



# HEALTH SAFETY & WELFARE POLICY

## PROCEDURES AND ARRANGEMENTS

**Titan Civil Engineering**  
**Beacon Hill Industrial Estate**  
**Botany Way**  
**Purfleet**  
**Essex**  
**RM19 1SR**

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## **1.0 HEALTH AND SAFETY GENERAL POLICY STATEMENT**

The Managing Director of TITAN recognise and accept their duties and responsibilities under the Health and Safety at Work etc., Act 1974, for the health, safety and welfare of our employees, and others who may be affected by our business activities.

The Company will take all reasonable and practicable measures to ensure the health, safety and welfare of it's employees and others at work, as required by HSAWA'74 and industry Approved Code of Practice's.

The Company, and staff shall achieve and maintain a safe and healthy working environment, " a Safe Place of Work "with safe access to and egress from workplaces for all employees and others, who may be affected by the Company's operations.

The Company has requested the full co-operation and support of its employees to enable it to comply with the requirements of Health and Safety at Work legislation, through its Company and Safety Induction training.

The Company's aims and objectives are to take all reasonable measures to ensure that the health, safety and welfare of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting others who may be affected by our works. The Company will ensure that it has made adequate provision of resources and financial provisions for the implementation of health and safety legislation.

The Company will supply and provide safe plant and equipment that is suitable for the task and is properly maintained, and without risk to health. Employees will receive appropriate information, instruction, training and supervision as necessary to enable them to avoid risks and hazards.

Where our work involves the use of chemicals and substances that may be harmful, appropriate COSHH and PPE assessments together with instruction on their safe handling, transportation, use and storage will be provided.

All employees have access to the Health and Safety policy of TITANat the Company's Head Office. The Company will annually review the Policy with its staff and advisors, to incorporate any new legislation or policy and procedural amendments. Also appropriate Codes of Practice will be incorporated into the Company's own Health and Safety practices.

The Company will ensure that suitable welfare and first aid facilities are available. Where such facilities may be shared with contractors or host clients, the Company will ensure adequate facilities and arrangements for the employee's welfare at work are provided.

The Company undertakes to regularly communicate and consult with its staff on all issues relating, health, safety and welfare at work and encourage their participation in the consultation process.

The Managing Director Mr. Patrick Donnelly has overall responsibility for Health, Safety and Welfare.

**Patrick Donnelly**  
**Managing Director**

**28<sup>th</sup> October 2011**

## 2.0 Safety Planning

Risk assessments are carried out for all operations as part of our safety management system and will be reviewed on an annual basis or if there is a change of operation.

All risk assessments shall be rated to take into account the probability that harm will occur and the degree of injury or damage. This will assist in the prioritising the risk and determining suitable methods of control.

The main objective of any risk will be to eliminate or substitute it with a permanent solution. If this is not possible, then reduction controls (engineering or administrative) must be used to reduce the risk. The selection and issue of personal protective equipment, although vital, should only be considered as a last resort to the risk solution.

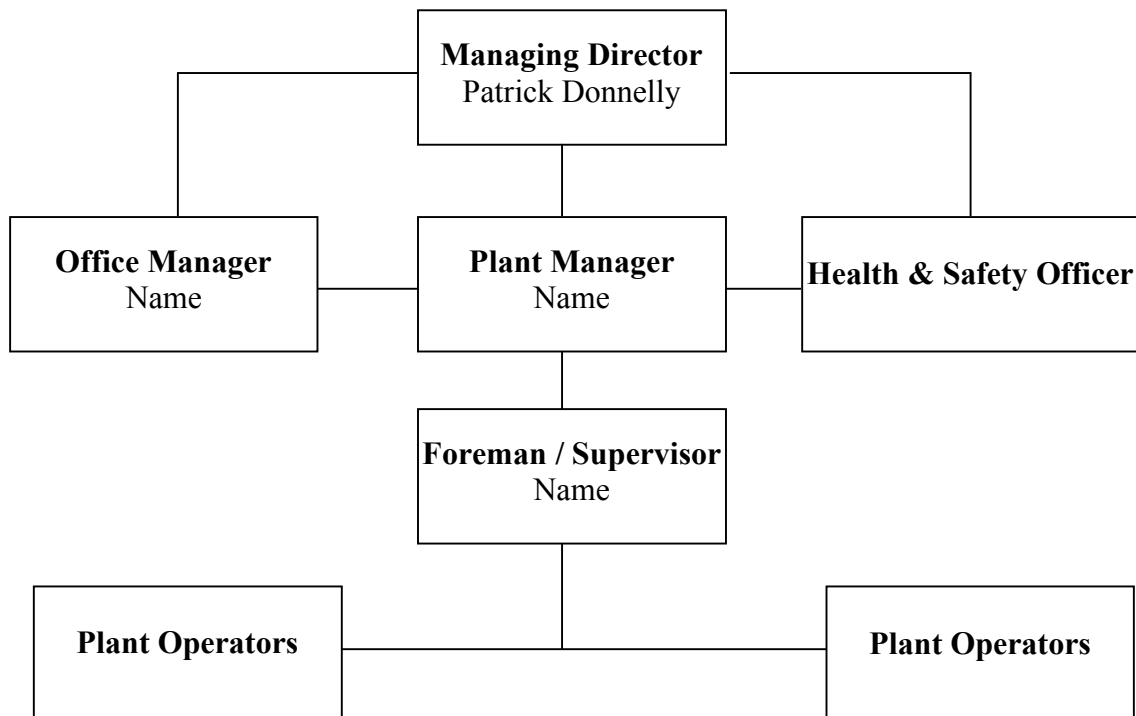
## ORGANISATION

### 3.0 Implementation and Operation

The roles and responsibilities of all staff, relating to health & safety, follow.

Ultimate responsibility for occupational health & safety rests initially with The Managing Director and then ultimately with each employee.

#### Management Structure.



**NOMINATED PERSONNEL WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES.**

**MANAGING DIRECTOR**

The overall responsibility for Health and Safety rests with the Managing Director.

The Managing Director is responsible for the overall effectiveness of the company's health and safety policy, and is required to: -

1. Ensure that the Company has sufficient financial resources to provide and maintain an effective Health and Safety Management system with all the required plant, materials and safety equipment.
2. Ensure that the Company has available all the necessary technical resources and personnel to provide and maintain a safe working environment.
3. Ensure that the company has trained and experienced personnel and are competent for the full range of tasks they will undertake.
4. Ensure that specific health and safety arrangements are made including the provision of an effective monitoring and communication system in order to promote a continuing awareness among all employees.
5. Ensure that all the Company hazardous activities have been formally assessed and an appropriate Risk Assessment has been prepared and published.
6. Arrange that the Company undertakes Consultations with the workforce on health and safety and where necessary its clients, suppliers and contractors to improve and develop health and safety.
7. Annually review the company Health and Safety Policy and ensure that all employees are informed of any significant changes.
8. Co-ordinate and implement the company health and safety policy.
9. Periodically appraise the effectiveness of the policy and ensure that the necessary changes are made and published to the staff.
10. Review all relevant documentation and correspondence from enforcement agencies, training summaries, Health and Safety Advisory Services, reports etc., in order to co-ordinate corrective and preventive action.

## HEALTH AND SAFETY OFFICER

A responsible and competent person delegated by the Company.

The responsibility of the Health and Safety Officer is to monitor, revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation.

The Health and Safety Officer, shall investigate all reportable accidents and complete the departmental accident report form in conjunction with the supervisor on all aspects of safe working and their individual responsibilities.

Should the necessity arise, the Health and Safety Officer or his nominee, is empowered to stop machinery or processes which he considers presents hazards to the operators or to other personnel.

The Health and Safety Officer, reports directly to the Managing Director and is required to: -

1. Review the company health and safety policy to ensure compliance with corporate and statutory requirements and update the documents annually.
2. Keep abreast of developments in legal, technical and medical aspects of environmental health and safety management.
3. Provide safety induction and training information and documentation for the Company.
4. Monitor health and safety activities and develop means by which safe and healthy working practices are adopted within the business.
5. Undertake regular safety inspections of the sites and report any non-compliance's to the Company for corrective and preventive actions.
6. Monitor the staff competency to comply with safety policy and procedures and report and action any weaknesses.
7. Manage the process of Risk Assessments for generic and specific tasks. Work with the Office Manager, Plant Manager, Foreman / Supervisors to ensure that the Risk Assessment and the resulting safe working methods are complied with.
8. Monitor accidents and incidents for the purpose of assessing trends.
9. Investigate all RIDDOR accidents involving death, major injury or dangerous occurrences and ensure the documentation and reports are prepared in the required time scale to the HSE and other interested parties (client, main contractor etc.)
10. Ensure that each workplace which TITAN are in control of have in place suitable provisions for first aid, fire and maintenance arrangements, ensuring first aid personnel are advised of any employee with a pre-existing medical condition.
11. Ensure that each workplace has published emergency procedures and good access and egress for fire and emergency requirements.
12. Co-ordinate all safety disciplinary issues and provides supporting information and any documentation for disciplinary enforcement.

Titan Civil Engineering  
Health & Safety Policy

13. Ensure that suitable welfare arrangements are in place so that all employees, subcontractors and visitors receive an induction to the location they are working in/visiting.
14. Assist with the assessment of Subcontractors before appointment to review their health and safety documentation.
15. Production of regular reports on the company's safety performance as part of the Company commitment to planning, regular review and development of the safety policy.

#### CONTRACTS MANAGER

The Contract Manager is required to implement the Company safety policy for the areas under his control. This includes ensuring safe and healthy working conditions are maintained, that supervisors and gangers are made aware of their responsibilities, that they are trained to carry them out, that any hazards which may arise are swiftly and adequately dealt with and that consultations are held with supervisors, specialists and others on matters which might arise concerning health and safety.

1. Co-ordinate information for the joint consultation process on all health and safety matters within the Company and arrange appropriate meetings at a regular interval to discuss the issues raised.
2. Control the company resources allocated for financial and technical support of its activities to ensure they are available for each project in a timely manner.
3. Work with the Managing Director, the Health and Safety Officer to ensure that the Company's Health and Safety Policy and Procedures comply with current legislation.
4. Monitor health and safety activities for each site and consult with the employees.
5. Review the Company Risk Assessments to ensure that all the safety provisions are in place and are appropriate for the specific site. Ensure that Employees understand the contents of the risk assessments.
6. When employing a sub-contractor ensure that all the TITAN requirements have been met before they commence on site.
7. Provide detailed information on any disciplinary issues. Also advise employees on the disciplinary procedure.
8. Collate accident reports and maintain the Company Accident Book.
9. Undertake any preliminary investigation of accidents and incidents and assist the Health and Safety Officer their any investigation.
10. Ensure that all employees have access to and understand the specific site emergency procedures.
11. Ensure that the Company has provided adequate first aid equipment and information to the employees and each site.
12. Ensure that adequate Welfare facilities are available at each site or that alternative arrangements can be made.

13. Assist the Health and Safety Officer and with safety inspections.
14. Assist in the provision of employee safety induction and continuous safety training and employee occupational training.
15. Monitor the competency of personnel and discuss performance with the Managing Director.
16. With Contracts operating under CDM regulations ensure that all Health and Safety Plan information is available to the Client / Principal Contractor and to TITAN employees.
17. Collate items raised in Joint Consultation with the workforce and others during or post contract in preparation for discussion with senior management to see if an improvement in health and safety can be achieved.

#### SUPERVISOR / FOREMAN

Supervisors / Foremen are required to implement the Company's safety policy for the areas under their control. This includes ensuring safe and healthy working conditions are maintained, that employees and contractors are made aware of their responsibilities and trained to carry them out, that any hazards which may arise are swiftly and adequately dealt with and that consultations are held with managers, specialists and others on matters which might arise concerning health and safety.

Responsible to the Managing Director for ensuring that the company's health and safety policy is observed within their scope of activities and that all the requirements necessary for effective compliance with the policy are fulfilled, and are required to: -

1. Understand their responsibilities under the Health and Safety at Work etc. Act 1974 and the company health and safety policy as it applies to them and ensure that the provisions laid down are complied with.
2. Ensure that subordinates are briefed so that they fully understand their responsibilities in establishing working practices and conditions that comply with the procedures laid down in the company's Health and Safety Policy.
3. Ensure that all activities are carried out in a controlled and safe manner in accordance with company procedures and that persons appointed to carry out the work have received suitable and sufficient training to carry out the task safely without risk to themselves or others.
4. Ensure that subcontractors and their employees understand and accept their responsibilities under the Health and Safety at Work etc., Act 1974, their company's safety policy and regulations and that all documentation required from them is provided prior to the commencement of the work activity.
5. Ensure that suitable welfare facilities are available.
6. Provide suitable protective clothing and equipment for the use of personnel and ensure their proper use at the appropriate time and those arrangements are in place for its storage, maintenance and replacement.
7. Identify training needs and make recommendations on any improvements identified during the normal work process or during staff consultations.

## EMPLOYEES

It is the duty of employees to act responsibly in relation to all matters which may affect the health and safety of themselves and other persons while on the Company's premises, and to abide by the Company's safety regulations at all times. Conditions equipment or practices thought to be unsafe should be reported to the supervisor as soon as possible. Where personal protective clothing or equipment has been provided, it should be used.

Responsible to their Supervisor / Foremen or Manager and are required to: -

1. Be familiar with the requirements of the company Health and Safety Policy and their responsibilities under the Health and Safety at Work etc., Act 1974, in particular Section 7 which states:

“It shall be the duty of every employee while at work: -

- a) to take reasonable care for their health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
  - b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.
2. Work to the agreed methods of working and procedures with regards to their work activities and report any shortcomings or defects to their superior.
  3. Be fully conversant with the correct method of using the appropriate tools and/or equipment for the task at hand, and ensure that it is in good working order and report immediately any defect with it.
  4. Always use the appropriate safety equipment and protective clothing, pay attention to and carry out all instructions given either verbally on Warning Notices or in method statements/risk assessments.
  5. Report immediately any defects in tools, plant or equipment to their superior immediately.
  6. Report immediately all accidents, dangerous occurrences or unsafe condition to their superior and ensure that a report is entered in the appropriate register (if applicable).

**AT NO TIME SHALL ANY MEMBER OF STAFF PUT THEMSELVES AT RISK  
WHEN ATTEMPTING TO COMPLY WITH THE ABOVE DUTIES.**

## PLANT OPERATORS

It is the duty of all Plant Operators to act responsibly in relation to all matters which may affect the health and safety of themselves and other persons while on the Company's premises, and to abide by the Company's safety regulations at all times. Conditions equipment or practices thought to be unsafe should be reported to the supervisor as soon as possible. Where personal protective clothing or equipment has been provided, it should be used.

The following guidance has been provided by TITAN to give Plant Operators some indication of the training that all employees will receive.

Titan Civil Engineering  
Health & Safety Policy

Training may at times be carried out on an in-house basis and shall include the following areas:.

1. Safety Induction.
2. COSHH. - Safe handling, transportation, use and storage
3. Working in Utility / Construction industries.
4. Working under a permit to work system
5. Safe use of Plant and equipment.
6. Working at Height.
7. Working with Electrical equipment
8. Accident / Incident reporting

Each Plant Operator shall at all times: -

1. Comply with the requirements of the Health and Safety at Work etc., Act 1974, Health and Safety Policy, working methods and procedures and observe and comply with all reasonable instructions given by the Company.
2. Maintain uniform safe working methods and procedures by using the equipment designated by the Company.
3. Notify the Company Representative of any accident, dangerous occurrence or incident involving the subcontractors' personnel and ensure that the accident/incident is correctly recorded.
4. Ensure that any items of plant and equipment supplied by the subcontractor comply with any statutory requirements, that any defects are reported immediately and the plant and equipment is regularly inspected, maintained and certificated.
5. Provide and maintain a safe working relationship with the management and staff of our clients
6. Provide an up to date copy of their training certificates and plant operator's tickets i.e. CITB / CPCS or industry recognised qualifications prior to any work activity.

## ARRANGEMENTS

### 4.0 Training, awareness and competence

Training needs will be identified from a variety of sources, including task-hazard inventory, accident data, employee questionnaires and previous training course assessments.

We will provide suitable training facilities. During both in-house training courses and ones presented by outside bodies, appropriate training notes will be given to all attendees as necessary.

Training will be provided, as a minimum for:

- a) Operational standards, safety rules etc.
- b) Safety practices and procedures.
- c) Plant and equipment.

The above may also be presented on site in the form of toolbox talks.

All employees will be given refresher training annually.

Training may involve reference to procedures, work instructions, safety rules, work permits, task analyses and data in relation to accidents, or incidents following any investigations.

When outside training organisations are used, a lesson plan outlining the course content will be provided and evaluated beforehand.

Records will be kept for all training received and copies of attendance records and achievement certificates gained.

### SPECIALISED TRAINING

A sufficient number of persons trained in first aid will be on site and at company premises during working periods.

All persons affected by work within Gas / Water industries will be given appropriate SHEA (Safety, Health & Environmental Awareness) training as required by our clients.

### GENERAL TRAINING

Personnel will be adequately trained and supervised. Appropriate procedures and practices will facilitate the co-operation of all personnel in assuring safety. Employees need to be aware of exposure to possible harm in their work environment including physical, chemical, biological and psychological hazards. Employees will have an understanding of these hazards and their controls as they relate to their work environment, so that they are able to recognise and take action to avoid work practices/activities likely to lead to incidents.

## SAFETY INDUCTION

All new employees will undergo a company and client safety induction.

All office-based members of staff will receive appropriate induction training

This programme shall include: -

- General safety rules.
- Company Policy / Arrangements
- Specialised department rules.
- Safety hazards, particularly health hazards to which they might be immediately exposed.
- Action to be taken by them in case of emergency.

## DISCIPLINARY MEASURES - PROCEDURE.

When there are issues of non-compliance of health and safety regulations the Company will investigate them. The Site / Office representative will collate written information, this will then be reviewed by the Company (Contract Manager and Health & Safety Officer) and the appropriate corrective action taken to ensure that there is compliance and that the employees are made aware of the situations which are causing concern.

If subsequently, the problems persists then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

**All employees** have a legal duty to co-operate in the compliance with health and safety law. If an individual ignores the Company's Health and Safety policy and associated Company procedures, or deliberately act in an irresponsible or dangerous manner a disciplinary enquiry will take place and appropriate disciplinary action taken.

Disciplinary action will take place when an employee: (This list is not exhaustive).

- Uses machinery, plant or equipment that they are not authorised or trained to use.
- Wilfully damages or misuses any item provided for health, safety or welfare at work.
- Misuses chemicals, or other hazardous materials that require safe working practices.
- Make false statements or deliberately inferring with evidence following an accident or dangerous occurrence.
- Is under the influence of alcohol or drugs when reporting for or whilst at work.
- Is in breach of Health and Safety Regulations.

Failure to observe safety rules or procedures will become a reason for disciplinary action. Records will be kept of discipline procedures.

## 5.0 Consultation and Communication

TITAN will prepare and issue a written statement of its general policy on the Health and Safety at Work of its current activities and bring the statement and any revisions to the notice of all the staff.

Employee's knowledge, experience and understanding of their working environment will be used in assessing any risks in the processes. This information can assist in developing measures to improve health and safety at work and improve the work forces' involvement and co-operation in health and safety.

The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect employees and their working practices.

Consultation will also occur with the introduction of new statutory information, any training programmes and implementing emergency procedures.

The company will keep records of the consultations and any actions arising from them.

#### SAFETY REPRESENTATIVE

Employees have the opportunity to select safety representative(s), in accordance with the relevant regulations, which require consultation. The position of the said representatives is confirmed with a written brief outlining the rights and duties of the position.

#### KNOWLEDGE OF SAFETY RULES

We will ensure that all employees have an adequate knowledge of the safety rules. We have a documented policy in relation to the promotion of safety awareness. Procedures should address the communication of safety information to all personnel. Toolbox talks will be given regularly by front-line managers on safety topics of current interest.

If appropriate, handouts will be given to participants. The front-line manager will follow up any matters arising from these talks. In addition front-line managers will engage in one to one training/awareness sessions with their team members.

Safety talks or presentations will be given at appropriate intervals to all personnel.

Safety Alerts will be used to promote safety awareness. Use will also be made of notice boards, which will be under the control of a nominated person. A safety Poster programme will be in place, under the control of a nominated person. Posters will be replaced frequently.

#### METHOD STATEMENTS

Method statements will be prepared from identified critical tasks, and will describe the safety procedures to be carried out and precautions to be observed, in appropriate detail. All method statements will be available as required, and will be distributed and communicated effectively. They will make reference to any other relevant safety documentation. Method statements will be available for every safety-significant operation. Ideally safety aspects will be incorporated within process work instructions. Work instructions, safety signs and notices will be in language, which can be easily understood by persons using them.

#### SAFETY RULES

General safety rules are to be observed by all persons on site, whether employees or visitors. This will be undertaken via site induction and/or toolbox talks and will be documented and communicated by posting up at suitable locations. Specialised safety rules will be identified from critical tasks. These rules will be distributed and communicated effectively to all relevant persons.

Adequate controls will be in place to ensure compliance with safety rules. Failure to comply with safety rules will be considered a disciplinary offence. These rules will be reviewed for adequacy according to a schedule. Employees will have input into formulation of safety rules.

## 6.0 Hazard identification / Risk Assessment.

Under Management of Health and Safety at Work Regs. 1999 ( MHSWR) the company are required to assess, record and re-assess requirements for *all* risks to employees at work and for *all* risks to others who can be affected by the conduct of any business operation.

The assessment is of 1) What could go wrong?  
2) What is needed to prevent it going wrong?

The major categories of hazards encountered are Mechanical, Electrical, Chemical, Physical, Environmental and Behavioural.

The major categories for prevention are Planning and precautions, Use of Safety Equipment, Training, Supervision and use of safe systems of work.

Consideration has been given to several parameters, all of which play a significant role in assessing the overall risk of a particular operation.

To assist in producing a manageable solution, Pressford Services Limited produced the following risk category matrix

- 1) Low Risk
- 3) Medium Risk
- 4) High Risk

Management will ensure that there is a systematic evaluation of all hazards, as required by the Management Regulations, by referencing the following sources of information:

- a. Legislation/approved codes of practice, which provide guidance and minimum requirements.
- b. Guidance produced by relevant enforcing authorities.
- c. International guidance.
- d. Relevant national/international standards.
- e. Industry/trade association guidance.
- f. Personal knowledge and experience.
- g. Accident, ill health, incident and near miss data.
- h. Expert advice from competent personnel.

The following are the principal hazards that are created by our work activities:

1. Persons or objects falling from a height.
2. Slips, trips and falls.
3. Use of plant and equipment including mobile elevated work platforms, cranes, lifting accessories etc.
4. Exposure to hazardous substances.
5. Testing and commissioning.
6. Contact with electricity.
7. Manual handling.
8. Lone working.
9. Confined spaces.

The company recognises its statutory duty to assess the major risks to the health and safety of its employees and others affected by its operations. In order to fulfil this duty, management are

charged with the responsibility for carrying out the formal assessments of risks in the workplace and to determine the necessary preventive and protective measures required.

All risk assessments are continuously reviewed and where circumstances have changed to such an extent as to render the original assessment invalid a new assessment shall be carried out.

## **7.0 HOUSE KEEPING / SITE TIDINESS.**

Site tidiness must be considered at all stages of the work and good co-operation is expected between TITAN and our clients. Waste material, especially combustible material, must be controlled and either deposited in an agreed area, or removed from site. Spillages of oil, diesel and other substances must be dealt with immediately.

The site needs to be kept tidy, in particular walkways and stairs, there should be no tripping hazards such as trailing wires and loose materials. This is especially important for emergency routes.

During any demolition works loose timbers with nails in must be properly stored and promptly removed from site, to minimise the risk foot and other injuries.

Paper and timber off-cuts and other flammable materials must be properly stored and promptly removed from site to reduce fire risks.

TITAN site supervisor / foreman and project management will inspect and audits sites to monitor that the requirements for site tidiness are being met and that sufficient storage bins and skips are available to keep the waste materials under control ready for removal from site.

## **8.0 DISPOSAL OF WASTE**

Environmental Protection Acts, Controlled Waste Regulations, COSHH Regulations and Manual Handling Regulations.

The Company will plan for the regular removal of rubbish, debris and surplus materials for its sites to an authorised collection point. All non-hazardous material will be disposed of at an approved site or collected by an approved contractor.

Hazardous materials will be removed by competent persons in their proper containers and to the method recommended by the manufacturer / supplier in the COSHH data sheets and to the requirements of the Waste Regulation Authority.

The Company will retain copies of the waste transfer documentation.

Company personnel will be briefed on the requirements for waste disposal. Site Management will monitor the waste materials and their disposal.

## **9.0 WORK EQUIPMENT**

### **Provision and Use of Work Equipment 1998**

The following regulations contain requirements to be complied with in the provision, inspection, maintenance, operation and use of plant on site: Provision and Use of Work Equipment 1998 and Lifting Operations and lifting Equipment Regulations 1998

Health and Safety Guidance Notes contain a number of specific recommendations in the Plant and Machinery Series. These will be referred to where applicable.

Other Guidance Notes also contain certain recommendations, which affect the use of plant on site. These and all other British Standards will be referred to and complied with whenever relevant.

The site supervisor / foreman will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported to the Plant Manager immediately.

The site supervisor / foreman will ensure that only authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the site supervisor / foreman will report to the Contracts Manager or Plant Manager immediately.

No young person, under 18 years of age is permitted to operate any item of plant or act as banksman unless being trained under the direct supervision of a competent person.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and THOROUGH EXAMINATION CERTIFICATES will be requested and checked by the site supervisor / foreman and all items of plant requiring weekly inspections by operator or other competent person will have the inspection recorded in the site register regardless of any register kept by the operator.

The supervisor / foreman will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried with specific requirements.

The site supervisor / foreman will ensure that any defect notified by Plant Operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

The site supervisor / foreman will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

#### SAFE SYSTEM AT WORK.

Hazards with the use of plant arise out of:

- Unskilled operation;
- Incorrect use.
- Poor maintenance;
- Reversing unsupervised.
- Defect in machine unchecked.
- Noise.

All banksmen, supervisory staff and operatives required to enter earth moving areas will be provided with high visibility vest.

Plant Operators must not drink alcohol during working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. Cranes, excavators, dumpers etc.) will be provided with safety helmets and will be required to wear them as directed by the site supervisor / foreman

Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

## **10.0 ELECTRICAL POWER TOOLS.**

The following regulations apply to the use of electrical power tools on site or other workplaces.

- The Electricity at Work Regulations 1989.
- The Personal Protective Equipment at Work Regulations 1992.

Guidance on the safe use of electricity on construction sites is found in the following publications.

- The I.E.E. Regulations for the electrical equipment of Buildings, Section H.
- The British Standard 4363 1991 - Distribution units for electricity supplies for construction and building sites.
- British Standard 4363, 1991 - Industrial plugs, sockets, outlets etc.

Various other British Standards apply to the type of cabling and power tools.

The following Health and Safety Executive Guidance Notes will be complied with where applicable;

Copies of the relevant regulations will be kept at Head Office for reference.

The site supervisor / foreman will ensure that all portable electrical tools and equipment is maintained and tested as per the required periods.

Only authorised persons shall be permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to supervisor so that immediate steps can be taken to have defects remedied by an approved electrician or Hire Company.

### **SAFE SYSTEM OF WORK.**

All cable connections must be properly made under no circumstances is insulation tape to be used for any repair or joint in extension cables.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

## **11.0 MAINTENANCE OF PLANT AND EQUIPMENT**

TITAN will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log this log is to be kept up to date.

The Company has a statutory duty to maintain its plant and equipment and avoid risks to health and safety.

The Company will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required these will need to take into account the operational needs as well as health and safety considerations and the possible impact on the environment. Also allowances must be made for the aptitude and skill of the operator.

TITAN may use:

- Unscheduled or breakdown maintenance
- Scheduled or routine maintenance
- Planned preventive maintenance
- Predictive maintenance
- Improvement maintenance.

The Company will provide adequate supervision that provides information and training to ensure that there is compliance with safety procedures.

The Company will develop safe systems of work, which identify risks hazards and then eliminate or control the risks to a minimum.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and must not misuse the equipment. Operatives must report all faults, damage, defects or malfunctions to their Supervisor / foreman. They must not use defective equipment. Defective equipment must be immobilised and identified as awaiting repair.

#### PREVENTATIVE MAINTENANCE

Where practicable a programme of routine preventative maintenance shall operate. The programme should be documented in adequate detail, and records kept of work carried out under the programme. Unscheduled downtime and “non-casualty” repair costs should be used to identify preventive maintenance needs.

### **12.00 Safety Equipment and Personal Protective Equipment**

We maintain a policy on personal protective equipment - explaining the need for it, and the importance of following procedures in relation to proper fitting, use, and care of such equipment. The need for safety equipment, including personal protective equipment will be identified using the task-hazard inventory input from employees. Where appropriate this will be documented in the form of a task- PPE requirements matrix. PPE will be supplied free of charge where the equipment is necessary for the job. An inventory will be maintained of all such items.

Safety equipment will be available at, or close to, those locations where it is needed. Personnel will receive adequate instructions in its use, fitting, adjustment and replacement.

Records will be kept of the issue and use of protective equipment. In particular, records should be kept of cleaning and replacing parts of respiratory protective equipment and other safety-critical equipment, as appropriate. These records will be analysed by a nominated person to identify any trends or patterns, where appropriate.

The Supervisor / foreman shall enforce the use/wearing of such equipment and monitor compliance. When required this should be qualified using the task PPE requirements matrix. Training must be given to the use of PPE.

TITAN and any hired plant operators will:

- Comply with the Personal Protective Equipment at Work Regs. 1992.
- Provide and maintain P.P.E. of an acceptable standard as identified in their risk assessment.
- Make provision for the proper storage and cleaning of P.P.E.
- Renew old or worn out equipment as required.

For all maintenance operations in a designated restricted area, it is mandatory that employees shall wear a safety helmet and safety boots or safety shoes at all times. Other P.P.E. may be required according to the contractor’s policy and risk assessment. With regards to work inside the sales building, or inside other buildings, contractors should abide by their own policies with regards to P.P.E.

When construction activities are being carried out, safety helmets and safety boots will be worn at all times, or in accordance with the site rules issued by Pressford Services Limited.

## PERSONAL PROTECTIVE EQUIPMENT - VISITORS TO SITE

Official visitors to sites (e.g. surveyors, gangers, inspectors etc.) will be required to wear a safety helmet. Other P.P.E. such as safety boots and high visibility clothing should be considered and used when required. Visiting managers, gangers or supervisors or contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

### 13.00 Noise

Supervisors / foreman are required to continually review the situation and where necessary conduct a noise assessment in association with the Health and Safety Officer.

Where noise is perceived or deemed to be excessive, suitable steps shall be taken by management to eliminate or reduce the noise at source. If it is not possible, hearing protection shall be provided.

Hearing protection is to be seen as the last resort. If management require advice - this can be obtained from the Managing Director.

#### NOISE AT WORK REGULATIONS. 1989

- Noise, which affects the health of workers i.e. the Health & Safety at Work etc. Act 1974.
- Noise at Work Regulations 1989.
- The Management of Health & Safety at Work Regulations 1999.

The Control of Pollution Act 1974 - requires contractors to use the best practical means of controlling construction and demolition noise.

British Standard Code of Practice BS 5228 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains advice on the protection of workers from the health risk of noise.

The Department of the Environment Property Services Agency leaflet No 72 'Noise Control on Building Sites' also gives advice on this subject.

The Company will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

GUIDELINE: Can the person using the equipment talk to someone 2 meters away without having to shout to be understood? If they have to shout, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered.

If there is any doubt, employ competent people and equipment to assess the noise levels.

#### ACTION LEVELS:

First Level	80 decibels - inform employees and offer ear protection on request.
Second Level	85 decibels - set up protection zones and enforce wearing of protection
Peak Level	140 decibels - for intermittent high impact noise, limit exposure time, reduce the noise levels to the lowest levels, wear personal ear protection.

The Contracts Manager will ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes accounts of effects of noise on the workers or the public.

Where personnel will be required to work in situations where high levels of noise are likely to be encountered the Contracts Manager will ensure that full information is obtained before work commences on the levels and the frequencies of noise.

Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Regular monitoring of noise levels and frequencies will be planned as required.

Instruction and training will be provided to supervisors and operatives required to work in premises or with plant which is likely to result in exposure to high noise levels.

#### SUPERVISION. -NOISE

The Supervisor / foreman will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors etc. are used. Supplies of ear defenders or other hearing protection will be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when operative is exposed to noise.

The Supervisor / foreman will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the Plant Manager immediately.

#### SAFE SYSTEM OF WORK. - NOISE

The Safety Consultants can provide the following services:

- Carry out a noise survey to establish levels and frequencies of noise.
- Regularly monitor noise levels and frequencies.
- Give advice on noise control measures.
- Arrange for Audiometric testing of operatives.
- Arrange for individual monitoring of exposure.
- Provide training and instruction for personnel.
- Requests should be made via the Safety Officer.

#### **14.0 Display screen equipment.**

The use of display screen equipment is not generally a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eyestrain, fatigue and stress.

TITAN will undertake assessments to check that the DSE is properly installed in an acceptable environment

DSE users are to co-operate with the assessment and efficient use of their workstation and report any difficulties or defects, which could potentially contribute to a health hazard.

Employees who are required to use DSE for substantial work will receive training so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced.

Where tests show that eyesight correction is needed to carry out work on DSE corrective spectacles required solely for DSE will be obtained for the user.

Each workstation will be reviewed prior to being put into use in order to ensure compliance with the regulations and as soon as practicable after being put into use a formal assessment of the workstation will be undertaken.

These arrangements will then be reviewed on a periodic basis or after any significant changes to the hardware or software associated with the workstation.

All employees using a workstation for at least 1 ½ hours/day will be given a free eyesight test upon their request. If corrective lenses are required, following the eyesight tests, an allowance will be provided.

### **15.0 Health Hazards / Industrial Hygiene**

Where practicable health hazards should be eliminated. Where this is possible controls will be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls should include engineering controls, work practice controls, exposure time controls, administrative controls, PPE controls and training in occupational health hazards.

Employees will be adequately informed on the risk posed by the workplace or the process. Risks should be minimised by the most effective means, as required by law. Where necessary, special first aid facilities for health risks will be provided. First aid reports will be analysed with a view to identifying improvements in health-related first aid facilities. Risks involved will be highlighted in the contract safety plan.

### **16.0 Safety Signs**

Adequate safety signs will be displayed prominently, in accordance with legal and other requirements. Requirements should be determined by a systematic survey. All safety signs must conform to current legislation.

### **COLOUR CODING**

Where appropriate colour coding of the piped and other services should be used to facilitate identification. The need for such coding should be determined by a systematic survey, to comply with the British Standard.

## **17.0 Materials Handling - Manual Handling**

Heavy or awkward items should be lifted or moved at all times in a safe manner, according to written procedures or method statements - but in all cases will comply with the Manual Handling Regulations. All Personnel will be trained in relevant manual handling techniques. All manual handling assessments are continuously reviewed and where circumstances have changed to such an extent as to render the original assessment invalid, a new assessment shall be carried out. Goods should be lifted mechanically rather than manually where feasible.

Equipment used for mechanical handling should conform to relevant legislation. It should be operated, maintained and inspected according to written procedures or rules.

### **MANUAL HANDLING & LIFTING.**

The following regulations apply to the manual handling or lifting of materials:

- The Manual Handling Operations Regs. 1992.
- The Provision and Use of Work Equipment Regulations 1999.
- Lifting Operations and Lifting Equipment Regulations 1999.
- The Management of Health & Safety at Work Regulations 1999.

“A PERSON SHALL NOT BE EMPLOYED TO LIFT CARRY OR MOVE ANY LOAD SO HEAVY AS TO BE LIKELY TO CAUSE INJURY TO HIM”.

The Supervisor / foreman will ensure that materials are handled as far as possible by machine. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

Supervisory staff will instruct any operative in the correct handling and lifting of loads as required.

Supervisory staff will ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which cause injury to hands.

The company will encourage the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.

The Supervisor / foreman will not require any operative, particular a young persons to lift without assistance, a load that is likely to cause injury.

### **SAFE SYSTEM AT WORK.**

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc;
- Hernias.
- Lacerations, crushing hands or fingers.
- Tenosynovitis, Inflammation of Tendons.
- Bruised, or broken toes or feet,
- Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.  
Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

## **18.0 Control of Substances Hazardous to Health (COSHH)**

### STANDARDS REQUIRED

- 1) A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health e.g.
  - The Control of Substances Hazardous to Health Regulations 1999
  - The Control of Asbestos at Work Regulations 1987 & 1998
  - The Control of Lead at Work Regulations 1998
  - The Carcinogenic Substances Regulations 1967
  - The Construction (Health & Welfare) Regulations 1996 - Requirements for ensuring hygiene measures are provided on site.
- 2) A wide range of guidance notes and advisory literature is available on the precautions required with various substances and all recommendations will be applied as required.
- 3) The General Guidelines to applied are covered in Health and Safety Executive Guidance Notes:
  - EH 16 Toxic Substances, a precautionary policy.
  - EH 26 Occupational Skin Diseases Health and Safety Precautions.
  - EH 40 Occupational Exposure Limits.
  - EH 42 Monitoring Strategies for Toxic Substances.
  - EH 44 Dust in the Workplace: General principles of protection.
- 4) Information on the requirements of the regulations and advice on precautions required to handle use or dispose of any hazardous substance is available from the Safety Consultants on request.

### PLANNING PROCEDURES.

1. The Contracts Manager will ensure that before work starts on site, information is obtained on any materials or substance to be used or likely to be encountered which could be a hazard to the health of operatives.
2. If possible, arrangements will be made for an alternative, less hazardous material. Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities medical examinations etc. must be planned before work commences.
3. All operatives engaged in any process involving the use or handling of any hazardous substance will be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc. as required.

## SUPERVISION.

1. The Contract Manager and Supervisor / foreman will ensure that all procedures planned to handle or use any hazardous substance are carried out fully and that any protective clothing equipment or hygiene measures are provided and maintained as required.
2. Any necessary air sampling, medical examinations, testing etc. will be carried out as required and records will be kept on site during the operations.
3. All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

## SAFE SYSTEM AT WORK

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis, etc. cement, acids, epoxy resins etc.
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion, swallowing.

1. The Safety Officer will be asked to provide advice on precautions required with substances where any risk to health is known or suspected and can carry out any sampling, analysis, monitoring etc.
2. The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given on the attached tables or separate policy sections.
3. Almost all chemical materials are potentially dangerous. Although they may find their way into day-to-day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply: -
4. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied; always observe good industrial hygiene practice.
5. Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
6. Inhalation of chemical vapours or dust should be avoided, adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
7. Facilities for the washing and cleansing of the skin must be made available, with the necessary cleansers and barrier creams.
8. Store all products in ventilated areas away from extreme of temperature and environment.
9. Clean all spillage instantly and dispose of waste and used containers properly.
10. Except for transport in closed packages, materials must be handled only by authorised personnel.
11. Ensure the correct equipment for handling the products is available.

12. If any person handling the materials shows any symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
13. Read the data sheet, container labels and detailed health and safety information before using any products.

#### STORAGE OF HAZARDOUS MATERIALS.

Procedures for the operation of storage areas should be documented particularly with regard to hazardous goods.

Hazardous substances and preparations, as defined by law should be handled and disposed of in a safe manner. Written handling procedures should cover rules, storage requirements, inspection and housekeeping. These materials should at all times be handled and stored in accordance with the relevant Material Safety Data Sheet, an up-to-date version of which should be kept readily available, nearby.

### **19.0 Working at Heights**

The company recognises that falls from height are one of the major causes of serious injury within our working environment. Therefore, careful consideration is given to the provision of safe access and working platforms whenever personnel are required to work aloft (in all cases the company requires a risk assessment and/or method statement to be produced).

#### WORK AT HEIGHT. Step Ladders, Access Ladders and Scaffolding

In construction, 50% of all serious accident occurs because a person falls. A further 20% occur because materials fall on to someone. Therefore any work at height (above 2 metres) is to be restricted to those employees who have been trained properly and are experienced in such work.

#### STEP LADDERS.

Stepladders provide a freestanding means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Avoid over reaching. The top step is not a working platform; it is not designed for this purpose. The stepladder must be fit for the purpose, the correct working height and in good condition. If it is not it must not be used.

#### LADDERS.

If ladders are to be used make sure that the work can be reached without stretching and that a good handhold is available. Ladders may only be used as a means of access or for carrying out light duties of short duration subject to the following:

- They must be sound and free from danger (i.e. inspect the ladder before use).
- They should be secured near to the upper end or firmly 'footed' at the base by a second person.
- They should never be left unsecured in a vertical position nor used during periods of high winds.
- They should be manufactured to: BS 1129 for timber ladders. BS 2038 for aluminium ladders.

## SCAFFOLDING AND MOBILE TOWERS.

Only personnel who are properly trained and competent shall be allowed to erect, alter or dismantle scaffolding. All scaffolding and mobile towers must conform to the Construction Regulations.

Powered access platforms are often used instead of scaffolding, especially for short duration maintenance tasks. When using such equipment Pressford Services Limited will ensure:

- Operatives are trained and certificated.
- Copies of any statutory test and thorough examination certificates for the equipment are available on site.
- When not in use, the unit is left in an agreed position and is immobilised.

Tasks requiring operatives to work at heights over two metres will be planned by the Company to provide a safe working environment.

- Check there is a safe method of getting to and from the work area
- Decide what particular equipment will be suitable for the job and the conditions on site.
- Make sure work platforms and any edges from which people are likely to fall have guardrails and toe boards or other barriers.
- Make sure that the equipment needed is delivered to site in good time and that the site has been prepared for it,
- Check that the equipment is in good condition and make sure that whoever puts the equipment together is trained and knows what they are doing.
- Make sure those who use the equipment are supervised so that they use it properly. The more specialised the equipment, the greater degree of training and supervision required to ensure safety.
- Check any equipment provided by others is safe on site before using it.
- Ensure that any defects are promptly notified and remedied by a competent person.

## 20.0 Road Transport

The Company will provide road transport, vans and cars that are suitable for the task and comply with Road Traffic legislation.

### VEHICLE SAFETY FOR OPERATIVES.

Always check that your vehicle is in good condition and suitable for the task before commencing loading or your journey. Report any possible issues to your Supervisor.

Use and regularly complete the Company's Vehicle Check List document.

If a fire should break out within your vehicle, (possible engine fires etc.), place the vehicle in the safest possible place off the highway, retreat from the vehicle to a safe distance to assess the situation. If possible use the fire extinguisher but do not endanger yourself. Call for assistance from the emergency services and report the incident to Head Office. Remain near the vehicle until the emergency services arrive and give them advice on the vehicle and its contents.

### TOOLS AND EQUIPMENT ON THE VEHICLES.

The vehicle has the standard issue of tools. Company policy is if you are competent to undertake a task safely, first check that the tools are in good condition then assess the task to ensure that you have the resources to complete the task. Where any doubt or safety issue is involved, report the issue to the Office and then call out the AA. / or Breakdown Service.

## DRIVERS PERSONAL PROTECTION

**You must wear, when appropriate or directed by your Supervisor.**

Safety Boots, to protect feet from drops of materials.  
Gloves when handling sharp or uneven surfaces. Also help with secure grip.

Always load and drive your vehicle safely. Do not attempt to unload heavy goods where assistance is required and the customer has been informed that help is required.

Road transport vehicles should be operated, maintained and inspected according to written procedures. No mobile phones are to be used when driving (including hands-free).

### 21.0 Healthcare

Monitoring of employees' health with respect to known health hazards is undertaken as part of the company Induction process, all TITAN employees are required to complete a medical questionnaire at appointment stage. Employee health records should be kept confidential, and retained for a period of at least 20 years or as required by law.

Health Surveillance will be considered where:

- it is required under specific legislation
- there is an adverse health condition or an identifiable disease related to the work and to which the employee is exposed.
- there is a reasonable likelihood that the health condition or the disease may occur in the conditions of work to which the employee is exposed.
- valid techniques are available to detect indications of the condition or disease
- the surveillance is likely to provide further protection of the health of the employees covered.

Common Occupational Health Hazards.

- Repetitive tasks (RSI)
- Hazardous substances (COSHH)
- Noisy operations
- Risk to eyes
- Manual Handling

The Company monitor its activities and prepare risk assessments for tasks where there is a possibility of occupational health hazards and undertake appropriate health surveillance and monitoring. It will also ensure that preventative and protective measures are taken in line with its risk assessments and any specific legislation.

### 22.0 Drugs

The taking of non-prescribed drugs, controlled drugs or other practices involving abuse of substances is strictly prohibited at all locations occupied by the company's staff.

Any person found in possession or under the influence of such substances (or reasonably believed to be in possession or under the influence of such substances) will be refused access to or removed from any location that the company is in control of or working on and will be reported to the Managing Director for disciplinary action.

### **23.0 Alcohol**

Any person found in possession or under the influence of alcohol (or reasonably believed to be in possession or under the excessive influence of alcohol) will be refused access to or removed from any location that the company is in control of or working on and will be reported to the Managing Director for disciplinary action.

### **24.0 Smoking**

With regards to the health of employees it has been decided, after prior consultation with employees, that smoking will not be permitted within any location under the control of the company.

If an employee has been identified as a habitual smoker, the company will give every assistance to encourage them to give up smoking.

### **25.0 Monitoring of Safety Policy Procedures.**

The Company will regularly monitor the effectiveness of the health and safety systems and it's safety performance.

Health and Safety matters to be monitored by the Company:

First Aid	Accidents, Emergencies, First Aid Box (as)
Welfare	Clean and Satisfactory
Fire Precautions	Equipment and Instructions
Housekeeping	Access and Egress to and from, materials properly stored
General hazards	Created by bad practices, design, material or substances.
Documentation	Relevant health and safety notices and information.
Safety Equipment	Tools and Personal Protective Equipment
Access Equipment	Scaffolding, Ladders, Steps
Plant and Machinery	Suitable and safe, also well maintained
Training	Suitably trained staff and supervision for the task.

The aim of the monitoring is to provide a planned approach to building in compliance and targeting issues when problems they occur.

The Company's Policy Procedures are to be appropriate and relevant to TITAN and where they are found not to be suitable or practical they will be reviewed and developed to ensure they are beneficial for the Company and in compliance with the current legislation.

#### **TECHNICAL INSPECTION OF EQUIPMENT**

An inventory will be drawn up of all equipment subject to statutory or technical examination by outside bodies. Such equipment should be inspected as required, and should be included in the inspection schemes.

#### **ENVIRONMENTAL MONITORING.**

TITAN are aware of the Environmental requirements of ISO 14000 Environmental Management Systems 1996.

The requirements on TITAN and its clients is to minimise the adverse environmental effects of its activities through planning and operational controls, undertaken on each project as they take place.

TITAN will fully co-operate with the stated environmental policies of its clients, where it affects the work undertaken by TITAN and it's sub-contractors.

The Management of TITAN is committed to support the continual improvement of environmental objectives where it is relevant to TITAN activities, products and services.

Our Environmental monitoring will be part of our Health and Safety Inspection and Auditing. We also include the Manufacturers and suppliers data sheets for COSHH items in our management of items likely to affect the Environment.

We monitor that we are following our procedures for the safe storage, transportation, handling, use and correct disposal hazardous products.

We also work closely with our clients and our suppliers to ensure waste product is correctly disposed of and if possible recycled.

We also monitor the market place to keep up to date with any new products that are more environmentally safe that the product our client or we is currently using.

TITAN is involved with the development of control systems that are more environmentally aware by adopting our industry's Approved Code of Practice.

The Company will use Consultants / Advisors experienced with Environmentally monitoring to ensure that the Company is achieving it's stated environmental targets and is compliant to current Environmental legislation.

## **26.0 Accidents, incidents, non-conformances and corrective and preventive action.**

### **ACCIDENT REPORTING**

Every accident, which is considered to be sufficiently serious, is to be the subject of a departmental accident report initiated and completed by the injured person's manager or supervisor and the Health and Safety Officer or his nominee.

An investigation is to be held immediately to determine the cause of the accident and where necessary remedial action is to be taken without delay.

Dangerous incidents that do not result in injury are reported on the appropriate form to the Health and Safety Officer or his nominee and likewise investigated.

Injuries, industrial diseases and dangerous occurrences as described in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are reported to the Health and Safety Executive. (RIDDOR Regulations)

Regular inspections and maintenance on certain equipment are statutory requirements. Records of inspections and maintenance are kept in registers, which are available for examination for internal audits and any external requirements

Order of reporting: - Office.  
Client  
HSE (Health and Safety Executive)

## ACCIDENT PREVENTION POLICY

The Company has publicly stated its commitment to Health, Safety and Welfare.

We must perform our duties safely and with consideration to others. Our activities will be carried out having due regard to current legislation and statutory requirements with appropriate safeguards against exposing employees and others to risks to their health and safety.

These aims will be achieved within the framework of the Company's organisation and arrangements for the promotion of Safety, Health and Welfare.

Where reasonably practicable all steps should be taken to achieve safe system of work;

- The Company will take all reasonable measures to ensure the health, safety and welfare at work of all its employees in fulfilment of its moral, legal and economic responsibilities.
  - These measures will also be aimed at protecting others, who may be affected by our work.
  - Your management recognises its responsibilities to create the right circumstances and conditions in which work may be carried out safely. All employees also have a legal duty not only to work safely but also to co-operate in efforts made to create and maintain safe working conditions. Failure to do so, may under the Health and Safety at Work Act, be regarded as a criminal offence and lead to prosecution.
  - Patrick Donnelly has overall responsibility for health, safety and welfare throughout the Company. Staff are responsible to him for carrying out the safety policy of the company within their area of responsibility and for making all their staff aware of their particular responsibility in regard to the health, safety and welfare of themselves and employees under their control. The procedure for reporting accidents and risk will be outlined to all employees. The Company Safety Officer will investigate all accidents.
  - At the estimating and planning stage of all work, the company will take account of all requirements necessary to ensure the health, safety and welfare of employees.
1. The Company will ensure that there is adequate communication with other contractors on matters affecting the health, safety and welfare of employees.
  2. The Company will provide all the necessary instructions and information about the specific hazards to all concerned and will, where necessary provide for training to bring this about.
  3. The Company will provide and keep in good repair the necessary tools, plant equipment and protective clothing to ensure the health, safety and welfare of employees.
  4. In cases where employees provide their own tools; it is their responsibility to maintain them in good repair and proper order and if, requested to do so, replace or repair any tools, which fail to comply with safety regulations.
  5. All employees must safeguard the Company's tools, plant, equipment and protective clothing and have a duty to report any defects to their immediate superior.

Employees must also take special care when using scaffolding, lifting gear and other equipment provided by another contractor. Where such equipment does not comply with the regulations or with the Company's safety policy.

## ACCIDENT INVESTIGATION & RIDDOR NOTIFICATION

Under the RIDDOR Regulations TITAN are obliged to keep records of all Notifiable injuries, dangerous occurrences and diseases, this information must be available for review and investigation.

After a reportable accident TITAN will attempt to record the event by taking photographs, sketches and measurements of the scene. Any witness statements will be taken and a detailed investigation will be undertaken.

The investigation is to include the working environment, the training and job experience of the victim, the job supervision and equipment maintenance, was the correct PPE issued and being worn, were any legal standards being breached.

TITAN Management will finalise the report and submit any relevant RIDDOR information on HSE Forms F2508 and F2508A to the local HSE office responsible for the area where the incident took place and TITAN will maintain a record of the incident in the Company's accident book and files.

## REPORTING OF HAZARDS AND ACCIDENTS

All accidents and hazards to be reported. This requirement applies to all personnel.

For incidents that are of a reportable nature, excluding fatalities, the senior member of staff will contact the Health and Safety by telephone and fax the report immediately.

For fatal accidents the senior member of staff shall ensure that the area surrounding the incident is immediately vacated. They shall then contact the police and then the Managing Director who will inform the enforcing authority and follow the divisional reporting procedures.

Where witnesses are detailed on a report, a witness statement from each of the individuals named must accompany the report.

Each incident that involves a fatality, major injury, dangerous occurrence, near miss or serious "3 day accident" will be investigated by the Managing Director in association with the senior company representative responsible for the location.

## FIRST AID AND MEDICAL ASSISTANCE

At each work location where the company's employees are based, the management shall ensure that suitable first aid equipment is available for everyone's use.

The company's management on the need and provision of suitably trained personnel to administer first aid shall then assess each location.

Subject to contractual arrangements the following will be used as a baseline guide as to the minimum acceptable levels of trained personnel:

- 1) 1 First-Aider and 1 Appointed Person within the company's premises.
- 2) 1 Appointed Person for sites employing more than 5 but less than 50 staff, including subcontractors.
- 3) 1 First-Aider and 1 Appointed Person for sites employing more than 50 staff, including subcontractors.

## **27.0 Management Review**

The management of the organisation will review the safety system to ensure that it is being fully implemented, and that it remains capable of achieving the company's objectives. The review should be carried out by the Managing Director, and should involve a majority of managers.

This full review will be carried out at least annually.

END