- 2.9.2 Conform to instructions given by Company management.
- 2.9.3 Obey all Company and site safety rules.
- 2.9.4 Take maximum care of any safety devices or personal protective equipment issued to them.
- 2.9.5 Ensure that all hazardous substances are handled strictly in accordance with the requirements of the COSHH assessment. If in doubt – do not use.
- 2.9.6 Operate equipment only when trained and authorised to do so.
- 2.9.7 Report any defect in equipment to immediate supervisors and ensure that it is in a safe and secure state when left unattended.
- 2.9.8 Do not carry out any work activity, which appears unsafe. Stop immediately and report to your supervisor.
- 2.9.9 Report all incidents, which could result in personal injury or property damage.
- 2.9.10 Develop a concern for safety both personally and for others and, particularly, for new employees and young persons.
- 2.9.11 Avoid improvising.
- 2.9.12 Co-operate with the Company in maintaining a safe working environment and make a contribution to reducing accidents.

- 2.9.13 Report personal industrial injuries or industrial diseases to immediate supervisors and ensure that first aid treatment is received.
- 2.9.14 Refrain from horseplay or abuse of welfare facilities.
- 2.9.15 Suggest ways of eliminating hazards.
- 2.9.16 Employees must not use, possess, conceal, transport, promote, or sell prohibited substances whilst on Company premises, in Company vehicles, on client premises or at the work site.
- 2.9.17 Employees must not report for work under the influence of prohibited substances, or consume alcohol in the office or on site except on approval occasions.
- 2.9.18 Set a personal example.

2.10 Driving on Company Business

Additional Responsibilities in Health, Safety and Welfare Matters

- 2.10.1 Do not drive a defective vehicle.
- 2.10.2 Inform your immediate manager of any health problems or personal circumstances, which could make driving hazardous.
- 2.10.3 Ensure that you are physically fit to drive.
- 2.10.4 Do not drive whilst under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines). Employees should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely.
- 2.10.5 Have regular eyesight checks and ensure that the necessary corrective eyewear is worn.
- 2.10.6 Do not use mobile phones whilst driving unless completely 'hands free'.
- 2.10.7 Drive within speed limits and to the speed dictated by conditions, which can reduce that limit.
- 2.10.8 Allow sufficient time to plan and drive the route, taking sufficient breaks to prevent fatigue.
- 2.10.9 Stay calm and relaxed and avoid situations, which could lead to stress.

SAFETY POLICY

PART THREE

ARRANGEMENTS

ARRANGEMENTS

3.1 Risk Assessment

Definitions

Hazard – Something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).

Risk – The likelihood of potential harm from that hazard being realised. The extent of the risk will depend on: -

- The likelihood of that harm occurring;
- The potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- The population, which might be affected by the hazard.

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, risk assessments shall be carried out for any activity where there is a significant risk of injury to any of our employees or others who may be affected by that activity.

The purpose of this risk assessment shall be to evaluate risks, which may arise from hazards at work. The object is to identify the measures needed to eliminate, or if not possible, to minimise the risks.

Our systematic approach to risk management shall be: -

- To consider each aspect of our work activities.
- Identify all the hazards and avoid if possible.
- Determine the remaining risk, the likelihood and severity of injury, and who is likely to be affected, including employees, other contractors, members of the public and anyone else likely to be affected.
- Implement control measures that will eliminate that risk completely or reduce it to an acceptable level.

RISK LEVEL ESTIMATOR

FREQUENCY	SEVERITY		
	<i>Slightly harmful (L)</i>	<i>Harmful (M)</i>	<i>Extremely harmful(H)</i>
<i>Highly unlikely (L)</i>	Low	Low	Medium
<i>Possible (M)</i>	Low	Medium	High
<i>Probable (H)</i>	Medium	High	High

ACTION AND TIMESCALE

<i>Risk Level</i>	<i>Action and Timescale</i>
Low	No additional controls are required. Monitoring is required to ensure that controls are maintained
Medium	Efforts should be made to reduce the risk to a low level. Additional risk reduction measures should be implemented asap.
High	Work should not be started until the risk has been substantially reduced

- A written method statement shall be produced that incorporates all the control measures necessary for any particular job, which all participating employees shall be familiar with and understand before commencing work.
- This method statement shall be monitored to ensure that the control measures are adequate and reviewed if necessary.

The detail needed in each risk assessment is dependant on the nature of the risk. A risk assessment can be a common sense process. How far a risk assessment proceeds beyond this depends on the complexity of the undertaking and the degree of risk involved.

Additional risk assessments may need to be produced for non-normal risk such as bomb threat or fire evacuation etc.

Risk assessments shall always be carried out by a competent person i.e. through experience and training and has an understanding and knowledge of the processes and procedures involved.

The control measures adopted as a result of the risk assessment shall be written down and explained to all employees involved in that activity before any work commences

Specific risk assessments shall be undertaken for controlling substances hazardous to health, manual handling and personal protective equipment.

3.2 Information, Instruction and Training

It is the policy of our company to provide suitable and sufficient information, instruction and training to all employees within the organisation, not only to comply with statutory requirements but also to secure a safe and healthy environment for all employees and visitors who may be affected by our activities.

To fulfil this duty we shall: -

- Introduce comprehensive and relevant safety rules and procedures as well as induction training as necessary for all employees and visitors.
- Provide refresher training at intervals assessed as being suitable and appropriate.
- Ensure that no employee transferred or promoted from one work activity to another is permitted to start work in their new environment, until and unless they have received training and instruction, sufficient to enable them to perform their new tasks without risking the health and safety of themselves or others.
- Pay attention to existing employees in relation to their inherent capabilities, and in relation to the introduction of new work equipment, new technology and new systems of work into our undertaking.

The training of all personnel will rank highly in our list of priorities and will cover more than just implementing recognised safe working practices, it will also include teaching our employees to identify hazards and understand the appropriate systems of control.

New employees will receive induction training prior to, or on arrival at their workplace. The objective of this training is to make them familiar with all aspects of health, safety and welfare relating to their period of time in our employment. Aspects to cover will include: -

- Emergency warning systems.
- Evacuation and assembly procedures.
- Actions to be taken in the event of any emergency situation including exposure to immediate and imminent danger.
- Location of fire points and use of fire fighting equipment;
- Location of exits, escape routes, assembly points and places of safety.
- Welfare facilities;
- First aid arrangements.

- Accident and injury reporting procedures.
- Any prohibited areas or danger zones.
- The nature of control measures introduced to control risks.
- Health risks in relation to any substances hazardous to health.
- The use and maintenance of personal protective equipment.
- Reporting health and safety hazards.

Employees transferred from one work location to another will be provided with training on matters particular to that new location on arrival. A transfer is an opportunity to provide refresher training and thus basic Company policy and health and safety matters will not be ignored at this time.

Records will be kept of the type and extent of instruction, information and training given and received by all parties.

3.3 Employee Consultation

In accordance with the requirements of the Health & Safety (Consultation with Employees) Regulations 1996 which in turn complement the Safety Representatives and Safety Committees Regulations 1977 consultation with employees on matters of health and safety shall take place on a regular basis either: -

- With the employees directly, or
- A representative elected by the employees

If employees are not represented by a Safety Representative then employees shall be consulted in good time on any matters concerning: -

- the introduction of measures which may affect health and safety;
- the appointment of competent person(s)
- the provision of statutory health and safety information;
- any statutory health and safety training detail; or

- the health and safety consequences of new technology

The Company shall provide sufficient information for the employees, or their representative, to enter into full and effective participation in the process.

If a representative is appointed the Company shall: -

- provide reasonable training to that person in respect of those functions, including travel and subsistence costs if necessary;
- allow that representative time off with pay during working hours to fulfil the functions; and
- provide that representative with reasonable facilities to fulfil the functions.

The functions of the representative are to: -

- Bring to the attention of the Company any potential hazards and dangerous occurrences which could affect the employees.
- Discuss with the employer general health and safety matters, plus any information provided by the Company under these regulations.
- Represent the employees in consultation with the HSE (or other Enforcing Authority) Inspectors

The Company shall only withhold information if: -

- such disclosure is a breach of any prohibition by an enactment;
- it is of a personal (personnel) nature, unless consented;
- it is of significant commercial / confidential importance that its disclosure could cause injury to the business;
- it has been obtained for use in legal proceedings; or
- it is not related to health and safety.

Objections on safety grounds to undertaking work instructions shall be resolved between the parties concerned.

The Wilkinson Partnership Limited shall, if necessary, be included in these discussions.

3.4 First Aid

The Health & Safety (First Aid) Regulations 1981 require that adequate and appropriate first aid facilities be provided for employees.

A suitable and sufficient number of trained personnel will be appointed to render first aid when necessary. The training will be carried out by an organisation registered with the Health and Safety Executive and refresher training will be provided every three years.

Other employees shall be nominated who shall be capable of taking charge in an emergency, calling an ambulance and assist with first aid equipment. These named persons shall be informed of and understand their duties

A suitable number of first aid boxes will be provided and maintained and be located in positions which are easily reached by all employees.

Display notices will give the identity and location of first aiders.

3.5 Accident Reporting and Investigation

An accident report book will be kept and made available to all employees, in which every accident will be recorded. In accordance with the requirements of the Data Protection Act, the accident book shall be withheld from unauthorised persons. All accidents will be investigated to determine the circumstances in order to help prevent a re-occurrence.

An approved accident book shall be kept and held for a period of at least three years from the date of the last entry.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 records shall also be kept for a minimum period of three years for the following: -

- reportable deaths / injuries arising out of or in connection with work;
- reportable occupational diseases;
- reportable dangerous occurrences;
- road accident deaths / injuries arising out of or in connection with work; and
- gas incidents.

The enforcing authorities will be notified by the quickest practicable means: -

- death of a person as a result of an accident arising out of or in connection with work;

- a major injury (as listed in Schedule 1 of the Regulations) suffered as a result of an accident arising out of or in connection with work;
- an injury suffered by a person other than an employee, as a result of an accident arising out of or in connection with work. where that person is taken to hospital for treatment;
- a major injury suffered by a person other than an employee, as a result of an accident arising out of or in connection with work at a hospital; or
- a dangerous occurrence (as listed in Schedule 2 of the Regulations).

This will be followed up by a written report (or report by telephone on the HSE hotline 0845.300.9923), within 10 days of the events listed, and sent to the relevant enforcing authority.

A written report only within 10days is required for an accident at work where the sufferer is incapacitated for work for more than three working days.

3.6 Fire Precautions

The safety of all employees and others is controlled by the Regulatory Reform (Fire Safety) Order 2005.

Assessments shall be carried out periodically to identify the fire hazards and the people at risk. Control measures shall be put into place to eliminate that risk, or reduce it as much as possible and the findings recorded.

Fire extinguishers and other means of fighting fire shall be provided as is appropriate. Fire detectors and fire alarm systems shall be installed where their provision is justified. All fire fighting equipment shall remain easily accessible at all times and be indicated by pictorial signs.

All escape routes shall be clearly signposted, illuminated with emergency lighting, if necessary and kept free of obstructions at all times.

Fire exits shall be clearly and correctly marked, fire doors closed but unlocked from the inside.

Suitable and sufficient external emergency lighting shall be provided as necessary to illuminate the routes to the muster point.

All equipment and facilities provided to protect employees and others from the dangers of fire, such as fire extinguishers, fire fighting equipment, alarm systems and emergency doors,

shall be inspected on a weekly basis, regularly maintained and any faults found rectified as soon as possible.

A register shall be kept of these weekly inspections

A daily register shall be maintained of all persons present within the workplace at any time.

A fire and evacuation plan shall be drawn up and displayed in prominent positions and all persons shall be inducted as to its content.

Named co-ordinators shall be given and understand specific responsibilities in relation to the plan i.e. fire wardens, those responsible for contacting and directing the emergency services and ensuring the accountability of all employees and visitors.

3.7 Evacuation Procedures

A plan of the work area and the emergency procedures in place shall be displayed on all notice boards, showing the positions of alarm points, safe routes of escape and the location of the evacuation assembly point. Nominated person(s) shall be responsible for contacting the emergency services and checking the register to ensure that all the areas have been vacated and all persons accounted for.

All employees and visitors shall be inducted to ensure that they are aware of the evacuation procedures.

Escape routes shall be kept clear at all times

Evacuation procedures and alarm systems shall be regularly tried and tested to ensure that all employees are aware of the procedures to be followed in the event of an emergency and named coordinators understand and carry out their responsibilities.

These procedures shall also include: -

- Identification of anyone who may need special help to get out;
- Allocation of responsibility to specific employees to help disabled persons in emergency situations;
- Consideration of alternative escape routes should the primary route be inaccessible.

All escape routes shall be clearly signposted, illuminated with emergency lighting where necessary and kept free from obstructions at all times.

Fire exits shall be clearly and correctly marked, fire doors kept closed but unlocked from within.

Suitable and sufficient external emergency lighting shall be provided as necessary to illuminate the routes to the respective muster point.

3.8 Welfare

Adequate welfare arrangements, in accordance with the requirements of the Workplace (Health Safety and Welfare) Regulations 1992 will be provided for all employees.

These arrangements shall be suitable and sufficient for the number of employees and the type of work that they are undertaking.

Clean and tidy toilet facilities with both W.C's and urinals shall be available plus hot and cold running water for washing. Hand basins shall be large enough to allow arms to be washed if necessary. Soap, paper towels and/or hand dryers shall be available. If necessary, scrubbing brushes, together with hand cleaner and barrier creams in dispensers to avoid cross-contamination shall be provided. Showering facilities shall be available, if necessary, in dirty working environments.

Separate facilities may be necessary for female employees or visitors.

Mess facilities shall be large enough to accommodate tables and seating for all employees. Alternatively dinner breaks may be staggered, if necessary. Boiling water for hot drinks and facilities for heating food shall be made available.

Changing/drying rooms shall be made available with clothes pegs and benches together with good heating and ventilation allowing wet clothing to dry. Heaters shall not have exposed elements, which may cause fires if clothing falls onto them.

A supply of drinking water shall be available and conspicuously marked by an appropriate sign

3.9 Work Stations

Workstations shall be arranged so that each task can be carried out safely and comfortably.

The seating shall be adjustable so that the employee can be at a suitable height in relationship to the work surface. Adequate support shall be provided for the lower back and a footrest provided for any employee who cannot place their feet flat on the floor.

There shall be clear and unobstructed space to allow the employee to carry out their work safely, have freedom of movement and be allowed to stand upright. Seating and access shall be suited to the needs of the individual person including any person with disabilities.

Employees involved in repetitive muscular activities shall be given other tasks, or else frequent breaks from that particular activity.

3.10 Display Screen Equipment

A suitable and sufficient risk assessment shall be carried out and periodically reviewed on all workstations.

Display screens shall have stable images and the screen characters well defined and clearly formed. Screen brightness shall be adjustable and free from reflective glare.

Keyboards shall be tilt-able with sufficient space in front to support the hands and arms of the operator. The symbols shall be adequately contrasted and legible. Wrist support cushions shall be provided where necessary.

The desktop shall have a sufficiently large, low-reflective surface to allow flexible movement of the screen, keyboard, documents and other related equipment.

Display screen workstations shall be so designed that sources of light, such as windows, walls and brightly coloured fixtures cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with adjustable blinds or other coverings to attenuate the daylight that falls on the workstation.

Users shall, if requested, be given an appropriate eye and eyesight test. The test shall include a test of vision and an examination of the eye. These tests shall be repeated at regular intervals and where necessary prescription spectacles for display screen work shall be provided free of charge.

3.11 Electricity

In accordance with the Electricity at Work Regulations 1989, all electrical systems downstream of the meter shall be constructed and certified as complying with the IEE Regulations and be periodically inspected, tested and maintained so as to prevent danger. All single-phase 240v AC mains electrical appliances shall be tested for correct earthing, plug and lead integrity every 12 months. Fixed site installations shall be inspected and tested at least at 3 monthly intervals, routine maintenance being carried out in accordance with the equipment manufacturer's recommendations. Moveable and portable electrical equipment shall be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

Temporary supplies and permanent installations shall be installed in accordance with BS 7671. Before commencement, an assessment of certain characteristics of the proposed installation will be assessed:

- purpose, supplies and structure;
- external influences;
- compatibility of equipment; and
- maintainability of equipment.

Wherever reasonably practicable, all electrical equipment used in the workshop shall be 110v or less.

Electrical equipment shall be selected carefully to ensure that it is suitable for the activity and environment for which it is to be used and complies with the Electrical Equipment (Safety) Regulations 1994.

All operators of electrical equipment will be competent to use that equipment in accordance with the manufacturer's instructions. If necessary additional specific training shall be given and records of that training retained.

Electrical equipment shall be adequately maintained to ensure that it remains in good working order throughout its working life: -

- leads shall be examined and those with damaged outer sheaths discarded. Temporary repairs using insulation tape and the like, shall not be accepted;
- plugs and connectors will be visually checked for possible damage immediately before use;
- at least once a year (more often for equipment that is in heavy and frequent use), the plug, or connector, on every item of portable equipment will be subjected to close scrutiny i.e. the cover removed and the wiring checked for good connections with each core wire connected to the correct terminal and the correctly rated fuse in place. The cable will be checked to ensure that it is suitable for the appliance, firmly gripped within the plug, of the correct length and correctly terminated at both ends;
- replacement plugs must be to BS1363 (A) with fuses to BS 1362;
- all electrical appliances will be visually inspected during usage and electrically tested by a competent person every 12 months;
- Portable electrical hand tools shall be tested at least every 6 months, dependent on usage and work environment.

Following satisfactory testing and inspection, the appliance, plug and lead will have a self-adhesive label, or similar attached to show that they have passed their test and a register of all tested appliances will be kept.

The use of fused/un-fused socket mounted multiway adapters will be prohibited in offices and if one socket is to adequately serve more than one appliance, a four-way fused trailing socket outlet shall be used with the cable between the plug and adapter of the correct current / length rating and a minimum rating of 13 amps.

Coiled cables shall be fully unwound to prevent overheating during use.

3.12 Lighting

Lighting will be of the levels to provide conditions in which work can be carried out without undue risk or fatigue. The recommended minimum levels of illumination are: -

- General movement 5 lux
- Handling materials/waste, unloading 10 lux
- Exterior general 10 lux
- Interior working places 15 lux
- Interior workshops 400 lux

The lighting installation will be designed to meet the levels of illumination required for each set of circumstances.

3.13 Traffic Management

Traffic routes around work places shall be organised in such a way so far as is reasonably practicable that pedestrians and vehicles can move safely without risk.

Steps will be taken to ensure that: -

- Vehicular traffic movement shall be controlled so as not to cause danger to danger to others.
- Access routes used by pedestrians will be sufficiently separated from the traffic route to enable pedestrians to see approaching plant or vehicles.
- If sufficient separation is not reasonably practicable, then there will be physical barriers or effective warnings in place.

- Where it is unsafe for pedestrians to use a gate intended primarily for vehicles, then one or more doors shall be provided and kept free for pedestrians.

Traffic will only be allowed on routes that are free from obstruction and have sufficient clearance. Where it is not reasonably practicable to comply with this, suitable and sufficient steps will be taken to warn the driver of the vehicles of any possible hazards.

Suitable and sufficient signs will indicate every traffic route where necessary.

3.14 Working at Height

Work stations and work equipment shall be designed and constructed in accordance with the requirements of the Work at Height Regulations 2005 to provide safe working platforms and safe access and egress.

- Crushing and screening plant shall be fitted with permanent guarded work platforms and access steps/ladders.
- Access steps shall be fitted and maintained on mobile plant and HGV vehicles.
- Skip drivers shall be instructed not to climb onto skips, or net and/or secure loads which have been lifted onto the vehicle.
- All lifting equipment shall be examined and tested in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.
- Safety harnesses shall be worn by workmen engaged in maintenance and short duration work at height where permanent safe access and working platforms cannot be provided.

3.15 Noise and Vibration

Noise can cause permanent damage to hearing. It can annoy and disturb people and interfere with verbal communications and emergency signals to the point where the risk of accidents are greatly increased.

The Control of Noise at Work Regulations 2005 set noise exposure levels and place specific duties on both employers and employees.

Assessments of the risks of employees to noise shall be periodically undertaken by a competent person, if necessary using an electronic sound meter averaged over a standard time period in accordance with Section 5 of the regulations and will be re-assessed whenever there has been a significant change in work activities.

Where equipment is employed in our undertaking, which can produce noise likely to reach or exceed the above levels, we shall undertake engineering control methods in order to eradicate or reduce these levels.

These methods may include: -

- Substituting the offensive equipment for an alternative, more user-friendly alternative.
- Isolating the sound source from the area around it.
- Insulating the equipment by enclosing it in sound reducing materials.
- Directional absorption using screens, walls etc.
- Mounting the equipment on rubber or other similar substances.
- Silencing with exhaust systems or mufflers.

Only when none of these methods are reasonably practicable, or where noise levels are still above those set by law, will the use of personal protective equipment be considered.

When noise levels, after the application of engineering control measures, still exceeds the level of 80dB, suitable ear defenders will be stocked and provided on request. Should levels exceed 85dB, then the area will be designated an “ear protection zone,” identified if possible with signs, and the wearing of suitable ear defenders will be compulsory. We shall provide all necessary instruction and training to ensure that this equipment is worn correctly and, if necessary, maintained in good working condition.

Noise surveys will only be carried out by a competent person who has received proper training in noise measuring equipment.

Excessive vibration is usually caused by hand held rotary or percussive tools. Excessive exposure can impair the blood supply and cause a condition known as “vibration white finger”.

In accordance with the Control of Vibration at Work Regulations 2005 assessments shall be carried out of work liable to expose employees to risk from vibration in order to identify the measures that need to be taken to reduce daily exposure levels for hand arm vibration to $<5 \text{ m/s}^2 \text{ A}(8)$ and for whole body vibration to $<1.15 \text{ m/s}^2 \text{ A}(8)$.

These exposure levels shall be taken into consideration when purchasing or hiring vibrating plant, tools and equipment, to ensure that the risk is effectively controlled.

3.16 Manual Handling

Manual handling is probably the most hazardous activity undertaken during working activities in terms of frequency and difficulty. If at all possible, alternative mechanical methods of handling will be used.

Appropriate training will be given to all participants before any manual handling activities are undertaken. This will form part of an induction programme and sufficient time will be allowed to permit explanation, demonstration and practice.

Training will include applying techniques, making ergonomic assessments and an understanding of back care will be given to all employees. A problem solving approach to manual handling will be developed through the application of knowledge.

Various training techniques will be monitored and evaluated.

Training programmes will include: -

- **Back care** - covering spinal mechanics so that the causes of back pain, of posture and movements etc. likely to contribute to back pain or injury can be readily identified.
- **Ergonomics** - giving guidance on evaluation of the environment, task, load and individual capability will be included, along with how to alter the environment to make the work safer.
- **Mechanical handling aids** - with training to include the practical use and care of any equipment brought in to make manual handling tasks easier;
- **Manual handling techniques** - fitness is important in the avoidance of injury. General fitness, flexibility, relaxation and the effect of obesity and other physical considerations shall be taken into account in the training of all concerned. Conditioning exercises performed before manual handling and during the course of a working period will be taught, encouraged and scheduled. Individuals will be encouraged to develop an appreciation of their own capabilities in making assessments and recognising their own limitations in terms of knowledge and lifting capacity.

A recall system which ensures that all employees, including self-employed receive re-training programs as and when necessary, is regarded as essential.

3.17 The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Company will ensure the collection of all up to date information and data on the toxicity and potential hazards of all substances used within the organisation. This information will be brought to the attention of all employees and visitors likely to be exposed to these substances i.e. those that have the potential to cause harm to their health. These substances can include

gases, vapours, liquids, fumes, dusts and solids or can be a combination of these. They can also be micro-organisms.

Our approach towards achieving legal compliance with the requirements of the COSHH Regulations will be to: -

- Familiarise ourselves with the legal requirements.
- Make an assessment of substances hazardous to health, which is suitable and sufficient, in relation to evaluating the risks to health arising from activities involving those substances and establishing what has to be done to meet the requirements of the regulations.
- Introduce the necessary controls.
- Decide what other precautions are needed.
- Implement the chosen precautions.
- Monitor their performance and introduce any techniques, which would improve that performance.

3.18 Provision & Use of Work Equipment Regulations 1998 (PUWER)

These regulations set the standards for the provision and use of work equipment with the primary objective of providing safe equipment and ensuring its safe use. Compliance with the regulations should ensure that work equipment used during the course of our activities does not give rise to risks to health and safety of employees or others.

Work equipment will be carefully selected, ensuring that it complies with the regulations, and it will be properly maintained.

Operatives will receive all necessary information, instruction and training and be aware of any foreseeable dangers.

The Company will: -

- Ensure that equipment is constructed or adapted for the purpose for which it is used or provided.
- Consider working conditions and risks to health and safety to persons where the equipment is to be used.
- Ensure that the equipment is used only for operations and under conditions where it is suitable.

The provision of information and instruction, written where appropriate and readily understood, will include: -

- Conditions in which and methods by which equipment shall be used.
- Foreseeable abnormal conditions and appropriate action.
- Conclusions drawn from experience with equipment.

Training must be adequate and include safe work methods defining possible risks and precautions to be taken

3.19 Carborundum Abrasive Wheels

All carborundum abrasive wheels or discs will only be mounted by trained and competent persons who will preferably have certificates detailing the training and when it was received.

Injury to operatives through 'bursting' of wheels due to incorrect mounting on grinder, wrong type of wheel fitted, or incorrect usage shall be avoided through proper instruction, training and supervision.

Due to the limited amount of guarding that can be placed on the machines, suitable and sufficient protective clothing and equipment will be used and eye protection will be regarded as essential.

3.20 Angle Grinders and Disc Cutting Tools

Being portable these machines can be hazardous in operation. In accordance with the Provision & use of Work Equipment Regulations 1998 the equipment shall be fit for purpose and used only by trained and competent persons.

Operatives will: -

- Wear all necessary PPE, regarding eye protection as essential.
- Work on a firm, clean and unobstructed base.
- Use adequate protection for themselves and for others in the vicinity.
- Ensure adequate support and stability for the material being worked.
- Avoid unnecessary emissions (brick dust etc.) into the atmosphere.

- Plan their own working stance and position to avoid injury in case of slippage or other unintended movement.
- Ensure that guards are in place, adjusted and secure.
- Maintain a firm grip when operating.

3.21 Fuel Oil

Fuel oil will be stored in a purpose-built storage tank, externally, in a well-ventilated position away from sources of ignition and contained within a sealed bunded area capable of containing 110% of the volume of the tank.

The siting of the tank and bund will be such that it is not susceptible to damage from vehicles or plant.

The storage vessel will be clearly marked giving capacity and contents and will have a level-indicator gauge fitted.

Periodic inspections of pipes, valves and connections will be carried out to ensure that they are in a good state of repair.

3.22 Liquefied Petroleum Gases (LPG)

Storage and use of LPG shall be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Transportable LPG cylinders will be kept upright, in an open air, safe and secure, well-ventilated storage area a safe distance from any building, boundary, or source of ignition. Wherever possible, storage areas will be protected from unauthorised access by a fence at least 2 metres high with two means of escape via outward opening gates. There will be sufficient shelter to protect the cylinders from extremes of weather and the floor will be paved or compacted level. The area will be kept clear of all flammable material, weeds and rubbish. The store will be sited at least 3 metres away from any cellar, drain or excavation where leaked gases may accumulate.

All vessels and storage areas will be clearly marked 'Highly Flammable - LPG'.

Storage areas will be solely for the use of storing LPG.

Gas bottles will only be taken out as and when required and will be returned at the end of the each working day or when the activity has been completed. They will be kept upright during use and positioned to prevent accidental damage.

When cylinders are not in use, valve protection caps will be replaced to prevent thread damage and to minimise leakage. Whenever cylinders have to be moved, then will be eased into position, preferably using trolleys, skids or mats.

All bottles will be fitted with flashback arresters.

Non-refillable LPG cylinders for use with small portable equipment such as blowlamps will be stored in a lockable metal container.

Authorised persons using LPG will only work when a permit-to-work system is in place.

3.23 Highly flammable liquids (HFL)

This is any liquid that gives off flammable vapour at temperatures below 32 degrees centigrade and includes petrol, paint thinners, solvents etc.

Precautions will be observed when using these liquids: -

- Only small quantities will be kept, not more than 50 litres at the workplace and then, in a metal cupboard or a metal bin with a lid.
- Containers will be kept tightly closed when not in use.
- Liquids will be dispensed over trays to avoid spillage; and spillages which occur will be soaked up and disposed of safely
- Sparks, naked flames or other means of ignition will be prohibited.
- Empty drums and containers will be treated like full ones.
- HFL's or solvents will not be used to clean hands.
- When soaking brushes, containers with a lid will be used.

Storage containers will be secure and signage warning of the contents will be displayed.

3.24 Personal Protective Equipment

When all other control measures have been put into place and as a last resort, suitable and sufficient personal protective equipment (PPE) will be provided to all employees and visitors.

A formal assessment will be taken to select the most suitable PPE for the type of work to be undertaken and expert advice will be sought by consulting both manufacturers and suppliers in selecting the most appropriate equipment bearing the CE mark.

All wearers will be provided with the necessary information, instruction and training on how it is fitted, used and maintained.

PPE will be inspected on a regular basis and all worn, defective or damaged equipment will be replaced.

When not in use, PPE will be safely and correctly stored ready for use.

3.25 Loading and Offloading

Loading and offloading will be mechanised as far as is reasonably practicable to reduce the need to manually handle.

Forklift trucks will be kept in good working order, checked daily before use to ensure that brakes, lights, steering, horn, battery, hydraulics and speed controls are in good working order. A thorough inspection will be carried out, as necessary, by a competent person.

Operatives will be over 18 years old, in good health, with sound vision and hearing. They will have received adequate training within an approved training scheme.

3.26 Lifting Operations

Lifting operations shall be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 ensuring that: -

- Machinery and accessories for lifting loads are clearly marked to indicate their safe working loads.
- Employees are adequately trained in the use of such lifting equipment.
- Safe systems of work are set up and maintained.
- Inspection and maintenance of equipment is properly carried out.

Records of all lifting appliances used will be checked to ensure that they have been properly maintained, inspected at least once a week by a competent person and have proper test certificates. These inspections will cover: -

- Soundness of materials, fittings etc.;
- Testing of automatic safe load indicators and audio visual warning signs;
- The mechanical condition of the appliance.

- Its state of maintenance.

Other inspections and tests will include: -

- Regular testing taking into account the instructions and relevant information provided by the manufacturer.
- In service thorough examinations taking into account.
- Its condition.
- The environment in which it is to be used.
- The number of lifting operations and the loads lifted.

Thorough examinations will take place on accessories for lifting, at least every 6 months. This includes skips specifically designed for lifting on site.

Other lifting equipment at thoroughly examined at least every 12 months.

If appropriate for the purpose, it will be inspected by a competent person at suitable intervals between thorough examinations

Records will be kept to show the results of these examinations, inspections and tests, together with additional tests after substantial alteration or repair has been carried out.

When excavators or excavator / loaders are being used as lifting equipment that machine shall have a Certificate of Exemption for such use.

The 'Certificate of Exemption' shall be issued by a competent person and shall specify the safe working load for all radii at which the jig shall operate.

The safe working load shall be clearly marked on the machine.

Hydraulically operated machines shall be fitted with check valves, or similar to prevent gravity fail of the load in the event of hydraulic failure.

Skips designed for lifting shall be tested and the safe working load clearly displayed.

Chains or slings shall always be attached to a proper purpose made point on the machine.

3.27 Drugs and Alcohol

The Company recognises the potential dangers of alcohol, drug and solvent abuse, known as

substance abuse, to both the individual and the Company.

The Company aims to prevent, where possible, alcohol, drug and solvent abuse amongst employees and to detect at an early stage employees with problems.

The Company aims to prevent, and where possible, will offer assistance such as counseling or leave of absence from work if required for treatment. There may be, however, some instances when this offer may not be appropriate and Managers must assess each case individually.

3.28 Monitor and Review

The Company will continually assess and review the health and safety information, instruction and training needs of employees and our findings will be kept on record.

Regular monitoring of the premises, workshops, and working places will be undertaken to evaluate how efficiently the training provided is being put into practice and what improvements, if any, can be made.

All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Expert advice will be sought and taken as and when necessary, through external audits and safety inspections, carried out to examine, develop and improve health and safety controls, techniques and applications already in place.