

Health and Safety Policy

Crummock

Crummock (Scotland) Limited

Health and Safety Policy

CONTENTS.....

REVISION

1.	HEALTH AND SAFETY POLICY STATEMENT.....	3
2.	ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE COMPANY SAFETY POLICY.....	5
2.1.	<i>PURPOSE.....</i>	5
2.2.	<i>ORGANISATION.....</i>	5
2.3.	<i>ARRANGEMENTS.....</i>	7
2.3.1.	<i>Principles.....</i>	7
2.3.2.	<i>Services available within the company.....</i>	7
2.3.3.	<i>Reporting Structure.....</i>	7
2.3.4.	<i>Information.....</i>	7
2.3.5.	<i>Safety Training.....</i>	7
2.3.6.	<i>Safety Appraisals (including Risk Assessments).....</i>	8
2.3.7.	<i>Inspection.....</i>	9
2.3.8.	<i>Plant and Transport.....</i>	9
2.3.9.	<i>Fire.....</i>	9
2.3.10.	<i>Welfare.....</i>	10
2.3.11.	<i>Contracts Falling Under CDM Regulations.....</i>	10
2.3.12.	<i>Visitors, the General Public and Authorised Persons.....</i>	12
2.3.13.	<i>Working at Height.....</i>	12
2.3.14.	<i>Consultation.....</i>	12
3.	SCHEDULE OF INDIVIDUALS' HEALTH AND SAFETY RESPONSIBILITIES.....	13
3.1.	<i>All Employees.....</i>	13
3.2.	<i>Company Directors.....</i>	13
3.3.	<i>The Director Responsible for Safety.....</i>	14
3.4.	<i>The Operations Directors.....</i>	14
3.5.	<i>The Safety Consultant.....</i>	14
3.6.	<i>Quality and Environmental, Health & Safety Manager.....</i>	15
3.7.	<i>Contracts Managers.....</i>	15
3.8.	<i>Site Management (Project & Works Managers, Site & Trades Supervisors, Engineers)....</i>	16
3.9.	<i>Supervisors, Foremen, Chargehands and Trades Foremen.....</i>	18
3.10.	<i>Construction, Surfacing, Plant and Trades Operatives.....</i>	18
3.11.	<i>All Persons working for the Company who are not employees.....</i>	19
3.12.	<i>Office-based Managers.....</i>	19
3.13.	<i>Workshop + Yard Employees.....</i>	19
3.14.	<i>Estimating Staff.....</i>	20
3.15.	<i>Quantity Surveyors.....</i>	20
3.16.	<i>Buyers.....</i>	21
3.17.	<i>Office Staff.....</i>	21
3.18.	<i>Those Responsible for the Employment of Young Persons (Below 18 years of age).....</i>	21

Revision History

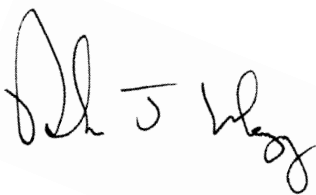
Rev.	Date	Rev.	Date	Rev.	Date	Rev.	Date	Rev.	Date	Rev.	Date
0	Policy introduced December 1993	3	December 1995	6.1	December 2001	7.1	March 2004	7.5	September 2008		
		4	October 1997	6.2	August 2002	7.2	May 2004	7.6	December 2009		
1	December 1993	5	March 1998	6.3	June 2003	7.3	June 2005	7.7	December 2010		
2	May 1994	6	May 1999	7.0	January 2004	7.4	June 2006				

1. Health and Safety Policy Statement.

- 1.1 Prevention of accidents involving personal injury or property damage is essential to Crummock's efficient operation. The planning, methods and systems required to achieve this add to the overall controls required to allow Crummock to improve its overall business performance.
- 1.2 It is company policy that our operations are to be carried out at all times in such a way as to ensure, so far as reasonably practicable, the health, safety and welfare of all employees and anyone or anything else likely to be affected by our operations.
- 1.3 Mr. Derek Hogg, Director, is responsible to the Board of Directors for the company Health & Safety Policy. This responsibility includes the formulation, implementation and monitoring of the policy, and for effective safety communications within the company.
- 1.4 In this policy the term 'safety' is defined to mean:
- prevention of injuries;
 - promotion of occupational health and hygiene;
 - control of all situations likely to cause damage to property and equipment.
- 1.5 The Board of Directors believes that every employee has a responsibility for 'safety'. Employees are asked to note that when a breach of the Health and Safety at Work etc. Act 1974 has been committed, there is provision for criminal proceedings to be taken by the enforcement officer. Such proceedings may be taken against a company, but they may also be taken against an 'individual'. The 'individual' may be a Director, a Company Secretary, a person in a supervisory position who has responsibility for others, or any employee who has deliberately disregarded detailed instructions.
- 1.6 The penalties that can be imposed on an individual for a breach of the Health and Safety at Work etc. Act 1974 are similar to those for a company. Conviction may result in heavy fines or imprisonment for serious offences.

- 1.7 All employees therefore have a duty to take reasonable care for their own safety and the safety of anyone else who may be affected by their acts or omissions. Employees must also co-operate with the company in its arrangements to meet statutory safety obligations and will be actively encouraged to do so by managers and directors. This duty includes adherence to the company safety policy, the Health and Safety at Work etc. Act 1974 and all other statutory safety legislation.
- 1.8 This policy document and the provisions contained within it shall be brought to the attention of all employees, who will be encouraged to feedback any relevant issues.
- 1.9 It will be the responsibility of the Director Responsible for Safety to review this Policy annually, and to make recommendations to the Board of Directors for updates and modifications when necessary. In doing so he will take advice from suitable, experienced safety professionals and review current best practice.
- 1.10 The prime responsibility for safety of our operations and for providing a safe place of work rests clearly upon all sectors of management and the directors will ensure that the policy is pursued with diligence through the implementation of a suitable management structure, and communicated effectively to all employees.
- 1.11 The company's Directors will commit adequate financial and physical resources to ensure the adoption and maintenance of standards of safety, health and welfare in all areas of the company's activities and exhibit their active positive commitment to those standards. The proper standards are those to meet the requirements of this Safety Policy, the Health and Safety at Work etc. Act 1974 and any other statute concerned with safety.

Signed



Derek Hogg

Director Responsible for Safety

2. Organisation and Arrangements for Implementing the Company Safety Policy

2.1. PURPOSE

2.1.1 The purpose of this section is to supplement the Policy Statement by setting out the organisation and the arrangements within the company for ensuring the effective implementation of that policy throughout Crummock's activities.

2.2. ORGANISATION

2.2.1 The company recognises that all of its employees can make a contribution to reduce accidents and ill health and that their involvement and co-operation is an integral part of the successful implementation of safety policy, the construction process and of our business.

2.2.2 Management of health and safety is a function of line management. Management at all levels is responsible for the well being of those under their control and for others to whom the company owes a duty of care. Specific responsibilities are set down in section 3.

2.2.3 Line management will at all times be accurately defined by specified chains of command from the company directors, through the site supervisory staff and then, as defined by them, to those working on site.

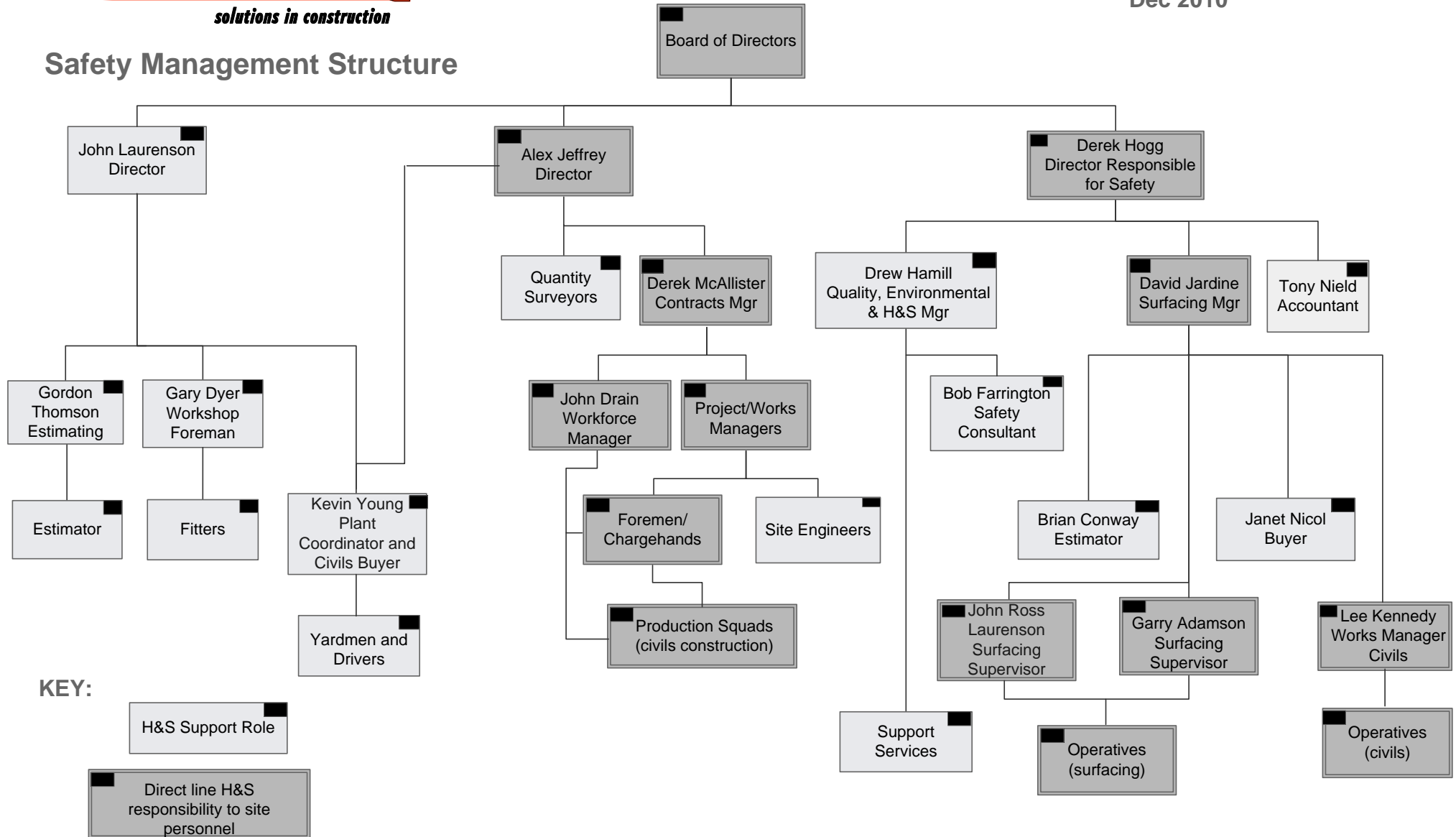
2.2.4 The company's safety management structure is set out in Figure 1 on page 6.

Figure 1



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Safety Management Structure



2.3. ARRANGEMENTS

2.3.1. Principles

2.3.1.1 The company's arrangements to pursue the aims of the policy are founded in making adequate assessment and control of risk. Where the CDM Regulations apply and the company is Principal Contractor the arrangements are implemented through the development of a Health and Safety Plan for and during the construction phase of the project.

2.3.2. Services available within the company

2.3.2.1 All employees have a duty to help Crummock implement the safety policy. Support Services Staff and other support roles (particularly estimating, purchasing, plant workshop and quantity surveying) all have responsibilities towards health and safety in the company's operations and these are set down in Section 3.

2.3.3. Reporting Structure

2.3.3.1 To ensure that health and safety performance is continually monitored and that improvement in this performance remains central to the company's objectives, the company's Safety Consultant will carry out regular inspections at Crummock construction sites and offices. These inspections may be pre-arranged or unannounced. His/her observations on health and safety will be discussed immediately with management and more formally with the Quality and EHAS Manager, who has a direct reporting line to the Board.

2.3.4. Information

2.3.4.1 A great deal of legislation, official guidance and other safety literature applies to the construction industry. The Safety Consultant and the Quality & EHAS Manager will keep abreast of regulations and guidance and will bring information to the attention of Crummock management as necessary to fulfill the aims of the Policy Statement.

2.3.4.2 Project/Works Managers, Supervisors and Foremen will ensure that all employees are fully instructed and informed in the safety aspects of their day to day tasks. Communication will be through induction training, toolbox talks, formal training for specialist work and the broadcast of site rules.

2.3.5. Safety Training

Basic Considerations

2.3.5.1 The company recognises that safety training is an integral and important part of its overall safety policy and it will be provided to employees as a normal constituent of vocational training. Minimum employee training requirements are detailed in the company Training Policy and all training is detailed annually in advance in the employee training plans by the Q&EHAS Manager.

- 2.3.5.2 No person will be employed on work involving any reasonably foreseeable significant risk unless he/she has received training to help him/her understand the hazards involved and the precautions to be taken.
- 2.3.5.3 Supervisory staff must be able to give safety training for jobs under their control and it is incumbent upon them to ensure that 'on-the-job' training is given to new employees or those new to a job.

Managerial Training

- 2.3.5.4 The company recognises, as fundamental to the success of its safety policy, that all sectors of management should have received the training necessary to control effectively the areas for which they are responsible. All Project and Works Managers will achieve the CITB Site Management Safety Training Scheme qualification and all Foremen the Site Supervisor Safety Training Scheme qualification.
- 2.3.5.5 It is essential that the training needs of the Quality & EHAS Manager are regularly appraised. They will be encouraged to seek professional qualifications to suit the company's needs.

2.3.6. Safety Appraisals (including Risk Assessments)

- 2.3.6.1 The company recognises that each place of work is unique in terms of the work, the plant, the materials and the people involved. Site-specific safety appraisals are therefore required. Senior managers will ensure that an appraisal is carried out before starting work on a site.
- 2.3.6.2 Safety appraisals will be recorded in the format of Safety Plans (where the company is Principal Contractor), safety method statements and/or risk assessments specific to the site. To ensure that the requirements of the CDM Regs and HSAW Regs are met, the company have defined the content of the Safety Plan in a master copy and hold master Risk Assessment and Method Statements which are amended as required to take account of specific site conditions. The process for completing Risk Assessments and Method Statements is defined in the Risk Assessments & Method Statements Procedure (PR-HS-004). Where appropriate these will be prepared in consultation with the Q&EHAS Manager, Safety Consultant and/or other specialists.
- 2.3.6.3 The safety appraisal will identify activities with significant risks that need to be eliminated, reduced or controlled. Courses of action will be devised and implemented to avoid the hazards.
- 2.3.6.4 The need for safety appraisals is not limited to Crummock's own construction activity on a site. Appraisals that are carried out will co-ordinate with the appraisals carried out by designers, other contractors and users of the site.
- 2.3.6.5 Where Crummock enters into design-and-construct projects, senior managers will ensure that the external designers working for Crummock carry out the statutory duties required of them. On projects where Crummock accepts an appointment as CDM Co-ordinator the company will ensure that the duties of this appointment as set out in the CDM Regulations 2007 are clearly delegated through a defined structure.

Where appropriate this structure may include delegation to external experts either in whole or in part.

2.3.7. Inspection

2.3.7.1 The company Safety Consultant will visit sites and other places of work to ensure that the safety appraisals are implemented. He/she will also check that all relevant statutory regulations, company practices, the requirements of this safety policy, arrangements and responsibilities are being observed, and that Project /Works Managers, Supervisors and Foremen receive the advice and assistance they need to fulfill their health and safety obligations.

2.3.8. Plant and Transport

2.3.8.1 The Workshop Foreman is responsible for co-ordinating the checking of all items of plant upon their return from site (including PAT testing where appropriate) and carrying out any repairs identified by the check, all scheduled maintenance and any repairs identified on the Daily Plant Check Sheet.

2.3.8.2 All operators of mechanically propelled plant must hold a relevant CPCS/NPORS card.

2.3.8.3 No person shall operate any vehicle, dumper, crane, forklift, excavator of any kind, or any other item of mechanically propelled plant on a public road unless they hold a current and appropriate driving licence and can produce the necessary documentation. Drivers using vehicles or plant on public roads will observe road traffic laws. Notwithstanding legislation, the minimum age limit for site driving is 18 years.

2.3.8.4 All drivers and plant operators must drive with care and consideration for other drivers/ operators, site personnel and members of the general public.

2.3.8.5 Drivers and plant operators are responsible for basic maintenance of their vehicles/ plant, daily checks and completion of a Daily Plant Check Sheet, and must report any defects to their line manager. Notwithstanding legislation, the minimum age limit for site driving is 18 years.

2.3.8.6 In cases where a driver needs to carry out a difficult manoeuvre (such as reversing) a banksman must be used.

2.3.8.7 No person shall operate any mechanical plant, power tools or other equipment without explicit permission and unless they understand the appropriate precautions for use.

2.3.9. Fire

2.3.9.1 It is of paramount importance to ensure that no person is at risk due to fire or explosion. Permanent facilities will have a fire risk assessment (which includes the requirements of the Fire Safety (Scotland) Regs) carried out by the Q&EHAS Manager and suitable actions taken to reduce/eliminate any risks found. All employees are briefed on fire precautions, arrangements (including muster point

location, fire marshalls etc) as part of their induction training. Site operatives are briefed on such arrangements as part of their induction on every construction site. No visitor is allowed on site without being briefed or accompanied at all times, as appropriate.

Training in Fire Prevention

- 2.3.9.2 The most important part of our fire policy is fire prevention. To this end we require all employees to become thoroughly familiar with basic good practice in fire prevention and fire fighting. Employees shall attain an understanding of the causes and nature of fire by delivery of the Toolbox Talk on Fire Safety.

Fire Fighting Equipment

- 2.3.9.3 Suitable fire fighting equipment is provided as protection against fire hazards. This equipment, together with the fire alarm system or alarm procedure, and the means of escape in case of fire, will be fully maintained. Employees shall report any defects in such equipment to their line manager.

2.3.10. Welfare

First Aid

- 2.3.10.1 Trained first aiders and/or first aid co-ordinators will be provided at offices and contracts sites as required by the Health and Safety (First Aid) Regulations 1981 and suitable first aid kits will also be provided. Trained First Aiders and Site First Aid Co-ordinators will be responsible for keeping their kit properly stocked.

Welfare Facilities

- 2.3.10.2 Facilities required by The CDM Regulations 2007 will be provided on all contract sites. These facilities may be shared with others on site, or provided elsewhere off site. When facilities are provided off site suitable transport arrangements will be made to allow site personnel reasonable access. Smaller self-contained units are available for shorter duration works.

Occupational Health

- 2.3.10.3 All new employees will undergo a medical examination shortly after joining the company. All employees will undergo medical screening (including a medical examination) on a regular basis determined by the risks associated with their job role. All site operatives undergo an annual medical due to their potential exposure to noise, dust, materials governed by COSHH legislation, or vibration, and all other employees undergo a tri-ennial medical. All computer users are identified and a DSE audit completed. All relevant equipment is issued as a matter of course and any special requirements will be referred to the Occupational Health Nurse for advice or further action. All information is confidential and the company will only be advised should an issue arise which requires company action.

2.3.11. Contracts Falling Under CDM Regulations

- 2.3.11.1 The Contracts Manager must confirm that clients are aware of their duties, that a CDM co-ordinator has been appointed and HSE notified before they start work.

- 2.3.11.2 The Contracts Manager must ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity
- 2.3.11.3 The Project Manager must ensure that every contractor who will work on the project is informed of the minimum amount of time allowed for their planning and preparation before they begin work on site, and that they are provided with the information about the project they need (including a copy of the H&S Plan where required) to enable them to carry out their work safely and without risk to health.
- 2.3.11.4 Principal contractors must ensure safe working and co-ordination and co-operation between contractors.
- 2.3.11.5 The Project Manager must ensure that a suitable construction phase plan is produced using the template plan held in the Forms and Guidance section of the Crummock Portal.
- 2.3.11.6 The Project Manager and/or Estimator and/or Surveyor must use contractors from the Crummock Supplier Database or otherwise satisfy themselves that the designers and contractors that they engage are competent and adequately resourced. This will usually require the issuing and receipt of the Supplier Questionnaire.
- 2.3.11.7 The Project Manager shall ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- 2.3.11.8 The Project Manager must take reasonable steps to prevent unauthorized access to site.
- 2.3.11.9 The Project Manager must liaise with the CDM co-ordinator on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan;
- 2.3.11.10 The Project Manager must provide the CDM co-ordinator promptly with any further information relevant to the health and safety file and ensure that all relevant documentation is included in the file at the end of the project.
- 2.3.11.11 The Project or Works Manager must ensure that all site operatives have been provided with suitable health and safety induction, information, training and notified of site rules and that the rules are enforced.
- 2.3.11.12 The Project Manager must display the F10 on the site notice board from the start.
- 2.3.11.13 The Project Manager should take the lead and actively encourage co-operation and co-ordination between contractors from an early stage. He should work with other contractors to identify the hazards and assess the risks related to their work, including the risks they may create for others. This includes supervising and monitoring their work to ensure that it is done safely and that it is the safe for new activities to begin.

2.3.12. Visitors, the General Public and Authorised Persons.

Visitors

- 2.3.12.1 It is our duty to ensure the safety of visitors to our premises and they should have their details listed on the site attendance register. They should not be allowed to enter any works area unaccompanied and they should not be allowed to enter areas where danger might exist. Personal Protective Equipment must be provided where necessary.

Protecting the Public

- 2.3.12.2 The company is aware that its operations can affect other people. We will take precautions to make sure that the public (people whom the company does not employ) is not exposed to health and safety risks arising from our work.

Authorised Persons

- 2.3.12.3 The company recognises the responsibility to identify and define specific hazardous working areas. Entry to such areas will be restricted to authorised persons. All reasonable steps will be taken to exclude those persons who are not engaged in the work.

2.3.13. Working at Height

- 2.3.13.1 The nature of Crummock's work means that our operatives are not exposed to the regular risks associated with Working at Height in a construction environment. However there are situations where the depth of certain excavations will cause anyone working near the edge of such an excavation to be effectively working at height. It is the Project Manager's responsibility to ensure that adequate guarding and a suitable method of access/egress are put in place on such excavations. All operatives undergo Working at Height safety training as part of their mandatory Safety Awareness course.

2.3.14. Consultation

- 2.3.14.1 Every opportunity and encouragement is given to employees to discuss safety matters with the managers and the visiting safety staff. The company will recognise and co-operate with Safety Representatives in accordance with the Safety Representatives and Safety Committees Regulations, the Consultation with Employees Regulations, and the CDM regs.
- 2.3.14.2 Safety is a standing item on the agenda of formal board meetings. The Q & EHAS Manager will submit the minutes of safety meetings and safety committee meetings to the Director Responsible for Safety. The Director Responsible for Safety will then discuss the major issues with the board on matters that he feels requires its attention. The Q & EHAS Manager is responsible for disseminating safety information to employees.

3. Schedule of Individuals' Health and Safety Responsibilities

3.1. All Employees

All employees will:

- 3.1.1 take reasonable care to safeguard their own health and safety and that of others who may be affected by their acts and omissions;
- 3.1.2 not intentionally misuse or interfere with anything provided in the interests of health, safety, or welfare;
- 3.1.3 comply with all regulations that affect their work.
- 3.1.4 report to the appropriate person any defective plant or equipment or any hazardous situations;
- 3.1.5 make themselves aware of, and adhere to, any additional safety guidance issued by the company;
- 3.1.6 abide by the company's policy on smoking;
- 3.1.7 not attend work under the influence of alcohol or drugs;
- 3.1.8 co-operate with the Safety Consultant and the Q & EHAS Manager and comply with their instructions.

3.2. Company Directors

Company Directors will:

- 3.2.1 ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity under their control to meet the requirements of the company Safety Policy, the Health and Safety at Work etc. Act 1974 and all other relevant legislation and Codes or Practice;
- 3.2.2 implement the policy for the prevention of injury and damage;
- 3.2.3 arrange for adequate resources to meet the requirements of and ensure the effectiveness of the Health and Safety Policy;
- 3.2.4 ensure that all levels of staff receive adequate and appropriate safety training;
- 3.2.5 support and assist the Director Responsible for Safety in the execution of his duties;
- 3.2.6 when acting in a named role assume the responsibilities of that position;

- 3.2.7 when directing staff, appreciate and respect the safety responsibility of each person;
- 3.2.8 promote an interest and enthusiasm for health and safety within the company.
- 3.2.9 set an example by high personal standards of application and discipline in 'safety'.

3.3. *The Director Responsible for Safety*

- 3.3.1 In addition to his duties under this policy as a Director, the Director Responsible for Safety will facilitate effective safety communications within the company. He will facilitate the regular review of the policy and will advise the Board of Directors on safety matters that he considers need its attention.
- 3.3.2 The Director responsible for safety will from time-to-time set specific H&S targets and objectives in conjunction with the Q&EHAS Manager. These may be agreed after discussion at the H&S Managements meeting or otherwise and discussed with the other directors. He will review health and safety performance by reviewing reports arising from inspections, audits, accident investigations, ill health etc.
- 3.3.3 The Director responsible for safety will agree an annual H&S Plan with the Q&EHAS Manager and monitor its implementation.

3.4. *The Operations Directors*

- 3.4.1 In addition to their duties under this policy as Directors, the Surfacing and Civils Operations Directors will ensure prior to appointment that Works contractors and Sub-contractors have been assessed and found to be competent for the job, that they have allocated sufficient resources and are aware of their responsibilities for health and safety.

3.5. *The Safety Consultant*

The Safety Consultant will advise management on:

- 3.5.1 preventing injury to personnel and damage to plant and equipment;
- 3.5.2 further improvement in existing safe working methods;
- 3.5.3 legal requirements affecting safety, health and welfare;
- 3.5.4 provision and use of protective clothing and equipment;
- 3.5.5 suitability from a safety viewpoint, of new and hired plant and equipment, and validity of all appropriate test certificates;
- 3.5.6 potential hazards on new contracts before work starts on the site and safety organisation and fire precautions required;

3.5.7 changes in legislation and recommended Codes of Practice

The Safety Consultant will:

3.5.8 carry out site inspections, in association with the Project/Works Manager, to see that only safe methods of working are in operation and that statutory and company regulations are being observed;

3.5.9 assist with training for all levels of employee, and suggest posters, slides, films and safety videos to promote awareness of injury prevention and damage control;

3.6. Quality and Environmental, Health & Safety Manager

The Quality and Environmental, Health & Safety Manager will:

3.6.1 determine, with the Director Responsible for Safety, an annual plan and budget sufficient to meet the Company's needs;

3.6.2 co-ordinate the execution of the plan and arrange the employee training it identifies;

3.6.3 determine the cause of accidents or dangerous occurrences, notify HSE (where required by RIDDOR) and recommend means of preventing recurrence;

3.6.4 supervise the recording and analysis of information on injuries, damage and production loss, assess accident trends and review overall safety performance;

3.6.5 assist with training for all levels of employee, and suggest posters, slides, films and safety videos to promote awareness of injury prevention and damage control;

3.6.6 take part, where possible, in site management/operative discussion on injury, damage and wastage control;

3.6.7 keep up-to-date with legislation and recommended Codes of Practice; circulate information applicable to each level of employee;

3.6.8 foster a safety culture within the company and an understanding that injury prevention and damage control are integral parts of business and operational efficiency;

3.6.9 arrange for suitable COSHH assessments to be prepared and issued (where required) for any new materials/ substances being used in the company.

3.6.10 advise management and all other employees of their particular safety functions;

3.6.11 advise senior management on all safety matters, to keep them apprised of the effectiveness of their measures and possible alternative arrangements.

3.7. Contracts Managers

Contracts Managers will:

- 3.7.1 understand the company's policy and appreciate the responsibility of each individual;
- 3.7.2 ensure that, at the contract planning stage, the following matters are addressed:
- the most appropriate order and method of working consistent with safe practice;
 - facilities to be provided for health, hygiene and welfare;
 - arrangements for adequate site access, egress and lighting;
 - appropriate precautions against hazards which might arise from overhead or underground power lines and other services;
 - procedures for managing situations which might lead to unnecessary improvisations on site;
 - basic fire precautions.
- 3.7.3 provide, as appropriate, instructions to site management and workers to establish work methods and to explain the sequence of operations, to outline potential hazards, potential COSHH considerations and to indicate precautions to be adopted;
- 3.7.4 monitor site working methods and precautions for compliance with the Management of Health and Safety at Work Regulations with site management before work starts;
- 3.7.5 ensure that work, once started, is carried out as planned and that the CDM Regulations and other appropriate regulations and approved Codes of Practice are observed on site;
- 3.7.6 set an example by high personal standards of application and discipline in 'safety'.

3.8. *Site Management (Project & Works Managers, Site & Trades Supervisors, Engineers)*

Site management personnel will:

- 3.8.1 know the broad requirements of the Health and Safety at Work etc. Act, 1974, CDM, and the construction requirements of other relevant legislation and Codes of Practice;
- 3.8.2 plan and organise sites so that work is carried out to the required standard with minimum risk to personnel, equipment and materials. Ensure that the works are conducted with reference to the site safety plan, risk assessments, safety method statements, emergency procedures and company safety rules and procedures. Where appropriate he/she will develop and amend the plans to accommodate circumstances on site;
- 3.8.3 ensure that site rules, the relevant parts of the safety plan, risk assessments, COSHH assessments and safety method statements are communicated to all relevant workers (and as appropriate, visitors), usually by a site induction and toolbox talks;
- 3.8.4 see that the CDM Regulations 2007 and other legal requirements are observed on site; that all records and reports are in order and that the 'competent persons'

appointed to inspect excavations, lifting appliances etc have sufficient knowledge to carry out these inspections effectively;

- 3.8.5 report all injury accidents and dangerous occurrences to the Q & EHAS Manager following Crummock procedure and site safety plan, and co-operate in the investigation of these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence.
- 3.8.6 give all trades foremen and charge hands precise instructions of their responsibilities for correct working methods; see that they do not require or permit people (particularly inexperienced personnel) to take unnecessary risks.
- 3.8.7 arrange delivery and stacking of materials to avoid increasing risks by double handling; position plant effectively; ensure that the electricity supply is installed and maintained without endangering personnel and equipment and that a current inspection certificate is available;
- 3.8.8 maintain a tidy site and maintain clean site accommodation;
- 3.8.9 implement arrangements with sub-contractors and liaise and co-operate with other contractors on site to avoid any confusion about areas of responsibility, and where appropriate ensure that written safe systems of work are produced and approved prior to work commencing;
- 3.8.10 ensure that, before permitting them to start work, subcontractors have conducted suitable risk assessments and safety method statements and that the subcontractor has instructed its workers accordingly;
- 3.8.11 ensure that all machinery and plant, including power and hand tools are maintained in good condition, that checks are noted on relevant sheets, and that persons using them are adequately trained;
- 3.8.12 where any excavation works are to be undertaken, ensure that best practice is followed to avoid damage and danger. This includes obtaining and using record drawings from utilities companies, the use of detection equipment, arranging site visits by the representatives of affected utilities and hand trial excavations to prove exact locations;
- 3.8.13 identify substances which may be hazardous to health. Obtain, where practical, manufacturers' hazard data sheets, pass to Q&EHAS admin to generate new COSHH assessments and implement suitable control measures. Provide workers with adequate information, instruction and training;
- 3.8.14 make sure that personal protective equipment is available as appropriate, that employees are made aware of its availability and that it is used. Also, ensure that the wearing of safety helmets and footwear and hi-viz clothing is fully enforced;
- 3.8.15 ensure that the arrangement for first aid required under the Health and Safety (First Aid) Regulations 1981 are available and that their location is known to employees. Ensure that proper care is taken of casualties and know where to obtain help and ambulance service in the event of serious injury;

- 3.8.16 accompany H.M. Inspector of Health and Safety (Enforcement Officer) on site visits and act on his/her recommendations. In the event of the potential issue of an 'Improvement' or a 'Prohibition' notice by the Inspector he/she will telephone details to the Q & EHAS Manager immediately to allow further discussions with the inspector to be initiated.
- 3.8.17 provide or arrange appropriate or necessary on-site or off-site instruction and training for workers on site;
- 3.8.18 co-operate with the visiting Safety Consultant or Q & EHAS Manager and act on his/her recommendations;
- 3.8.19 instigate site safety meetings with sub-contractors to ensure that the management of safety is controlled and coordinated;
- 3.8.20 set an example by high personal standards of application and discipline in 'safety'.
- 3.8.21 Ensure that the procedures to be followed in an emergency are communicated to everyone on site and that any identified actions to implement emergency procedures are completed.

3.9. Supervisors, Foremen, Chargehands and Trades Foremen

Trades foremen, gangers and chargehands will:

- 3.9.1 be familiar with the CDM Regulations 2007, other relevant legislation and codes of practice applicable to the work and insist that these requirements are observed;
- 3.9.2 incorporate safety instruction in routine orders and see that they are obeyed;
- 3.9.3 stop workers from taking unnecessary risks;
- 3.9.4 ensure that new employees, particularly apprentices and other young persons, learn to take safety precautions;
- 3.9.5 not permit the use of plant and equipment which is in an unsafe condition and immediately report the defects;
- 3.9.6 set an example by high personal standards of application and discipline in 'safety'.

3.10. Construction, Surfacing, Plant and Trades Operatives

Construction, Surfacing, Plant and trades operatives will:

- 3.10.1 observe safe practices and use the correct tools and equipment for the job; use the safety equipment and personal protective equipment identified for the work;
- 3.10.2 keep tools and/or plant in good condition;

- 3.10.3 report defects in plant or equipment to his/her line manager and maintain Daily Plant Check Sheet where required;
- 3.10.4 develop a personal concern for safety - for him/ herself and for others - particularly new-comers and young people;
- 3.10.5 avoid any improvisation which entails unnecessary risk;
- 3.10.6 refrain from horseplay and the abuse of welfare facilities;
- 3.10.7 suggest ways of eliminating hazards;
- 3.10.8 make themselves familiar with emergency procedures affecting their place of work.
- 3.10.9 ensure that they apply the control measures identified in the COSHH assessments and, where an assessment is not available, consult with their line manager prior to any use of, or exposure to, a product.

3.11. *All Persons working for the Company who are not employees*

- 3.11.1 All Persons working for the Company who are not employees will undertake the responsibilities identified in section 3.1 as well as those for the employee job function they are engaged to perform.

3.12. *Office-based Managers*

Office based Managers will:

- 3.12.1 know the broad requirements of the Health and Safety at Work etc. Act, 1974 and the requirements of other relevant legislation and Code of Practice and monitor working methods and precautions for compliance;
- 3.12.2 provide or arrange appropriate or necessary in-house or external training for workers;
- 3.12.3 maintain tidy work area & ensure passageways & fire escape routes are kept clear
- 3.12.4 promote an interest and enthusiasm for health and safety within the company;
- 3.12.5 set an example by high personal standards of application and discipline in “safety”.

3.13. *Workshop + Yard Employees*

The plant fitters and other workshop and yard based employees will:

- 3.13.1 plan work to minimise risks;
- 3.13.2 maintain safe access routes and working areas;
- 3.13.3 set up signs and barriers at key points;

- 3.13.4 obtain, maintain and use manufacturers' maintenance instructions as far as possible;
- 3.13.5 isolate electrical and other power supplies before undertaking work;
- 3.13.6 support plant or parts of plant which could fall;
- 3.13.7 make use of the appropriate personal protective equipment;
- 3.13.8 take particular care to protect against fuel oil and other hazardous substances;
- 3.13.9 dispose of waste in the appropriate manner;
- 3.13.10 be aware of the provisions in the Provision and Use of Work Equipment Regulations 1998 for the guarding of moving parts.
- 3.13.11 ensure that they apply the control measures identified in the COSHH assessments and, where an assessment is not available, consult with their line manager prior to any use of, or exposure to, a product.

3.14. *Estimating Staff*

Estimating staff will:

- 3.14.1 understand the company's policy and commitment to safe working;
- 3.14.2 ensure that all estimates and tenders are adequate to cover safe methods of working and reasonable and adequate welfare facilities;
- 3.14.3 ensure that sub-contract prices used for tenders are sufficient to cover safe working practices;
- 3.14.4 set a personal example.

3.15. *Quantity Surveyors*

Quantity surveyors will:

- 3.15.1 understand the Company's policy and commitment to safe working;
- 3.15.2 maintain an awareness of site safety requirements;
- 3.15.3 support site management particularly by monitoring activity whilst on site and by reporting any concerns over hazardous methods of work;
- 3.15.4 determine prior to appointment that Works contractors and Sub-contractors are competent for the job, that they have allocated sufficient resources and are aware of their responsibilities for health and safety;
- 3.15.5 set a personal example.

3.16. Buyers

Buyers will:

- 3.16.1 understand the company's policy and commitment to safe working and have sufficient understanding of site practices and safety legislation to ensure that orders placed assist the company's overall policy;
- 3.16.2 ensure that equipment purchased or hired complies, where possible, with recognised safety standards and is supplied with the necessary instructions for operation and maintenance;
- 3.16.3 wherever necessary ensure that suppliers of hazardous substances supply suitable data sheets;
- 3.16.4 communicate to suppliers any special requirements for site deliveries.

3.17. Office Staff

Staff working in offices have their own responsibilities and will:

- 3.17.1 observe safe practices and use the correct equipment for the job;
- 3.17.2 report defects in equipment to their line manager;
- 3.17.3 develop a personal concern for safety - for themselves and for others particularly new-comers and young people;
- 3.17.4 avoid any improvisation which entails unnecessary risk;
- 3.17.5 warn new employees of known hazards;
- 3.17.6 refrain from horseplay and the abuse of welfare facilities;
- 3.17.7 suggest ways of eliminating hazards;
- 3.17.8 make themselves familiar with fire procedures affecting their place of work.

In addition, those making significant use of computers or other display screen equipment will make themselves familiar with and adopt good working practices.

3.18. Those Responsible for the Employment of Young Persons (Below 18 years of age)

Those responsible for the Employment of Young Persons will:

- 3.18.1 inform employees that they must NOT operate any plant (including dumpers), give signals to any crane driver or reversing vehicle, use any power tools or equipment unless being trained under the direct supervision of a competent person;

- 3.18.2 take cognisance of the Health & Safety (Young Persons) Regulations 1996 by liaising with the Q & EHAS Manager over the necessary risk assessment and any instruction or training need identified.
- 3.18.3 ensure that no young person works for more than eight hours in a day or forty hours in a week.