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HEALTH & SAFETY POLICY AND PROCEDURES

21.10.10

PW CONTRACTING LTD. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of PW Contracting Ltd. to:

- Provide a place of work that is safe and without risk to the health, safety and welfare of all its employees, independent contractors, members of associated companies and the general public, so far as it is reasonably practicable;
- Provide appropriate training;
- Seek continually to improve its health, safety and welfare performance;
- Monitor the performance of activities against the policy statement;
- Make safety an integral part of the management of the Company;
- Comply fully with the law;
- Make regular reviews of this policy and institute improvements, where possible;
- Consult with employees and to encourage their constructive contribution to the development of safety policy, to the implementation of safety management systems, to increase their awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective;
- Sustain and develop this policy by the implementation of safety management systems within the Company.

Jon Parsons
Managing Director
PW Contracting Ltd.

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HEALTH & SAFETY POLICY AND PROCEDURES

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ORGANISATION AND ARRANGEMENTS

1.1 ARRANGEMENTS FOR IMPLEMENTATION OF POLICY

The Company will achieve the aims and objectives of this Policy by:

- Providing clearly defined, safe systems of work and communicating them in sufficient detail to those affected
- Paying particular attention to the provision of safe access and egress
- Providing such information, instruction, training and supervision as may be necessary to personnel at all levels, paying particular attention to personnel attending a location for the first time or on a temporary basis
- Ensuring the receipt of timely, adequate information from sub-contractors and suppliers in respect of health and safety planning, e.g. risk and COSHH assessment and method statements, prior to work commencing
- Assessing the risks to health and safety in the workplace, and providing adequate control measures
- Making arrangements for consultation between management and employees
- Providing appropriate plant and equipment which is tested, certificated and safe to use
- Maintaining high standards of hygiene, cleanliness and housekeeping
- Identifying workplaces which may be difficult to evacuate in an emergency and providing control measures
- Establishing emergency procedures and ensuring they are under the control of trained people
- Ensuring adequate and appropriate protective equipment is provided

1.2 RESPONSIBILITIES

Directors – it is the responsibility of Directors to:

- Direct Management under their control to implement the Health & Safety Policy at all times
- Liaise with the Company's appointed Health & Safety Management to ensure proper communication exists at all levels
- Ensure adequate planning is undertaken to provide appropriate resources, training and safe systems of working
- Ensure the provision of this Policy is kept under review having regard to changes in legislation, best practice and the Company's business
- Treat the health and safety of persons under their control as a matter of importance

Health & Safety Manager – it is the responsibility of the appointed Health & Safety Manager to:

- Visit sites regularly (four-weekly whenever possible) and monitor performance in relation to the Policy and procedures
- Ensure that a report is compiled where necessary to enable corrective action to be implemented by site management
- Carry out auditing to ensure compliance with existing requirements and identify any areas for improvement
- Ensure thorough investigation is made and appropriate records are compiled where accidents and incidents occur, and make recommendations to prevent recurrence
- Advise health and safety training requirements

ORGANISATION AND ARRANGEMENTS

1.2 RESPONSIBILITIES (continued)

- Implement the Company's procedures for dealing with sub-contractors and ensure proper co-operation and co-ordination takes place between the various parties who may share the workplace/site
- Provide an overall Health & Safety Plan for each site, making an adequate assessment of the risks involved, and ensuring that safe systems of work and method statements are produced, followed and reviewed
- Ensure activity and/or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are made and communicated to those at risk
- Ensure employees, self-employed, temporarily employed and non-employed trainees/persons have received adequate training and information about the activity they are required to undertake, particularly by ensuring induction is provided for those attending a location for the first time
- Ensure employees are aware of the Company's Policy for health and safety at work and that they have understood its requirements
- Liaise with others as applicable and support initiatives for health and safety representation
- Ensure proper protective equipment is provided and used
- Report all accidents and incidents to the appointed Health & Safety Manager, carry out investigations, make recommendations to prevent recurrence and ensure this information is effectively communicated
- Arrange four-weekly Health & Safety Planning Meetings with the appointed Health & Safety Manager
- Ensure that weekly safety inspections are carried out, including maintenance of appropriate inspection records
- Ensure proper procedures are in place for the safe evacuation of workplaces and that they are under the control of trained and competent people
- Implement the advice given by the Company's appointed Health & Safety Manager

Site Foremen/Gangers – it is the responsibility of foremen and gangers to:

- Ensure operatives are suitable, competent, trained and authorised to carry out the work, particularly where mechanical plant and equipment is involved
- Provide effective front-line supervision on site and ensure that operatives are instructed in the detail of safe systems of work as it applies to particular construction operations
- Encourage the workforce to work in a safe and tidy manner, paying particular attention to the wearing of personal protective equipment and, where necessary, disciplining offenders
- Be familiar with and observe all relevant statutory provisions applicable on site and take immediate action in respect of advice given by the Company's appointed Health & Safety Manager
- Co-operate and liaise where appropriate with other contractors' site supervision

ORGANISATION AND ARRANGEMENT

1.2 RESPONSIBILITIES (continued)

Operatives/Admin/Office Staff/Sub-Contractors – it is the responsibility of employees to:

- Be familiar with the Health & Safety Policy and co-operate with management/ supervision in its implementation
- Understand the parts of the Health & Safety Policy applicable to them and take reasonable care for the health and safety of themselves and others
- Follow the instructions given regarding safe working in general and safe methods of work for particular tasks
- Keep equipment in good order, use the correct equipment for the task, and report any defects in plant and equipment or any shortcoming in safe systems of work to their manager/supervisor
- Contribute to the safety culture, be aware of relevant site safety rules and abide by requirements
- Use and not abuse the protective equipment and measures provided in the interests of health and safety

1.3 MONITORING THE POLICY

The Health & Safety Policy will be monitored by:

- Audit of the Company's health and safety performance
- Inspection and reporting of activities and accidents on site

1.4 TRAINING

Appropriate training will be identified and provided to all levels of managerial and operational employees. Training may comprise safety induction, toolbox talks, method statement briefings, in-house training courses and specialist external training courses.

Courses include (but are not limited to):

- New Legislation
- Safety Awareness
- Confined Spaces
- Abrasive Wheels
- First Aid
- Scaffold Inspection
- Fire Awareness – Extinguishers
- Use of Computers and Information Technology

Training requirements are assessed at commencement for new employees and on an ongoing basis for existing employees.

All site personnel will receive a formal, signed off induction talk, which will include both general and site-specific requirements. Inductions will generally be given by a member of the site management team.

Operational employees' training is assessed at site induction by supervisors on site, during working operations and during toolbox talks, when two-way discussion is encouraged. Operatives and sub-contractors are encouraged to obtain CITB Construction Skills Certificate Scheme (CSCS) registration. This also shows that the individual is experienced in the particular trade(s) and has received safety awareness training.

RISK ASSESSMENT AND HEALTH & SAFETY PLANNING

2.1 INTRODUCTION

Risk assessment is the responsibility of the Site Agent/Manager, or appointed Health & Safety Manager for permanent office locations.

Principles of Prevention to be applied:

- Avoiding risks
- Evaluating the risks which cannot be avoided
- Combating the risks at source
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health
- Adapting to technical progress
- Replacing the dangerous by the non-dangerous or the less dangerous
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

All risk assessments shall be reviewed by the relevant manager if there is a reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates. Permanent office risk assessments shall be carried out and reviewed annually.

2.2 THE COMPANY APPROACH

Where a risk has been identified, a specific assessment shall be produced.

Preventative and protective measures must be established, recorded and communicated to all relevant employees.

Method statements shall be produced for all activities where significant risk has been identified. They shall contain details of safe methods of work and be used to communicate them to those persons involved in the work. This will be achieved through method statement briefings prior to the commencement of the works. Method statements and risk assessments shall be authorised by management before work commences.

Regulations requiring risk assessment are considered and reviewed throughout the contract period and include, but are not limited to:

- Manual Handling
- Personal Protective Equipment
- Display Screen Equipment
- Noise at Work
- COSHH
- Asbestos
- Lead

COMPANY HEALTH & SAFETY PROCEDURES

2.3 THE HEALTH & SAFETY PLANNING MEETING

Activities which are likely to involve significant risks requiring specific risk assessments, and construction operations which are likely to require detailed method statements, shall be identified and recorded for action.

A construction phase Health & Safety Plan shall be produced, to further develop the information incorporated within the pre-tender plan and the items identified.

Specific assessments shall also be considered at this meeting to address COSHH, noise, PPE, manual handling etc, and shall be included in the relevant method statement or compiled and maintained separately.

On a four-weekly basis, site safety meetings will be held to plan, monitor, review and update the health and safety requirements for the site.

DEFINITION

This section defines the standards and rules which relate to all persons at work, whilst on premises owned by or the responsibility of PW Contracting Ltd It is the responsibility of all employees to observe these rules, to behave in a safe and reasonable manner, and to adhere to all instructions given by appointed management with regard to the respective location.

Failure to comply with the following rules will render employees liable to disciplinary action. This may be through use of the 'Record of Verbal Warning' notices.

It should also be borne in mind that a breach of health and safety legislation is a criminal offence and action taken by an Enforcing Officer may result in heavy penalties, i.e. fines and/or imprisonment.

Safety is the responsibility of everyone: directors, managers, site and office staff, fellow employees and yourself. All persons have a responsibility to contribute towards making their place of employment a safe place to work. Safety measures are introduced to control risks to everyone at the location, including employees, sub-contractors, visitors, members of the public and anyone else who could be harmed.

COMPANY HEALTH & SAFETY PROCEDURES

SITE RULES

- All persons having any business on site must attend an induction and receive and understand a copy of the site rules
- All persons, whether operatives or visitors to the site, will report to the site office. They will sign in before entering the site, and sign out on leaving
- All persons on site must wear a safety helmet, protective footwear and high visibility vests at all times (site offices and welfare facilities are excluded from this rule)
- Visitors shall be made aware regarding protective footwear, but may be exempt if agreed and accompanied by site management. Trainers will not be permitted at any time
- The correct personal protective equipment must be worn at all times, e.g. ear defenders, gloves, goggles, masks etc as necessary.
- Rubbish is not to be burnt on site at any time. Waste must be removed from site in the prescribed manner
- Unauthorized personnel must not alter scaffolding
- Only authorised, suitably qualified personnel, e.g. CITB or similar, are to operate vehicles, plant or machinery, including fitting abrasive wheels and erecting or dismantling scaffolding
- Defective vehicles, plant or machinery must not be used at any time and the defect(s) should be brought to the attention of the site management immediately
- No person under the influence of drugs or alcohol will be permitted to remain on site
- Welfare facilities are to be kept clean and tidy at all times
- Warning signs must be obeyed at all times
- All accidents and dangerous occurrences must be reported to the site office, and all injuries entered in the accident book
- Operatives using any equipment producing a naked flame or sparks must have within arm's reach a suitable fire extinguisher. The operative must also be in the possession of a Hot Works Permit
- A Permit to Work is required for any person entering a confined space
- Only certified and authorised personnel will be allowed to sling loads or direct cranes
- All reversing vehicles and excavators must be supervised by a banks man
- It is incumbent upon all operatives to work in a safe manner and not to endanger themselves or other persons by their actions

COMPANY HEALTH & SAFETY PROCEDURES

SITE RULES (continued)

- Portable electric tools and equipment shall only operate at 110 volt power or lower. Wherever possible use RCD protection
- All pedestrian and vehicle control/signs throughout the premises shall be observed
- Running is not permitted, except in extreme emergencies. Watch where you walk and keep alert regarding the environment, the movement of plant, vehicles and other persons
- Standing, walking or working under any unprotected overhead activities is not permitted

3.1 ACCIDENT AND INCIDENT REPORTING

3.1.1 Medical treatment shall be sought for injuries sustained, no matter how slight, and appropriate records shall be entered in the accident book.

3.1.2 All accidents and incidents, including damage to property belonging to PW Contracting LTD or others, shall be reported to site management and the appointed Health & Safety Manager as soon as is practicable, so that they may be thoroughly investigated to prevent a recurrence.

3.1.3 All injuries, diseases or dangerous occurrences suspected of being covered by RIDDOR '95 must be notified to the relevant enforcing authority and appointed Health & Safety Manager as soon as is practicable.

3.1.4 Records of accidents, direct employee plus sub-contract personnel numbers, and total hours worked are to be prepared monthly for Company safety performance measurement.

3.2 ALCOHOL AND DRUGS POLICY

All personnel employed by the Company either directly or as a sub-contractor will be subject to the following rules concerning the use/misuse of alcohol and drugs:

3.2.1 No employee will report to work whilst under the influence of either alcohol or drugs. In the case of alcohol the term 'influence' is as defined by statutory or contract requirements.

3.2.2 No employee shall consume alcohol on or off the premises during work time, and if found in breach of this will be subject to disciplinary action.

3.2.3 The use of drugs by an employee will only be permitted if they are prescribed or instructed by a medical practitioner, and, in the opinion of that specialist, will not impair the performance of the employee.

3.2.4 The use of non-prescribed medication which may cause drowsiness or loss of co-ordination must be reported to your line manager.

COMPANY HEALTH & SAFETY PROCEDURES

3.2 ALCOHOL AND DRUGS POLICY (continued)

3.2.5 The use of illegal substances at any time is not permitted and any person contravening this will be subject to the terms of the Company's disciplinary procedure.

3.2.6 Any person found or suspected of being under the influence of alcohol or drugs shall be prepared to undergo alcohol and/or drug screening. All directly or indirectly employed personnel may be subject to random screening. Failure to comply will result in disciplinary action in accordance with Company procedure.

3.2.7 Any person suspended for contravening the above terms must provide medical confirmation of their acceptable state of health prior to being allowed to return to work.

3.3 CONSULTATION WITH EMPLOYEES

3.3.1 Consultation involves listening to employees' views and taking account of what they say before any decision is taken.

3.3.2 Employees will be consulted on matters that affect their health and safety and, in particular, with regard to:

- The introduction of any measures or new technologies
- Arrangements for appointing competent persons
- Relevant health and safety information
- Planning and organisation of any health and safety training

This will either be directly or through elected representatives.

3.3.3 Employees or representatives may make representations on potential hazards and dangerous occurrences at the workplace which affect, or could affect, themselves or others.

3.3.4 Consultation may be carried out during:

- Inductions
- Toolbox talks
- Method statement briefings
- Sub-contractors' progress meetings
- Four-weekly HSEQ planning meetings or following any responses to information posted on notice boards

COMPANY HEALTH & SAFETY PROCEDURES

3.4 EMERGENCY PROCEDURES

Procedures for serious and imminent danger and danger areas, e.g. first aid, fire and means of escape in an emergency, shall be detailed at each construction site and permanent office location, and within the Health & Safety Plan for construction sites. A competent person shall be nominated to implement these procedures.

3.5 FIRE PRECAUTIONS

3.5.1 A Fire Safety Risk Assessment shall be carried out for all locations to identify necessary arrangements and control measures.

3.5.2 A Fire Plan shall be produced and displayed for permanent offices and appropriate projects to include location of fire-fighting equipment, fire or smoke detectors, fire call points and fire exits. Training, appointment of marshals, and evacuation procedures shall be established, and a fire certificate shall be obtained where required.

3.5.3 Adequate fire notices and signs shall be prominently displayed, as identified by the Fire Safety Risk Assessment.

3.5.4 All emergency procedures pertinent to the work activity shall be adhered to. These procedures will vary from location to location and training will be given.

3.5.5 All fire escape routes, fire-fighting equipment and fire doors shall be kept free from obstruction and routinely monitored.

3.5.6 Any used or missing fire-fighting equipment shall be reported to management, who will ensure that it is replaced as soon as possible.

3.6 FIRST AID

The Company recognizes its responsibilities under the Health & Safety (First-Aid) Regulations 1981 to provide or ensure that adequate equipment, facilities and trained persons are provided, to render first aid.

3.6.1 At least one qualified first aider shall be provided at each work location dependent on the risk of injury or ill health.

3.6.2 An appointed person shall be identified at each location who may also be a first aider.

3.6.3 It shall be the first aider's/appointed person's responsibility to ensure that appropriate first aid equipment/facilities are maintained

COMPANY HEALTH & SAFETY PROCEDURES

3.7 GROSS MISCONDUCT

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- 3.7.1 A serious or willful breach of the safety rules as specific to each location.
- 3.7.2 Unauthorized removal or interference with any guard or protective device.
- 3.7.3 Unauthorized operation of any item of machinery, plant or equipment.
- 3.7.4 Unauthorized removal of any item of first aid equipment.
- 3.7.5 Willful damage to, misuse of, or interference with any item provided in the interest of health, safety or welfare at work.
- 3.7.6 Unauthorized removal or defacing of any label, sign or warning device.
- 3.7.7 Misuse of chemicals, flammable or hazardous substances, or toxic materials.
- 3.7.8 Smoking in any designated 'No Smoking' area.
- 3.7.9 Smoking whilst handling flammable substances.
- 3.7.10 Horseplay or practical jokes which could cause accidents.
- 3.7.11 Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- 3.7.12 Misuse of pneumatic, hydraulic or electrical equipment.
- 3.7.13 Dangerously overloading any item of lifting equipment.
- 3.7.14 Overloading or misuse of any vehicles.

3.8 HEALTH

3.8.1 Any medical condition which could affect the health and safety of an individual or others shall be reported to management. This information will be requested at site induction.

3.8.2 Where any risk is identified to employees or others, health surveillance will be carried out as appropriate, egg lead, radiation, night work.

3.9 LONE WORKING

Lone workers are defined as those who work by themselves without close or direct supervision. Lone working where possible will be designed out and only where absolutely necessary is it to be undertaken. Where lone working is necessary, however brief or minor, a specific risk assessment is required to be undertaken and appropriate control measures put in place.

COMPANY HEALTH & SAFETY PROCEDURES

3.10 NOTICES AND WRITTEN INSTRUCTIONS

3.10.1 All hazard/warning signs and notices displayed on the premises shall be complied with.

3.10.2 Where applicable, work permits will be strictly enforced, e.g. confined space work, where only authorised persons will be allowed to work.

3.11 OFFICE/WORKPLACE SAFETY

3.11.1 Electrical installations shall only be installed by a competent person and tested at regular intervals in accordance with the Electricity at Work Regulations 1989.

3.11.2 Offices shall be kept at a reasonable temperature, be well ventilated and lit.

3.11.3 Passages and stairs shall be kept clear of obstructions and well lit.

3.11.4 Flooring shall be kept in a safe condition. Damaged carpeting, liquid spillages etc shall be reported to management.

3.11.5 Filing cabinets shall be loaded from the bottom drawers first and only one drawer opened at a time. Storage racking shall be of adequate strength, properly loaded, stable, and securely fixed where possible.

3.11.6 Great care shall be taken in the storage and use of toxic, flammable and corrosive substances, chemicals and liquids. They shall be stored and used in accordance with the manufacturers' instructions/COSHH assessment.

3.11.7 Portable electric tools and equipment shall operate at 110V or lower. Where this is not possible RCD protection shall be used.

3.11.8 Electrical equipment shall be visually inspected, checked for defects at regular intervals and, if a fault is suspected, checked by a qualified electrician. Trailing electric cables shall be avoided.

3.11.9 An appropriate maintenance system shall be established for all electrical equipment and records of inspection and testing maintained as necessary.

3.11.10 Employees who are considered to be VDU users (through 'Display screen equipment/VDU assessment) shall be entitled to free eyesight tests and the provision of corrective eyewear if prescribed.

3.11.11 VDU users will be provided with suitable equipment to establish an ergonomic workstation. Suitable instruction on its adjustment will be provided.

3.11.12 Adequate welfare facilities shall be provided.

3.11.13 All dangerous parts of machinery shall be adequately guarded.

COMPANY HEALTH & SAFETY PROCEDURES

3.12 PERMITS TO WORK

Permit to Work requirements shall be determined by the Site Agent/Manager and appointed Health & Safety Manager for all locations. Employees must check to see if such a system is in place for the work that they are undertaking before commencing.

3.12.1 All Permits to Work shall be prepared by an authorised, competent person who is familiar with the relevant work procedures, hazards, and all necessary precautions after a thorough assessment has been carried out. The person responsible for carrying out the works shall sign the Permit prior to work starting, confirming that they are aware of the conditions laid down within it and agreeing to abide by them.

On the completion of the works or expiry of the Permit, the person responsible for carrying out the works should either:

(a) Sign the Permit off as work completed and all personnel, materials and equipment withdrawn.

Or

(b) Request an extension from the competent person, and ensure authorisation is given by the authorised person.

3.12.2 Permits may be required for:

- (a) Cold work in hazardous areas.
- (b) Hot work in hazardous areas.
- (c) Erection of structures, falsework etc.
- (d) Excavation – buried services.
- (e) Electrical work (this may include an electrical isolation certificate where work is to be carried out on high voltage equipment etc).
- (f) Work on pipelines/pressure systems.
- (g) Entry into confined spaces.
- (h) Chemical cleaning.
- (i) Vehicle/plant movement and maintenance.
- (j) Demolition.

This list is not exhaustive and all operations should be examined in detail and Permits initiated if necessary. A Permit to Dig system will, however, be implemented on all sites where there is ground level surface breakout or excavation.

3.12.3 In the event of an emergency occurring wherever a Permit to Work is in operation, the Permit shall be withdrawn and cancelled immediately. Work shall only recommence when all procedures have again been checked and the Permit has been re-issued, duly signed by the authorised person. Where there has been a change to the working environment which introduces new or unknown hazards, work shall cease immediately, and all personnel withdrawn from the affected area. If possible, equipment shall be withdrawn and the area made safe.

COMPANY HEALTH & SAFETY PROCEDURES

3.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Company recognises its responsibility under the PPE and the Construction (Head Protection) Regulations to assess the risks, to provide, and train personnel in the use of, suitable PPE, and to maintain and replace this as necessary. Therefore:

3.13.1 Protective equipment shall be used, stored and maintained in accordance with the manufacturer's instructions and the training provided.

3.13.2 Any damage, loss, fault or unsuitability of protective equipment shall be reported to management.

3.13.3 PW Contracting Ltd will issue suitable protective equipment to directly employed staff and operatives, and undertake to replace such equipment when necessary.

3.14 VEHICLES

3.14.1 Regular checks of vehicles, in conjunction with Company Procedures and manufacturer's instructions, shall be carried out prior to use.

3.14.2 Driving or operating any vehicle is not permitted without the appropriate driving license, competency or authorisation.

3.14.3 Unauthorised passengers or unauthorised loads shall not be carried.

3.14.4 Vehicles shall not be used for unauthorised purposes.

3.14.5 Vehicles shall not be loaded beyond the stated capacity.

3.14.6 Driving or operating vehicles whilst suffering from a medical condition or illness that may affect ability is not permitted.

3.14.7 Driving or operating vehicles whilst under the influence of alcohol or any other drug which may affect operating ability is not permitted.

3.14.8 All available safety features such as seat belts shall be utilised.

3.15 WORKING CONDITIONS/ENVIRONMENT

3.15.1 All employees shall make proper use of all safety equipment and facilities provided to control working conditions/environment.

3.15.2 Work areas shall be kept clear and in a clean and tidy condition.

3.15.3 All rubbish and waste materials including chemicals or oils within the working area shall be disposed of using the facilities provided, at correct disposal points and in accordance with the details within the appropriate method statements or specific site arrangements.

COMPANY HEALTH & SAFETY PROCEDURES

3.15 WORKING CONDITIONS/ENVIRONMENT (continued)

3.15.4 Any spillage of liquids shall be correctly contained/removed as soon as is practicable.

3.15.5 Chemicals, oils or other hazardous substances shall not be discharged into watercourses, sewers or drains.

3.15.6 Toilet and messing facilities provided shall be kept clean and tidy.

3.15.7 Any person found contravening these requirements shall be subject to disciplinary action.

3.15.8 Personnel shall inspect their work areas continually to ensure they are safe and that no fire or ignition sources are left unattended during or at the end of each working period. Where the activity being undertaken carries any risk of a fire, fully charged extinguishers and precautions to stop flying sparks, i.e. fire blankets/screens, shall be in place. Where hot work has been undertaken the area shall be checked and any hot spots doused.

3.15.9 All materials shall be stored in such a manner as to eliminate hazards.

3.15.10 Warning signs and suitable precautions shall be provided to protect anyone from falls from height.

3.16 WORK EQUIPMENT

3.16.1 Operation of any machine, plant or equipment is not permitted unless employees have been trained, authorised, or are under adequate supervision.

3.16.2 All machine guarding shall be utilised.

3.16.3 Any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards shall be reported to management for action, which may include taking the item out of use.

3.16.4 Repair, maintenance or cleaning of machinery, plant or equipment shall only be carried out in accordance with manufacturer's recommendations and risk assessment where appropriate.

3.16.5 No machinery, plant or equipment shall be left in motion, or with the engine running, whilst unattended. Plant and vehicles must be immobilized and the ignition key removed whilst unattended.

3.16.6 No repairs or maintenance work on any equipment shall be undertaken unless employees are trained and authorised to do so, including changing of abrasive wheels.

3.17 YOUNG PERSONS

Where it is intended to employ young persons, those being under 18 years of age, a specific risk assessment for the type of work they will be involved in shall be carried out in accordance with the Management of Health and Safety at Work Regulations 1999.

Persons under 18 years of age are prohibited from operating lifting appliances, giving signals, and operating certain woodworking machines unless under supervision during training. Special consideration must be made when a person under the age of 21 years is to operate certain vehicles or plant on a public highway, i.e. only if a valid driving license is held (HGV etc).