



**ADANA
CONSTRUCTION LTD**

**HEALTH AND SAFETY
POLICY**

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YEARLY AUDIT REVIEW

The Health and safety policy is to be reviewed annually by the Managing Director, Senior Manager and the company's Safety Advisor.

<i>Date</i>	<i>Reviewed By</i>	<i>Name</i>	<i>Comments</i>
25.09.08	V.E.Wright	Vincent Wright	Legislation amended
25.09.09	V.E.Wright Joe Jassim Nick Mateszko	Vincent Wright Joe Jassim Nick Mateszko	<ul style="list-style-type: none"> • Health and Safety Policy • Statement • Register of H&S Legislation • P.U.W.E.R. Regulations • Additional CDM Regulations information • Confined Spaces Regulations • Smoke Free Premises Regulations • Accident Reporting Procedures • Register of Environmental Legislation • Quality Policy • Equal Opportunities Policy • Drugs Policy • Alcohol Policy • Stress Policy

HEALTH AND SAFETY AT WORK POLICY STATEMENT

INTRODUCTION

Section 2 of the Health and Safety at Work. Act 1974 states that:

“It shall be the duty of every employer to prepare, and as often as may be appropriate revise, a written statement of his general policy with respect to the health and safety at work of his employees and the arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.”

A signed statement of the Organisation's Health and Safety Policy is contained in the Health and Safety Policies and Procedures. Copies of the statement are displayed in prominent positions on the premises.

HEALTH AND SAFETY POLICY STATEMENT




The Health and Safety at Work Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out it is the policy of ADANA CONSTRUCTION LTD hereafter known as the Company and so far as reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of the Company. Also that all practicable steps are taken to safeguard the health, safety and welfare of all employees and operations under the Company's control.

1. It is the intention of the Company, so far as reasonably practicable, to ensure that:-

- The provision and maintenance of plant and systems of work are safe and without risk to health.
- Arrangements for the use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- Employees are provided with such information, instruction, training and supervision as is necessary to secure their health and safety.
- The maintenance of all plant, machinery and equipment is safe not only to employees and sub-contractors but to any person who may be affected with regard to any premises or operations under the Company's control.
- The working environment of all employees is safe and without risk to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
- Consultation on all matters directly affecting individual's work
- Safe systems, which will afford protection to visitors and members of the public from the Company's operations.
- The organisation is committed continual improvement and raising standards through monitoring and reviewing the companies Health and Safety performance.

2. It shall be the duty of all employees at work:-

- To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on the employer or any other persons by or under any of the relevant statutory duties to co-operate with the Company so far as is necessary, to enable that duty or requirement to be performed or complied with.

Signed.......... Date..........
Position..........

HEALTH AND SAFETY AT WORK

IMPLEMENTATION OF THE POLICY

In carrying out the general policy set out above, it is the practise of ADANA CONSTRUCTION LTD:-

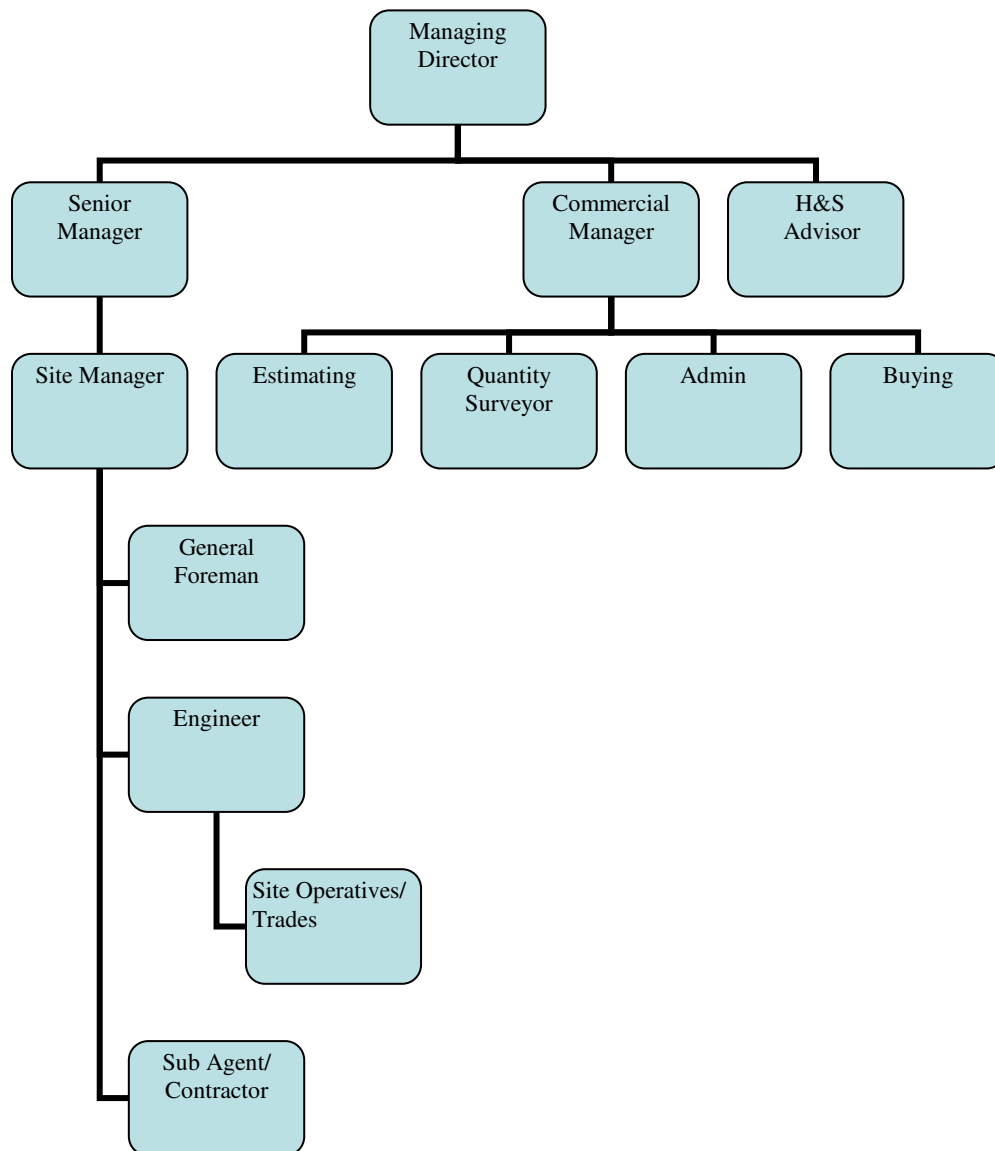
- To specify in writing managerial responsibility and accountability for the health, safety and welfare of its employees and for the health and safety of others who may be affected by its undertakings.
- That appropriate Safety training for all Employees will be provided:
In relation to the interpretation and application of statutory requirements and under the Health and Safety at Work Act 1974 and all other relevant legislation and guidance in force at the time.
In the use and handling of equipment, materials and substances so as to eliminate hazards at source or to reduce or minimise any risks.
To ensure that appropriate safety training and instruction is provided on the introduction of new and unfamiliar methods and equipment, and that accident prevention is included in all relevant training programmes, especially for young trainees and employees.
- To take into account when planning its work any aspects which will help to eliminate injury, industrial disease and waste.
- To make appropriate accident prevention arrangements at the work place.
- That all Employees know what to do in the case of Emergency (Fire or Accident), where first-aid and fire equipment is located and how to use it.
- That warning notices are displayed at all potentially hazardous places and where potentially hazardous equipment is used.
- To encourage the discussion of health and safety matters at all levels, including the setting up of arrangements for joint consultation with employees.
- That representatives of both Staff and management review appropriate Safety Policies and Health and Safety Issues.
- That every member of staff has access to the Health and Safety Policy Statement and a copy of the Health and Safety Policy is available to all Employees.
- The Managing Directors will delegate responsibilities to Managers/Supervisors to establish safe methods of work, which minimise risk to Health and Safety, and comply in all aspects with current legislation and codes of practice.

MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY

INTRODUCTION

All persons within the Organisation must know what lines of communication and levels of responsibility exist to ensure that health and safety matters are dealt with efficiently.

ORGANISATIONAL / COMMUNICATION / RESPONSIBILITY CHAIN



RESPONSIBILITIES STRUCTURE

1.

Responsibility for all matters relating to health and safety within ADANA CONSTRUCTION LTD rests with the Managing Director.

The on site Manager is responsible for advising the Managing Director on the implementation of the company health and safety policy.

2.

Generally the company recognises that all of its employees can make a contribution to the total effort to reduce accidents and ill health and that effort is an integral part of the production process. The company therefore states that supervisors at all levels are responsible for the health and safety at work of employees reporting to them. They will ensure that safe working conditions are provided in accordance with the Statutory Regulations and company practices and generally, so far as is reasonably practical, carry out the works in such a manner that there is no risk to health and safety of persons.

- The Supervisors and all Staff comply at all times with the requirements of current Health and Safety Legislation.
- All Staff are made aware of their individual and collective responsibilities whilst at their normal place of work or carrying out their designated duties at a place other than their normal place of work;
- All Staff are provided with the advice, training and information necessary to fulfil their responsibilities;
- Periodic checks are carried out to monitor Safety practices and the implementation of procedures in accordance with ADANA's Safety Policy.
- That actions resulting from checks and inspections are carried out immediately.
- Adequate resources are available to rectify major hazards that may exist and to secure continued improvements in Health, Safety and Welfare facilities provided.
- Proper records are kept and registers maintained in respect of statutory requirements relating to Employees accidents and reports under the Health and Safety at Work Act and RIDDOR 95, Company Safety Policy, Fire Assessments and Inspection, Periodic Safety Checks/Inspection, Risk Assessments and details of work done to eradicate hazards to the Health and Safety of Employees.

- They have delegated responsibilities to named Staff for the carrying out of specific tasks and areas of work within the ADANA Policy and under the Health and Safety at Work Act and other relevant legislation. (See Responsibilities Chart for further details).
- Any query by Staff on Health and Safety matters are referred to their respective Manager/Supervisor for rectification. The assistance of the Managing Director will be sought by the Manager/Supervisor if required when determining corrective action.

To achieve fully and implement ADANA's Safety Policy, it is necessary to delegate to specific Staff the responsibility for ensuring compliance in all respects with the proper working procedures and reporting arrangements.

All Staff are responsible for safe working practices at all places of work and inspections by senior Staff or management will be carried out at regular intervals, and they will report to their Superior as necessary, on all aspects of Health and Safety within their control.

REVIEW

The H&S Advisor will review the Health & Safety Policy annually to take into account new or revised legislation introduced during the previous twelve months. This review may or may not result in changes to the Policy but will reflect the current legislative situation at the time of review.

HEALTH AND SAFETY RESPONSIBILITIES

RESPONSIBILITY STRUCTURE

Responsibility for the implementation of the Health and Safety Policy follows the formal delegation of Adana Construction Ltd.-

Managing Director

Health and Safety responsibilities are to ensure that:

- Adana'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 Adana's areas of operation;
- Sound working practices are observed;
- Adequate funds are made available for the satisfactory discharge of all duties under Health and Safety legislation and to meet the requirements of the Policy;
- The 'Company Policy Statement' of commitment to Health and Safety is signed annually by the Managing Director;
- Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage;
- Health and Safety activities are co-ordinated between all Contractors working on the same site;
- All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence 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;
- Pertinent information is distributed throughout Adana;
- The appropriate insurance cover is provided and maintained;
- Provision is made at all meetings, including Board Meetings, for discussing Health and Safety;
- Health surveillance and monitoring is affected and managed adequately where it is identified as necessary to have personnel health monitored.

- Attendance at any meetings regarding safety matters.

HEALTH AND SAFETY RESPONSIBILITIES

Managers (Construction/Commercial)

Health and Safety responsibilities are to ensure that the following responsibilities are delegated to the relevant Supervisor:

- The workplace is organised so that operations/work carried out is to a satisfactory standard of safety, resulting in there being a minimal risk to persons, equipment and materials. Where complex operating procedures are involved, working instructions in writing will be issued to supervisors to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- The precautions and work methods are checked with Supervisors prior to commencing work;
- That the relevant legislation is complied with in all the Company's areas of operation;
- Ensure that hazards from work activities, e.g. Manual Handling, Working at Height, COSHH Substances, Noise, etc. are addressed and that the risk from them is understood and corrective measures are implemented to prevent danger to employees.
- Ensure that appropriate fire fighting appliances are not misused
- Work is carried out as planned and the relevant legislation is complied with;
- They set a good personal example by using the appropriate protective equipment at all times;
- All plant and equipment is operated only by trained and experienced personnel;
- All repairs to plant and equipment are carried out in the proper manner;
- The required protective equipment is issued and used correctly.
- Ensure that adequate First Aid equipment and attendance, relevant to the hazards known to be present within the work place is available, making its location known to employees
- Ensure that all accidents and near misses are reported to the relevant person so that they may be entered in the accident book and the accident/incident form/near misses form.

HEALTH AND SAFETY RESPONSIBILITIES

Site Managers / Supervisors

Health and Safety responsibilities are to ensure that:

- Employees, site operatives, trades fully understand and observe all aspects of the Health and Safety Policies and Procedures.
- Employees, site operatives, trades are instructed regarding the provision, location and use of safety equipment and making every practical and reasonable effort to ensure that employees use the safety equipment.
- All employees, site operatives, trades are instructed regarding the provision, location and use of first aid and fire equipment.
- Any information regarding health and safety matters is communicated to all persons under your control.
- Any matter concerning health and safety brought up by any employee under your control is communicated to the Managing Director, if you cannot effectively deal with it.
- All employees, site operatives, trades are instructed concerning relevant safe systems of work.
- All employees, site operatives, trades under your control are adequately trained and instructed to perform all the tasks required of them and is aware of all known hazards, which may exist within the operation of those tasks.
- All accidents and/or dangerous occurrences, which occur within the area under your control, are investigated and reported to the Managing Director.
- All routine monitoring procedures are conducted in all work areas under your control as and when required by Mr. V. Wright Health & Safety Adviser.
- Attendance at all and any meeting regarding safety matters as and when requested.
- Ensuring that all areas under your control are maintained in a condition that is safe and without risk to health and that any defective plant, equipment and facilities reported are, where necessary, taken out of use until repaired and replaced or appropriate action taken.
- Ensuring that all employees, site operatives, trades safely handle and store any hazardous substances in accordance with established rules and procedures.
- Ensuring that all work locations is kept in a safe, clean and tidy condition not only on the completion of work, but at the end of every shift or work stoppage.

HEALTH AND SAFETY RESPONSIBILITIES

Admin/ Office Staff

Health and Safety responsibilities are to ensure that they:

- Use the correct equipment for the task;
- Only use equipment which is in good condition;
- Report all defects in equipment and materials, or any obvious Safety or Health hazards;
- Do not endanger themselves or other persons through their actions or failures to act;
- Avoid improvisation;
- Warn new Employees of known hazards;
- Do not abuse the welfare facilities;
- Co-operate with the company on all aspects of Health, Safety and Welfare;
- Do not operate any equipment unless they have been fully trained and instructed in its operation;
- Comply with the requirements of Adana's 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 out any particular task or tasks.

HEALTH AND SAFETY RESPONSIBILITIES

Sub-Contractors

The Sub-Contractors Health & Safety responsibilities are to:

- Provide copies of their Health and Safety Policy and any other documentation appertaining to health and safety that may be requested by the Company.
- Comply with all the requirements of Adana's Company's Health and Safety Policy.
- Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on site and the general public.
- Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Ensure that any injury sustained or damage caused by their employees is reported immediately to Adana's site representative.
- Follow Adana's site safety rules and comply with any safety instructions given by our site representative.
- Ensure that any materials or substances brought on site which has health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment or risk associated with any substance or process hazardous to health that will be used on site must be presented to our site representative before work commences.
- Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
- Provide written instructions through risk assessment and safe systems of work, to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
- Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

HEALTH AND SAFETY RESPONSIBILITIES

General Foreman

Health and Safety responsibilities are to ensure that:

- Operatives are suitable, competent, trained and authorised to carry out the work, particularly where mechanical plant and equipment is involved.
- Effective front-line supervision on site is provided and that operatives are instructed in the detail of safe systems of work as it applies to particular construction operations.
- The workforce is encouraged to work in a safe and tidy manner, paying particular attention to the wearing of personal protective equipment and, where necessary, disciplining offenders.
- All relevant statutory provision applicable on site is observed and immediate action is taken in respect of advice given by the company's Health and Safety Officer or H&S Advisor.
- Where appropriate to co-operate and liaise with other contractors' site supervision.

Employees / Site Operatives / Trades

Health and safety responsibilities are to:

- Take reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions.
- Co-operate with the Company or any Manager or Supervisor so far as is necessary to enable the Company and Company/Manager or Supervisor to comply with their legal responsibilities.
- Carry out all operations and work in the prescribed manner

- Use the correct tools and equipment for the operation/work, including any relevant safety equipment and protective clothing provided as indicated in the “risk assessments” and correct practice.
- Check with Clients’ representatives to ascertain if permits to work are required and when appropriate to work strictly in accordance with the permit procedures.
- Report any defects in plant or equipment immediately
- Develop a personal concern for the safety of themselves and for others
- Avoid improvising, taking shortcuts, which would entail unauthorised and unnecessary risks
- Inform, transferred and new employees of hazards involved in the operation/work of the department
- Report accidents/incidents/near misses which may have led or may lead to injury and/or damage to plant/equipment
- Suggest ways of eliminating hazards
- Co-operate in the investigation of accidents with the objective of introducing methods to prevent a recurrence

Health & Safety Advisor

Health and Safety responsibilities are to:

- Carry out Site Inspections with follow up written reports.
- Provide immediate and professional advice on any Health, Safety or Welfare related issues.
- Verify Method Statements and Risk Assessments that the company produce.
- Provide specific Health and Safety training to both Management and Employees.
- Ensure that the Health & Safety Policy and other legally required documentation is compliant to current legislation and updated annually.
- Attend Health and Safety meetings on behalf of the company.
- In the unfortunate event of an accident occurring; would assist in the reporting and investigation process.
- Inform the company of all changes of legislation and specifically inform the company how changes in legislation may effect them and in what way.

HEALTH AND SAFETY RESPONSIBILITIES

First Aider's/Appointed Person's

First Aider's / Appointed Person's will:

- Ensure that First Aid facilities, equipment, attendance and first aid box is readily available
- Carry out first aid as per Health and Safety (*First Aid*) Regulations 1981 and ACOP 1990
- Ensure that all accidents, however slight are recorded in the Accident Book (BI 510)
- Ensure that First Aid Box items are restocked at regular intervals or as when necessary

Fire Wardens

Fire Warden's will:

- Ensure that fire prevention/fighting, e.g. Extinguishers'/blankets, procedures, notices are readily available and visible.
- Carry out fire drills/evacuations as required
- Carry out tests to ensure fire alarms etc. are operational
- Ensure that records are maintained for all relevant incidents/actions

Trainees with the Company:

- All Company employees responsible for trainees must note that trainees are with the Company for experience in work most of them have not done before. They are expected to take instructions and training and follow undertakings. Consideration must be given to their youth and inexperience, mistakes, carelessness and even a degree of irresponsibility is to be anticipated.
- All Company trainees, apprentices and youth experience workers must be fully inducted prior to any works commencing.
- The Site Manager/Supervisor is responsible for ensuring all vulnerable persons are supervised adequately and a monitoring system is in place to confirm the effectiveness of this control.
- Under no circumstances are trainees, apprentices or youth experience workers to undertake any operation for which they have not been trained or use any substance,

material or procedure without appropriate instruction, supervision and training.

HEALTH AND SAFETY RESPONSIBILITIES

Temporary Workers:

Temporary workers will: -

- Temporary workers will receive all rights and conditions as do full time employees in matters relating to workplace health and safety.
- They must comply with all statutory requirements and all rules and conditions established by the Company during their period of employment.

Visitors:

- The Company recognises that it has a responsibility for the safety of visitors. It is essential therefore that all operations and activities are conducted with due regard to their health and safety.
- Management and employees alike will ensure so far as is reasonably practicable that whilst on Site/Company premises, visitors are not exposed to risks to their health and safety and will give to such persons any information about the undertaking which may be necessary to ensure this.
- All visitors must sign in at the main reception to the works area, including on live sites, and receive instruction on all relevant aspects of health and safety likely to affect them during their visit.
- All visitors must comply with any instruction given to them by an officer of the Company.
- Where visitors are short stay (at site), they must be accompanied at all times by a member of the Company.
- During their attendance on any Adana Company sites, visitors must wear the appropriate protective equipment to adhere to site rules.

PROCEDURES FOR CONSULTING WITH EMPLOYEES ON MATTERS OF HEALTH AND SAFETY

As previously stated, this Company is committed to the requirement that their employees be consulted on matters affecting their health and safety in the workplace. The company operates an open door policy whereby any employee can raise any issues at any time with their supervisor/manager.

1. Availability of Health and Safety Documentation at the Workplace:

It is a Company requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the Company Health and Safety Policy, relevant method statements, plans of work, permits, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for company management to obtain for those works, and which have a bearing on health and safety issues for that place of work.

2. Induction Training:

This company expects its employees to undergo Site and Company specific induction training prior to works commencing in order to address the health and safety hazards associated with particular Company and Company operations. Any such induction training should include the following:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders and introduction to them, and position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the COSHH assessments, risk assessments, manual handling assessments, noise and vibration implications;
- Procedures for reporting accidents, injuries and property damage;
- Safe systems of work, where applicable;
- Welfare - location of canteens, toilets, etc., and other welfare matters;
- The importance of hygiene and health within the Company environment;
- That all personnel have the right to refuse to work on the grounds of Health and Safety and to stop work where they consider to be imminent danger.

Records of training will be held by the responsible Director and be held at the site of work by the supervisor, together with any certificates from off-site courses attended by employees. A sample induction format is included in Appendix 1.

No person will be deployed to a hazardous site operation without receiving training suitable for the task involved, as detailed in the Safe Systems of Work, unless it is for the purpose of training under close supervision.

1. Toolbox Talks:

Toolbox talks are an effective way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by company management, or their authorised representatives at a frequency to be determined by this company.

2. Training:

The Managing Director shall ensure that all staff receives training on health and safety, to assist them in undertaking their task safely and efficiently. External courses on specific subjects may be utilised along with internal training, as and when appropriate.

Although the Managing Director has a major role to play within the Company's Health and Safety Policy, each member of staff in a supervisory role is responsible for ensuring that his/her subordinates receive appropriate training and instruction and shall, therefore, liaise with the Managing Director regarding training needs.

3. General Communication Media:

Where deemed to be applicable health and safety information may also be transmitted by management to employees by way of memos, notice boards on the company or satellite premises, minutes of meetings, site safety booklets, and other media. It will be the responsibility of the managing director (or his representative) to decide how to transmit health and safety information to the company employees.

GENERAL HAZARD IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROLS

INTRODUCTION

Health and Safety at work can be managed successfully by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, educating all exposed to the risk, implementing an action programme and monitoring and reviewing performance.

"HAZARD" is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others affected by that work.

"RISK" is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

A uniform approach should be taken when carrying out suitable and sufficient risk assessments and a typical risk assessment record form is included at the end of this section.

Additional technical information in respect of particular risks is contained in the Safe Working Guidance section of this System.

INFORMATION

Suitable and sufficient assessments of the risks to the health and safety of employees and others affected by the work activities should be carried out in compliance with the Management of Health and Safety at Work Regulations 1999.

To ensure that this happens the following action should be taken:

- Identify all hazards with the potential to cause harm to employees and others who may be affected.
- Evaluate the probability and severity of injury or damage.
- Where a risk of serious or imminent danger has been identified:-
 - (i) Establish appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk.
 - (ii) Nominate sufficient competent persons to implement the procedure for evacuation from the premises.
 - (iii) Restrict access to the danger area for all that have not received adequate instruction.
- Analyse the options for eliminating, reducing or controlling the risks and then take the appropriate action.

- Review the assessment periodically and particularly where there may no longer be valid, or there has been a significant change in, work activities, processes, etc.
- Keep record in writing or electronic form of the significant findings of risk assessments and identify employees who may be at special risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work.
- Appoint competent person(s) to assist in complying with statutory duties for health and safety.
- Provide employers and employees of other employers working on the site with comprehensive and relevant information on risks, preventive and protective measures, emergency procedures and competent persons.
- Where a workplace is shared, co-operate, co-ordinate and share information relating to risk with other employees to enable each to comply with statutory duties for health and safety.
- In addition to the above, where appropriate, carry out specific risk assessments in accordance with the other Regulations and Codes of Practice as detailed in the following section.

Young Persons

Particular attention must be paid to risk assessments made with regard to persons under the age of 18 years. No young person is to be employed where the work:

- Is beyond their physical and/or mental capacity;
- Involves exposure to certain hazardous substances or agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration;
- Where there is a risk of accidents that are unlikely to be perceived by young persons.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROLS

INTRODUCTION

As previously mentioned, suitable and sufficient assessments should be carried out in respect of the risks to health and safety of the employees and others effected by the work activities. Some assessments may be in response to specific legislation whereas others may be in response to a specific hazard situation and may therefore require more detailed and specific work.

INFORMATION

The legislation is based generally on the principle of risk assessments and controls. The following is a brief summary of the legislation and specific subjects which should be considered when formulating a specific risk assessment plan of action.

MANUAL HANDLING OPERATIONS REGULATIONS 1992

These regulations impose three main duties on employers:

- To avoid manual handling activities (by use of mechanical alternatives, etc.), so far as is reasonably practicable, whenever possible.
- To carry out assessments of all manual handling activities where these cannot be avoided.
- To remove or at least reduce, so far as is reasonably practicable, any risk of injury created by the manual handling operations identified in the assessment.

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

This legislation covers every type of personal protective equipment (PPE) from gloves and goggles to safety harnesses and breathing apparatus.

The regulations require employers to :-

- Provide PPE where risk to health and safety cannot be controlled adequately by other means (i.e. it should only be used as a last resort)
- Select PPE that is suitable for the risks to be protected against and for the individual user.
- Maintain PPE to an acceptable standard and provide suitable storage accommodation.

- Ensure that the PPE is properly used.
- Ensure employees are given appropriate training, information, and instruction in its use

Two assessments are required:

- An assessment of the remaining risks, i.e. those which have not been avoided or sufficiently reduced by other means such as elimination or controls.
- An assessment of the PPE to ensure that it will provide the required degree of protection.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

The regulations require employers to ensure that work equipment is selected having regard to the working conditions and hazards present in the workplace, as well as any additional hazards, which may arise from the use of the equipment.

"Work equipment " is broadly defined to include everything from a hand tool, machines of all kinds, through to a complete plant.

" Use " will include starting, stopping, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The company have will have regard for health and safety when ensuring that the work equipment is suitable, including the specific risks that may arise from the repair, modification, maintenance, servicing etc.

The Company will ensure that all plant and equipment undergoes all required statutory examinations and is serviced to the stipulated servicing regimes laid out by the suppliers/manufactures.

WORK PLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

The regulations cover in more detail many aspects of health, safety and welfare in the workplace, some of which are implied in the general duties of the Health and Safety at Work etc. Act 1974.

The regulations set general requirements in four broad areas:

Working Environment

Temperature
Ventilation

Lighting, including emergency lighting
Room dimensions
Outdoor working (e.g. weather protection).

Safety

- Safe passage for pedestrians and vehicles e.g. traffic routes must be sufficient in size and number and marked where necessary
- Windows and skylights (safe opening, closing and cleaning)
- Glazed doors and partitions (use of safe material and marking)
- Doors, gates and escalators (safety device)
- Floors (construction and maintenance, obstruction, slipping and tripping hazards)
- Falls from heights and into dangerous substances
- Falling objects

Facilities

- Toilets
- Washing, eating and changing facilities
- Clothing storage
- Seating
- Rest areas (and arrangement in them for non-smokers)
- Rest facilities for pregnant women and nursing mothers

Housekeeping

- Maintenance for workplace, equipment and facilities
- Cleanliness
- Drainage

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002 (Amended 2004)

Virtually all hazardous substances are covered with the exception of asbestos, lead, radioactive materials and substances below ground in mines, all of which have their own legislation.

The objective of the regulations is to protect the health of persons exposed to hazardous substances in the workplace, which is achieved by imposing duties upon employers and employees. In particular employers are required to:-

- Assess the risk to health from exposure to hazardous substances, and determine what precautions are needed.

- Introduce appropriate measures to prevent or adequately control the risks to health.
- Ensure that the control measures are used and effectively maintained.
- Where necessary monitor exposure of workers, and undertake an appropriate form of health surveillance.
- Inform, instruct and train workers about the risks and the precautions to be taken.

The assessments under COSHH are the corner stone of those regulations and the key to fulfilling the other requirements imposed by them. In most cases, the assessments will be in writing and should be undertaken by a suitably qualified person.

ELECTRICITY AT WORK REGULATIONS 1989

The Regulations are designed to provide for a flexible approach in controlling the risks associated with the use of electricity and impose a general duty on all who are concerned with achieving electrical safety.

All reasonably practicable steps need to be taken to prevent danger arising in every aspect of the provision and use of electrical equipment.

A detailed assessment of the hazards and the risks produced will provide the basis for management action.

Effective control of the risks identified may be achieved by ensuring that:-

- 1) Equipment is selected, positioned and used correctly
- 2) Regular and effective maintenance is undertaken
- 3) Safe systems of work are designed and implemented
- 4) Employees receive instruction, information and training relevant to the role they are required to perform

PORTABLE APPLIANCE TESTING

The company defines portable appliances as equipment which is not part of the fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box or similar means. It includes equipment which is either hand held or hand operated while connected to the supply.

The company will ensure that all portable electrical appliances in a safe condition and inspected at suitable intervals, depending on the use and application of the particular item. The results of completed inspections will be recorded in the portable appliance register file which is held at the company's main office.

All employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

Portable electrical appliances will be used for the task for which they are intended

and the lead will be suitably positioned to prevent damage, entanglement or trip hazard.

Any defective equipment will be removed from use until it can be repaired and these repairs will be recorded. All reasonable steps will be taken to secure the health and safety of employees who use operate or maintain electrical equipment.

Where a problem arises with a problem related to electricity at work, operatives must inform their supervisor immediately, who will arrange for investigations and remedial work to take place.

The company is responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, providing safe systems and where necessary permits to work to control any such hazardous task.

NOISE AT WORK REGULATIONS 2005

The purpose of the regulations is to provide a structure for controlling the exposure of all persons who could be affected by noise in the workplace.

The Control of Noise at work Regulations 2005 require you to take specific action at certain action values. These relate to:

The levels of exposure to noise of your employees averaged over a working day or week; and

The maximum noises (peak sound pressure) to which employees are exposed in a working day.

The values are:

- lower exposure action values: daily or weekly exposure of 80 dB;
- upper exposure action values: daily or weekly exposure of 85 dB.

Hazards of exposure to noise:

Exposure to noise can have the following consequences:-

- Causes annoyance and irritation.
- Affects concentration and efficiency.
- Causes fatigue and accident proneness.
- Prevents ear from registering other sounds, instructions and warnings.
- Short exposures result in temporary hearing loss.
- Regular exposure to excess noise causes damage to the inner ear and permanent loss of hearing
- There is growing evidence that exposure has consequential effects in other illnesses.

It is necessary to identify likely sources of noise generation to determine the possibility of hazards being present.

Some arrangements may already be in operation to limit the effects of noise but detailed assessment may still be required to ascertain the:-

- Nature of the hazard
- Severity of the risks
- Areas involved
- Personnel affected

Risks, which are identified as not being properly managed, should either be eliminated or reduced and adequately controlled.

The provision of ear protection should not be considered, except as an interim measure, until engineering controls have been thoroughly investigated. The regulations require that appropriate action be taken to reduce the exposure to noise to the lowest level reasonably practicable other than by the provision of ear protectors. However, where ear protectors are utilised they will need to comply with the requirements of the Personal Protective Equipment at Work Regulations. Further details of these regulations will be found in earlier parts of this section.

CONTROL OF VIBRATION AT WORK REGULATIONS 2005

The Control of Vibration at Work Regulations 2005 requires us to:

- assess the vibration risk to our employees;
- decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
 - provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
- decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions to control those risks;
- consult our employees/representative on our proposals to control risk and to provide health surveillance;
- keep a record of our risk assessment and control actions;
- keep health records for employees under health surveillance;
- review and update our risk assessment regularly.

What is the exposure action value?

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the

exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s².

What is the exposure limit value?

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s². It represents a high risk above which employees should not be exposed.

The Regulations allow a transitional period for the limit value until July 2010. This only applies to work equipment already in use before July 2007. The exposure limit value may be exceeded during the transitional period as long as the Company has complied with all the other requirements of the Regulations and taken all reasonably practicable actions to reduce exposure as much as they can to control the risks from hand-arm vibration

WORKING AT HEIGHT REGULATIONS 2005

The Work at Height Regulations 2005 (& 2007 amendment) applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

What is 'work at height'?

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

Access and Landing Places - Ladders: -

- must be securely fixed to a sound fixing in order to prevent undue swaying
- must be on sound firm level footing
- each stile must be properly supported
- must extend at least 1.05m above the landing place
- must be clear space at each rung to allow safe foothold
- vertical run of ladder not to exceed 9m unless intermediate landing is provided
- must be set at correct angle 75° - one measure out for every four measures up
- must be suitable to carry the envisaged loading (man plus materials)

DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

It is the policy of the company to comply with the H&S (Display Screen Equipment) Regulations 1992.

- The company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and if appropriate comply with legislation's requirements.
- 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 can be provided for VDU 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.

REGULATORY REFORM (FIRE Safety) order 2005

The new requirements:

- Emphasise the prevention of fires and reduction of risk
- Mean that the Company must appoint a "Responsible Person" to help them comply
- To complete a Fire Risk Assessment for all premises
- Makes it the Company's responsibility to ensure the safety of everyone in and around the business premises
- Do away with the need to have a current fire certificate
- Revokes over 100 pieces of current fire legislation

Managers/ Supervisors must bring to the attention of employees, when they begin work under their control, who is in overall charge of any fire incidents and the fire precautions and procedures that are in place. This information should include:

- Whether Hot Work Permits are to be used
- The location of fire fighting equipment
- Location and means of raising fire alarm
- Where fire procedures are posted/displayed
- Nominated fire wardens
- Fire exits/routes and assembly points/areas

With respect to the latter this information may also require a statement re. Roll-call/head count.

All highly flammable substances are to be stored correctly at all times. To reduce the risk of fire, it is imperative that all employees adopt good housekeeping practices. Fire prevention/precautions will be implemented relative to the work/hazard in the respective department.

CONTROL OF ASBESTOS AT WORK REGULATIONS 2006

Under the Asbestos Regulations 2006 all employers must carry out an asbestos survey on the workplace to establish if any asbestos is present and if so how it will be controlled. This can take the form of a register identifying the areas and substances involved and how they are to be controlled if worked on. The Asbestos Register for a company will always be requested before work commences on any site and an appropriate risk assessment completed.

Asbestos in all of its forms is potentially extremely hazardous. Our employees should remain alert to circumstances in which they may encounter 'Asbestos Containing Materials' (ACM). Should any ACM be suspected or encountered then you should stop work immediately and contact your manager/supervisor immediately.

Under no circumstances is this product to be disturbed or handled at any time. Should a member of Staff discover any materials/substances they believe could be an asbestos based product then they are to immediately inform the Manager/Supervisor who will then contact the Health & Safety Advisor by the quickest possible method who will then dictate the necessary course of action.

AGAIN IF IN DOUBT OR YOU DO NOT KNOW **DO NOT TOUCH !**

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007 (CDM 2007)

- The company recognises their responsibilities under the Construction (Design and Management) Regulations 2007.
- When employed as a Principal Contractor, the company accepts and discharges its responsibilities in order to achieve standards of Health and Safety performance in excess of the statutory minimum.
- Project specific arrangements are described in the Site Management Plan which integrates Health and Safety into the management of any project as specified by CDM 2007 legislation.

When acting as a contractor in compliance with CDM 2007 the company will:

For all projects -

- Not start work until they have obtained the pre-construction information from the client (or PC)

- Plan, manage and monitor their own work to make sure that their workers are safe.
- Ensure they and those they appoint are competent and adequately resourced.
- Inform any contractor they engage, of the minimum amount of time they have for planning and preparation.
- Provide workers (whether employed or self-employed) with any necessary information and training and induction.
- Report anything that they are aware of that is likely to endanger the H&S of themselves or others
- Co-operate and co-ordinate with others working on the project.
- Consult the workforce on health and safety matters.
- Not begin work unless they have taken reasonable steps to prevent unauthorised access to site.
- Ensure any design work they do complies with CDM design duties.

For notifiable projects:

- Check that a CDM co-ordinator has been appointed and HSE notified before work starts.
- Co-operate with the Principal Contractor, CDM co-ordinator and others working on the project.
- Tell the Principal Contractor about risks to others created by their work.
- Comply with any reasonable directions from the Principal Contractor.
- Work in accordance with the construction phase health and Safety plan.
- Inform the Principal Contractor of the identity of any contractor he appoints or engages.
- Inform the Principal Contractor of any problems with the plan or risks identified during work that have significant implications for the management of the project.
- Inform the Principal Contractor about any death, injury, condition or dangerous occurrence.
- Provide information for the health and safety file.

CORPORATE MANSLAUGHTER & CORPORATE HOMICIDE
ACT (AMENDED 2008)

This Act came into force 6th April 2008

It means that if it can be proved that your business is directly responsible for a death, then it can be charged with a new offence of corporate manslaughter.

It doesn't impose any new rules or duties on businesses. It has only created a new offence. It has made it easier for a business to be prosecuted because it only has to be proved that someone in the business was at fault but not identify them.

The Act only affects businesses that are directly responsible for a death. It introduces new penalties, but there are no new requirements.

CONFINED SPACES REGULATIONS 1997

The Company may undertake confined space operations if undertaking work in excavations on site for a variety of reasons.

A confined space is defined as "any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk."

The Company, before undertaking any confined space work, arranges for suitable and sufficient arrangements for the rescue of persons and the establishment of a Safe System of Work (SSoW).

This is part of a risk reduction process in which all relevant Employees are trained in entry and rescue procedures required by the Confined Spaces Regulations 1997.

SMOKE FREE PREMISES REGULATIONS 2006

- Smoking will be prohibited in all "enclosed" areas of the workplace and company vehicles except any external areas which have been specifically designated as remote smoking areas (i.e. external "bus shelter" type facility with suitable signs and facilities for smokers).
- These must not create a risk of passive smoking to non-smokers so will be away from entrances/exits, passageways or direct walking routes.
- No Smoking signs will be prominently displayed in all working areas Designated 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.

ADANA CONSTRUCTION LTD. – REGISTER OF HEALTH & SAFETY LEGISLATION
The Health and Safety at Work etc Act 1974
The Management of Health and Safety at Work Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Lifting Operations and Lifting Equipment Regulations 1998
The Manual Handling Operations Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992
The Personal Protective Equipment Regulations 1992
The Fire Precautions Act 1971 and Fire Precautions (Workplace) Regulations 1997
The Regulatory Reform (Fire Safety) Order 2005
The Control of Substances Hazardous to Health Regulations 2002
The Control of Substances Hazardous to Health (Amendment) Regulations 2004
The Electricity at Work Regulations 1989
The Confined Spaces Regulations 1997
The Control of Noise at Work Regulations 2005
The Health and Safety (First Aid) Regulations 1981
The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995
The Construction (Head Protection) Regulations 1989
The Construction (Design and Management) Regulations 2007
The Health and Safety (Consultation with Employees) Regulations 1996
The Control of Asbestos at Work Regulations 2006
The Corporate Manslaughter and Homicide Regulations 2008
The Smoke Free (Premises and Enforcement) Regulations 2006
The Working at Height Regulations 2005

HEALTH AND SAFETY RULES

INTRODUCTION

This section defines the standards and rules which relate to all employees whilst at work. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules will render employees liable to action involving disciplinary procedure.

It should also be borne in mind that a breach of Health and Safety Legislation by an employee is a criminal offence and action taken by an enforcing officer against an individual may result in heavy penalties i.e. fines and imprisonment.

The Company recognises that it is not possible to prepare in written form every safety rule laid down by the organisation as circumstances may vary depending upon the nature of work.

However, employees are expected to act in a sensible manner and adhere to verbal instructions given by management.

HEALTH AND SAFETY RULES

A. WORKING PRACTICES FOR SITE OPERATIVES

- You must not operate any machine, plant or equipment unless you have been trained and authorised to do so.
- You must make full and proper use of all machine guarding.
- You must report to management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
- You must not clean any moving machinery, plant or equipment unless authorised to do so.
- You must not leave any machinery, plant or equipment in motion whilst unattended unless authorised to do so.
- You must not operate any "prescribed dangerous machinery" unless you have received sufficient training or are under adequate supervision.
- You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- You must use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions.
- You must return all substances, chemicals, liquids, etc. to their designated safe storage area when not in use.
- You must observe all pedestrian and vehicle controls throughout the premises.
- The use of any alcohol or drugs is strictly forbidden.
- You must comply with the "Smoke Free Premises" July 2007 regulations

B. NOTICES AND WRITTEN INSTRUCTION

- You must comply with all hazard/warning signs and notices displayed on the premises.
- You are expected to read and observe any notices and instructions displayed in your work area.

C. WORKING CONDITIONS / ENVIRONMENT

- You must make proper use of all safety equipment and facilities provided to control working conditions/environment.
- You must keep all work areas clear and in a clean and tidy condition.
- You must dispose of all rubbish and waste materials within the working area using the facilities provided.
- You must clear up any spillage of liquids as soon as possible.
- You must deposit waste chemicals or oils at the correct disposal points and in accordance with your supervisors instructions.
- You must not pollute watercourses, sewers or drains with chemicals, oils or other hazardous substances.

D. PROTECTIVE CLOTHING AND EQUIPMENT

- You must use all items of protective clothing/equipment provided, as instructed.
- You must not misuse or wilfully damage any item of protective clothing/equipment provided.
- You must store and maintain protective clothing /equipment in accordance with your supervisors instructions.
- You must report any damage, loss or faulty equipment or unsuitability of protective clothing/equipment to your supervisor.

E. FIRE PRECAUTIONS

- You must conform with all emergency procedures pertinent to your work activity.

- You must not obstruct any fire escape route, fire equipment or fire doors
- You must report any use of fire fighting equipment to your supervisor.

F. ACCIDENTS

- You must seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the accident book .Upon returning from treatment you must report the incident to your supervisor
- You must report all accidents and dangerous occurrences or near misses to your supervisor as soon as it is practicable.
- You must notify your supervisor of any incident in which damage is caused to company or any customers property which is under company control.

G. HEALTH

- You must report to your supervisor any medical condition, which could affect the safety of yourself or others.
- You are expected to co-operate on the implementation of medical and occupational health provision.

RULES COVERING GROSS MISCONDUCT

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

- A serious or wilful breach of the safety rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of machinery, plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety at Work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, flammable or hazardous substances or toxic materials.
- Smoking on the premises (Smoke Free Premises 2006).
- Smoking whilst handling flammable substances.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrences.
- Misuse of compressed air, pneumatic or electrical equipment.
- Dangerously overloading any item of lifting equipment.

This list is not exhaustive.

SAFE WORKING GUIDANCE

Section 2 (2) (a) of the Health and Safety at Work Act 1974 requires the employer to provide systems of work that are safe and without risk to health, so far as is reasonably practicable. The purpose of this section of the policy is to provide safe working guidance on specific activities.

Copies of these guidance notes should be given to those managers and supervisors who are responsible for the activities covered.

Managers and supervisors should be made aware of their responsibilities for ensuring that employees are adequately instructed on the safe working guidance applicable to their employment.

SAFE WORKING GUIDANCE

SAFE USE AND MAINTENANCE OF 110 & 240 VOLT PORTABLE ELECTRICAL APPARATUS

DESCRIPTION

Portable electrical appliances are pieces of electrical equipment not permanently electrically installed. They are connected to socket outlets by flexible cables and plugs. There are many examples that will include such items as portable drills, saws, angle grinders, extension leads, kettles, microwave ovens. All these items of equipment require to be checked periodically for defects.

MAIN HAZARDS

- Electric shock due to incorrect wiring, broken casing, overloading of socket outlets.
- Electric shock from appliances sited where they can get wet or become damp through cleaning or spilt liquids.
- Fires can be started through incorrect wiring, overloading of socket outlets, or incorrect amp fuses.
- Tripping hazards resulting from trailing leads between sockets and appliances.

CONTROL MEASURES

1. Precautions

- Before any item is used, a visual check of the appliance cable and plug for signs of damage should be made. Any appliances, which appear defective, should not be released until a thorough check has been carried out. (This includes equipment brought on to the premises by others).
- All equipment should be in a safe condition. Periodic inspection and corrective action should ensure this, where appropriate. Items found to be unsafe for use should be segregated and NOT used, until made serviceable by an authorised person.
- Before Use: -

- (i) Check that the equipment is fitted with the correct plug.
- (ii) Check that the lead is not cut or frayed and that it is effectively clamped at entry to the tool and plug.
- (iii) Check that there are no cracks or pieces missing from the equipment casing.
- (iv) Check that all screws are in place and secure.
- (v) Check where appropriate, that the extension lead is suitably rated for the electrical current of the equipment to be used.

2. Test Procedures and Records (Competent Person)

The company should arrange to compile a Register to record what electrical equipment it has, giving ALL appliances and equipment a bespoke identity or number. The Regulations are not specific as to the time scale for these tests, but we would suggest that six monthly intervals (3 monthly for electrical equipment on site) would be reasonable and practicable competent person should carry out the following observations/tests, to ensure that this type of equipment is safe for use.

3. Observations

- Power cord

The cable must be checked, along its entire length, to ensure that no mechanical damage has occurred.

'NO TAPED JOINT OR JOIN OF ANY KIND'.

- Plug Top

The plug must be examined for signs of damage or exposed wiring and the cord grip or gland must be retaining the outer sheath of the power cord.

- Fuses/Protective Mechanisms

The fuses or other protective mechanisms, must be of the correct type and value (refer to manufacturers instructions for details/tests). Any discrepancy must be rectified or where not possible, taken out of service for repair by a qualified person.

4. Electrical Checks by Competent Person

These checks should be carried out by an Electrician or a suitably trained and authorised person and should include the following checks: -

- Where appropriate, the motor should be cleaned either by the use of a vacuum cleaner or reduced pressure airline. Suitable eye protection should be used with reduced pressure compressed air systems. Take off the switch cover and remove any particles.
- Examine the carbon brushes and replace if there is excessive sparking. Change brushes in pairs. Do not allow brushes to wear below eight millimetres in length, as the spring loading will be too weak to keep them on the commutator correctly.
- Thoroughly examine all parts for wear and lubricate with the recommended grease. Do not over lubricate as grease expands when heated and may damage the appliance.

5. Instrument Checks by Competent Person

- Where appropriate, the current carrying capacity of the earth wire should be checked. Double insulated items of equipment do not have an earth wire.
- The insulation resistance should be checked and the value recorded. This is usually carried out by a flash test of up to 4kV, depending on the capacity of the appliance.

6. Recording of observations/tests

- The person carrying out the test should prepare an inspection certificate and a copy of this is retained on the premises. In addition results should be recorded in a suitable Register which should be available for inspection at all times.

TRAINING

The Competent person must have been instructed on how to carry out the observations/tests and should maintain a Register of these to show when the tests were done, the results observed and any remedial work carried out.

NOTE Where this work is carried out by a third party i.e. Hire Company or Electrical contractor, the company should satisfy itself that they are competent to do the work and are maintaining the appropriate records.

P.U.W.E.R. (Work Equipment) Regulations 1998

It is the policy of the company to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

- The company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All employees will be provided with adequate information and training to enable them to use work equipment safely.
- All work equipment will be maintained in good working order and repair. All employees 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.
- All work equipment will be bought from a recognised and approved supplier
- All new equipment will be accompanied with its EC Conformity documentation and inspected by a Senior Manager before being put into use.
- All hired equipment will have its last service / inspection report and will be inspected by a senior manager before being put into use.
- Annual “PAT” testing of all electrical equipment used will be carried out and recorded.
- All work equipment shall be inspected and maintained as required manufacturers / suppliers instructions with records maintained. These inspections will involve daily inspection by users before use, weekly inspections by supervisors and periodic by competent person.
- Small items of work equipment i.e. power tools and ladders will be tagged to show last and next inspection dates.

SAFE WORKING GUIDANCE

MANUAL HANDLING

DESCRIPTION

Manual handling is a method of moving materials, equipment or people without the aid of mechanical devices.

A person working alone or in a team of two or more persons may achieve this.

MAIN HAZARDS

Injuries may be caused by adopting an incorrect method of lifting, attempting to lift something which is too heavy or of an awkward shape or an object which is sharp or is contaminated with harmful chemicals. Difficulties may also be created if the load is of such a size as to obscure vision and in such circumstance trips and falls may result.

CONTROL MEASURES

Precautions

Manual Lifting Procedure

- The Lift

Just because you have been lifting heavy objects all your working life does not necessarily mean that you have been doing it correctly.

The key factors in safe lifting are: -

- a) Balance
- b) Position of back
- c) Positioning of the arms and body
- d) The hold

- a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, bending at the knees instead of the hips does lifting and the muscles that are brought into use are those of the thigh and not the back.

b) Position of the back

Straight - not necessarily vertical.

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

c) Position of the arms and body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbows must at all times be close to the body. Arms should be straight when carrying a load. To achieve this one hand should be advanced to the other and whichever foot is placed forward, the same hand is extended. The other hand is kept close to the body, this position ensures that the elbows are into the sides, this coupled with the correct foot position, ensures a safe and easy fit.

Arms close to the body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

- The hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

One must never forget that size and build has no bearing upon the amount any one individual can lift, you should know your own capabilities, never attempt to exceed them, and if in doubt get help, it is far better to be safe than sorry.

- Centre line of gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

- Testing the weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capacity and not too heavy for one man to

lift. Many accidents happen when a man raises an object a few inches off the floor, realises it is too heavy for him and lets go.

- The shape of the weight

Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

- Movement

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relaxation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load must be made to ensure that it can be moved without danger to the lifter or others.

- Checklist

The following can be usefully applied to all lifting jobs.

- a) Safety boots should always be worn when lifting loads to avoid possible injury to the foot, should a load be dropped.
- b) When lifting anything that may have jagged edges, wear protective gloves.
- c) If corrosive chemical containers are to be moved, special protective clothing must be worn.
- d) If the load is heavy or too large for one man to handle, help should be obtained from a workman of similar physique.
- e) Jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder.
- f) Even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision.
- g) Loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform.

- h) If the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his balance.

Note If in doubt when lifting GET HELP

TRAINING

Any employee whose job involves any manual handling should be trained to allow him to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

If the employee is involved in moving particular items - e.g. barrels, sheet material, people - then detailed training in these areas should be given.

SAFE WORKING GUIDANCE

WORKING AT HEIGHT

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that any work at height is avoided, if possible, or otherwise carried out safely by eliminating or reducing the risk of falling.

The Company will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Working at Height Regulations 2005 and the Lifting Equipment and Lifting Operations Regulations 1998, and with the specific guidance issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- (1) Where possible, work at height must be avoided as the first consideration in managing the risks in this area.
- (2) Where work at height is unavoidable the risks of the relevant work must be assessed and appropriate work equipment will be selected and used before work commences.
- (3) All work at height must be properly planned, organised, supervised and carried out in as safe a manner as is reasonably practicable.
- (4) All equipment used in connection with work at height must be properly inspected and maintained. This includes equipment used for means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e. work restraints, fall arrest and rope access) and ladders.
- (5) All risks arising in connection with fragile surfaces must be properly controlled.
- (6) All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
- (7) When planning work at height account must be taken of emergency and rescue requirements.
- (8) Work must not be carried out during weather conditions that could endanger health and safety.
- (9) Employees and other people involved in work at height must be competent and, where necessary, trained in avoiding falling and how to minimise injuries in case of falls.
- (10) Reports must be kept of all required inspections of equipment used for working at height.
- (11) In interpreting the application of this part of the policy 'work at height' is

to be considered as any work where a person could be injured from falling, even if it is at or below ground level.

SAFE WORKING GUIDANCE

NOISE AT WORK

The Company recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes preventing damage to the hearing of persons exposed to high levels of noise at work.

DESCRIPTION

Noise is produced by a wide variety of activities, plant, machinery and equipment. In situations where this exceeds 85dB(A) it will be necessary to make assessments of employee's daily exposure levels. Where these exceed the "exposure action value level" contained within the Noise at Work Regulations 2005 an appropriate programme of work and action plan will be required. This document is intended to provide on preventing hearing damage and complying with legal requirement

The main problems associated with occupational noise include:

- Noise induced hearing loss
- Temporary and permanent threshold shift
- Tinnitus
- Stress
- Injuries arising from distracted attention

The Company will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Noise at Work Regulations 2005, and with the specific guidance note (L108) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- (1) The Company will generally attempt to reduce exposure to noise at work and the consequential risk of hearing damage as far as is reasonably practicable by means other than ear defenders.
- (2) If a noise problem is suspected, a suitable and sufficient noise assessment will be carried out by a suitably competent person to determine the appropriate level, type and duration of noise exposure and the corresponding course of action.

SAFE WORKING GUIDANCE

USING COMPRESSED AIR

DESCRIPTION

Compressed air equipment is to be found in many work situations. It is an everyday feature of working life. There are a great number of ways in which it can be used with perfect safety BUT it is often used in other ways that are plainly unsafe.

MAIN HAZARDS

Using compressed air incorrectly can be highly dangerous. The pressure can cause articles to fly into the eyes if used to clean machines. Using it to clean yourself down or used in horseplay leads to serious injury as the air can penetrate the body. If the air enters a scratch or puncture in the skin, however small, it can cause the limb or affected part to swell to alarming proportions accompanied by severe pain. If it forces its way into the bloodstream it can make its way into the small blood vessels of the brain, burst the vessels and cause death.

CONTROL MEASURES

Precautions

1. Never use compressed air to clean machinery, as the pressure is high enough to blow particles into the eye, ears or skin of people nearby. It is far safer to clear away swarf or dust with a brush and it is just as effective.
2. Never use compressed air to dust yourself down as the danger lies in accidental injury to the eyes, ears, nostrils and rectum. When used to dust workers hair, compressed air may enter the body through minute punctures in the scalp or enter the ears and cause perforation of the eardrums. Clothing offers no protection.
3. A pressure strong enough to dust or clean is certainly strong enough to reach the skin and penetrate the body. Even a low pressure of 10 to 15lb psi has been known to cause serious injury.
4. General horseplay with the compressed air line, can be the cause of serious injuries. Compressed air must be handled with care. Horseplay with the hose, however innocently it may begin, may end with the most disastrous consequences. It may be amusing to direct a jet of air at a fellow worker, but this has been known to cause severe internal injury resulting in death.

5. Check weekly that all hose lines and fittings are in good condition and are suitable for the pressure used. Ensure that only the correct type of hose and fittings are being used on your airline.
6. Goggles **MUST** be worn when operating the airline and make sure other people in the vicinity are safe.
7. Never make up or extend an airline. **Only authorised personnel** should carry out this task.
8. It is imperative that any misuse of airlines is reported to supervision.

TRAINING

It is **IMPERATIVE** that **ALL** employees that come into contact with compressed air are taught and instructed on the dangers and precautions of using airlines. They must be aware of the consequences of horseplay and the reporting procedures to follow if horseplay is experienced. Employees should also be aware of the checks to be made for defective equipment.

SAFE WORKING GUIDANCE

COMPANY VEHICLE DRIVERS

All drivers are to:

1. Operate vehicles in accordance with information and instructions provided by the manufacturer and/or supplier. If this information is not available with the vehicle, the driver is responsible for a copy being obtained.
2. Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are reported and rectified without delay.
3. Drive in accordance with Road Traffic Legislation and the Highway Code at all times.
4. Be particularly careful when driving on site, considering the conditions of temporary access roads or roads that are under construction and being used for access purposes.
5. Ensure before reversing that there are no obstructions or people behind the vehicle.
6. Report all accidents or damage, however minor, to the Company Office Manager.
7. Ensure that any traffic incident or violation is reported to the Company Office Manager.
8. Ensure the vehicle is (and has been) serviced in accordance with the manufacturers requirements.
9. Check lights, tyres, oil, water, windscreen wipers and wash reservoir, etc. at least once a week and before any significant journey.
10. Not drink alcohol or take drugs, medication or any other substance that could affect your driving ability before driving a vehicle. Advice should be obtained from the medical practitioner prescribing any medication.

SAFE WORKING GUIDANCE

HAND ARM VIBRATION SYNDROME

The use of various types of hand held tools, in particular those of a rotary or percussive nature, are a serious cause of concern. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as Hand Arm Vibration Syndrome (HAVS) the most common form of which is the damage caused by Vibration White Finger (VWF) or Reynards Syndrome. People who are regularly exposed to high vibration can have conditions such as “Dead Finger” or “Dead Hand” which is caused by damage to the blood vessels or blood supply.

What is HAV?

HAV is vibration that reaches your hands when you are working with hand-held power tools.

Regular exposure to HAV can cause a range of permanent injuries to your hands and arms. The injuries you could suffer include damage to your:

- Blood circulatory system (VWF)
- Sensory nerves
- Muscles
- Bones
- Joints

The above damage could result in:

- Severe pain and numbness
- Loss of sense of touch
- Loss of grip strength
- Pins and needles
- Painful wrist

Safety Checklist Vibration White Finger

The symptoms of vibration white finger are usually set off when your hands or body get cold or wet. Early on they are mild, the first sign often being an occasional attack when your fingertips become white. If you continue to work with vibrating tools the affected area can get larger.

During the attack your fingers may also become numb and you may get “pins and needles”. An attack may end with the whiteness in your fingers changing to a deep red that is often very painful.

Reduce the risk

- Co-operate with any new ways of working to reduce the risk
- Keep warm at work, especially your hands. Wear warm gloves and extra clothing if you work in the cold.
- Don't smoke or at least cut down while you are at work. **Smoking affects blood flow.**
- Exercise your hands and fingers to improve blood flow.
- Use the right tool for the job. Making do with the wrong tool can mean more vibration.
- Report to your Supervisor any tools that are damaged or badly maintained.
- Do not use any more force than is necessary when using tools or machines.
- Try to avoid long periods of using equipment without a break. Short bursts are better.
- Keep tools and machines in good working order.
- Job rotation techniques can help to keep vibration exposures down.
- Report to site supervisor if your fingertips become white or numb or get pins and needles and stop using equipment until you get medical advice.

FIRE AND EMERGENCY PROCEDURES FOR COMPANY PREMISES

It is the policy of this company that suitable and sufficient fire and emergency procedures be in place at the company premises, in order to facilitate effective evacuation, or other appropriate action, and to ensure that operatives' health and safety is not put at risk unduly during the course of such action. The following procedures are in place:

Action on discovery of a fire:

1. The fire alarm device for these premises consists of a:
2. Raise the alarm (If you are not near an alarm device shout FIRE and give the LOCATION)
3. **THE PERSON DISCOVERING THE FIRE** will alert the fire brigade by telephone and inform anyone else in the building.
4. Put the fire out if that is possible without putting yourself in danger.

Action on hearing the alarm:

Evacuate the premises quickly and quietly. Do not wait to finish the phone call or to collect personal belongings.

Report to the assembly point:

Do not re-enter the building until the company Fire Co-ordinator declares that it is safe to do so.

Summoning the fire brigade

The information that shall be required is:

Address

Location of fire

Contact telephone number

Fire warden:

FIRE PRECAUTIONS

The Company shall ensure that:

- a) sufficient fire fighting equipment is available within the premises and that it is inspected at least once per year;
- b) training and instruction are given to staff in respect of means of escape, the use of the fire fighting equipment and the fire drill procedure;
- c) the fire drill procedure is tested periodically;
- d) records are kept of items (a) and (b) above;

FIRE OR EXPLOSION

The following action is to be taken in the event of a fire or explosion occurring on the company premises:

- the area is to be evacuated;
- the fire brigade is to be summoned immediately;
- portable fire extinguishers are to be used in an attempt to put the fire out or to contain it. This is only to be undertaken if there is no risk to personnel;
- full details of the incident are to be passed to the company Fire Co-ordinator as soon as possible.

ACCIDENT REPORTING PROCEDURE

This section of the policy defines the procedures to be followed in the event of any injury disease or dangerous occurrence arising out of or in connection with work.

All employees should be instructed on the procedure and the appropriate records and registers maintained by responsible persons.

ACCIDENTS INVOLVING PERSONAL INJURY

All accidents involving personal injury must be reported to the immediate Supervisor and to the First Aider or Appointed Person.

Supervisor must report an accident that requires hospital treatment to the Managing Director. If an accident occurs in out of hours working contact must still be made with the Managing Director from the number shown.

Joe Jassim..... (Mobile: 07776193610)

When a First Aider or Appointed Person is required to deal with an accident he or she is authorised to take complete control of the situation and all employees are asked to comply with any instruction given. Any accident requiring first aid treatment no matter how minor must be entered in the Accident Book.

Casualty unit is situated at the following Hospital :

To be advised.

The Personal Injury Accident Report should be completed for all accidents involving any serious personal injury.

ACCIDENTS NOT INVOLVING PERSONAL INJURY

All accidents resulting in damage to property, plant, machinery, tools, equipment, vehicles, fixtures or fittings together with near misses must be reported to the immediate Supervisor.

Making a Report

ACCIDENT REPORTING TELEPHONE LINE

The Health and Safety Executive (HSE) have a national accident reporting system that provides all employers in England, Scotland and Wales with a single telephone number and address for reporting workplace accidents and cases of ill health.

National number: 08453009923

The quickest and easiest way to report is by telephoning the Incident Contact Centre. A report will be completed over the phone and a copy then sent for the company's records. This complies with all RIDDOR reporting requirements.

The HSE's Incident Contact Centre (ICC) is available from 8.30am to 5.00pm, Monday to Friday, on (Tel) 0845 300 9923, or (Fax) 0845 300 9924.

The company only needs to contact the HSE out of hours for the following types of incidents which are:

Following a work related death or where there is a strong likelihood of death following an incident at or connected to work.

Following an accident at the workplace to gather physical evidence that would be lost if the company waited until normal working hours

Following a major incident at a workplace where the severity of the incident or the degree of public concern requires an immediate public statement from either the HSE or Government Ministers.

If the company feels that the incident fits any of the above descriptions then ring the out of hours duty officer on 01519229235.

Employers are also able to report RIDDOR incidents by e-mail to: riddor@natbrit.com, or by visiting the Centre's website at: www.riddor.gov.uk

In addition, employers are able to send postal reports to: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

Keeping Records

A record must be made and kept of all accidents, including minor, reportable injuries and dangerous occurrences that occur within the respective premises. This includes records of accidents involving employees whilst they are working on other premises.

The Managing Director (*Health & Safety*) must be informed and copied with details of all accidents and dangerous occurrences without any undue delay.

Reporting a Case of Disease associated with a listed specific type of work must be reported under RIDDOR. Details of reportable work related diseases can be found in the Form F2508A pad, alternatively this information can be obtained from the HSE.

Investigations of serious accidents and dangerous occurrences will be investigated on the Company's behalf by the H&S Advisor, upon request. It is the policy of the Company to provide the persons investigating the accident/incident full facilities during their investigation.

The making of the necessary entries in the registers will normally be the responsibility of the respective Manager or Supervisor.

All incidents/near misses will also be reported to the Managing Director (*Health & Safety*) so that efforts to prevent them recurring can be instituted. Where doubts remain as to the possibility of it recurring, further investigation and/or appropriate training will be carried out.

Suggestions of ways to improve the Company's Health and Safety performance will always be considered by the Company.

OCCUPATIONAL HEALTH

INTRODUCTION

Occupational Health is defined as ensuring, as far as reasonably practicable, the well being of employees and others in respect of raw materials, process and products handled by the Company.

This should include the study of existing plant, equipment materials used and general working conditions. New plant processes and materials should also receive active consideration. When seeking to identify possible hazards from processes and materials, the possible effect on the general environment in the vicinity of the premises should not be neglected. Management and employees should be actively involved in hazard identification.

As far as is reasonably practicable, the Company will identify and assess new and known hazards in the working environment which are likely to affect health, safety and the well being of employees and others.

When the assessment of results is established suitable methods of control will be recommended to protect those in the working environment and, where necessary, in the neighbourhood. The effectiveness of any control measures will be checked, both on implementation and subsequently at regular intervals to ensure that the measures introduced are effective. Adequate records will be kept and maintained.

FIRST AID

To comply with statutory requirements first aid facilities must be available to all employees whilst they are at work. These facilities must be under the control of an Appointed Person or Trained First Aider.

These are defined as follows:-

APPOINTED PERSON

A person must be appointed by the employer to take charge of the situation, e.g.(to call an ambulance) if serious injury or major illness occurs at the workplace in the absence of a First Aider.

FIRST AIDER

A First Aider is a person who has been trained and holds a current First Aid certificate issued by an organisation or employer whose training and qualifications for first aiders were, at the time of issue of the certificate, approved by the Health and Safety Executive for the purposes of the Regulations.

TRAINING

Employers have a duty to train, instruct and inform employees as is necessary to ensure their health and safety whilst at work.

In recognition of this duty it is the Company policy to ensure that: -

- Comprehensive safe working procedures and induction training programmes are introduced.
- Regular refresher training is provided.
- No employee transferred or promoted from one job or activity to another is permitted to start work in his new job until he has received training and instruction sufficient to enable him to perform the job without risk to his health and safety.
- Adequate training for managers / supervisors at all levels is provided.
- Particular attention is paid to the needs of existing employees.

SITE MONITORING AND AUDITING PROCEDURES

Site monitoring is vital to the ongoing safety conditions at any site of work. The workplace shall be audited on an agreed frequency to establish that it is and remains a safe place of work. The required standards shall be, as a minimum, those established by the Health and Safety legislation in place at the time of the audit, and any further conditions laid down in other applicable documentation relevant to the workplace.

These audits shall be carried out by either an authorised company representative or the Company's External Health and Safety Advisor who will make a formal audit tour of site using a Safety Audit Checklist. The Site Manager shall attempt to correct each safety defect on the spot. Defects that cannot be corrected on the spot will be listed on a Safety Audit Report Form. Two categories of defect will be noted:

- a) To be rectified within 24 hours;
- b) To be rectified within one week.

One copy of the completed Safety Audit Report Form is given to the Site Manager. Upon completion of the correction of the safety defects the Site Manager shall sign the report form and forward it to the Principal Contractor. The External Health and Safety Advisor shall check that all defects have been correctly remedied at his next visit. If this is not the case he shall report that fact to Site Manager's superior.

Operations that could cause serious injury or harm will be stopped immediately. Additionally the Managing Director shall monitor the state of emergency preparedness at the workplace against the requirements of health and safety legislation.

APPENDIX 1

Safety Investigation Report

This report to be completed by Supervisor and sent to Mr J. Jassim Managing Director & Mr V Wright Safety Adviser

Area / Location	Accident Report No
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Date of Incident	Time of incident
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Nature of work at place of incident

PERSON INVOLVED

Please state full name, home address, age, occupation,

INJURIES

Give brief details of injuries, Hospital attended and state whether detained.

WITNESSES

state full name and address

STATUTORY AND COMPANY REGULATIONS APPLYING

State regulations being breached

PLANT INVOLVED

Please state description of plant; identifying numbers; name of owner if other than company and details of any damage .

INVESTIGATION

Give a full description of the incident.

Signature of Supervisor

Date

NEAR MISS INCIDENT REPORT			
CONTRACT NAME AND No			

To be completed by the supervisor or the individual involved in the near miss incident				
Date & time of incident:		Reported by: (optional)		
Who was involved: (tick all that apply)	Adana Personnel	Subcontractor	Member of Public	
Where did it happen?				
What happened?				
Why did it happen?				
How would you stop it happening again?				
FEEDBACK				
Reviewed by:				
Further action required to prevent reoccurrence:				
Action required	Person responsible	Target Date	Closed by (name & signature)	Date

Adana Construction Ltd. – Register of Environmental Legislation

Waste Legislation

Control of Pollution (Amendment) Act 1989

Environmental Act 1995

Environmental Protection Act 1990

Controlled Waste Regulation 1992, SI 588

Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulation 1991, SI 1624

Environmental Protection (Duty of Care) Regulations 1991 SI 2839

Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003 SI 63

Hazardous Waste Regulations 2005

Site Waste Management Plans Regulations 2008 SI 314

Water Legislation

Water Act 2003

Water Industry Act 1991

Water Industry Act 1999

Water Resources Act 1991

Anti-Pollution Works Regulations 1991 SI 1006

Air Legislation

Clean Air Act 1993
Environmental Protection Act 1990
Pollution Prevention and Control Act 1999

Land Legislation

Countryside and Rights of Way Act 2000
Environmental Act 1995
Environmental Protection Act 1990
Wildlife and Countryside Act 1981
Wildlife and Countryside Act 1981(England & Wales) (Amendment) Regulations 2004, SI 1487

Noise and Statutory Nuisance Legislation

Control of Pollution Act 1974
Environmental Protection Act 1990
Noise Act 1996
Noise and Statutory Nuisance Act 1993
Control of Noise Codes of Practice for Construction and Open Sites) (England) Order 2002, SI 461