

# COMPANY HEALTH & SAFETY POLICY

## 1 STATEMENT OF GENERAL POLICY

The Organisation accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare including:

- Deposit of Poisonous Waste Act 1972
- The Health and Safety at Work etc. Act 1974
- Health & Safety [First Aid] Regulations 1981
- High Inflammable and Liquefied Petroleum Gas Regulations 1982
- Petroleum Spirit [Plastic Container] Regulations 1982
- Control of Asbestos at Work Regulations 2002
- Construction [Head Protection] Regulations 1989
- Control of Pollution (Amendment) Act 1989
- Electricity at Work Regulations 1989
- Environmental Protection Act 1991
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Chapter 8 Traffic Signs Manual 1991 (Traffic Signing Regulations and General Directions)
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety & Welfare) Regulations 1992
- Personal Protective equipment at Work [PPE] Regulations 1992 (Amended 1996)
- The Construction (Design and Management) Regulations 1994 as amended by SIs 1996/1592, 1998/494, 1999/3242 and 2000/2380
- R.I.D.D.O.R. 1995
- The Health and Safety (Consultation with Employees) Regulations 1996
- Safety Signs and Signals Regulations 1996
- The Construction (Health, Safety and Welfare) Regulations 1996
- Lifting Operation and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- Control of Noise at Work Regulations 2005
- Work at Heights 2005

This policy has been prepared and published within the requirements of health & safety legislation above. The purpose of the policy is to establish general standards for health, safety and welfare within which the Organisation will carry out its work and to distribute responsibility for the implementation of these standards.

The Organisation is committed to good working practices, particularly in respect of health and safety. It is the policy of the Organisation that all work undertaken will be carried out in such a manner as to avoid, reduce or control all foreseeable risks to the health and safety of its employees, sub-contractors and the general public. This policy will be implemented as far as is reasonably practicable and in accordance with the statutory requirements.

The Organisation will ensure that only suitably competent employees and subcontractors undertake work on the company's behalf. Where legislative requirements exist, for example in the case of plant operations, the Organisation will ensure that operatives hold the relevant CITB, CTA, EPIC or similar training qualification.

The Organisation will ensure that all personnel working on site are adequately supervised, provided with all necessary information and training, and provided with suitable plant, equipment and PPE (Personal Protective Equipment) to safely carry out their duties.

All personnel arriving on the Organisation's sites will be required to attend a Site Induction before commencing work. This Induction will detail the Site Rules and copies of the Rules will be given to all personnel. Personnel will be required to sign to confirm that they have understood and will adhere to the Site Rules.

Signed:

Date:

## 2 MANAGEMENT RESPONSIBILITIES

The Managing Director has overall responsibility for the implementation of the Organisation's policy. In particular they are responsible for:

- Ensuring that the policy is widely communicated and that its effectiveness is monitored and reported on.
- Maintaining a formal link with the Health and Safety Executive, Environment Health Departments and other external agencies.

- Implementation and monitoring of the policy and the provision of general advice about the implication of the law.
- Identification of health and safety training needs.
- Ensuring that all sites are safe and that the application of the Health & Safety Policy on an individual site is consistent with the policy.
- Ensuring that employees and subcontractors are fully aware of their responsibilities with regard to safety and are fully competent for the work they are carrying out.
- Ensuring that any safety method statements that may be required are written and adhered to by relevant staff on each site.

### **3 HEALTH & SAFETY AND THE INDIVIDUAL**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the health and safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Organisation for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Organisation's Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

### **4 HEALTH & SAFETY MANAGEMENT PROCESS**

The Organisation believes that consideration of the health, safety and welfare of staff is an integral part of the management process.

The Organisation requires managers to approach health, safety and welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health, safety and welfare needs will be met as part of day-to-day management.

If unpredicted health and safety issues arise during a job, the degree of risk will be assessed and the necessary resources and actions to commit to addressing these issues will be decided.

### **5 IDENTIFICATION OF HEALTH & SAFETY HAZARDS AND PROBLEMS ON CONSTRUCTION SITES**

It is the policy of the Organisation to carry out a regular inspection of its site(s) against the Health & Safety Policy. The inspection requires review of:

- Access Ways.
- Electrical Equipment.
- Emergency Procedures.
- Excavations.
- Fire Fighting Equipment.
- First Aid and First Aiders.
- Hazardous Substances (COSHH).
- Ladders.
- Lifting Equipment.
- Lighting.
- Permits-to-Work
- Personal Protective Equipment.
- Plant.
- Roofing/Decking.
- Scaffolding and Mobile Tower Scaffolds.
- Signage.
- Site Security.
- Site Tidiness.
- Storage & Waste
- Toolbox Talks.
- Traffic Management.
- Welfare Facilities.

The specific details of each section of the inspection can be found in the Site Inspection. The information obtained in the inspection will be recorded and any appropriate corrective action taken as soon as possible.

The Organisation acknowledges that they have a continual responsibility for the elimination of hazards on site(s) in order to maintain a safe working environment. Any hazard which is identified by any person working on site must be reported to the Site Manager/Foreman as soon as possible.

It is also the policy of the Organisation to carry out regular random Health & Safety Audits of its site(s).

A Health & Safety Audit will include a detailed review of the items listed in addition to (where applicable) and not limited to:

- Asbestos Management.
- Construction Phase Health & Safety Plan & Contract Health & Safety File.
- Drawings.
- Management of Health & Safety.
- Manual Handling.
- Method Statements.
- Noise.
- Record Keeping & Statistics.
- Risk Assessments.
- Scope of Work.
- Subcontractors.
- Training, Competence and Health & Safety Awareness of Personnel.

The responsibility for ensuring that Audits are carried out as part of this policy rests with the Managing Director and will be carried out by a suitably qualified representative of the Organisation or a suitable external third party.

It is the responsibility of the Managing Director (via suitably appointed personnel) to ensure that any deficiencies highlighted in the Audit(s) are dealt with as speedily as possible.

## **6 RECORDS, STATISTICS AND MONITORING OF ACCIDENTS AND INCIDENTS**

The Organisation will operate a system for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences.

## **7 REPORTS TO THE HEALTH & SAFETY EXECUTIVE (R.I.D.D.O.R.)**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the Managing Director (via suitably appointed personnel).

## **8 PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE ORGANISATION**

Persons working on sites where the Organisation are the main contractor but who are employed by other organisations are expected to follow the Organisation's Health and Safety Policy with regard to their personal safety and their method of work. Similarly the Organisation's employees working in other host premises will be expected to follow the host contractor's Health and Safety Policy.

## **9 CONTRACTORS**

The Organisation will ensure that as far as is reasonably practicable, the health, safety and welfare of Contractors working in the Organisation's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Organisation's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a representative of the Organisation will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other personnel, or members of the public at risk. Anyone who judges there is a risk where contractors are working should inform the Site Manager/Foreman immediately.

Contractors will be asked to confirm they have a written Health and Safety Policy. The Organisation's Manager responsible for letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to use the Contractor again.

## **10 ASBESTOS**

The Organisation will ensure that all Asbestos Containing Material (ACM) that may be encountered on a site will be managed in such a manner as to eliminate, so far as reasonably practicable, exposure to asbestos fibres of staff, contractors and members of the public. Where exposure cannot be eliminated, the Organisation shall ensure that exposure to asbestos fibres is reduced below any statutory control limits or action levels that may be in existence.

Any ACM shall be subject to a risk assessment before any decision regarding its enclosure, repair or removal is taken.

If deemed necessary by the Risk Assessment an Air Test shall be carried out to ensure a safe level of fibres before any work is commenced.

The Health & Safety Executive recommends against removal of asbestos wherever possible. Therefore the Organisation will endeavour to ensure any ACM is safely enclosed by sealing, encapsulating or repairing existing enclosure.

If work with ACM is necessary, then the Organisation will ensure that the relevant licence is held, where required.

Personnel who shall undertake work with ACM shall not commence work without issue of a Permit to Work by the Organisation and without agreeing to work to a Safety Method Statement.

## **11 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Control of Substances Hazardous to Health Regulations (COSHH) require the Organisation to identify any substances which are in use and which are hazardous to health (as legally defined, for example lead, solvents, paint, dust, wet cement) and to assess the risk of those substances.

The Organisation will provide and use the controls listed below to prevent exposure to substances hazardous to health:

- Eliminate the presence of the hazardous substance from site if possible.
- If complete elimination is not possible, consider removing or moving the substance to a safe location.
- If neither elimination nor removal is possible, contain the substance to avoid unnecessary exposure.
- If elimination, removal nor containment are possible then endeavour to remove personnel from the area that would cause them to be exposed to the substance.
- If it is unavoidable that personnel should be exposed to the substance, ensure that all measures possible are taken to minimise the duration of the exposure.
- Provide collective protection and Personal Protective Equipment e.g. goggles, dust masks, ear defenders.

Controls will be maintained by monitoring exposure and by health surveillance of employees.

Information, instruction, training will be provided for employees.

## **12 ELECTRICITY AND OTHER SERVICES**

The Organisation shall endeavour to use mains supply electricity for its sites wherever possible and shall ensure such service is in place before commencement of works. Should portable generators be required, the Organisation will ensure that the risk of environmental pollution and excessive noise are minimised.

Fuel supplies for portable generators shall be contained inside in-built fuel tanks supplied solely by a bunded fuel bowser with lockable fuel lines.

Where possible, the Organisation will use low voltage electrical tools.

All electrical equipment shall be tested for electrical safety (at least every 12 months in offices and every 3 months on site) and visually checked before use to ensure that it is in a good state of repair and fit for use.

The Organisation will ensure that existing services such as electrical cables and gas mains are identified, marked and protected before works begin on a site.

The Organisation shall ensure that vehicles shall not manoeuvre where there are overhead power lines without supervision.

## **13 EXCAVATIONS**

All excavations are to be adequately supported using shoring, trench boxes or benching or sloped or battered back to a safe angle.

All workers inside excavations are to work within safe reach of a secure method of exit e.g. suitably secured ladder.

All excavations are to be clearly marked and surrounded with barriers to stop people or vehicles from falling in.

Stop blocks will be provided and properly secured to prevent any tipping vehicle from falling into any excavation.

Materials, spoil and plant will be stored at a safe distance from the edge of any excavations.

## **14 FIRE**

The Contracts Manager/Site Manager/Foreman is responsible for ensuring that all personnel receive adequate fire training, and that fire officers are nominated for each site.

All personnel on a site shall be informed during the Site Induction of the following information regarding fire:

- How to raise the alarm.
- What the alarm signal is.
- What action to take when the alarm is raised.
- Where the fire assembly point is.
- Location of fire extinguishers.
- Location of telephones.
- Emergency telephone no. i.e. 999.

Suitable fire extinguishers shall be provided to all sites.

The Organisation shall endeavour to keep the quantities of flammable materials, liquids and gases used and stored on construction sites to a minimum.

Where flammable materials, liquids and gases are stored on site, they shall be safely stored. In particular flammable gas cylinders shall be returned to ventilated stores at the end of a shift and flammable waste shall be regularly removed and stored in suitable skips or bins.

Where the works are being carried out under CDM Regulations 1994, the Organisation shall ensure that an adequate fire plan is prepared in advance of commencement of the contract.

In addition the Organisation will nominate a Fire Officer for each contract that will assist in the investigation of any fires on the Organisation's sites and to submit reports of such incidents.

## 15 FIRST AID

It is the policy of the Organisation to ensure adequate provision for First Aid and any training of 'First Aiders' that may be required in accordance with the First Aid Regulations (1982). The Managing Director (via suitably appointed personnel) is responsible for ensuring that there is a qualified 'First Aider' present on every site at all times.

## 16 CONSTRUCTION PHASE HEALTH & SAFETY PLANS

The Organisation acknowledges its duty to prepare a Health & Safety Plan for the Construction Phase of any contract that requires one as stipulated in the Construction (Design and Management) Regulations 1994 (commonly known as CDM).

The CDM Regulations do not require preparation of a Health and Safety Plan for construction work for domestic clients or for works that will last for 30 days, 500 person days or less and involve a maximum of 4 people on site at any one time. Should the Organisation carry out such work, they will nevertheless ensure that the principles of the company Health and Safety Policy are applied where applicable and that all other relevant Health and Safety legislation is adhered to.

The Health & Safety Plan for the Construction Phase of any given contract shall be prepared before any work commences on site as it forms the foundation of the Organisation's health and safety management.

Each Construction Phase Health and Safety Plan for a contract will contain the arrangements for ensuring the health and safety of all personnel involved and the public during construction works including:

- A description of the construction project.
- Management responsibilities for both the construction works and for health and safety.
- Communication and consultation channels and methods between client, the Organisation's management, personnel and subcontractors.
- The health and safety aims and objectives of the project and the standards within which the work will be carried out (i.e. statutory and those contained within this Health and Safety Policy).
- Monitoring and inspection systems for health and safety.
- Information about any restrictions that may affect the work such as other buildings, utility services, traffic, proximity to the public etc.
- Arrangements for ensuring subcontractors can provide evidence of competence and adequate health and safety provision.
- Arrangements for communicating information to personnel and contractors on site pertaining to any health and safety issues which may arise during construction.
- Details of how plant and equipment will be selected, used, maintained, inspected and how the competence of operators will be ensured.
- Identified health and safety risks and how these will be controlled.
- Risk assessments covering storage and movement of materials, movement of vehicles, provision and use of site access, provision and use of plant, provision and use of temporary services (e.g. electricity), temporary support structures (e.g. falsework), permits-to-work, protection from falling materials, protection of the public, excavation, working at height, working in confined spaces.
- Emergency procedures for minimising the risk of and dealing with any occurrence of fire or personal injury.
- Arrangements for R.I.D.D.O.R. reporting.
- Arrangements for the provision and maintenance of welfare facilities.
- Arrangements for conducting site inductions, health and safety training, toolbox talks, communication of any project specific information and the display of any statutory notices.
- Site rules
- Preparation of the Health and Safety File for the contract.

## 17 LADDERS

The Organisation will ensure that all ladders used on its sites are in good condition. The Site Manager/Foreman will be responsible for ensuring they are regularly inspected.

All the Organisation's personnel and any subcontractors using ladders will be required to ensure that they only rest ladders against a solid surface and not on any fragile or insecure material.

Similarly, all persons using ladders on any of the Organisation's sites will ensure that they are fully extended and locked into position before using them and will not over-reach whilst using a ladder.

The Organisation require all ladders used on their contracts to rise to a sufficient height above their landing place in order to provide safe hand holds.

## 18 MANUAL HANDLING

The Contracts Manager/Site Manager/Foreman is responsible for instructing and training all staff in safe lifting techniques.

Where lifting heavy materials cannot be avoided and no lighter alternative material can be used, the Organisation will endeavour to provide wheelbarrows, hoists or other plant and equipment in order to minimise manual handling.

Where feasible, the Organisation will consider purchasing aggregates in 25kg bags to make handling easier and safer.

## 19 METHOD STATEMENTS

The Organisation uses Method Statements to detail specific safe working methods to be employed for given tasks. They also provide means of communicating this information to the personnel who will be carrying out the work. The Organisation will use Method Statements, closely linked with Risk Assessments in order to eliminate any "ad hoc" or improvised ways of working which increase the risk of potential accident.

The Organisation may provide personnel with a Method Statement for works such as excavation, asbestos removal, working in confined spaces, working at height, hot works, working on gas services, working on electrical services and working on pressure systems.

Any subcontractor working for the Organisation shall be required to provide a Method Statement and Risk Assessment if they are to be carrying out any of the above listed works. Alternatively, they will be required to work according to the Organisation's own Method Statement and will be required to sign to confirm that they have read and understood it and will carry out work accordingly.

Method Statements will be written clearly in order to ensure that all those reading it are able to understand and implement it.

Method Statements will include at least the following information (where relevant):

- Job Name/Number
- Contractor
- Method Type
- Description of work
- Sequence of operations
- Name(s) of supervisors and their responsibilities
- Controls and monitoring
- Plant requirements
- Plant inspection requirements
- Responsibility for disconnection of any services
- Measures to protect the public
- Any environmental controls
- First Aid provision
- PPE provision
- Emergency procedures

## 20 MOBILE TOWER SCAFFOLDS

The Organisation will ensure that any mobile towers used on its sites will be constructed in accordance with the Work at Height Regulations 2005 and the Provision and Use of Work Equipment Regulations 1998 (commonly known as PUWER).

Mobile tower scaffolds will only be erected or altered by trained competent persons holding a recognised training certificate (e.g. PASMA, CITB, CTA etc.)

Mobile tower scaffolds will only be used by persons who have received suitable and sufficient instruction in their safe use.

Mobile tower scaffolds will only be used with wheels locked and will only be moved when empty.

## 21 NOISE

The requirements of the Control of Noise at Work Regulations 2005 will be observed at all times.

Noise assessments will be carried out for all on site operations liable to produce excessive noise and all works shall be carried out with the minimum of noise as far as is reasonably practicable.

Where avoiding noise completely is not possible, steps shall be taken to limit the effect of noise on personnel and members of the public by ensuring that, where possible, personnel not involved in the noisy work and the public are kept at a suitable distance from the source of the noise.

Personal Protective Equipment will be provided to all personnel exposed to excessive noise and clear hearing protection zones will be marked.

Noisy work such as cutting, percussive tools and demolition shall be carefully scheduled so that excessive noise is limited to as short a time as possible.

All personnel will be instructed in the risks associated with excess noise and the steps they can take to avoid those risks.

If necessary, the Organisation will set up health surveillance for any personnel exposed to high level of noise.

## 22 PERMITS-TO-WORK

The Organisation will operate a Permit-to-Work system for the following works:

- Asbestos
- Confined Spaces
- Electrical Works
- Excavations
- Hot Works
- Work at Height

Permits-to-Work will be issued by the person designated by the Organisation or their client as the "authorised person".

Any contractor working on an Organisation's site requiring to carry out any of the above types of work must apply to the "authorised person" for a Permit-to-Work before any work is commenced.

Subcontractors shall only be issued with a Permit-to-Work once the Organisation has ascertained that the Subcontractor has carried out or is familiar with the Risk Assessment, has provided or agreed to work using a suitable Method Statement and has proven that all operatives are competent for the work (i.e. produced training certificates or cards CITB, CTA etc.)

Permits-to-Work will record specific scope of task, location of work, period of validity, nature of works and names of contractor, supervisor, and operatives, licences held and training certificates held.

Permits-to-Work will normally be issued on a weekly basis to ensure that high risk activities are strictly controlled.

## 23 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appropriate head and foot protection and hi-visibility vest/jackets shall be worn at all times on the Organisation's sites.

Personnel will be required to sign a PPE register to acknowledge receipt of PPE and agree to wear it and take care of it.

The Organisation will ensure that any PPE identified as necessary in Risk Assessments is supplied and worn/used by all operatives as necessary.

## 24 PLANT & EQUIPMENT

All plant, equipment and tools will be regularly inspected and maintained and the results of daily/weekly inspections recorded to comply with PUWER and Lifting Operation and Lifting Equipment Regulations 1998 (commonly known as LOLER). Where legislative examination is required, certificates will be made available to the Organisation for verification.

- Only the correct tools and machinery will be used for any given job.
- All dangerous parts will be adequately guarded.
- Vehicles will be regularly inspected to ensure brakes, lights and steering are working properly.
- Only properly trained and competent operatives will drive vehicles and operate plant.
- Loads will be properly secured.
- Passengers will only be carried on vehicles/equipment that have a specially designed passenger seat.
- Hoists will only be installed and operated by trained and competent persons.
- The rated capacity of any hoist used on site will be clearly marked.
- Hoists will have a suitable base enclosure to ensure no-one could come into contact with any moving part.
- The landing gates of any hoist will be kept shut except when the platform is at the landing.
- All personnel must be provided with information and training about the risks from hand-arm vibration (HAV) and what they can do to avoid these risks.

Risk Assessments will be carried out to assess the dangers of operatives using vibrating tools such as concrete breakers, hammer drills and angle grinders.

The Organisation will endeavour to select plant that reduces the risk of HAV wherever possible.

Where necessary, health surveillance will be arranged for personnel exposed to high levels of HAV.

Craneage operations will be carried out by a third party contractor who will supply both the crane and the operator. The crane owner will therefore be responsible for maintaining, inspecting, and safe operation.

## 25 RISK ASSESSMENTS

The Organisation acknowledges that a Risk Assessment of every work task is required by the Management of Health & Safety at Work Regulations 1999 (as Amended).

Work-related risks consists of the method of working used, the location of the work and the persons carrying out the work.

The Organisation will use Risk Assessments to determine what hazards exist on a site and as a result of on site working practices and identify the control measures and precautions necessary.

When considering control of risk, the Organisation will employ a control hierarchy to determine the safest method of work:

- Eliminate risk at source
- Combat risk at source rather than use palliative means
- Contain risk by enclosure
- Remove personnel from area of risk
- Reduce exposure to risk
- Provide collective protection
- Provide Personal Protective Equipment

Wherever necessary, the Organisation will provide site-specific risk assessments. These Risk Assessments will identify the following:

- The hazards.
- The people at risk and how they are exposed to this risk.
- The existing controls.
- Whether the risk is adequately controlled with the existing controls and what further controls, if any, are required to eliminate or reduce the risk to a tolerable level.
- The residual risk, after all controls have been implemented.

## 26 ROOF WORK

The Organisation undertakes to prevent, as far as is reasonably practicable any falls of persons, materials or tools from any height by using edge protection.

Where a person can fall a distance which could cause injury, a working platform with handrails and toe boards will be provided wherever possible. If this is not possible, other protective equipment will be provided such as boatswain's chair or rope access equipment. In situations where these measures are not reasonably practicable then fall arrest equipment such as correctly and safely hung safety nets, air bags, crash decking or harnesses will be used.

Any fragile materials on a roof will be identified and protected using barriers, covers or suitable working platform.

Personnel and the public shall be kept away from the area below any work at height.

## 27 SCAFFOLDING

All scaffolds on the Organisation's sites will be erected, altered and dismantled only by competent persons who have certified CITB/CTA etc. training.

All scaffolds on the Organisation's sites will be erected, altered and dismantled in accordance with the National Access and Scaffolding Confederation guidelines and construction must be as per BS5973/EN12811-1 and the specific requirements of the CHSW Regulations.

Any non-standard scaffold will be accompanied by suitable drawings and load calculations to ensure it is fit for purpose.

All uprights will be provided with base plates and where necessary timber sole plates.

All uprights, ledgers, braces and struts will be in position.

The scaffold will be adequately secured to the building to prevent collapse.

All working platforms will be fully boarded with boards arranged to avoid risk of tripping or tipping.

Warning notices and barriers will be put in place to indicate incomplete scaffold.

Scaffolds will be regularly inspected and maintained and the results of the inspections recorded.

## **28 TOOLBOX TALKS**

All personnel on site shall be required to attend regular "Toolbox Talks" training session whenever a new tool or piece of equipment or new method of working is introduced.

All personnel will be required to sign to confirm they attended and understood the instructions given at each "Toolbox Talk".

All "Toolbox Talks" delivered will be recorded in a "Toolbox Talk Register" which will indicate dates, topics and trainers for each session.

## **29 TRAFFIC MANAGEMENT**

The Organisation will endeavour to keep pedestrians and vehicles apart on its sites either by having separate access or by using barriers and warning signage.

Reversing vehicles will be guided by a banksman.

Site access routes will be kept in good condition and clearly signposted.

Any holes will be adequately protected with fixed covers and clearly marked.

## **30 VISITORS TO CONSTRUCTION SITES**

The Organisation wishes to ensure that as far as is reasonably practicable, the health, safety and welfare of visitors to its sites will be of the highest standard.

Any site operative who notices persons acting in a way which would endanger other operatives or members of the public should normally inform the Site Manager/Foreman.

## **31 WELFARE OF SITE OPERATIVES**

There will be no smoking in the Organisation's offices nor on any site where the Organisation are carrying out work, except in a clearly designated area of the welfare facilities.

The use or possession of restricted drugs or alcohol on any Organisation site is expressly forbidden. Any employee or subcontractor found to be in breach of this rule or suspected to be under the influence of drugs or alcohol will be removed from site.

Operatives taking any prescribed drugs should refrain from operating plant and machinery where the drug could impair their performance.

Toilets will be available on site and be kept clean and properly lit.

Washbasins large enough to wash arms up the elbow with hot and cold running water, soap and towels will be provided.

Facilities to change, store and dry clothing will be provided.

Drinking water and cups will always be available.

A welfare facility where personnel can sit down, make hot drinks and prepare and eat food will be available.

Welfare facilities will be kept clean, tidy and in a good state of repair.