

HEALTH AND SAFETY POLICY

EURO ELECTRIX

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Industrial Commercial Domestic Marine

Health and Safety Policy Amendment Sheet

Record of Amendments

Issue	Date	Index Ref	Brief Description of Amendment

Record of Policy Distribution

Distribution	Purpose of Issue	Document Number

INTERODUCTION

This Safety Policy is divided into three sections namely “Policy Statement” “Responsibilities” and Arrangements. The Policy Section contains the General Company Statement of Intent in Regards to Health and Safety, the Responsibility Section details the responsibilities of the Directors, Managers and Employees in regard to day to day Health and Safety, lastly the Arrangements Section of this Policy details in broad stroke form the methods which must be followed by the Company and its appointed Sub-contractors while conducting Company Operations.

Specific and Detailed Operations Instructions to be used and implemented on site and within Head Office are contained within the Operational Safety Manual.

COMPLIANCE REVIEW

The Appointed Safety Company will formally review Euro Electrix Health and Safety Policy annually, or more frequently, for as long as the Company retains their services. This review shall cover all sections of the Policy and will ensure that:

- a. The responsibilities reflect the current staffing of the Company.
- b. The arrangements remain unchanged.
- c. The safe working procedures are still applicable. Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

The appointed Safety Company shall undertake an annual review of the Company’s Safety Programme to ensure that the Company is in compliance with the Policy. This review shall check that:

- a. All the responsibilities allocated within the Policy are understood and are being performed,
- b. The procedures set out in the Policy are being complied with and remain effective,
- c. Records as required in the Policy, are being adequately complied and retained,
- d. All necessary reports are being prepared and forwarded to the relevant persons within the Company and the relevant Enforcing Authorities.

They Will Also Evaluate

- a. Management and employee attitudes to Health and Safety.
- b. The effectiveness of the Training carried out and the requirements for further training.
- c. The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health within the workplace.

The results of the review shall be compiled into a report for the Directors and shall include recommendations of the action to be taken to rectify any non-compliance.

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EURO ELECTRIX HEALTH AND SAFETY POLICY STATEMENT

In accordance with its duty under Sections 2 (3) of the Health and Safety at Work Order (NI) 1978, and in fulfilling its obligations to both employees and the public who may be affected by its activities the Directors of Euro Electrix has produced the following statement of intent in respect of Health and Safety.

The Company recognises that the protection of the Health and Safety of its employees and others involved in, or affected by its operations and the protection of the Environment, are an integral part of the Company's business performance and a prime responsibility of the Company Management at all levels.

Specifically the Company Will:

- Identify the Health, Safety and Environmental hazards arising from its business, and assess and manage the associated risks.
- Develop and maintain effective contingency plans, where appropriate in conjunction with the relevant authorities and emergency services.
- Comply as a minimum with legislation, relevant codes of practice and other requirements and, where reasonably practicable, improve on the performance standards they specify.
- Continually improve our Health, Safety and Environmental performance so that work related ill health, accidents and environmental incidents are reduced.
- Prevent pollution and reduce adverse emissions to air, discharges to water, wastes, noise, and the use of hazardous substances and minimise the usage of natural resources by the development and maintenance of an environmental improve programme.
- Involve and consult employees and where appropriate, their representatives.
- Provide direction, training (where appropriate) and supervision to enable its employees to meet their obligation to work safely and with due consideration for the Health and Safety of others and for the Environment.
- Co-operate fully with relevant enforcement agencies, work with industry and external bodies to further the understanding and development of Health, Safety and Environmental management practice.
- Require our sub-contractors and partners to demonstrate the same level of commitment to continual improvement in standards of Health, Safety and Environmental performance.
- Seek to understand and take account of the Health, Safety and Environmental concerns of staff and communities local to its operations.
- Make available appropriate resources to implement this policy.
- Ensure compliance with this policy through a process of education, review and audit.

Signed

Dated

EURO ELECTRIX ENVIRONMENTAL POLICY STATEMENT

This Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all its own activities and, where possible, by its influence over others. This Company will review all its policies, procedures and activities and act wherever necessary, to meet this commitment. The objective will be to minimise the environmental impact of all our operations.

Consideration will be given to substitution of polluting substances with “greener” alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise and vibration nuisance – the potential for which will be identified during the risk assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. This will require the specific instruction to control identified pollution risks. All liquid storage will be bunded wherever there is a risk.

This Policy shall apply to office functions, Company travel and design functions as well as on site construction functions.

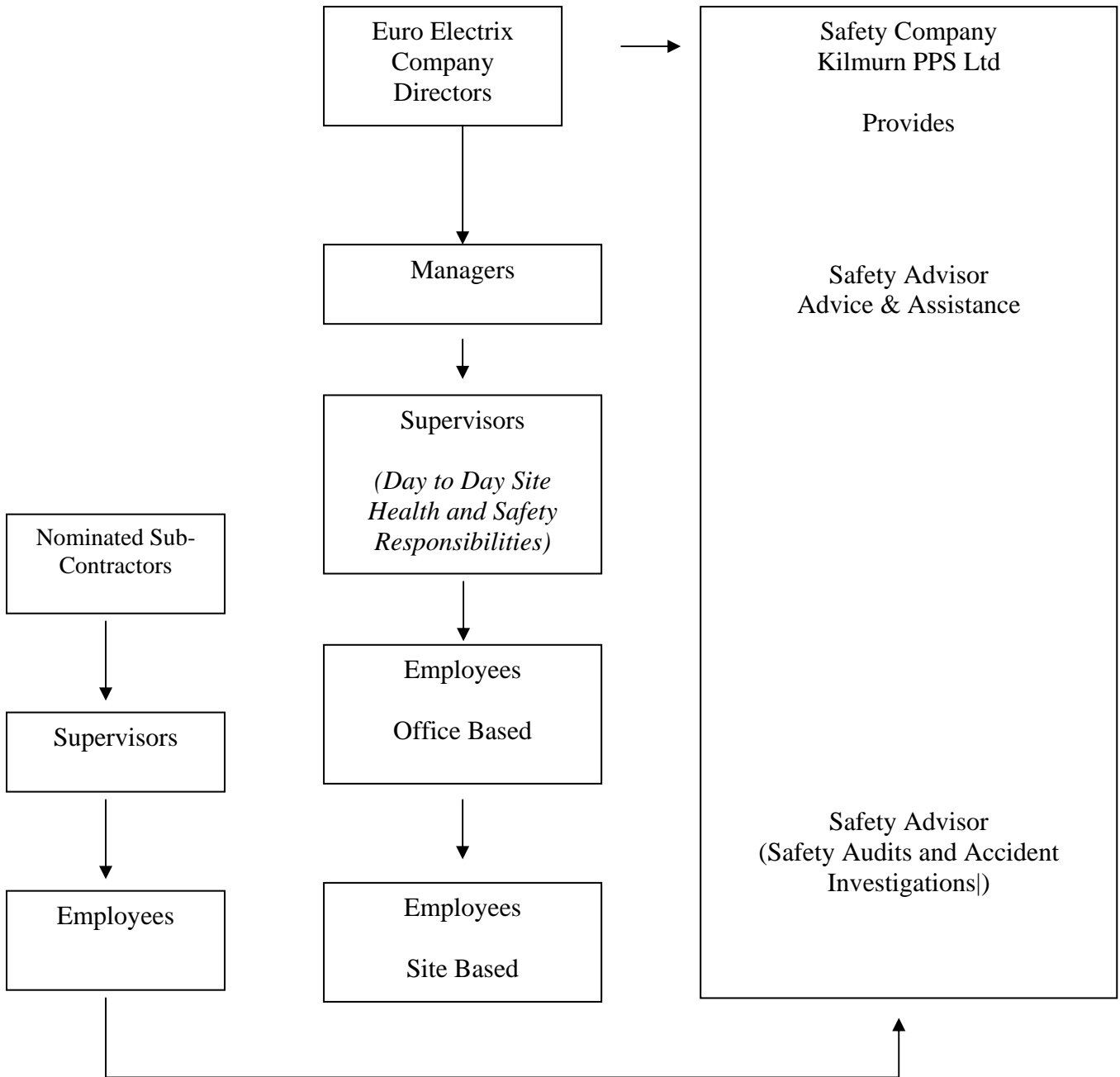
COSHH assessments will form a part of the environmental system.

This Policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

Signed:

Dated:

MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY



HEALTH AND SAFETY RESONSIBILITIES

*These responsibilities are to be read in conjunction with, and to be considered part of, the
Health and Safety Policy of Euro Electrix*

RESPONSIBILITIES – Company Owners

The Owners of Euro Electrix has the following Health and Safety responsibilities and is to ensure that:

- The Company's policy for the prevention of injury, ill health and damage is initiated:
- All levels of management and employees understand the requirements placed upon them by this policy.
- The policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development.
- All levels of employees receive adequate and appropriate training in their tasks.
- The relevant legislation is complied with in all the Company's areas of operations.
- Sound working practices are observed.
- Allowances are made in tendering, planning and production process for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and property damage.
- Health and Safety activities are co-ordinated between all contractors working on the same site (when principle contractor).
- All accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident.
- Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents.
- Liaison with external Health and Safety organisations is instigated.
- Pertinent information is distributed throughout the Company.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- Provision is made at all meetings, including board meetings, for discussing Health and Safety issues.
- Any hazardous substances are stored, handled, used and disposed of in accordance with established rules and procedures.
- They set a good personal example on Health and Safety by using the appropriate personal protective equipment
- A statement on Health and Safety is included within the Company's annual report.

CONTRACT MANAGER

The contract Manager's Health and Safety Responsibilities are to ensure that:

- He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- The most appropriate order and method of work is determined and followed.
- Hazards within the working area are identified and that the appropriate action is taken to remove or reduce the hazard.
- Facilities for sanitation and welfare are supplied and maintained in good order.
- All COSHH, Risk, PPE and Manual Handling assessments are compiled and disturbed.
- Sets a good personal example by using the appropriate protective equipment.
- All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered.
- All plant and equipment is safe, guarded in accordance with relevant legislation and has the required certificates of inspection and examination.
- Trained and experienced personnel operate all plant and equipment.
- All repairs to plant and equipment on site are carried out in the proper manner.
- The required protective equipment is supplied and used correctly.
- The arrangements for fire protection are understood.
- Only authorised work procedures are conducted on site.
- The Project/Task is conducted within the Client's and Euro Electrix Safety and environmental guidelines

SUPERVISORS

The Supervisors Health and Safety Responsibilities are to ensure that:

- They understand the Company's Health and Safety Policy and appreciate the allocated responsibilities.
- The most appropriate order and method of work is planned and overseen by:
 - The provision of adequate lighting
 - Allocation of responsibilities with other contractors on site
 - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site
 - Facilities for sanitation and welfare are maintained
 - The provision of fire precautions is maintained
 - Allocation of and supervision of site resources
- Written instructions are provided to establish working methods, to explain the sequence of work, to outline the potential hazards at each stage and indicate the precautions to be observed.
- The precautions and work methods are checked with site management prior to commencing work.
- Work is carried out as planned and the relevant legislation is complied with on site.
- All employees are aware that all injuries, near misses and equipment damage must be reported to site management.
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection and examination.
- Trained and experienced personnel operate all plant.
- All repairs to plant on site are carried out in the proper manner.
- The required protective equipment is issued and used correctly.

PLANT OPERATORS

The Plant Operator's Health and Safety Responsibilities are to ensure that they:

- Use the correct plant and equipment for the task.
- Use protective equipment provided.
- Use only Plant and Equipment which is in good mechanical condition.
- Report all defects in Plant, Equipment and Materials, or any other obvious Health or Safety hazards.
- Do not endanger themselves or other persons through their actions or failures to act.
- Avoid improvisation.
- Warn new employees of known hazards.
- Refrain from horseplay.
- Do not abuse the welfare facilities.
- Co-operate with the Company on all aspects of Health, Safety and Welfare.
- Do not operate any Plant, Equipment or Machinery unless they have been fully trained and instructed in its safe operation.
- Comply with the requirements of the Company Safety Policy and Site Rules.
- Inform management of any change to their state of Health, either temporary or permanent, which might affect their working ability or their suitability to carry any particular task or tasks.

TRADEMENS & EMPLOYEES

The tradesmen's and general employees Health and Safety responsibilities are to ensure that they:

- Use the correct tools and equipment for the task.
- Use the protective equipment provided.
- Only use tools which are in good condition.
- Report all defects in tools, plant, equipment and materials, or any other obvious Health, Safety or Welfare hazards.
- Do not endanger themselves or other persons through their actions or failures to act.
- Avoid improvisation.
- Warn new employees of known hazards.
- Refrain from horseplay.
- Do not abuse the welfare facilities.
- Co-operate with the Company on all aspects of Health, Safety and Welfare.
- Do not operate any equipment, plant or machine unless they have been fully trained and instructed in its safe operation.
- Comply with the requirements of the Company Safety Policy and Site Rules.
- Inform management of any change to their state of Health, either temporary or permanent, which might affect their working ability or their suitability to carry any particular task or tasks.

FOREMEN

The foreman Health and Safety responsibilities are to ensure that:

- He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- The most appropriate order and method of work are determined and followed.
- Adequate lighting is provided in the working area.
- Hazards within the working area are identified and that the appropriate action is taken to remove or reduce the hazard.
- Facilities for sanitation and welfare are maintained in good order.
- He sets a good personal example by using the appropriate protective equipment.
- All employees are made aware that all injuries, near misses, equipment and property damage must be reported immediately.
- All plant is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection and examination.
- All plant is operated by trained and experienced personal.
- All repairs to plant on site are carried out in the proper manner.
- The required protective equipment is issued and used correctly.
- The arrangements for Fire Protection are adequate for the project being undertaken.
- The arrangements for waste provision on the project being undertaken are adequate.
- The housekeeping on the project being undertaken is maintained and the site is free from hazards.

APPOINTED - SUB-CONTRACTORS

- Sub-contractors are to comply with all the requirements of this Policy and are to provide copies of their Safety Policies and any other documentation appertaining to Health and Safety that may be requested by the Company or their Safety Advisors. Failure to do so will render the sub-contractor liable to suspension from site and any financial penalties will be charged to that sub-contractor.
- Labour only sub-contractors shall, for the purposes of Health and Safety only, be considered as employees of the Company.
- All work must be carried out in accordance with relevant statutory provisions and taking into account the Safety of others on site and the General Public.
- All plant, equipment, machinery or materials brought to site by sub-contractors must be safe and in good working condition, fitted with all necessary guards and safety devices and accompanied with all necessary certificates, which must be made available for checking. Information and assessments on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to the Euro Electrix's contracts manager before work commences.
- No power tools or electrical equipment of greater voltage than 110volts may be brought to site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrials use, be in good condition and be certified fit for purpose.
- Any injury sustained or damage caused by sub-contractors employees must be reported immediately to Euro Electrix site management.
- Sub-contractors employees must comply with any safety instructions given by Euro Electrix's site management team.
- Any materials or substance brought to site which has Health, Fire or Explosive risks must be used and stored in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). A COSHH risk assessment along with the substance Material Safety Data Sheet (MSDS) must be provided to the Euro Electrix's site management prior to the substance arriving on site.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc are cleared as work proceeds.
- A detailed Risk Assessment and Method Statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The risk assessments and method statements must be agreed with the Euro Electrix's site management prior to work commencing and copies made available on site so that compliance with the agreed work methods can be maintained.
- Sub-contractors whose package includes a design function will present those designs to Euro Electrix Head Office Management Team for onward transmission to the Project Planning Supervisor in sufficient time to allow those designs to be considered by Euro Electrix's Management prior to work commencing on site. Any such design work shall be included in the information passed to the Planning Supervisor for inclusion within the Health and Safety Handover File.

- The sub-contractors senior site representative shall attend safety meetings as they are called by Euro Electrix Site Management, Client or Planning Supervisor. These meetings shall be the principal point for the transfer of information.

OFFICE STAFF

The Office Staff Health and Safety Responsibilities are to ensure that:

- Use only the correct equipment for the task.
- Only use equipment which is in good condition and the Portable Appliance Test Certificate is current.
- Report all defects in equipment and materials immediately.
- Do not endanger themselves or other persons through their actions or failures to act.
- Avoid improvisations.
- Warn new employees of known hazards.
- Refrain from horseplay.
- Do not abuse the welfare facilities.
- Co-operate with the Company on all aspects of Health, Safety and Welfare matters.
- Do not operate any equipment unless they have been fully trained and instructed in its safe operation.
- Comply with the requirements of the Company Safety Policy.
- Inform management of any change to their state of Health, either temporary or permanent, which might affect their working ability or their suitability to carry any particular task or tasks.

APPOINTED SAFETY COMPANY

The Appointed Safety Company have been retained as the Company's Safety Advisor and shall:

- Carry out site inspections, as requested by the Company.
- Provide written reports and assessments for the Company subsequent to the inspections.
- Provide a telephone advisory service relating to all aspects of Health, Safety and Welfare at Work.
- Ensure that the Health and Safety Policy and Documentation, as prepared by them, is reviewed and updated annually or when Company work procedures or plant change.
- By arrangement provide an accident investigation service and liaison with the enforcing authority.
- If requested, assess all risk assessments and method statements prepared by the Company.
- If requested, assess all risk assessments and method statements prepared by sub-contractors.
- If requested, attend meetings regarding Health and Safety on behalf of the Company.
- If requested, provide Health and Safety training to both management and staff.
- Ensure that the appointed safety staff acts to reduce imminent danger wherever that may be seen on site.

HEALTH AND SAFETY ARRANGEMENTS

These arrangements are to read in conjunction with, and to be considered part of, the Health and Safety Policy of Euro Electrix

EURO ELECTRIX POLICIES IN OUTLINE

This section contains the Company Management Policies for dealing with everyday work routines in Broad-brush format; each subject is expanded into a full working document within the Company Operation Procedures Manual.

1. RISK ASSESSMENT

The purpose of risk assessment is to identify the risk to Health and Safety to employees, sub-contractors and others who may be affected by the Company's activities, in order that measures can be taken to either eliminate the hazards or reduce them to a manageable level.

In order to comply with legislation this Company will require that written risk assessments to be completed by Company Management on activities that could be deemed to, or do, present a Health and Safety risk to either our Company employees or other effected by our activities. These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to all persons at risk to which the assessment refers. All risk assessments completed will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

Company procedures for conducting risk assessments can be found in the Company Procedure Manual (OP 1).

2. ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence, which may result in injury to a person or damage to plant, property or combination of all, and includes acts of non consensual physical violence done to a person at work.

It is the Policy of this Company that all accidents, whether they result in injury or not, MUST be reported to the Euro Electrix's Supervisor as soon as possible for recording in the accident book B1510 (2003 version or later) and investigation purposes and where necessary, for notifying the appropriate authority as required by Health and Safety Regulation (Health and Safety at Work Order (NI) 1978).

The regulations stipulate the circumstances under which the enforcing authority must be notified immediately by the responsible person (Manager) usually by telephone with a written report submitted using F2508 within 10 days of the occurrence, these are:

- Death at Work
- Major Injury at Work
- A person not at work (General Public or Visitor) is injured to hospital for treatment
- Dangerous Occurrence

Where an employee of the Company is unable to return to normal duties as a result of an injury sustained during the course of work for a period of more than three consecutive days the responsible person (Manager) will, as soon as practicable, but within ten days, send a report to the enforcing authorities.

Where an employee suffers from an occupational disease it must be reported forthwith to the enforcing authority on from F2508A. The disease must only be reported if the responsible person (Manager) has received a written statement of diagnosis of the employee by a medical practitioner.

Records of accidents and injuries will be kept for 5 years from the date it was made. Extracts of the records will be sent to the Health and Safety Executive or the Local Enforcing Authority if requested.

3. ASBESTOS

It is the policy of this Company that all employees will be protected from exposure to asbestos material, where that exposure would be in breach of the various Asbestos Regulations. Any material suspected of containing asbestos shall be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature.

Should material be confirmed as being asbestos then measures will be taken to ensure that the asbestos is dealt with in accordance with relevant legislation?

It is the Policy of this Company that only specialist asbestos analyst and removal companies will test and remove asbestos from Euro Electrix sites.

4. COMMUNICATION ON SITE

Every effort will be made by both management and employees of this Company to keep other contractors, clients and other interested parties informed of Health and Safety issues pertinent to this Company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g. memos, formal safety meetings, verbal, compilation of documents, etc). The mode of communication will be agreed upon before work starts and both site management and employees will be made aware of this requirement.

Communications between management and employees of this Company will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their Health and Safety during the course of their work. Modes of such communication can be agreed between the Client, Management and Employees prior to work commencing on site.

Sub-contractors carrying out work for the Company are expected to have a communications procedure in place, which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of Sub-contractor vetting procedure.

5. COMPANY EMPLOYEES VISITING HAZARDOUS AREAS/SITES

"Hazardous Areas" in the context of this section relates to areas within the Company premises, or on external work sites (e.g. construction sites) where Company employees are required to work/visit on Company business. It is the Policy of this Company that when Company employees are required to work in /visit external work sites or parts of the Company's premises that are deemed to be hazardous, then certain procedures will be put into place before entry or any works are undertaken. These procedures will either be in the form of a specific Risk Assessment or Safe System of Work as the case may be and might incorporate a permit to work system.

6. CONFINED SPACES

A confined space is defined in the in the Confined Space Regulations 1997, as being a place of an enclosed nature where there arises a reasonably foreseeable specified risk, as entry, working and exiting from confines spaces are within our Company remit it will be ensured that such work is done in a safe manner as prescribed by legislation. This will include the provision of suitable and effective emergency arrangements, risk assessments prior to any working in a confined space and a Company safe system of work for entry, exit and working in a confined space. Our Company employees will not be required to work in confined spaces if it is reasonably practicable to carry out the work in another way. Detailed Company procedures for entry, exiting and working in confined spaces cab be found in the Operational Manual (Confined Space Procedure) No. 44

7. PERMIT TO WORK

A Permit to work system is a safety procedure designed to protect personnel working in specific hazardous areas.

- It should form a clear record of all foreseeable hazards which have been considered in advance and list the appropriate precautions which must be taken and show the correct sequence of operations and precautions
- A permit to work does not in itself make the task/job safe but is a guide, dependent for its effectiveness upon the observance of the set procedures by those involved in the work activity.
- The company and its employees will conform to the project permit to work system as instructed by the project management team on site.

8. CONSULTATION WITH EMPLOYEES

The Health and Safety (Consultation with Employees) Regulations 1996 require the employer to consult with employees in good time on matters of Health and Safety in the workplace. It is the Policy of this Company that all employees will be regularly informed in good time regarding the introduction of any substantial measures which may affect Health and Safety within the workplace including:

- The appointing or nominating of persons to co-ordinate emergency procedures and Health and Safety assistance.
- Planning and organising of required Health and Safety training for employees and Health and Safety information.
- Any Health and Safety information the Company's required to provide to our employees by or under any relevant statutory provisions.
- The Health and Safety consequences for Company employees of the introduction (including the planning thereof) of new technologies into the workplace.

Persons to be Consulted

As required by law the consultation required with the employees of this Company will be with the employees directly. The medium which will be used to consult with the employees as follows:

- Weekly via toolbox talks, conducted on site by the project supervisor
- Specific tasks by the supervisor instructing the employees on the work method contained within the Method Statement and Risk Assessment.
- By specific courses designed to train the employees in general safety or specifically on a piece of plant or equipment introduced into the Company
- By the appointed safety company delivering the Company safety message yearly on a Company Health and Safety awareness training day

9. EMERGENCY PROCEDURES

In order to ensure the safety of employees, and any other person, it is the Policy of this Company that documented procedures are put in place regarding situations presenting serious and imminent danger. The individual emergency procedures contained in the Operational Manual, set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace, in other cases it might mean some or all, of the workforce moving to a safer part of the workplace.

A sufficient number of competent persons within the workforce will be nominated to implement those procedures, which relate to evacuation of all/or part of the workplace.

10. EMPLOYMENT OF TEMPORARY WORKERS AND PERSONNEL OBTAINED FROM EMPLOYEMENT AGENCIES

This Company recognises that it has duties to ensure the Health and Safety of employees who are temporary workers and employees obtained from employment agencies. These duties include the following:

- To provide ant employee whom we have employed under a fixed term contract of employment (i.e. Temporary Worker) or who has been provided by an employment agency with comprehensible information on:
 - Any special occupational qualifications or skills required to be held by that employee if he/she is to carry out his/her work safely (i.e. working at height).
 - Any Health Surveillance required to be provided to that employee by legislation.
- To ensure that the person carrying out the employment agency has been provided with comprehensive information on:
 - Any special occupational qualifications or skills required to be held by the operative if he/she is to carry out his/her work for the Company safely; and
 - The specific Health and Safety features of the jobs in this Company to be filled by operatives obtained form employment agencies
- To check the information provided by this Company, to an employer carrying on an employment agency, is received by the operative (although it is appreciated that the person carrying on the employment agency has a legal obligation to pass this information on once received from this Company).
- Informing the persons responsible for the provision of Health and Safety assistance to this Company of the employment of temporary workers or of operatives obtained from an employment agency.

It is the responsibility of the Management to adhere to the requirements above, and the responsibility for its implementation will be accorded to the Company Directors.

11. FIRE PREVENTION

This Company does not require a Fire Certificate for either its premises or site. However, in accordance with relevant legislation the Company recognises the need for effective and suitable fire prevention measures to combat risks to the Health and Safety of our employees and others affected by our activities.

To this end we are committed to the principal of fire risk assessment (the effective ongoing evaluation of our premises and workplaces where are employees may be required to work to determine fire risks and control measures required to eliminate or reduce the risk of fire to as low a level as possible).

Where necessary the assistance of suitable persons and/or companies will be enlisted. This Company is also committed to the provision of adequate and suitable fire fighting equipment, training in the use of such equipment to identified members of staff, and any other such measures as required by the stipulations contained in relevant legislation. The Fire Assessment and is contained with the Operation Manual (Guidelines for Fire Safety Plans) No. 34.

12. FIRST AID

It is the Policy of this Company to provide, or arrange to be provided, equipment and facilities which are adequate and appropriate for rendering of First Aid to employees. Additionally a sufficient number of trained and suitable persons will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of his/her daily tasks. The risk assessments process will be used to determine specific risks as necessary.

The procedure contained within the Operational Manual (Company Health Guidelines) No. 33 will be used as a guide to enable this Company to determine suitable numbers of First Aid Trained Personnel and the equipment required to have an effective site based medical response.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, the facilities and first aid personnel. The location of first aid boxes/equipment and the names of the First Aiders will be indicated by signage. Wherever reasonably practicable COSHH data sheets and assessments will be available for use by First Aiders.

Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for that purpose. First Aiders/appointed persons are made responsible for the safe keeping and maintenance of First Aid boxes/equipment and their contents, and to report deficiencies to Company management for action.

13. EMPLOYEMENT OF YOUNG PERSONS

This Company may employ young persons (defined in the Regulations as someone under the age of 18 years of age) in the course of Company business (including training purposes). As required by legislation, risk assessments will be conducted to identify any potential risk which the young person may face in the course of his/her work with the Company prior to them commencing employment. The young persons risk assessment carried out by this Company will follow the same procedure as those for other risk assessments as described in the Operational Procedures Manual, but will specifically take account of the following:

- The young person's inexperience, lack of perception of danger and immaturity.
- Their place of work, and the working environment.
- Any exposures to physical, chemical or noise hazards
- The work equipment to be used.
- The work activities and process to be undertaken.
- Any training provided, and any risks from specified agents and processes.

The restrictions on work to be carried out by young persons, as required by legislation, will be complied with by this Company.

14. HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES

This Company is committed to providing a safe working environment for its employees required to work on construction sites. The standard that is used to achieve this goal, as well as monitoring of compliance, is the Construction (Health, Safety and Welfare) Regulations 1996 and the Construction Industry Training Board (CITB) Construction Site Safety – Safety Notes (GE700), these being regarded as the minimum requirements for this Company's operations. Where a particular site activity (e.g. erection of scaffolding) is not part of our Company operation then this Company will make all reasonable arrangements to ensure compliance by other parties responsible for the provision of such aspects of the works.

15. HAZARDOUS SUBSTANCE (COSHH)

Hazardous substances encompass all those substances- liquid, gaseous or biological that may pose a hazard to Health.

It is the Policy of this Company that all substances used by our employees or affecting our employees, will be assessed with regard to the Health Risks imposed on the employee and others. Where possible, hazardous substances will be substituted by another, less harmful substance. The Company will also take due regard to the storage, transport, usage and disposal of hazardous substances.

Assessments made under the regulations for controlling hazardous substances will be recorded, and retained for future reference by management, employees and first aiders. The procedure for the guidance of hazardous substances is contained within the Operational Manual (Guidance for the Control of Hazardous Substances) No. 18.

16. HEALTH AND SAFETY ASSISTANCE

The Company have appointed a Health and Safety Consultancy Company to assist the Company with the preparation of its safety documentation, and to inform the Company pending changes within Health and Safety Legislation.

The appointed Safety Consultancy Company will also assist the Company with site based documentation and procedures and are available for call out if required.

If the callout facility is activated a Company Director must be informed.

17. ENVIRONMENTAL POLICY

The control of pollution and Environmental Protection Act impose a duty on everyone to prevent pollution of the environment. In order to fulfil its obligations, it is the Policy of this Company that all work activities will be assessed with regard to the level of risk to the environment.

Environmental assessments will be carried out in similar manner to normal risk assessments, but from the perspective of the environment not the worker. Details of these assessments can be found in the Operational Manual (Guidance in the Control of Hazardous Substances) No. 18.

18. HEALTH AND SAFETY ON COMPANY PREMISES

It is the Policy of this Company that close attention is paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements on Health, Safety and Welfare of its employees at work. Where such a duty extends to outside contractors, visitors or others attending our premises, then procedures will be implemented to ensure their Health, Safety and Welfare whilst on our premises. The Company's risk assessment procedure will be used to identify risks to Health and Safety on the Company's premises

19. LIFTING OPERATIONS

It is the Policy of this Company that all Lifting Operations carried out by or on behalf of the Company by others will at all times be safe. The Policy also extends to any Lifting Equipment used by the Company, or others on its behalf and includes equipment that may be wholly owned or hired in by the Company or others working on its behalf.

Lifting equipment means any chain, sling, shackle, crane or hoist or any other piece of equipment designed to raise or lower a load. Also included is equipment that is designed to raise or lower persons such as lifts, mobile elevated work platforms (MEWP) and ropes used for climbing.

All those persons who use lifting equipment whilst carrying out work for this Company and those who supervise them will at all times have adequate Health and Safety information available to them.

A competent person will plan all lifting operations and only those persons who are specifically trained and authorised will be allowed to operate the equipment.

It is the Policy of this Company that all equipment used for the purpose of lifting will be supported by the correct and in date documentation.

20. MANUAL HANDLING OPERATIONS

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the regulations for Manual Handling, this Company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the Company will make a suitable and sufficient assessment of the task and reduce the risk to its lowest level that is reasonably

practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this Company (as the employer) to alleviate or reduce the risk of manual handling operations will be communicated to the Company's employees.

21. OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE

At the present time this Company rarely uses or comes into contact with any substances (e.g. lead, asbestos, COSHH substances) in concentrations, or in circumstances which would warrant an occupational health programme or health surveillance to be carried out on any of its employees.

If a need for health surveillance were identified as a result of our assessment procedures and/or available information about any of the sites where our employees would carry out those tasks, then such health surveillance and monitoring would be initiated by the management of this Company.

Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by this Company (and their effects on health) and legislative requirements. Additionally, we employ the services of an external independent health and safety consultancy to advise on such issues.

22. NOISE AT WORK

Excessive noise in the workplace presents a risk to all personnel, and may lead to irreparable hearing damage. Regulations regarding noise at work require that employees make provisions to protect their employees from levels of noise that could pose a risk to their hearing.

It is the policy of this Company to comply with the Noise at Work Regulations, 1989, in so far as they affect our own employees and those persons not in the employment of the Company. A noise survey will be carried out by a competent person to ascertain the actual levels, where any doubt exists as to whether any machinery or plant owned or used by Company employees has a noise output in excess of 85dB(A), or a peak output in excess of 200 Pascals.

Where the level is less than 85dB(A) no further action will usually be necessary, although it is the policy of the Company to keep all noise to a minimum level consistent with good commercial practice.

Where the level exceeds 85dB(A), but it less than 90dB(A), then all persons affected shall be advised of the survey results, instructed about industrial hearing loss and advised to

wear hearing protection. The Company shall supply, maintain and replace such protection free of charge.

Should the survey reveal levels of over 90dB(A), and/or peak levels of over 200 Pascals, then the Company shall do all that is possible to reduce these levels so far as is reasonably practicable. Identified areas will be marked as Ear Protection Zones in accordance with BS 5378, and the wearing of hearing protection shall be made mandatory.

Employees have a duty under these Regulations to wear protection provided. Records will be kept of all surveys and subsequent action taken.

23. SAFETY AUDITS

Progressive improvement in Health and Safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control. It is the policy of this Company that a systematic audit of all safety arrangements will be carried out on a regular basis.

Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area.

Where appropriate the Company's health and safety advisors will visit the workplace to carry out Safety Inspections and Audits.

Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of the Company and improve the overall safety culture within the workforce.

An example of a typical audit form can be found in Operational Manual – Site Auditing Procedure No 45.

24. OUTSIDE CONTRACTORS WORKING ON THIS COMPANY'S PREMISES

It is the policy of this Company that in situations where outside contractors (e.g. utility company personnel, cleaners, maintenance personnel) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. These measures may include any or all of the following:

- Induction training (to include the hazards and/or risks posed by this Company's operations);
- Supervision by a competent representative of this Company who is aware of the hazards presented in the area of works to be performed;
- Ensuring that personal protective equipment has been provided and is being worn, as required;
- Verifying that the outside contractor is competent and trained to carry out the proposed tasks;
- Ensuring that outside contractors' employers have received appropriate safety information relative to their proposed tasks, issued by this Company, and that outside contractor employees have been informed of such information prior to their works commencing.

The measures to be taken will be dependant upon the hazard presented and the control measures as recommended by the risk assessment procedures. Likewise, this Company requires that any proposed works by outside contractors' employers which includes elements of risk or hazard to this Company's employees, is communicated by that

employer to this Company's authorised representative in the form of a risk assessment or similar, prior to works commencing on the premises.

25. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

It is the policy of this Company that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

It is also a legal requirement that the employee uses the protective equipment provided by the Company, where practicable return it to the accommodation supplied, and report defects or loss of PPE to the Company immediately.

PPE will only be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

This Company also recognises that they are legally required to provide training to their employees in the proper fitting and use of PPE, and the provision of accommodation for the storage and care of the PPE it provides to its employees when it is not in use.

26. PROTECTION OF THE GENERAL PUBLIC

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities is to be identified in the task risk assessment procedure and the control measures required to prevent such an injury or ill health implemented as part of the risk assessment procedure.

27. TRADE CONTRACTORS SAFETY INFORMATION

Safety information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all Trade Contractors and persons under their control and forms part of the Terms of Contract. Trade Contractors are required to ensure that:

- They, and all persons under their control, familiarise with the site and any hazards to be found on the site.
- Their activities are conducted in accordance with safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act.
- They comply with all the relevant legislation applicable to the workplace.
- They provide the correct protective equipment and clothing to their employees at the contractor's expense.
- Employees remain within the designated areas of their work.
- They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed, the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under statute or common law. Failure to comply with our Company's Health and Safety

Policy or any legal requirements will lead, at our Company's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

Contained with Operational Manual (Section 36) is the sub-contractors qualification questionnaire, which must be completed by the sub-contractor and approved by the directors of this Company prior to any sub-contractor or supplier working for or supplying materials, plant, equipment or labour to the Company.

28. COMPANY TRAINING

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do. Whilst the Company, before employment, requires appropriate qualifications, it is accepted that all members of the Company continue training during the course of their employment by various methods from attending residential courses to "tool-box-talks"

All employees will receive appropriate specific project induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Company/Client Safety Policy. An awareness of safety issues at all levels is an important feature in the promotion of this Safety Policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new job.

All training will be mandatory and records kept of courses and qualifications. The Company HR officer will retain all training and qualification records.

29. WASTE DISPOSAL

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable. Such procedures are specified in the Procedures Section of this safety policy where applicable, or are covered separately in the Safe Systems of Work Section of this policy.

30. WORK EQUIPMENT

It is the policy of this Company that all work equipment used in the course of Company activities, whether provided by the Company, or on hire should be safe and suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions at intervals set by this Company.

Work Equipment means any plant, machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instructions and training of the safe use of that equipment.

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods

which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, and maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Plant which is considered to be in any way dangerous, will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that Plant and Equipment. Where applicable, manufacturers and/or suppliers of Plant and equipment to the Company will supply the relevant safety instruction and information and training relating to the work Plant equipment's safe usage.

31. WORKING WITH ELECTRICITY

It is the policy of this Company that no person in its employ is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out. The following factors will be considered when determining whether work with live conductors is justified:

- When it would not be practicable to carry out work with the conductors dead (e.g. testing purposes);
- If making the system dead will create hazards for other users of the systems, or for continuously operating plant, etc;
- The need to comply with other statutory requirements;
- The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

This Company recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Portable electrical equipment will be tagged, tested and maintained on a regular basis. The recommended maintenance frequencies under Electrical Procedures at Work in the Procedures Section will be used as reference point for all items of electrical equipment utilised by this Company.

32. WORKING ON OR ALONGSIDE ROADS

The operations of this Company include the need for employees to work on or alongside public roads. Such operations are recognised as being hazardous to Company employees, pedestrians and road users alike. This Company's management undertake to minimise the hazards presented by assessing the hazards and likely risk and implementing control measures to reduce the risk assessments (together with any other assessments required by legislation) and the requirements of specific legislation dealing with work on or alongside roads. Additionally, it is the policy of this Company to devise and implement safe systems of work that address the risks posed by working on or alongside public roads.

33. FORKLIFT SAFETY

General safety Guidelines

Do not pick up a load if someone is standing close to it

- Do not allow people to walk under raised forks
- Passengers should not be carried unless an approved constructed cage is provided
- Sound your horn at every potential danger point, but remember that sounding your horn does not give you right of way
- Be careful when braking, braking violently when loaded may cause the load to fall off or the truck to tip over
- When leaving the truck, even for a few seconds, make sure that it is in neutral, has the parking brake applied and the forks lowered to ground level.
- If the forklift is left unattended for any period, the operator must remove the ignition key.
- Only certified and authorised drivers must drive any operate forklift trucks
- All forklifts operated by the company must have a reversing alarm and flashing beacon fitted, operators must ensure both of these are fitted and working while the forklift is in use
- All forklift operators must conduct a daily pre-start check up prior to operating the forklift
- All forklift trucks must be inspected weekly and the inspection recorded and filed within the site safety file. All defects noted must be reported immediately to the site supervisor.

34. DRUG AND ALCOHOL POLICY

To assist in the safe performance of our duties, this company operates a strict policy of **NO ALCOHOL** and **NO DRUGS** in the workplace.

No alcohol or drugs will be tolerated on site. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager **must** be informed of that circumstance.

REGULATIONS USED FOR GUIDANCE IN COMPLYING WITH THIS DOCUMENT

- **HEALTH & SAFETY AT WORK (Northern Ireland) Order 1978**

- **CONSTRUCTION DESIGN AND MANAGEMENT (Northern Ireland) 1995**

- **HEALTH & SAFETY (First Aid) REGULATIONS 1981**

- **ELECTRICITY AT WORK REGULATIONS 1989**

- **NOISE AT WORK REGULATIONS 1989**

- **HEALTH & SAFETY (INFORMATION FOR EMPLOYEES) REGULATIONS 1989**

- **MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1992**

- **MANUAL HANDLING OPERATIONS REGULATIONS 1992**

- **CONFINED SPACES REGULATIONS 1997**

- **CONTROL OF ASBESTOS AT WORK REGULATIONS 1987**

- **PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998**

