

COMPANY HEALTH AND SAFETY POLICY

**EIREANN CONTRACTS
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INTRODUCTION

Eireann Contracts Ltd carries out work in the Republic of Ireland as well as Northern Ireland. The company is registered within Northern Ireland and therefore work towards the UK guidelines as set out within the **Health and Safety at Work Order NI 1978**. However the company do recognise that they must adhere to the Southern guidelines and to this end there will be extracts and reference made to the **Safety, Health and Welfare at Work (General Application) Regulations 2007** within this policy.

We would again remind all our employees of their own responsibilities under both Acts.



General applications 2007 toolkit link which details responsibilities

This policy will be explained in detail to you at your induction and if you have difficulty with any part of the policy you must speak to your supervisor. You will be required to sign a statement acknowledging receipt of this policy document - and that you understand and accept your responsibilities as set out within it. Everyone within the organisation has been issued with this policy as they too have responsibilities for your health and safety at work. Always consult them if you are in any doubt on any Health & Safety matters.

| | |
|--------------------|----------------------------|
| SECTION ONE | STATEMENT OF INTENT |
|--------------------|----------------------------|

Eireann Contracts Ltd is firmly committed to the provision of a safe and healthy work environment for its employees. To this end the company intends to comply with all safety legislation and codes of practice as set out **in the Health and Safety at Work Order 1978 (NI) and the Safety, Safety, Health and Welfare at Work (General Application) Regulations 2007**

Whilst the Directors of the company will do all that is reasonable practicable to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company as well as sub contractors and their employees. The co-operation on the part of all employees is vital to the success of this policy

The company will commit to undertake risk assessments, provide health surveillance and ensure that arrangements for emergency procedures are put into place as per legalisation stated within the Management of Health and Safety at Work Regulations

ECL recognises that this commitment will only be achieved with positive leadership and leading by example, provision of resources and continued pursuit of best practice in health and safety.

In pursuance of safety the company will:

- Manage and conduct all work activities so as to ensure the safety, health and welfare of people at work
- Provide Safe access to and egress from the workplace
- Provide and maintain a safe place to work for all staff whilst at work.
- Provide safe plant and equipment which is maintained and inspected
- Provide a safe environment for employees, clients and visitors.
- Ensure the health and safety of all employees in connection with the use, handling, storage and transport of equipment and substances.
- Maintain, revise and publicise the Health and Safety Policy.
- Offer opportunities for consultation with employees
- Provide instruction, information, training and supervision.
- Promote personal responsibility on the part of all employees to avoid and prevent health hazards and injuries to themselves and others who may be affected by their acts or omissions.
- Ensure that employees are aware of their obligation to co-operate with the Company in compliance with its duties, requirements and statutory obligations

Annual review

This Policy document is to be reviewed annually from the date of issue by the Directors
The specific arrangements for the implementation of the policy and the personnel responsibilities are detailed in sections 2 and 3 of this policy

Signed _____

Title _____

Company _____

Date _____

2 Responsibilities and Monitoring

ORGANISATION

2.1 Managing Director

2.2 Site Supervisors

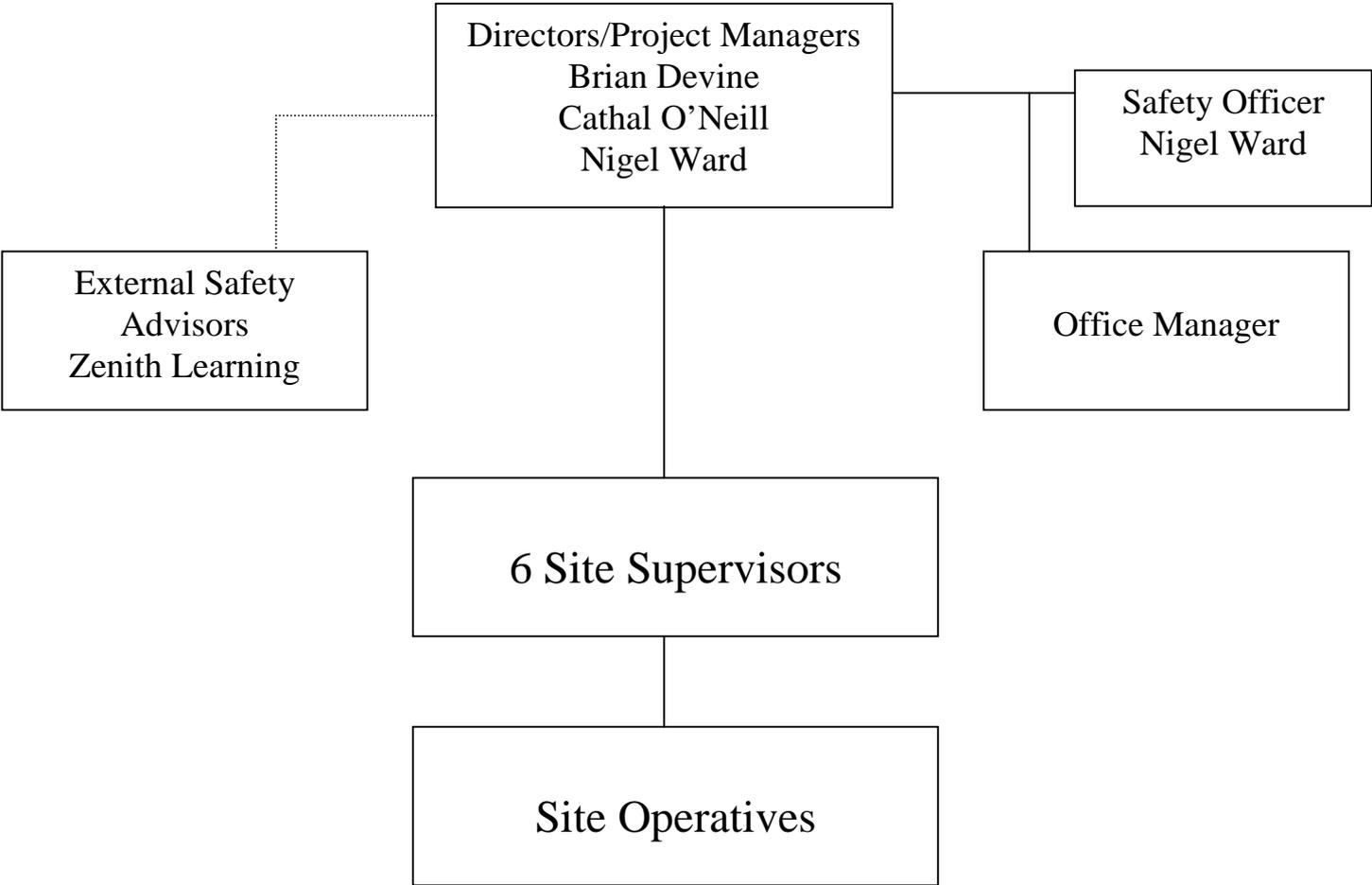
2.3 Safety Officer

2.4 Project Manager

2.5 Office Manager

2.6 Employees

Staff Structure



2.1 Directors Duties

- Will ensure that the health and safety policy is fully developed, reviewed and distributed to all staff
- All objectives outlined in the statement of intent are met and monitored
- Effective communication is used to inform all staff on site/offices of their legal and statutory obligations.
- That health and safety is reviewed at all site and management meetings
- That all hazards are identified and where there is deemed to be a risk appropriate PPE and training will be provided
- That all administration and safety records, reporting and investigation of accidents and maintenance records are kept up to date.
- Provide adequate funding and resources for safety officer to deal with health and safety matters
- Provision of adequate supervision is available at all times
- Shall ensure that all sub contractors comply with the company health and safety policy and site rules
- Quality requirements of contracts are delivered and that works are completed safely
- Strict quality control procedures are maintained. This necessitates regular testing of materials, visual inspections of work and frequent site tours to ensure safe work procedures
- A sufficient procedure is put into place to check that sub contractors develop their Health and Safety Plans before works are carried out on site.
- That first aid boxes other equipment supplied to maintain health and safety on site and offices are fit for purpose.

2.2 Site Supervisor will ensure:

- Shall comply with the Company documented Health & Safety management system.
- Shall ensure that all Company employees working for them are aware of their responsibilities for Health & Safety and take them seriously.
- Shall, by their attitudes and behaviour on site and when communicating with others, demonstrate their commitment to the Company Health & Safety Arrangements, by both actions and words.
- Shall keep up to date with Health & Safety issues by liaising with the External Health & Safety Advisor.
- Shall keep him/her self informed of the accidents or incidents on his sites or occurring to the employees of contractors under his control and the action taken to prevent a re-occurrence of any incidents.
- Shall ensure that all accidents are reported and investigated as per the Company Accident and Investigation Procedure.
- Shall ensure the Company Site Health & Safety Arrangements are set up and implemented on site as required.
- Shall ensure the Site Supervisors Safety Report is completed.
- Shall ensure that Health & Safety is included on the agenda of all Project progress meetings.
- Shall review the Site Health & Safety issues with the Contracts Manager and External Safety Advisor.
- Shall accompany the External Health & Safety Advisor on site audits as required and discuss any issues arising and react quickly to any issues raised in the Audit Report drafted by the External Health & Safety Advisor.
- Shall ensure that all employees and sub-contractors under his control are adequately trained and instructed to perform the tasks required of them in a safe manner and are aware of known hazards which may exist within the operation of those tasks.
- Shall have direct responsibility for the management and co-ordination of Health & Safety on site.
- Shall ensure that provision is made for the information and instruction of all personnel in the safe practices associated with their job function.

2.3 External Safety Advisor

- Interpret and advise on the implementation of health & safety legislation, and in particular, the Management of Health & Safety at Work Regulations.
- That a positive attitude to health and safety is developed and promoted
- That performance safety standards are implemented and developed with realistic goals
- Reporting to Directors on the results of site audits and making recommendations for remedial action for any hazards identified.
- To liaise with Enforcing Authorities, including HSE Inspectors, Environmental Health Officers, Fire Prevention Officers and outside health and safety consultants
- Investigating the causes of accidents, the circumstances leading to them and compiling the necessary reports and giving advice to prevent recurrence.
- That risk assessments are valid and sufficient for their purpose
- Annual performance reviews of all health and safety systems are carried out with assistance of external advisors
- Delegate tasks to the Office Manager such as organising safety training for all staff

2.4 Project Managers and Designer

Reference taken from *Health and Welfare At Work Act 2005 section 17*

New projects for construction work, the company shall appoint in writing a competent person or persons for the purpose of ensuring, so far as is reasonably practicable, that the project

- is designed and is capable of being constructed to be safe and without risk to health,
- construction work will be safe and without risk to health,
- project will be maintained safely and without risk to health during subsequent use, and complies in all respects, as appropriate, with the relevant statutory provisions.
- prepare a safety file appropriate to the characteristics of the project,
- containing relevant safety and health information, including any
- information provided under Regulation 21, to be taken into account
- during any subsequent construction work following completion of the project,

The designer of the project for construction work shall ensure, so far as is reasonably practicable, that the project:

- is designed and is capable of being constructed to be safe and without risk to health,
- can be maintained safely and without risk to health during use, and
- complies in all respects, as appropriate, with the relevant statutory provisions.

2.5 Office Manager will ensure that:

- New staff receive a copy of health and safety policy and procedures within are implemented
- All office staff or visitors are aware of emergency procedures
- DSE risk assessments are carried out with each new staff member
- Risks within office location are identified and are monitored weekly
- Liaison with external training providers to organise health and safety training for all staff
- Training records are valid and up to date and keep in office or site
- Work with all concerned in maintaining plant and equipment registers and keep copies in site office

2.6 Employees Duties

- Take full responsibility for the health and safety of themselves and all other persons who may be affected by things they do or fail to do.
- May not be under the influence of or an intoxicant which may endanger themselves and others who work with them
- They make appropriate use of the safety equipment and devices with which they are issued and to keep them in good condition. This also applies to safety guards, which must not be removed.
- They do not intentionally or recklessly interfere with anything provided in the interests of health and safety
- They report all defects and hazards to their supervisor and also report all accidents and damage whether injury has occurred or not.
- They attend training sessions on health and safety if necessary to enable them to complete their job safely
- Shall not use any plant or equipment they are not authorised to use
- Shall refrain from horseplay and the abuse of welfare facilities and refrain from misuse of protective clothing and equipment.
- Shall keep hand tools and all other equipment in good working condition
- They comply with all systems and procedures put into place to improve safety and follow guidelines as set out in risk assessments.

3 Arrangements

CONSULTATION AND COMMUNICATION

Consultation will be facilitated by means of site meetings on Monday of each week or as often as is deemed necessary. Individual representatives from the various projects will be invited to sit in on staff meetings when they occur to offer input and recommendations. Staff, at all levels, are encouraged to participate in safety meetings. Annual review of safety takes place once per year

The External Safety advisor will inform and the director of the introduction of any changes, which may substantially affect employees' safety. This information will be filtered through the organisation, by appropriate means. New technology, plant or changes in work processes will require new risk assessments and amendments to safety policy. Updated assessments and policy will be passed on to all staff.

The company encourages a positive health and safety culture and uses every opportunity to communicate safety issues to all staff. The company will consult with staff on matters relating to planning and organisation of any health and safety training required by legislation. The office manager will be responsible for organising training for staff on recommendations made by safety officer.

CONTROL OF SUB CONTRACTORS

Sub contractors used for any projects will be required to co-operate with the company so far as is necessary to enable them to comply with their duties. All contractors used will be expected to work towards the guidelines set out in the Management of Health and Safety at Work Regulations and section 2(3) of the Health and Safety at Work Order 1978 (NI) and the Safety, Health and Welfare at Work (Construction Regulations) 2006 ROI. Where possible the company will select from an approved list of contractors who have demonstrated ability and have a proven safety record.

The company has developed a selection process policy and sub contractors will not be allowed to commence work without authorisation signed by the Safety Officer. The authorisation will clearly define the range of work that the contractor can carry out and set out any special requirements or arrangements that need to be put in place.

The following information will be required prior to any work commencing:

- A current copy of health and safety policy
- Copy of insurance documents
- Copy of training records or specialist certificates
- Statutory records for lifting equipment/inspection records for plant to be used on project
- Risk assessments and method statements
- Evidence that all workers will be supervised
- Evidence that they have systems in place to monitor hazards
- Details of their emergency procedures

On successful selection of Sub Contractor the Information supplied at induction training will be:

- Copy of company's health and safety policy
- Site induction booklet signed by sub contractor and workers
- The location of fire escape routes and emergency procedures
- Assembly points
- Location of welfare facilities
- The location of first aid equipment and accident reporting procedures.
- Set of site safety rules*
- Permit to work if applicable

Sub Contractors found to be disobeying Company safety rules, failing to make use of necessary Personal Protective Equipment, using defective or dangerous equipment or working with disregard to their own safety or that of others may be dismissed.

Sub contractors will not use any other sub contractors without prior written agreement from the company.

* See appendix 1 for sub contractors rules

RISK ASSESSMENTS

In compliance with the Management of Health and Safety at Work and the CDM Regulations and section 3 and section 19 of Health and Welfare At Work Act 2005 ROI the company will ensure that site specific risk assessments are completed to clearly define the site activity, the risk and hazards involved.

Generic office risk assessments for DSE, COSHH and Manual Handling are also completed

Mr Nigel Ward who is acting safety officer prepares the site-specific risk assessments along with the external safety advisor. The company use their own templates for carrying out risk assessments and these are included along with method statements for each project. The risk assessors will look for:

The hazard - Who is at risk? - Current control methods - Level of risk - Monitoring activities.

Appropriate action is taken from risk assessment. Assessments will be reviewed annually or if there is any change in processes. Copies of site risk assessments will be kept in site files whilst office risk assessments will be filed in the main office.

Sub contractors will be expected to supply copies of risk assessments, which have been undertaken by a competent person. The effectiveness of risk assessments will be monitored and any defaults will be reported to contracts manager.

SAFETY TRAINING

ECL ensures an up to date training needs analysis is prepared for all staff. This is vital to ensure they are competent to complete their work safely. The office manager will organise and book training events for all staff and keep up to date records of the training received.

It is the policy of the company to ensure that all staff receives induction training on commencement of work. All operatives will receive a one-day safety awareness-training course under the current scheme CSR. Plant operatives will also receive training for the item of equipment they are asked to use. From time to time and project driven there may be specific training areas to be covered. Toolbox talks take place on site and are usually recorded and dated by site foremen. The company invests heavily in training and is committed to providing a safe workforce. Training records are kept in the main office.

WORKPLACE INSPECTIONS/ PLANT/ EQUIPMENT

All site supervisors are involved in site inspections, however it is the duty of everyone on site to report hazards the findings of such inspections. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations. Tower Scaffolds and plant are also inspected weekly with any defaults reported using appropriate statutory registers forms. Lifting equipment will only be inspected by a competent person and Thorough Statutory examinations of equipment will take place by an external provider when:

- The equipment is put into service for the first time
- It is new and not been used before
- Every 12 months
- Every 6 months for equipment used for lifting persons

All such records will be kept in the site offices. In addition the company will ensure that:

- The use of any work equipment that could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair.
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- All work equipment will be clearly marked with health and safety warnings where appropriate.
- No un-authorized personnel to drive plant or equipment unless they are competent and trained to do so.

PERSONAL PROTECTIVE EQUIPMENT

The company will provide the necessary risk assessment to decide the level of PPE needed for all workers. It is noted that PPE should be the last method of control for some hazards and substitution or elimination is the preferred choice. Employees will be given training on any specialist items of PPE such as respiratory protection.

All staff will sign for PPE in the site register as proof they have received it. The site supervisors will ensure that PPE is worn at all times. PPE will meet CE standards and will be replaced and replenished as necessary. It is strict company policy that all staff must wear the allocated PPE and must report any defects to supervisor.

MANUAL HANDLING OPERATIONS

It is the company policy to avoid hazardous handling operations so far as it reasonable practicable

The company is aware that Manual Handling injuries are likely to occur in the building industry and to this effect a suitable risk assessment will be carried out for the following:

- The task - The load - The work environment - The individual's capabilities

Where possible, mechanical means of moving loads should be used. Never try to lift or move a load that, because of its size, shape or weight, is outside your physical capability. If help is needed, get everyone to work together and make sure that only one person is delegated to give clear, unhurried instructions.

Always make sure you know where the load is to go and that the intended path is clear of tripping/slipping hazards before you attempt to move it. If there are any difficulties, make sure you resolve them before starting the lift

Workers will be encouraged to lift correctly and will receive training on lifting techniques. Workers are encouraged to report back problems or injuries to the site foreman.

NOISE AT WORK

The company is aware of the new amendments for noise regulations, which came into place 2006, both in the North and the South or Ireland, the company will do what it can to reduce the noise to the lowest practical level and will make employees aware of the first and second action levels for daily exposure. All employees will be given the appropriate ear defenders for the level to which they will be exposed. Site supervisors will ensure defenders are worn when required and certainly in areas were the noise level is above 80db. Signage is displayed to encourage the use of ear defenders and where possible areas are zoned for the different levels of exposure

DISPLAY SCREEN EQUIPMENT

The office manager will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work. Eyesight tests will be provided for VDU screen users on request.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified. Further training on general office ergonomics will be delivered.

CONTROL OF HAZARDOUS SUBSTANCES

The company has a duty to assess the risk to all workers exposed to chemical agents arising from their work activities. This includes all site workers, office staff, cleaners and anyone who may be affected within the general work environment.

The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. Specific assessments will take place to control the use of thinners, oil, solvents, fumes/dust and cleaning products. All workers who will come into contact with hazardous substances will receive adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

The company will comply Chemicals (Hazard Information and Packaging for Supply) Regulations (NI) 2002 and request safety data sheets for all chemicals used.

ELECTRICAL EQUIPMENT

All electrical equipment to be PAT tested with records stored in the electrical register. All small tools must use 110v. If this is not possible a RCD device must be used. Under no circumstance must any electrical equipment be used if there is thought to be a fault, staff must reports faults to supervisor..

Damage to Plugs and Sockets. Unserviceable equipment should be reported to your Foreman for remedial action. If there is a smell of burning, turn off the appliance and have it checked before using it again. It is not recommended that multi plug adapters be fitted to a single socket outlet. Do not put foreign objects into socket ports.

Damage to Cables. Cables should be kept as short as possible and where an item of equipment is fixed, it should be permanently wired. Examine cables to ensure that there are no splits or cracks. This is especially important where cables are used in areas particularly vulnerable to damage and where cables are connected to plugs and sockets. Damaged cables should always be replaced. Taped joint repairs are not acceptable.

Damage to Apparatus. Most electrical apparatus is safe and will not cause electrical shock because live parts are enclosed. However, through use, and sometimes misuse, the casing and controls of apparatus can become damaged. A visual inspection of electrical apparatus should be made frequently to ensure that the casing has not been broken or damaged and that all safety features are operative.

ABRASIVE WHEELS

No employee or sub contract may mount an abrasive wheel unless:

- They are competent to carry out that duty.
- They have been specifically appointed to do so.
- Machines used to drive abrasive wheels must be in accordance with the Abrasive Wheels Regulations and guards must not be removed.

EMERGENCY PROCEDURES

All employees will receive clear instructions on what to do in the event of an emergency both within the main office and on the various sites. Site foremen will ensure that all new staff are familiar with means of escape in case of a fire and assembly point will be established at induction. The site supervisor will be allocated the task of raising the alarm in event of an emergency and will ensure the following:

- The alarm has been raised
- All areas, including toilet and rest rooms will be evacuated
- The fire brigade has been called
- Fire doors, if any, have been closed
- Plant, machinery and equipment has been shut down
- A roll call is carried out at the assembly point and the result reported to contracts manger

Clear guidelines and reminders for staff will be posted on site offices and rest rooms. Staff must follow guidelines:

- Evacuate the building
- Shut down plant and any working equipment
- Do not return to building
- Make way to assembly point

Emergency Evacuation Procedure

ACTION IN THE EVENT OF FIRE

The nominated person discovering a fire is to:

- Operate the nearest fire alarm call point if there is one in office or site, or sound the alarm using the site whistle or horn
- Dial 999 to call the Fire Brigade, inform them of location of fire
- Alert all persons on site to evacuate
- All staff to meet at designated assembly point to initiate roll call
- Nominated person to liaise with emergency services
- 'Ensure everyone gets out and Stays out of the premises or site'
- Contact the appropriate director or your site supervisor

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the nominated person on site

There may be other emergencies on site other than fire such as:

- Collapse of excavation or trench
- Collapse of structural building
- Collapse of scaffold
- Escape of gases or fumes
- Being struck by moving plant
- Entrapment or loss of limbs using hand held or bench tools

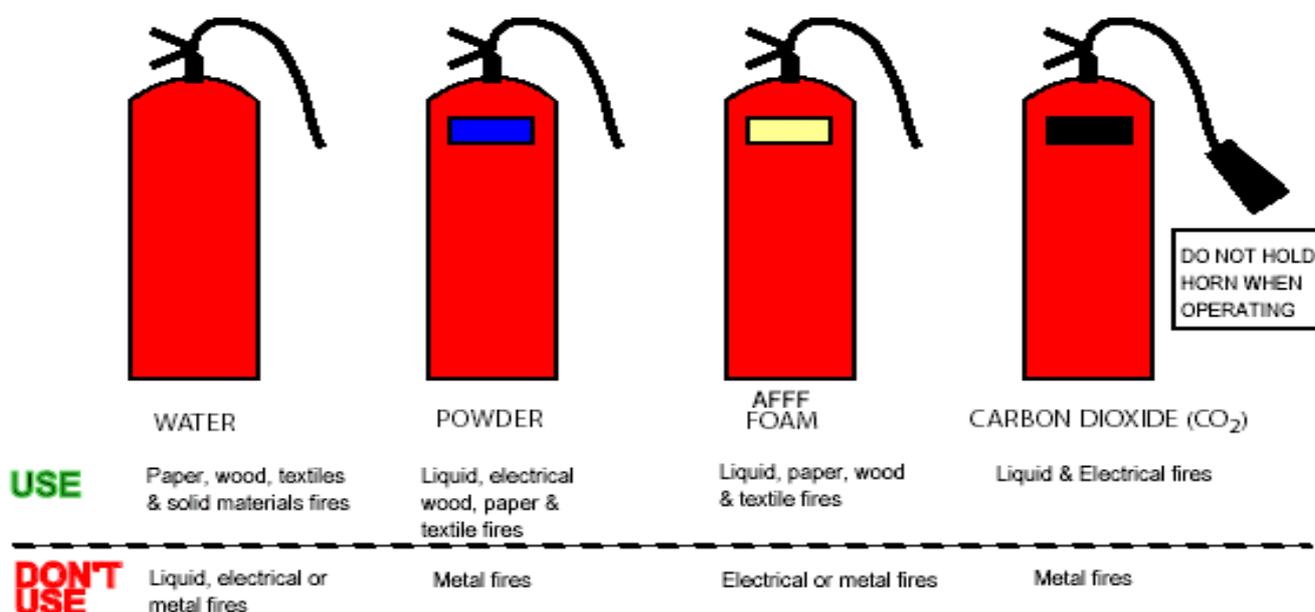
- Ensure alarm is raised and seek assistant and help.
- Do not move injured person.
- Give as much information as possible to emergency services

FIRE DETECTION EQUIPMENT/EXITS

Fire extinguishers are placed within all company vehicles and the company's main office. Equipment is checked by a recognised agent yearly and updated and replaced if necessary. Do not attempt to use a fire extinguisher unless you are trained to do so and it is safe to fight the fire.

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space. The site supervisors or nominated person will point out fire exits on work sites to staff. Staff have received training on fire extinguishers codes as below:

Current Fire Extinguisher Colour Codes



SMOKING POLICIES

The company is aware of the new legislation, which came into place in ROI in 2004. Smoking is prohibited in all areas of the workplace except those areas that have been specifically designated as smoking areas. Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

ACCIDENT INVESTIGATION AND REPORTING

The Accident Books are located in the main Office and in all site vehicles. Please ensure all accidents are recorded in the Accident Book.

It is important that ALL accidents involving injury, damage to health, property, plant or equipment are reported. It is equally important that all defined accidents and dangerous occurrences are reported to the enforcing authorities.

The company is aware of its obligations under the Riddor regulations and if a serious accident should occur the site foreman must take the responsibility for calling the emergency services.

Once the casualty has been dealt with the External Safety advisor will contact the HSE by telephone and then complete the NI2508 form within 10 days. The director will undertake a complete investigation of any accident that occurs and will work closely with his partner and all involved in accident.

Where a disease or illness is contracted at work, and specified as notifiable under RIDDOR, the Safety Officer must inform the Employment Medical Advisory Service (EMAS). First Aid kits are supplied in all vehicles and within the main office

Incident reporting takes place if there is a near miss or an incident that causes concern. All staff are encouraged to pro-actively monitor their working environment daily. It is the policy of the company to record near misses; this re-active monitoring will assist analysis trends in accidents and will prevent further re-occurrences.

FIRST AID

The company have purchased a substantial number of first aid kits and these have been issued to all squads for their current sites. Each site vehicle also contains a first aid kit.

The first aiders on site will depend on the project you are working on; you will be given the name of the first aider at your site induction. It is vital that in the event of an emergency or accident that staff know the procedures in place. If a worker or colleague is injured don't attempt to move the person, get help immediately and make the casualty comfortable. All staff will be briefed on what to do in an emergency and all of the above will be mentioned in induction training.

WORKING AT HEIGHTS

The company is aware that no height is now deemed as safe. The company will ensure that all staff are aware of the dangers of working at height and we will endeavour to eliminate the need for ladders if possible. If ladders have to be used the company will use a ladder tie off device or a ladder base mounted device. Mobile tower scaffolds are used and all staff have received awareness training on how to erect and dismantle the scaffold. The site supervisors will ensure that any lifting equipment used meets statutory requirements.

The company will ensure that only Certificated/ personnel will carry out all scaffolding dismantling. Only competent organisations will be hired to erect scaffold. Staff must never interfere with the scaffolding, especially ties. Check that scaffolds are complete before using them, that the guardrails and toeboards are in position and that they are full boarded, and that the boards are sound and free from defects. Scaffolds will be inspected daily by staff and weekly by a competent person using the appropriate statutory inspection documentation. Stilts will only be used if there is no other means of reaching a height, they will not be used on stairwells. **The use of mobile phones and MP3 players are strictly prohibited while working at heights and anywhere on site**

SITE VEHICLES

All site vehicles are fitted with fire extinguishers and first aid equipment. This equipment will be updated and replenished when necessary. All drivers will be responsible for routine checks of vehicles and reporting any defects to site foreman as soon as they are discovered.

All vehicles issued with accident report forms. Each driver is given a vehicle fleet handbook and should adhere to the guidelines within. Each driver will be asked to produce their driving licence and a copy taken annually.

All tools must be secured using the fitted straps in the back of the vehicle, on no account should pipes or tools be allowed to move freely in the back of the vehicles.

The use of mobile phones are **strictly prohibited** while driving and when working on site. There may be occasions when foremen have to use the phone as a point of contact. Other site operatives must not use phones and in particular when working at heights.

Any accidents that may occur when travelling to and from work must be reported to the Directors and the relevant emergency services immediately. The driver will be asked to complete the vehicle accident report form supplied by the fleet insurance company.

SITE TIDINESS AND WELFARE FACILITIES

The contracts manager/site foreman will check each new site to ensure they are meeting requirements under the Welfare At Work Regulations and will cover:

- Maintenance of workplace/Maintenance of plant and equipment
- Temperature, Lighting
- Cleanliness, drinking water, eating areas and hot running water
- Workstation and seating
- Falls and falling object

Keep materials and equipment clear of access ways and road. Never obstruct entrances and exits with stored materials. In particular, public access should always be left clear, and holes, ramps etc, be well sign posted and protected. Never obstruct or misuse fire-fighting equipment, and never move it from allocated positions. Check that lighting, particularly on stairs and excavations is adequate. Never allow children to enter the site. Toilet facilities will be provided where possible. If this is not possible for rural sites, the company will arrange Accessible near by facilities to be used

USE OF MOBILE PHONES

The use of a mobile phone is strictly prohibited whilst driving and working at heights. All phones to be switched off or left in company vehicles while working on site or occupied premises. Messages and calls can be checked at lunchtime. There may be occasions where it is vital to receive messages for work purposes. The phone should be switched to vibrate. If driving, pull over to a safe location, if working on site, stop the work you are doing, switch off power tools, depart from scaffold or ladder if working at height before answering the call.

WORKING IN VICINITY OF YOUNG CHILDREN

There may be occasions when you will have to undertake work in the company of young people.

- Take all reasonable steps to ensure the health, safety and welfare of any child in the area you are working in.
- Respect the wishes of a child as you would an adult, you must not impose yourself on them.
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.
- Be aware of Child Protection issues in relation to the work you do and do not become complacent and believe 'it could never happen to me'.
- Ensure you are not left alone in any room with a child while you are working. Plan your work to involve other adults in the vicinity you are working in
- Not physically or emotionally abuse any child or young or vulnerable person

Appendix 1 Safety Rules for Sub Contractors

- Must familiarise themselves with the company's safety policy
- Co-operate with the company in its fulfilment of its health and safety duties
- Comply with legal and moral duties and set out in the health and safety at work order 1978 (NI)
- Not to put themselves or any other person at risk on the site they are working on
- Ensure safe handling, storage and disposal of materials brought onto the premises
- Fire prevention and fire precaution measures are taken in the use of equipment which could cause fire
- That the contracts manager and foreman are contacted about any hazardous substances which may be brought onto site
- Workers are provided with PPE or other safety equipment as is deemed necessary
- That steps are taken to minimise noise and vibration produced by their equipment and activities
- That scaffolds, ladders and other means of access are erected and used in accordance with statutory requirements and in good working order
- Any welding or burning equipment brought onto site is adequate for the task and has been properly tested/certified
- That any plant and equipment brought onto site is in safe condition and operated by competent and trained person
- That parking restrictions are observed for any vehicles brought onto site
- That compliance is made with relevant to Electricity at Work regulations and only 110 voltage is used
- That all staff are familiar with emergency procedures and follow guidelines given at induction training
- Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job
- Do not abuse welfare facilities provided by company, treat with care and respect
- Any dangerous occurrence or incident is reported to the contracts manager or site foreman as soon as it happen

The above requirements do not exempt sub contractors from their statutory duties in relation to health and safety but are intended to assist them in attaining a high standard of competence.

Appendix 2 Safety Rules General

All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

- All employees shall immediately report any unsafe practices or conditions to the relevant authority.
- Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- No worker should undertake a job that appears to be unsafe.
- No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task and in particular working with abrasive wheels, driving a dumper or any other item of plant, operating a cartridge tool, slinging or loading, scaffolding or trench shoring.
- All injuries must be reported to the Safety Officer or site foreman.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Safety Officer.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

ACKNOWLEDGEMENT OF POLICY

Please take time to read this policy and evaluate if your job Description match the activities stated within this policy. If you are concerned in any way that you are unable to do your job safely you must contact the Director immediately.

| Policy evaluation | Yes | No |
|---|-----|----|
| Have you read the policy and agree that you are confident of your ability to carry out current job role? | | |
| Have you read and understood the company's risk assessments and method statements for the work you are carrying out? | | |
| Do you understand all topics listed within this policy? | | |
| Do you have all the necessary equipment and PPE to carry out your work safely? | | |
| Are you aware of your role and responsibilities within this policy? | | |
| Are you familiar with the legal requirements set out within this policy? | | |
| Are you happy with your induction process and are aware of complete layout of emergency exits and location of fire extinguishers? | | |

If you are happy with all of above please sign and date to acknowledge receipt of policy. If for any reason you are unable to answer some of the questions above please contact the Manager to discuss the contents of the policy further.

Employee Signature _____

Date _____

Managers
Signature _____

I, the above named employee confirm I have received induction training on all aspects of health and safety and will do what is reasonably practicable to avoid injury and accidents to myself and others.

