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# **OCCUPATIONAL HEALTH AND SAFETY POLICY**

**4th June 2020**

**MCPHILLIPS (WELLINGTON) LIMITED**  
**HEALTH AND SAFETY AT WORK ETC, ACT 1974**  
**OCCPATIONAL HEALTH AND SAFETY POLICY**

**4<sup>th</sup> June 2020**

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## PART 1

### Health, Safety & Welfare Policy Declaration

Our Organisation is committed to a policy of effectively managing all aspects of health, safety and welfare at work, we strive to prevent harm, ill health or injury to any employee or person working for us or working on our behalf, or to any other person that may be affected by our operations either directly or indirectly. Elimination of hazards and risk reduction is key to this achievement.

This commitment extends to all workplaces, employees and others affected by our operations. The company operates a Health and Safety Management System that follows the guidance of HSG 65 with certification to **ISO 45001: 2018**

We recognise that achieving high standards of health and safety is an integral part of the business performance and, whilst all statutory provisions will be complied with as a minimum, the Company will take all reasonably practicable means to ensure continual improvement in health and safety performance by establishing appropriate objectives and improvement programmes.

The Directors has overall responsibility for health, safety and welfare and will ensure that such resources, facilities, finances, information, instruction, training and supervision are provided as is necessary to maintain a positive health and safety culture and performance.

Senior Management is responsible for the implementation of this policy and for ensuring risks to the health and safety of all are assessed and safe systems of work devised. Health and safety responsibilities have been defined for all personnel and are contained within the Company Organisation, Roles & Responsibility and Arrangement documents.

All employees and contractors are expected to co-operate with the implementation of this Policy and will ensure their own work, so far as is reasonably practicable, is carried out with minimum risk to themselves or others. Consultation with staff and operatives will be structured to ensure feedback is encouraged to continually improve safe systems of work.

The Policy will be displayed prominently at all workplaces. The organisation and implementation of the Policy will also be available at all workplaces for reference by any employee as required.

The Health and Safety Policy is continually being monitored and developed and will be formally reviewed annually, or at other times as required by statutory or regulatory change, work practices, other significant change or influence and finally improvement.

Signing this Policy is demonstration of commitment to its objective. It is the responsibility of the following individual to ensure communication, understanding and implementation by all employees, sub-contractors, contractors under their control or influence.

Signed:



Paul Inions

Managing Director

4th June 2020

## **PART 2**

### **ORGANISATION AND ARRANGEMENT FOR CARRYING OUT SAFETY POLICY**

Mr Andrew Dunham is the Director responsible for Health and Safety.

Mr Stuart Bishop, the Safety Health Environment and Quality Manager (SHEQ) has been appointed as the Executive responsible to the Directors for the implementation of the Health and Safety Policy.

### **FUNDING**

Arrangement will be made for funds and facilities to meet the requirements of this policy, by making certain that allowance is made for adequate welfare facilities, plant, equipment, systems of work and training to avoid injury and damage to health of employees and others who may be affected by the Company's undertakings.

### **EXPERT ADVICE**

R.G. Wilbrey (Consultants) Limited, Aspen House, Great Brickkiln Street, Wolverhampton, West Midlands, WV3 0PT - Telephone 420920 - are retained by the Company to advise them on all matters relating to health and safety at work.

Safety Consultants from R.G. Wilbrey (Consultants) Limited will be available to visit all premises and operations under the Company's control in order to ensure that healthy and safe working conditions are being maintained and that this policy is being observed. Safety Consultants from R.G. Wilbrey (Consultants) Limited will attend site and carry out regular health and safety inspections. Safety Consultants from R.G. Wilbrey (Consultants) Limited will carry out investigations into accidents, incidents and near miss incidents as directed by the Company Safety, Training and Quality Manager.

The Directors of R.G. Wilbrey (Consultants) Limited have access to the, Directors and SHEQ Manager to discuss health and safety matters whenever necessary, and will review safety performance from inspections and investigations with the Company, with a view to continuous improvement in the Company's management of health and safety.

## **RESPONSIBILITIES OF MANAGEMENT**

All levels of management must fulfil the specific responsibilities assigned to them under this Health and Safety Policy Statement.

It is the direct responsibility of management to encourage and promote safe working, and to ensure that all safety rules and instructions are observed, and that all legal requirements are complied with, in respect of the operations carried out under their control.

At Site and Office level it is the individual Site Agent's responsibility to ensure safe working in connection with all plant, equipment, processes and operations.

## **RESPONSIBILITIES OF OPERATIVES AND MEMBERS OF STAFF**

All employees are reminded that the Health & Safety at Work Act 1974 states that no person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare. This requirement applies equally to machine guards, protective clothing, protective equipment and welfare facilities.

Supervisors and Foreman are to ensure safe working and that all safety rules and instructions are observed, in respect of the operations carried out under their control.

Employees are also urged to co-operate with the Safety committee where established, and to fulfil the specific responsibilities assigned to them under this Health and Safety Policy Statement.

## **JOINT CONSULTATION**

Joint consultation on health and safety matters is encouraged, the company wishes to hear the views of the Workforce and its staff particularly if there is an issue regarding health and safety or if they have any suggestions to assist with the work process. No blame will be attributed to anyone who highlights a risk or hazard that may cause harm.

At weekly Tool Box talks where the Site Manager spends time with the workforce to discuss a specific subject, this is an ideal time to have frank discussion and to air their views.

We also encourage the use of our "Bright Ideas" suggestion scheme from staff and the workforce.

All employees should report immediately, any potentially dangerous situation or condition, any defects in plant / equipment, dangerous working practices, near misses, unsatisfactory personal protective equipment and any other hazards highlighted by tool box training to their immediate supervisor, who must then inform line management. The details of any such report must be recorded by the line management and actioned accordingly.

### **INSTRUCTION AND TRAINING**

The Company are committed to the continuous training and development of all staff. Training needs will be reviewed by line Managers and Directors, at our weekly office meeting, who will arrange our training accordingly.

All new personnel attend Company Induction Training. Refresher inductions will be conducted, as required, on the introduction of new policies, procedures, plant and systems of work.

We are endeavouring to achieve 100% CSCS / CPCS cards for the whole site staff and workforce, including all mobile plant operators. All new unqualified workers will attend a one day health and safety awareness course before their CSCS test.

Site Managers will conduct Site Inductions with all Company Staff, contractors and visitors on site arrival.

General site safety training will be provided for site operatives and this will take the form of on-site toolbox training, having content suitable for the operations being carried out. Special risk situations will be assessed and the need for specific instruction and/or training identified. Where necessary expert advice and assistance will be sought. Arrangements will also be made to ensure that Foremen are aware of any safety instructions issued with the plant, substances, equipment and processes and operatives will receive training or instruction in their operation or application.

All Site Agents/Managers, Contracts Managers and Directors will attend suitable health and safety courses and where necessary Site Agents will hold the New Roads and Street Works Act 1991 'Supervisors' certificate (5-day course). Where applicable the Site Foreman will hold the New Roads and Street Works Act 1991 'Operators' certificate (5-day course) or a member of their gang.

It is also our policy that all machine operators hold current CPCS plant operator's card/certificates for the category of plant they are operating; this applies to our own plant, hired plant also plant used on our sites by our sub-contractors.

Training of our staff and workforce includes Health and Safety Training, Job Specific Training, and Training of New Systems and New Machines.

There is an established programme of core training for:

First Aid	Asbestos Awareness
Confined Spaces	Abrasive Wheel Training
Plant Operator Training	Cable Location Training (Cat and Genny)
SMSTS courses	Dust Awareness
Fire Precautions / Fire Warden	Drugs and Alcohol
SSSTS courses	

Training of all levels of management and supervision is a priority policy matter with the objective of ensuring that they are fully conversant with current health and safety procedures with a working knowledge of the existing legal requirements.

It is the Safety Executive's responsibility to ensure that training needs are regularly reviewed, and that our training records are maintained and updated.

### **REPORTING OF ACCIDENTS**

All accidents, no matter how small, must be reported to the appropriate person and the details entered in the accident book then kept securely in the wages department safe at Horton House.

Any injury should receive immediate first aid treatment by a first aider followed by hospital treatment if this should be necessary.

In the event of a serious injury or dangerous occurrence the Company's SHEQ Manager should be informed and a full accident investigation will be carried out.

In the event of a serious injury or dangerous occurrence the site management should follow the emergency procedure laid down in this Safety Policy.

## **ACCIDENT INVESTIGATION PROCEDURES**

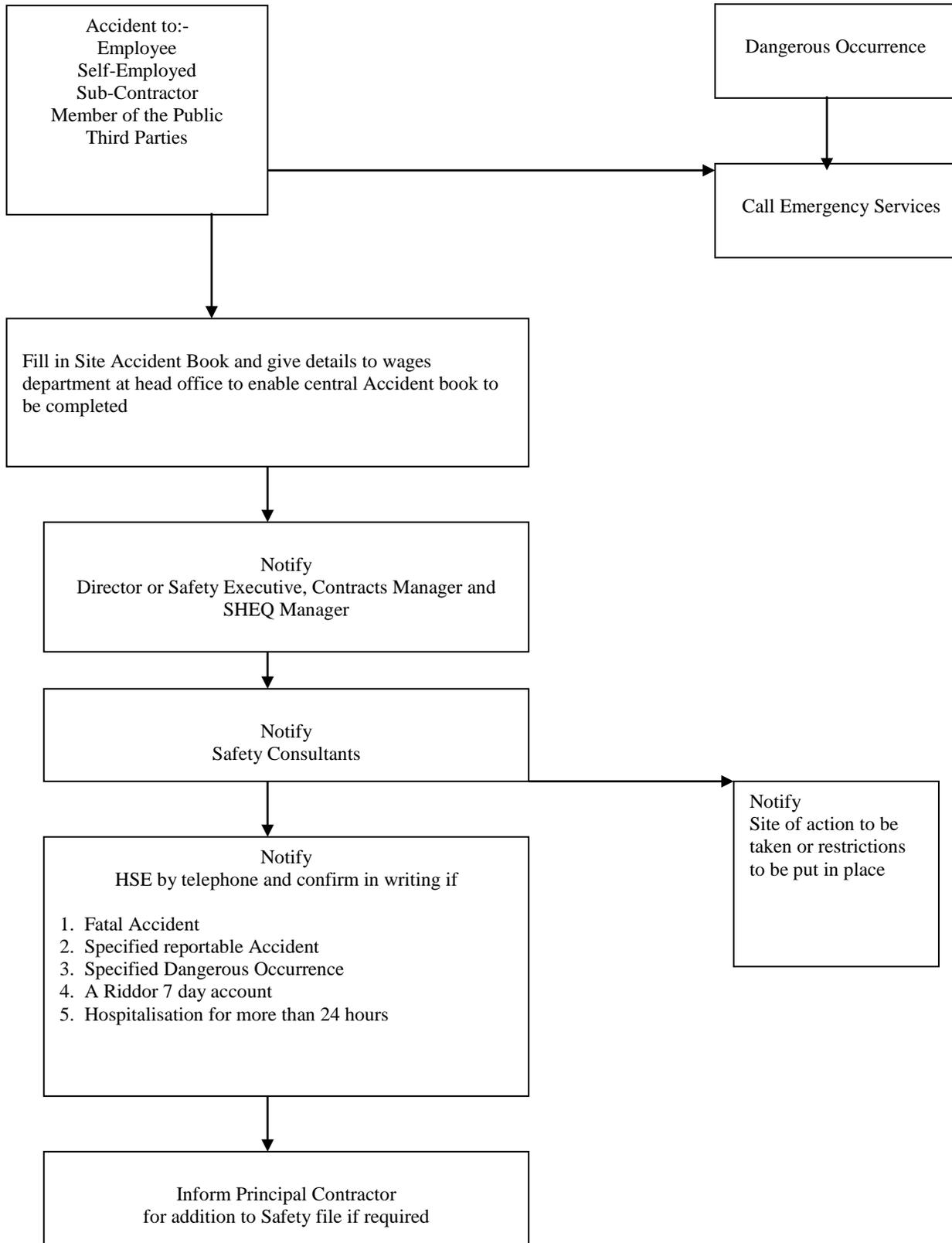
Wherever possible all RIDDOR incidents are to be investigated by the Site Agent / Supervisor, SHEQ Manager or R G Wilbrey Ltd the firms Safety Consultants, to find the cause of the accident. This will involve taking statements from those concerned or who witnessed the incident. Taking photographs, drawing sketches, obtaining any necessary certificates, service records etc. Writing a full report, which are to be given to the SHEQ Manager.

Where appropriate, when lessons can be learnt, steps will be put in place to prevent a reoccurrence. In some cases the workforce will be informed to raise awareness of this incident.

## **INCIDENT REPORTING**

The procedures must be followed when any reportable accident or dangerous occurrence occurs

(Other accidents should be entered in the Site Accident Book and the Accident Book at Head Office)



## **REPORTING OF NEAR MISS INCIDENTS**

It is company policy that all near miss incidents should be reported to The SHEQ Manager via line management and supervisors, for investigation and review. This includes any incident or accident where there actual or potential damage or injury which would not be reportable under statutory requirements, and in service failure of any plant or equipment with potential for injury or damage.

## **EMERGENCY PROCEDURES**

The Emergency Procedures applicable to each site will be posted within the Site Office or Site Canteen. Information will consist of the following:

Name of First-Aider.

Details of nearest Accident & Emergency Hospital (with location map).

Fire emergency procedure / Fire Warden

Confined spaces emergency procedure.

What to do if there is an overhead power cable incident.

What to do if there is a trench collapse, where a person is trapped.

## **PERSONAL PROTECTIVE EQUIPMENT PROVISION.**

We will comply fully with the Personal Protective Equipment Regulations 1992.

PPE will be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Or where it is required as a Site Rule.

The main points are:

Is properly assessed before use to ensure it is suitable.

Is maintained and stored properly.

Is provided with instruction on how to use it safely.

Is used correctly by employees.

It is replaced if it is damaged, stolen, lost or wears out.

## **ARRANGEMENTS FOR FIRST-AID**

First-Aiders or an Appointed Person will be nominated for all sites, dependant on the level of risk. If arrangements are shared or we are a sub-contractor on a particular site, then this may not be necessary.

Regular training of First-Aiders and Appointed Persons will be arranged, particularly prior to certificates expiring.

Well-stocked First-Aid boxes will be available in Crew Buses and in site accommodation, (site office or canteen).

The First-Aider is responsible for maintaining fully stocked First-Aid boxes.

## **WELFARE FACILITIES**

Site welfare facilities are provided by the Company to comply with the requirements of current Regulations. The site management will establish the facilities to the legal standard before work starts, taking into account sub-contractor's requirements. This will include the provision and maintenance of suitable and adequate First Aid and in date fire-fighting equipment.

The welfare facilities at site and premises under the control of the Company will be maintained to a good standard and kept in a clean and hygienic condition.

Where the Company is in a sub-contract position, arrangements will be made with the main contractor / managing contractor to use their welfare facilities.

## **PLANT AND EQUIPMENT**

The company has a policy of maintaining and servicing all plant, equipment, tools and vehicles in accordance with the existing Company schedules / manufacturer's schedules; and ensuring all Statutory and time interval examinations, inspections and tests are completed. There is an established and ongoing programme of continuous investment in new plant, equipment and vehicles.

Records of maintenance and inspections and examinations are maintained at the Company offices. A colour code system is in operation for Company owned lifting gear and accessories. Weekly inspections are recorded via operator time sheets and site plant returns.

All defects in plant, equipment and vehicles must be reported by the site management to the Plant Manager immediately, and if necessary, the use of any such item should be prohibited until the necessary repairs have been carried out. The Plant Manager will be responsible for responding to such reports and arranging for the necessary repairs to be carried out without delay.

## **SAFETY OF THE PUBLIC**

The Company recognises its legal responsibility for the members of the public whose health and safety might be affected by the operations being carried out. All operations will be conducted with this in mind and each site will be maintained in a safe condition during works and at the end of each working day. Due consideration will be given to this aspect of health and safety when planning and organising sites and when carrying out Risk Assessments.

## **THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**

The requirements and prohibitions of these regulations will be observed both in respect to any design work carried out by the Company and also the management aspects of its construction work.

Where it is necessary to appoint a duty holder as Principal Designer or take on that role in respect of a project, steps will be taken to satisfy the requirement of the regulations.

The Company, whilst fulfilling the role of Principal Contractor, will take reasonable measures to ensure that the Construction Phase Plan contains the required features until the end of the construction phase, and provide a satisfactory Health and Safety File to the Client on completion of the construction phase to satisfy the regulations.

The Company, whilst working as a contractor, will comply with its Company safety procedures as well as those of the Principal Contractor.

## **THE MANAGEMENT OF HEALTH & SAFETY REGULATIONS 1999**

Risk assessments will be carried out as required and checked by the Contracts Manager or SHEQ Manager, written records prepared as necessary with control measures to minimise the identified risks. The line management must keep the need for risk assessments constantly in mind when planning operations and seek expert advice where necessary.

In carrying out risk assessments, due consideration will be paid to the need for assessments to be made under other health and safety regulations, and where necessary prepare 'method statements' or plans of work to detail planned, safe systems of work..

## **THE USE OF MOBILE PHONES ON SITE – POLICY**

Due to the hazards of our work environment and the need to concentrate at all times, the carrying and use of mobile phones for phone calls or social media use may be restricted for all McPhillips employees and subcontractors on a McPhillips or Client's site whilst they are at work.

Use of Personal mobile phones should be limited to areas of utmost safety, away from hazardous activities and machinery.

This policy will be policed by the Site staff and failure to comply will result in disciplinary action.

A Site Manager may choose to restrict mobile phone use at his discretion.

## **MOBILE PHONE BAN WHILST DRIVING COMPANY VEHICLES**

The Law currently allows the use of mobile telephone whilst driving but only through a proper use of "hands-free" technology. However, recent research indicates that even the use of hands-free equipment is a distraction and increases the risk of an accident. If a driver is involved in an accident or other incident using a mobile phone, even hands-free, they may be prosecuted for careless driving or another serious offence.

In order to safeguard our employees, drivers should concentrate on driving and avoid any distraction. Under no circumstances should you answer, make an outgoing call, send or read text messages, or access the internet.

The Company requests that you should wait until the vehicle is stationary and in a safe place before using your hands-free telephone to make or receive a call. Even if you are a careful driver, it is easy to be distracted by an incoming phone call or text message and that split second lapse of concentration could result in an accident. When driving, you should use voicemail, a message service or call diversion to pick up your messages later.

Under no circumstances can hand held mobile phones or similar devices be used whilst driving  
(Highway Code rule 149)

This policy also applies if you make a call. You must not encourage anyone to speak on their mobile phone whilst driving. Everyone should get into the habit of asking this when you receive any mobile phone call and if they answer yes I am driving, you should say please ring me back when you are not driving and hang-up.

## **WORKING SAFELY AROUND PLANT POLICY**

### Objective

The objective of this policy to ensure suitable and sufficient controls are in place to prevent injury or harm to persons working on or near on operational plant or equipment. Endorsement of this policy demonstrates the Directors and the Management team commitment to a safe working operation.

### Risk Assessments

All plant operations will be subject to a suitable and sufficient assessment of risk. This risk assessment will be completed by a competent person and reviewed by the Senior Management for suitability.

### Segregation

Safe working access and egress routes will be established at site, they will be a physical barrier between plant and pedestrian. These will be noted on a Traffic Management plan and updated as a result of any change. This plan is available to all workers and visitors.

### Controls for safe operation

- Suitably trained operators and workers
- Suitable working safely zones will be established
- Risk Assessment and Daily Hazard review
- Activity method statement and safe systems of work
- Safe working envelopes
- Thumbs up procedure

## **WEARING OF GLOVES POLICY**

Compulsory wearing of gloves policy is in place.

This will apply to all sites, also within the designated area of the yard at Head office and to all lorry drivers and machine operators whenever they are out of their cabs. It will also apply to lorry drivers whenever or wherever they are loading or unloading their vehicle, also plant fitters.

This will apply to everyone, no matter if they are staff, part of the workforce, sub-contractors, hired machine operators and visitors.

## **SILICA DUST**

The Company will endeavour to minimise the causes of silica dust by way of vacuum devices or water suppression on all machines/tools that create this dust i.e. disc cutters, floor saws, scabblers, core drills etc. Where possible other systems will be used, which eliminate the need for causing dust.

Employees and sub-contractors who are likely to work in a silica dusty environment will be face fit tested and hold an appropriate certificate, will hold the status of designated cutter.

They will wear FFP3 respirators when working in these areas or when operating power tools etc that can create silica dust. Please conform to the Site Rules. FFP3 masks will be freely available from the Site Agent. The task must be risk assessed.

## **ARRANGEMENTS FOR COSHH SUBSTANCES**

Hazardous substances include:

- Substances used directly in work activities (e.g. cements, tarmacadam, adhesives, paints, cleaning agents etc).
- Substances generated during work activities (e.g. fumes from welding, soldering etc).
- Natural occurring substances (e.g. dust, grain).
- Biological agents such as bacteria and other micro-organisms

Examples of effects of hazardous substances include:

- Skin irritation or dermatitis as a result of skin contact.
- Asthma as a result of developing allergy to substances used at work.
- Losing consciousness as a result of being overcome by toxic fumes.
- Cancer, which may appear long after the exposure to the substance that caused it.

Action steps:

- **Assess the risk** to health arising from hazardous substances used in or created by your workplace activities.
- **Ensure employees are properly informed, trained and supervised.**

- **Substitute or remove** the hazardous substance if it is possible to do so.
- **Decide what precautions are needed.** Do not expose employees to hazardous substances without first considering the risks and necessary precautions, and what else is needed to do to comply with the COSHH Regulations.
- **Prevent or adequately control exposure.** Prevent employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it.
- **Ensure that control measures are used and maintained** properly and that safety procedures are followed.
- **Monitor the exposure** of employees to hazardous substances, if necessary.
- **Carry out appropriate health surveillance** where your assessment has shown this is necessary or where COSHH sets specific requirements.
- **Prepare plans and procedures to deal with accidents, incidents and emergencies** involving hazardous substances, where necessary.
- **Consider and control Fire Risk,** ensure with the aid of the coshh assessment that the risk of fire and control measures are allowed for, Storage, use, emergency procedures.

### **SMOKING / VAPING**

Smoking is not permitted in the work premises at any times. Designated smoking areas may be set out at the discretion of the Site Manager following risk assessment, depending on site restrictions and hazards.

### **VIBRATION**

Use of vibrating tools can lead to health problems and disabilities over a period of time. Therefore work will be planned to avoid or minimise the exposure. Yearly refresher training will be given in the form of tool box talks explaining ways of controlling vibration exposure. Monitoring and surveillance will take place at set time periods to assess the health of Workers exposed to vibration. This will be done under the guidance of Occupational Health Professionals.

### **DISPLAY SCREEN EQUIPMENT AND WORK STATIONS**

This will be assessed periodically to ensure the working environment is satisfactory. Frequent users will be given advice and any necessary equipment to minimise discomfort, fatigue and eye strain caused through working with display screen equipment.

### **ASBESTOS AWARENESS TRAINING**

Asbestos awareness training will take place regularly. Every twelve months for those whose work may involve Demolition or refurbishment.

### **NOISE**

Exposure to high levels of noise can damage hearing, this damage is irreparable so exposure will be planned and monitored to keep noise levels below harmful levels. When noise levels reach exposure limits then PPE will be provided.

### **WORK RELATED STRESS**

The Company will do all possible to plan and resource tasks to reduce the occurrence of work related stress. To recognise the symptoms of stress and help in the reduction of the effects.

### **LONE WORKING**

Where lone working is required for one of the Companies Employees the Company will assess any additional risks that the individual could be exposed to provide training and other control measures to minimise these risks. Employees must not take on or undertake unaccompanied work without their Managers knowledge.

### **NEW & EXPECTANT MOTHERS**

The Company is aware of the vulnerability of new and expectant mothers to risks that may arise during their work. All reasonably practical steps will be taken to ensure that the health and safety of new and expectant mothers and their children is paramount. Potential hazards will be identified by risk assessment and suitable control measures put in place.

### **HEALTH SURVEILLANCE**

The Company will consult with the Employees over the proposed arrangements for health surveillance and for the need for affected Employees to participate in these arrangements. The Company will inform affected Employees of the health risks and of the health surveillance procedure. The person carrying out the health surveillance procedure will be competent to undertake the task and will ensure that the results are suitably recorded. The Company will suitably action any recommendations made as a result of health surveillance and if necessary review the associated risk assessment. The Company will treat individual's health surveillance records as confidential information and will inform all Employees of the collective results of health

surveillance ensuring that no individual is identified. All results will be retained for the statutory retention period.

### **SAFETY STRATEGY**

To demonstrate a commitment to continuous improvement in health and safety management, the Company has a number of initiatives that are being continually developed.

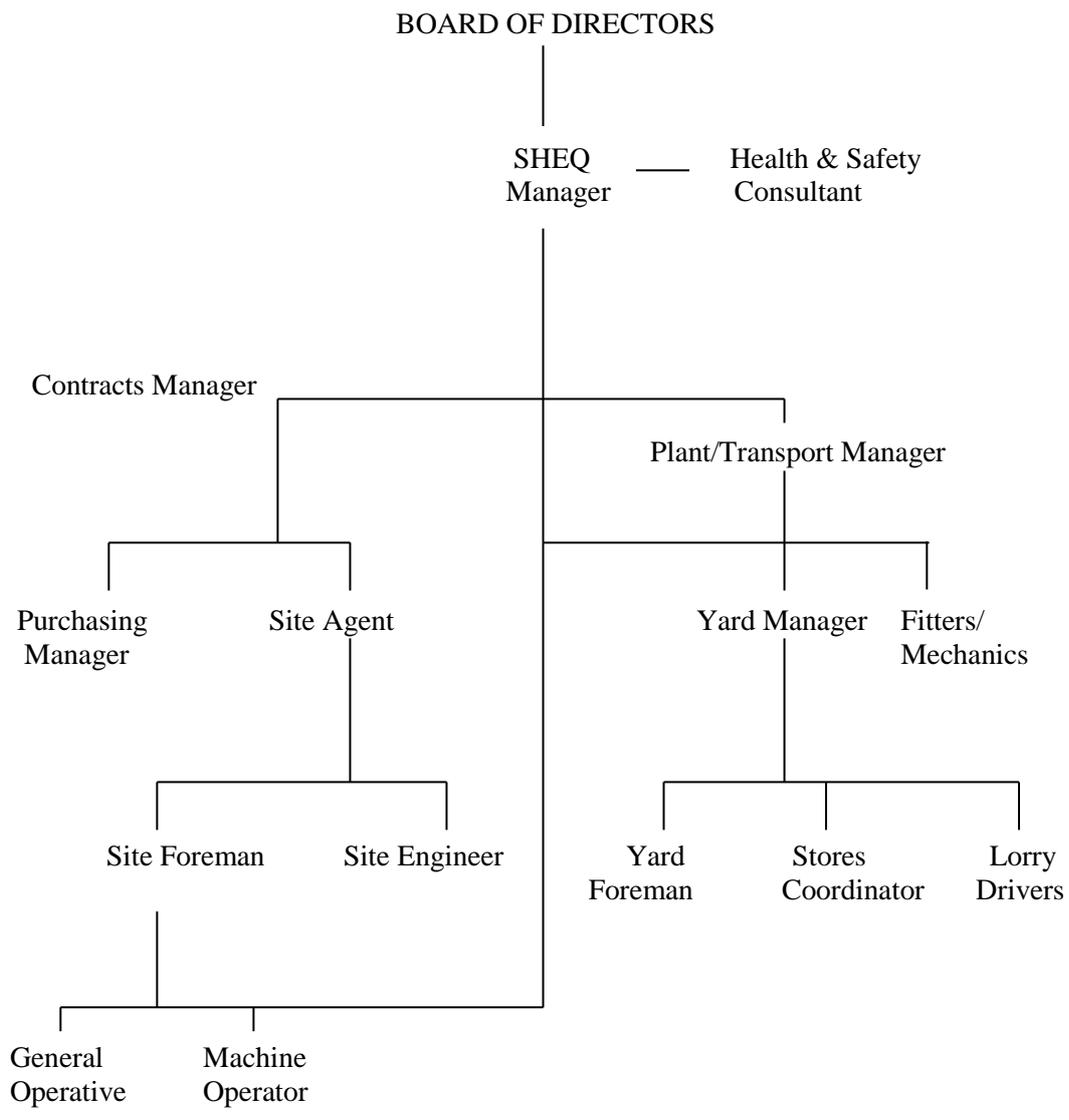
These include;

- **Near Miss reporting** – developing a near miss reporting scheme in conjunction with weekly Toolbox talk records to assist in targeting health and safety management improvements.
- **Newsflash and Safety Alerts** – the co-ordination and dissemination of information on incidents, accidents and near misses within the Company and from other contractors, clients and organisations, to raise awareness of potential risks on site. Via newsflashes and notices in the form of McPhillips Health and Safety Times.
- **Health Awareness** – The Company from time to time issue health guidance in an effort to improve the health and well-being of the Employees.

### **REVISION OF POLICY STATEMENT**

It is the Company's legal duty to revise this policy statement as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.

**HEALTH AND SAFETY ORGANISATION CHART**



## **PART iii - ROLES AND RESPONSIBILITIES**

### **THE BOARD OF DIRECTORS**

Are responsible for:

1. Having a detailed knowledge of the Company's Safety Policy and encourage a positive health and safety culture;
2. Ensuring that the Company's activities are conducted in accordance with the Policy.
3. Appointing a Safety Executive ensuring that they fulfil the duties assigned to them under the Safety Policy.
4. Co-operating with the Safety Executive to the extent necessary to enable them to discharge the duties assigned to them under the Safety Policy.
5. Having knowledge of the Health & Safety at Work Etc, Act 1974 particularly those requirements that impinge on each Director's executive responsibilities.
6. Ensuring that adequate funds are made available to meet requirements of the Safety Policy.
7. Ensuring that all purchase orders clearly indicate the responsibilities of sub-contractors for health, safety and welfare matters in connection with the operations for which they are being engaged.
8. Periodically reviewing and amending the Safety Policy as necessary.
9. Ensuring that the Company complies with all relevant Regulations and that all staff are instructed on the requirements of these regulations.
10. Ensuring where necessary that a health & safety plan is prepared in accordance with the requirements of the Regulations
11. Setting a good personal example.
12. Ensure that the requirements and the spirit of the Health & Safety at Work etc, Act 1974 and any Regulations or Codes of Practice made under this Act implemented in the company's activities.

## **SAFETY HEALTH ENVIRONMENT & QUALITY MANAGER (SHEQ MANAGER)**

Is responsible to the Board of Directors for the implementation of the safety policy. Their duties are to:

1. Have a detailed knowledge of the Company safety policy.
2. Implement the Company policy for the prevention of injury, damage and loss.
3. Institute proper reporting, investigation and costing of injury, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends and potential hazards from the reports of site staff and Safety Consultants.
4. Administer the policy himself, or appoint a senior member of staff to do so.
5. Know the requirements of the Health & Safety at Work etc, Act 1974 and any Regulations or Codes of Practice made under this Act, and ensure that they are observed.
6. Ensure all employees receive adequate and appropriate training.
7. Insist that sound working practice is continuously observed.
8. Make certain that in estimates for new projects allowance is made for adequate welfare facilities and equipment to avoid injury and damage to health.
9. Co-ordinate safety activities between main contractor, sub-contractor and any other individual contractors who may be working on the same site.
10. Reprimand any employee failing to discharge satisfactorily the responsibilities allocated to him.
11. Arrange for funds and facilities to meet the requirements of the policy.
12. Arrange for adequate first aid facilities and a sufficient number of trained first aid attendants in administrative offices.
13. Ensure that a Fire Risk Assessment is carried out for all Company premises and that adequate controls are established including a suitable number of fire extinguishers.
14. Ensure that a satisfactory procedure for evacuating the office building in the event of a fire, or other emergency, is implemented and periodically practiced.
15. Set a good personal example.
16. Advise the Directors when a review of the safety policy is necessary.
17. Ensuring Safety Consultants are notified of new contracts.
18. Develop and revise the Construction Phase Plan.
19. Advise the Company on the CDM 2015 Regulations

## **THE COMMERCIAL DIRECTOR**

Their duties are to:

1. Ensure that adequate resources are included in tenders for Health & Safety.
2. Take reasonable steps to check that potential sub-contractors make adequate allowance in their quotations for Health & Safety.
3. Take reasonable steps to ensure that potential sub-contractors are competent and have adequate resources to carry out their work, and that their competence is checked prior to an order being placed.
4. To supply potential sub-contractors with information about risks on site and any proposed site rules with our initial enquiry.
5. Understand the Company's Safety Policy and make adequate allowances for its requirements in any completed tenders or quotations.
6. Set a good personal example.

## **THE CONTRACTS MANAGERS AND THOSE ACTING IN THIS CAPACITY**

Are responsible to the Safety Executive. Their duties are:

1. Understanding the Company Health and Safety Policy and their duties assigned under this policy.
2. Planning and organising sites so that operations are carried out with a minimum risk to persons.
3. Ensuring that work is carried out within the terms of the Company's Health and Safety policy.
4. Ensuring that all legal requirements, particularly those contained in the codes of Construction Regulations are observed.
5. Ensuring that any other contractors on site work competently and comply with the procedures set out in the health and safety plan.
6. Ensuring all statutory inspections and examinations of scaffold, excavations and lifting appliances etc. are carried out.
7. Recording and reporting all accidents and dangerous occurrences as required.
8. Ensuring the first aid arrangements are adequate and that first aid boxes are fully stocked.
9. Ensuring that the site welfare facilities are adequate properly maintained and kept in a clean condition and that we comply with relevant Regulations in all respects.
10. Co-operating with the Company's Safety Consultant, seeking his advice and assistance where necessary.
11. Ensuring all plant and equipment supplied to the site, whether owned by the Company or hired to the Company, is in a safe condition before it is put into service.
12. Checking that there is adequate insurance cover for unusual types of operation, e.g. deep trenches, work in multi-story buildings etc.
13. Assessing any special hazards, which might arise on any of the operations under his control, e.g. overhead or underground electric cables, poor ground conditions, etc.
14. Ensuring site management and supervisors under his charge are adequately briefed on his role and responsibilities for health, safety and welfare.
15. Setting a personal example when visiting operations including wearing protective equipment.
16. Stopping any dangerous activity observed when visiting an operation and drawing the attention of the site management or supervisor to any contravention of the legal requirements.
17. To initiate any method statement, which may be required under the Construction Phase Plan.
18. Arrange site safety meetings on or before the commencement of every new contract.
19. Ensure that all Assessments are available including young persons where applicable.

20. Ensure that prior to placing of an official order with sub-contractors, that the sub-contractor has supplied satisfactory copies of:
  - a. A copy of their 'Company Safety Policy'
  - b. Answered and returned a satisfactory 'Health and Safety Questionnaire'
  - c. Where necessary produced Risk Assessments and Method Statements and these are read and these are read, understood and signed by their site staff.
  - d. Produced copies of employees certificates where necessary.
  - e. Confirmation from their broker or insurance company of insurance details.
  - f. Ensured that the sub-contractor is approved to work for McPhillips (Wellington) Limited
21. Ensure that the company complies with Regulations concerning young persons.
22. Ensuring compliance with the Confined Spaces Regulations 1997
23. Ensure that the Fire Risk Assessment has been carried out for each job under the Regulatory Reform (Fire safety) Order 2005 guidance.
24. Set a good personal example.

## **PURCHASING MANAGER**

The Purchasing manager is responsible to the Company Directors and Contracts Managers. Their duties are:

1. Understanding the Company Safety Policy and observe the requirements.
2. Understand the COSHH Regulations and promotion of safer materials (in consultation with the Commercial Director).
3. Have a basic knowledge of relevant Regulations particularly with regard to sub-contractors.
4. Supply details of any hazards identified in the construction information, to all sub-contractors with the initial enquiry.
5. Copy the Health & Safety Plan to medium and large Contractors where there are identified site-specific risks.
6. Ensure sub-contractor competence has been checked, and that the Safety Executive has passed their Health and Safety Questionnaire, Method Statement, Health and Safety Policy etc. prior to placing any order.
7. Ensure that all sub-contractors receive a copy of the Site Rules with their purchase order.

## **SITE AGENTS & SITE MANAGERS**

Or anyone made responsible for the site, i.e. Engineer, Supervisor, Quantity Surveyor, or General Foreman, who are responsible to The Contracts Manager for:

1. Organising their sites so that operations are carried out with a minimum risk to any persons.
2. Ensuring that work is carried out within the terms of the Company's safety policy and instructions laid down in the Company's SHEQ system.
3. Ensuring that all legal requirements, particularly those contained in the codes of Construction Regulations, are observed.
4. Ensuring that the procedures laid down in any risk assessment are followed in respect of any operations being carried out.
5. Carrying out or arranging to be carried out all statutory inspections and examinations as required.
6. Ensure that plant and equipment supplied to site has been tested and thoroughly examined in accordance with the appropriate Regulations e.g. excavators and lifting equipment.
7. Ensure that the "Work Equipment Weekly Inspection Sheets" are completed and recorded every week. Any defects or breakdowns to be reported to the Plant Manager or Plant Office.
8. Recording and reporting all accidents and dangerous occurrences as required.
9. Making sure that the first aid arrangements are adequate and that first aid boxes are fully stocked.
10. Ensuring that the site welfare facilities are adequate, properly maintained and kept in a clean condition.
11. Statutory forms to be displayed on site including Form F10 notification of the project to the HSE.
12. Carry out "Induction Training" on commencement of a new contract and when new employees, visitors if required or sub-contractors first start on site. Emphasis should be made to point out any hazards associated with the site and any specific site rules that may be identified in the Construction Phase Plan.
13. Develop and implement the Construction Phase Plan also gather information for the health and safety file.
14. Check, when plant is delivered to the site (whether own plant or hired), that the operator holds a current CPCS plant operators certificate or a National Plant Operators Registration Scheme Certificate for that item of plant.
15. Comply fully with the SHEQ system and its requirements.

16. Supervise the location of all underground and overhead Statutory Authority services, prior to work commencement and ensure adequate steps are taken to protect these services and conform to the Regulations. Instigate the use of the Company's 'Permit to dig' system for all excavations.
17. Ensure that the lifting gear is in good condition and suitable for the task in hand.
18. Ensure that a Fire risk assessment has been carried out in line with the Regulatory Reform (Fire Safety) Order 2005.
19. Comply with Company procedures when organising or carrying out work in confined spaces.
20. Set a good example

## **SITE FOREMEN**

Are responsible to the Site Agents and Contracts Managers for:

1. Having a working knowledge of the Company safety procedures to comply with the relevant regulations that apply to the activity within this Control.
2. Having a working knowledge of the procedures laid down in any risk assessment applicable to the work being carried out under his charge.
3. Ensuring that the operatives under their direct control work safely and have regard for the safety of others.
4. Paying particular attention to the activities of new employees, particularly young persons, and advising them on safe methods of work.
5. Reporting any defects affecting plant, tools and equipment to the Site Agent or Contracts Manager. Damaged items are not to be used and immediately returned to yard and plant office notified.
6. Seeing that the operatives under their charge wear, take care of and do not abuse in any way any Personal Protective Equipment (PPE), which is provided.
7. Ensure that control measures set out in relevant Risk Assessments and COSHH assessments that have been provided are carried out efficiently.
8. Ensuring that the operatives under their charge do not interfere with, or misuse, anything provided for their safety, health and welfare (i.e. guards, handrails, PPE)
9. Reporting all accidents (also if any operative or driver is off work for seven days following an accident) to the Safety Executive or Wages Department.
10. Ensure that the First-Aid boxes are fully stocked and there are sufficient fire extinguishers within their canteen and cabins, also their crew bus.
11. Record 7-day checks that all chains, slings and lifting eyes on your site are in good condition and that a current test certificate is on site for each piece of equipment.
12. Ensure that men under his control do not operate items of plant without the necessary certificate. CPCS Plant Operators Certificate or the National Plant Operators Registration Scheme Certificate.
13. Ensure that men under his control do not enter 'Confined Spaces' unless they are adequately supervised, hold a current training certificate and use the correct equipment for the job (in good working order) to comply with Company procedures.
14. Ensure that all lifting gear i.e. chains, slings etc are in good condition and are suitable for the lifting task in hand.
15. Setting a good example.
16. Complete your Time Sheet weekly and ensure that all plant operator hours are added, to enable the CPCS Log Books to be completed.

## **OPERATIVES**

Are responsible to the Site Foreman when present but otherwise to the Site Agent or the Contracts Manager for:

1. Using the correct tools and equipment for the job; using safety equipment and protective clothing – i.e. safety helmets, safety boots, goggles and other personal protective equipment, particularly when using COSHH substances.
2. Keeping tools and materials in good condition and regularly checking that they are suitable and safe for use (guards etc)
3. Only operating mobile plant if they hold a current CPCS or NPORS Card.
4. Reporting to supervisor any defects in plant or equipment. (Do not use plant or equipment which you consider is unsafe)
5. Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
6. Avoiding improvisation, which entails unnecessary risks.
7. Warning new operatives of any known hazards.
8. Refraining from horseplay and the abuse of welfare facilities.
9. Suggesting ways of improving safety conditions.
10. Using proper means of access.
11. Not interfering with, or misusing scaffolding and other equipment provided for securing health and safety.
12. NOT interfering or altering PPE.
13. Report any 'Near Misses'.
14. If you for any reason you are unfit to complete a task, be it for health reasons etc. You must inform your Foreman and the Site Agent / Site Manager and you must not proceed with the task.

## **PLANT MANAGER**

Is responsible to the Safety Manager for:

1. Understanding the Company's Safety Policy and the duties assigned to him under this policy.
2. Ensure that this policy is followed by all drivers, fitters, mechanics and the yard foreman under his control.
3. Understand the legal requirements relating to the operations under his control and to ensure that they are observed.
4. Carry out or arrange to be carried out the statutory inspections and examinations on all company vehicles, machines, lifting devices, chains, slings, all plant, tools and equipment as per the Regulations.
5. Ensure that all plant operators hold current CPCS Certificates or National Plant Operators Registration Scheme Certificate whether hired or own plant.
6. Ensure that all portable electrical tools to be used on site do not exceed 110 volts.
7. Ensure that all portable power tools have been tested in accordance with the Regulations.
8. Ensure that good house keeping is observed in the stores, workshops, canteen and toilets.
9. Ensure that plant and equipment is safe and in good working condition prior to delivery to site.
10. Ensure that you keep up to date with current and new legislation which affects your department, to enable the Company to comply with the law.
11. Complete 'Risk Assessments' for the stores and workshop, including external Plant Fitters, for all works activities. Post on notice board and bring to the attention of his staff.
12. Ensure a Fire risk assessment is carried out in line with Regulatory Reform (Fire Safety) Order 2005.
13. Identify and discuss any necessary training, revised procedures or proposed measures with the Safety Director and SHEQ Manager.
14. Ensure that the men under your control comply with their responsibilities.
15. Ensure that all hired plant carry the necessary statutory notices and test certificates i.e. 12 month test certificate for 360 deg. Backactor excavators etc.

## **YARD FOREMAN**

Is responsible to the Plant Manager for:

1. Understand the Company's Safety Policy and the duties assigned to him under this policy.
2. Having a working knowledge of relevant Company safety procedures.
3. Ensure that Flammable liquids, LPG and acetylene gases are stored and transported as the Regulations.
4. Ensure that equipment i.e. ladders, shields, scaffolding, etc, are safe and in good working condition prior to leaving depot for use. If unsure notify Plant Manager.
5. Ensure that vehicles within depot obey the speed limits.
6. Ensure that material and equipment within depot are stacked / stored in a safe manner.
7. Ensure that all waste is placed in containers and disposal by licensed carrier.
8. Ensure that safe walk routes and Fire escapes are kept clear.
9. Ensure that all COSHH substances kept in the stores and yard area are stored correctly as per the Regulations.

## **STORES CO-ORDINATOR**

1. Understand the Company's Safety Policy and the duties assigned to him under this policy.
2. Having a working knowledge of relevant Company safety procedures.
3. Ensure that Flammable liquids, LPG and acetylene gases are stored and transported as the Regulations.
4. Ensure that Cat & Genny, gas detectors, saver sets, harnesses etc are cleaned after each use, services regularly and that they are in good working order prior to leaving depot for use.
5. Ensure that vehicles within depot obey the speed limits.
6. Ensure that material and equipment within depot are stacked / stored in a safe manner.
7. Ensure that any substances which are covered by the COSHH Regulations collected from the depot, obtain a signature, hand them a COSHH assessment and supply them with the necessary personal protective equipment.
8. Ensure that all gas detectors; saver sets etc. are checked and serviced as recommended by the manufacturer. Also that they are in full working order when they are issued to the site personnel.
9. Ensure that all COSHH substances kept in the stores and yard area are stored correctly as per the Regulations.
10. Ensure all visitors and contractors are inducted inline with the campus SHEQ system.
11. Co-ordinate the delivery of Head Office fuel orders ensuring all safety measures are followed in line with relevant risk assessments.
12. Ensure good housekeeping allowing all safe walking routes and exit points to remain clear.

## **FITTER & MECHANICS**

Are responsible to the Plant Manager for:

1. Understanding the Company's safety policy and the duties assigned to him under the policy.
2. Having a working knowledge of the Company safety procedures.
3. Paying particular attention to the activities of new employees, particularly young persons and advise them on safe methods of work and known hazards.
4. Notify the plant manager of any defects found to items of plant he services and should the item of plant be found to be dangerous, suspend its use and inform the operator and his supervisor immediately.
5. Carry out his duties having due regard for his safety and the safety of others.
6. When carrying out repairs or servicing, select a safe suitable location for this work; away from pedestrians, buildings, traffic, open excavations and overhead cables.
7. Dispose of any surplus oil or abandoned parts in the correct containers at our depot.
8. Conform to all Health & Safety Regulations particularly COSHH, NOISE & Manual Handling.
9. Should you witness any unsafe practices or spot anything dangerous on any of our sites, you must notify the Plant Manager.
10. Report to Site Agent on arrival on site, prior to start of work and on completion, prior to leaving site.
11. When on site always wear a safety helmet, safety boots and a fluorescent waistcoat at all times (free issue items from our stores).
12. Never work alone. If you are part way through a repair or service when it is finishing time – either arrange with the agent or foreman for someone to stay over with you or if no one co-operates, come back the next morning when there us someone on site.
13. Always carry a first-aid box and in date fire extinguishers in your vehicle.
14. If you need to remove any guard to undertake a repair on a machine, be sure to refix it prior to testing.
15. If you use electric power tools on site, they must only be 110 volt or cordless.
16. Avoid improvisation which entails unnecessary risk.

## **LORRY DRIVERS**

Are responsible to the Plant Manager and the Yard Foreman to:

1. Understand the Company's Safety Policy and the duties assigned to him under this policy.
2. Operate / drive the vehicle in a professional manner, having due regard for the safety of his colleagues and the general public.
3. Check daily the mechanics of the vehicle also tyres, oil levels and hydraulic levels; if there is a fault or suspected fault, inform the Plant Manager immediately.
4. Observe the speed limit in depot.
5. No unauthorised passengers are to be carried, unless permission is obtained in writing from a Director of the Company.
6. Obey all transport laws, restrictions on driving hours and the Highway Code.
7. Ensure that their load is secure and sheeted where necessary.
8. Ensure that the vehicle is not overloaded.
9. Complete transfer notes when carting waste.
10. You must hold a current CPCS Plant Operators Certificate or a National Plant Operators Registration Scheme Certificate to operate a lorry-mounted crane, Skip handler or forklift truck.
11. Complete relevant 'Permit to load or unload a site cabin' prior any such operation, and ensure completed assessments are returned to the Safety Executive, each week.
12. Comply with current Risk Assessments and notes, also with the Codes of Practice: 'Safety of Loads' on vehicles.
13. Carry a First Aid box and fire extinguisher in your vehicle.

## **MACHINE DRIVERS AND LORRY LOADER OPERATORS**

Are responsible to the Site Foreman, the Site Agent and the Plant Manager:

1. Understand the Company's Safety Policy and the duties assigned to him under this policy.
2. Operate the machine in a professional manner, having due regard for the safety of his colleagues and the general public and under no circumstances to allow passengers to ride on the machine.
3. Keeping the machine in good working order; immediately notifying the plant manager of any defects with the machine. The operators should not drive the machine if the fault is serious or might be a hazard or danger to life.
4. If fitted, check daily that the height restrictor and / or rated capacity indicator are working correctly - any fault must be reported to the plant manager immediately.
5. Complete weekly inspection on timesheet (or similar)
6. Continue to use the time allocated for maintenance, i.e. greasing etc.
7. Check daily all slings and chains (he is to use that day) for any visible fault. Should a fault be found, do not use and inform the plant manager immediately.
8. Each morning prior to commencement check with your supervisor for any possible underground services.
9. Lorry drivers to observe and comply with the Risk Assessment and notes dated 16<sup>th</sup> February 1998 also with the Codes of Practice 'Safety of Loads' on vehicles.
10. Complete relevant 'Permit to use lorry loader crane prior any such operation.
11. Do not operate under existing power cables unless a safe system of work has been agreed previously with Site Agent or Contracts Manager (to include goal posts and fencing erected and use and setting of height restrictor).
12. Only operate categories of plant that are shown on your current CPCS Certificate or National Plant Operators Registration Scheme Certificate.
13. At all times use devices fitted to your machine for safety, i.e. secondary safety pins in machine buckets, secondary safety chains attached to tools / machine buckets, rear view mirrors, rear view cameras, etc. And maintain these in good working condition.  
It is the driver's responsibility to install the safety pin or secondary safety device, himself.
14. Ensure that all lifting gear i.e: chains, slings etc are in good condition and are suitable for the lifting task in hand.
15. Complete your time sheets; including logging all plant operator hours to enable your CPCS Log Book to be completed.