# • • • Muir Construction Ltd

# Health and Safety Policy

March 2008







# **Contents**

- Foreword and Objectives
- Safety Statement
- Health and Safety Management Chart

#### Responsibilities:

- 1. Board of Directors
- 2. Managing Director
- 3. Heads of Department
- 4. Group Safety Officer
- 5. Construction Accountant
- 6. Construction Managers
- 7. Project Managers
- 8. Site Manager/Sub Manager
- 9. Trades Manager
- 10. General Foreman, Trades Foreman, Supervisor
- 11. Engineer
- 12. General Workforce Operatives (Site and Yard)
- 13. Plant Manager
- 14. Yard Manager
- 15. Surveyors and Estimators
- 16. Head Office Staff Generally

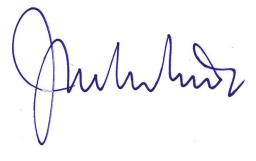
#### **Arrangements:**

- 1. Fire Precautions
- 2. Accidents
- 3. Plant & Work Equipment
- 4. First Aid
- 5. COSHH (Control of Substances Hazardous to Health)
- 6. P.P.E. (Personal Protective Equipment)
- 7. Contractors
- 8. Noise
- 9. Training
- 10. Risk Assessments
- 11. Procedures for Serious and Imminent Danger
- 12. Asbestos
- 13. Manual Handling
- 14. Lifting Operations & Lifting Equipment
- 15. Display Screen Equipment
- 16. Views of People at Work
- 17. Health and Safety Advice
- 18. Limitations on Working Time
- 19. Company Safety Rules
- 20. Safety Policy Review

## **Foreword**

Muir Construction Limited produces high quality products at competitive prices, giving value for money. To successfully maintain this standard and level of progress the company is fully committed to, and places paramount importance on the health, safety and welfare of their employees, both current and future.

We are confident that with the co-operation of our employees the implementation of this Safety Policy will significantly reduce accidents and improve the working environment.



John W Muir Chairman of the Board of Directors Muir Construction Managing Director

Date: July 2007

# Health and Safety Objectives

- To develop positive attitudes to health and safety and a high level of safety awareness amongst all our employees.
- To ensure that the proper planning and management of health and safety is an integral part of all Company activities.
- To comply with current Safety Legislation and achieve standards in health and safety consistent with best practice in our industry.
- To carry out the activities of the Company on all our sites and premises, with a minimum of risk to the health and safety of everyone involved.

# **Safety Statement**

This Company has committed itself to implementing the Health and Safety at Work Act 1974 and associated regulations, and will provide the resources and actively seek the co-operation of all employees to meet these commitments.

#### Responsibilities:

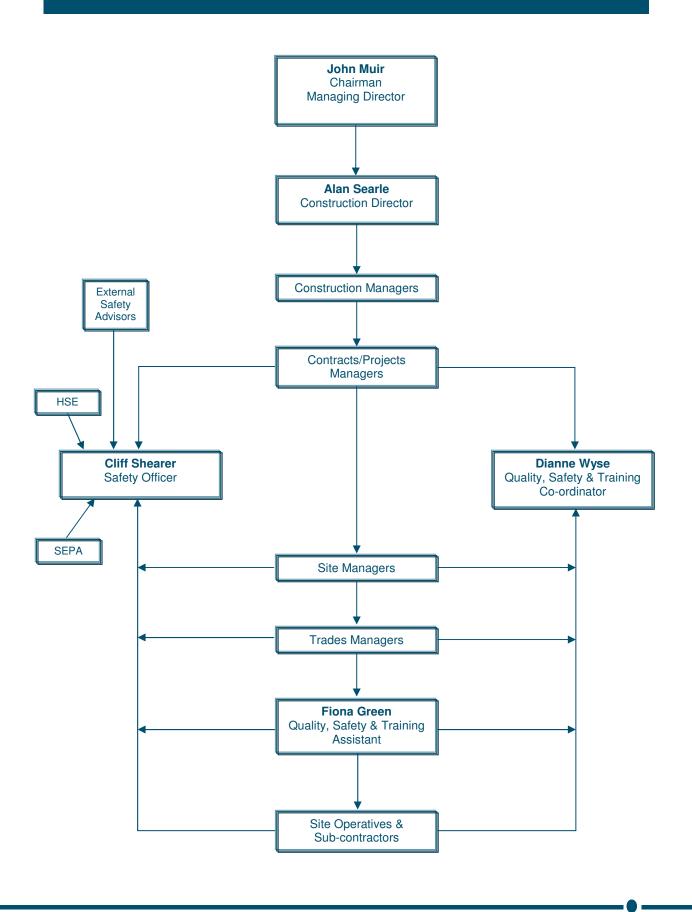
- The organisation and arrangements for the time being in force for carrying out the Company Safety Policy will be under the direction of the Managing Director who will be working under the instruction of The Board of Directors.
- The Group Safety Officer will be working under the direction of the Board of Directors to implement and manage the Safety Policy.
- The Quality, Safety and Training Department will provide advice, information and training in health and safety, facilitate the implementation of safe systems of work; inspect, report upon and review the Company's safety arrangements.
- All employees are to actively implement and support the Company Safety Policy.
- The general duties of employers to their employees are stated in Section 2 of the aforementioned Act as follows:

It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees.

Without prejudice to the generality of an employer's duty under the preceding paragraph, the matters to which the duty extends include in particular:

- The provision and maintenance of plant and systems of work that are so far as is reasonably practicable, safe and without risks to health.
- Arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks to health in connection with the use, handling and storage, and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.
- So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health, and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- The provision and maintenance of a working environment for his employees that is so far as is reasonably practicable safe and without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

# **Health and Safety Management Structure**



# **Health and Safety Responsibilities**

#### 1. Board of Directors

The major responsibilities with regard to the duties imposed by the Health and Safety at Work Act 1974 have been divided throughout Senior Management as detailed in the following pages. The Board of Directors accept ultimate responsibility but would expect full co-operation from their Line Management under the guidance of the Managing Director.

#### 2. Managing Director

The Managing Director of Muir Construction Limited is directly responsible to The Board of Directors for the Health, Safety and Welfare of all their employees, their actions at work as they may affect other employees or the general public.

It is the directive of The Board that the Managing Director ensures the implementation of both the statutory obligation and the spirit of the Health and Safety at Work Act 1974 as the standard to be achieved throughout the Company.

The Managing Director is to levy various responsibilities as detailed throughout the remainder of this section, upon both Senior and Junior Management in order that they may assist him to fulfil the statutory obligation of the Act.

The Managing Director will also ensure that adequate resources are made available for the effective implementation of this Policy.

#### 3. Heads of Department

Construction Director: Mr A. Searle

Construction Managers: Mr J. Preston, Mr S Amos

Estimating Director:

Construction Accountant:

Business Development Director:

Chief Buyer:

Plant Manager:

Mr A. Muir

Mr A. Muir

Mr P. Keddie

Mr G. Gray

Mr A. Muir

Mr A. Gray

Mr J. Sullivan

Mr J. Sullivan

Mr J. McHardie

The duties and responsibilities of the Directors - Heads of Departments are as follows:

- To contribute to and to support the Company Health and Safety Policy.
- To ensure Managers understand and implement the Health and Safety Policy.
- To ensure Managers know their safety duties and follow approved procedures where laid down.
- To ensure Managers make periodic checks to see that procedures are being carried out.
- To assist Managers in resolving any health and safety problems they refer to him.
- To maintain interest and enthusiasm for health and safety among all employees.
- To be aware of Legislation and Common Law affecting health and safety.
- To ensure that adequate finances are available to enable Managers to fulfil their responsibilities detailed within this Policy.
- To take appropriate action where necessary in support of Health and Safety Requirements.
- The I.T. Network Manager will ensure that the telephone installation and information technology equipment are inspected and maintained in safe working conditions. He will ensure that workstations and work practices comply with the Health and Safety (Display Screen Equipment) Regulations 1992.
- The Construction Accountant will ensure that the Head Office facilities are operated in accordance with the Workplace (Health, Safety and Welfare) Regulation 1992.

#### 4. Group Safety Officer

- Know the requirements of current Health and Safety Legislation as it affects the Company's operations.
- Advise The Board of Management and the Managing Director in the development and review of the Company Safety Policy and Procedures.
- Implement any changes to the Policy and Procedures arising from changes in Legislation and/or as a result of auditing and review.
- Maintain and improve safety awareness and performance at all levels in the organisation through the dissemination of information, provision of training, advice and assistance.
- Develop and maintain a database of health and safety reference material for the use of the Management and staff including Statutory Regulations, Codes of Practice, Guidance Notes, Safety Manuals, Data Sheets, Generic Risk Assessments and the like.
- Inspect, audit and report upon the Company's operations and identify Corrective and Preventive Actions to improve health and safety.
- Carry out regular site inspections and provide detailed written reports to Senior Management of sites inspected. Follow up reports to confirm remedial actions required have been carried out.
- Liaise with the advisory bodies and the HSE and act upon their recommendations.
- Ensure that accidents and dangerous occurrences are investigated and reported and that any Corrective Actions required are identified to the responsible Managers.
- Provide services to enable the Company to comply with the CDM Regulations.
- Should any task be found to be operating in a manner likely to cause serious injury, the Group Safety Officer will stop the task and bring such action to the attention of the Manager in charge.
- Set a personal example

#### 5. Construction Accountant

- Know the requirements of current Safety Legislation as it affects his duties
- Ensure that the Head Office facilities are operated and maintained in accordance with The Workplace (Health, Safety and Welfare) Regulations 1992, including:
  - maintenance of equipment, devices and systems (excluding IT and telephones, which is the responsibility of the IT/Network Manager)
  - cleanliness and disposal of waste
  - minimum space requirements, workstations and seating
  - condition of floors and traffic routes
  - maintenance of the building structure
  - sanitary and washing facilities
  - facilities to rest and eat meals
- Ensure that the Fire Safety Log is maintained and that the fire fighting equipment is inspected and serviced on schedule
- Ensure that the fire alarm system is maintained and tested
- Ensure that all office staff are aware of the emergency procedures in the event of a fire
- Ensure that adequate First Aid facilities are provided
- Deal with any hazards identified
- Seek specialist advice on matters of health and safety if necessary
- Set a personal example

#### 6. Construction Managers

- Know requirements of current Construction Safety Legislation
- Prepare, implement and review the Contract Quality, Health and Safety Plans as required by the CDM Regulations
- Organise the Management of construction sites so that work is carried out to the required standard with minimum risk to personnel, equipment and materials
- See that the Construction Regulations and other legal requirements are observed on site, that all registers, records, accident reports and inspection reports are in order
- Ensure that the Management and staff on site have sufficient knowledge, experience and training to carry out the tasks allotted to them safely. Advise the Group Safety Officer of any assistance or training required

- Implement and control contractual arrangements with Contractors and other persons on site to avoid any confusion about the areas of responsibility and to ensure that they employ safe systems of work
- Ensure that adequate welfare facilities, including toilets and washing facilities are available from the start of the contract and that they are maintained clean and operational
- Ensure that appropriate Risk Assessments and/or COSHH Assessments are carried out and implemented on site for tasks involving significant hazards to health and safety
- Note any hazards identified on site in the Site Hazard Reporting Book and ensure they are dealt with
- Co-operate and liaise with HSE Inspectors and the Group Safety Officer as required and act on their recommendations
- Follow up all Safety Inspection Reports until the matters raised have been adequately dealt with, and take appropriate disciplinary action where necessary
- Set a personal example

#### 7. Project Manager

- Know the requirements of current Construction Safety Legislation
- Assist with the preparation and review of the Contract Quality, Health and Safety Plan
- Ensure that the Principal Contractors responsibilities under the CDM Regulations are carried out
- Plan the activities on the site under his/her control so that work is carried out to the required standard with minimum risk to personnel, equipment and materials
- Prepare or procure Risk Assessments and/or COSHH Assessments for all tasks involving significant hazards to health and safety and ensure they are implemented on site
- Ensure that Muir Construction and Sub-contractor's works are adequately supervised, a safe system of work and compliance with the Quality, Health and Safety Plan are achieved
- Ensure that prompt and effective action is taken to deal with any site hazards reported by whichever means
- Report all accidents on site in accordance with RIDDOR Regulations and Company Procedures
- Report any dangerous occurrences to the Safety Manager
- Ensure that scaffold inspections, examinations of lifting gear, inspection of excavations and other statutory records are kept up-to-date in the F91 Register, and that inspections are carried out by competent persons
- Co-operate and liaise with HSE Inspectors or Group Safety Officer as required and act on their recommendations
- Set a personal example

#### 8. Site Manager/Sub Manager

- Know the requirements of current Construction Safety Legislation
- Contribute to the up-date and review of the Contract Quality, Health and Safety Plan
- Plan and control activities on the site or section of a site under his/her supervision so that work is carried out in accordance with the Quality, Health and Safety Plan
- Prepare or procure Risk Assessments and/or COSHH Assessments as necessary before commencing any task involving significant health and safety hazards
- Give all Trades Foremen, Gangers, Engineers and the like clear instructions and information on their responsibilities for health and safety and see that they do not require or permit personnel to take unnecessary risks
- See that operatives and Contractors are advised of the risks to their health and safety on site and the rules or precautions to be observed
- Plan and maintain a tidy site
- Control the activities of Contractors to ensure safe systems of work and compliance with the Quality, Health and Safety Plan are achieved
- Make sure that suitable and adequate personal protective equipment is available where appropriate and that it is used
- Report all accidents on site in accordance with RIDDOR Regulations and Company Procedures. Report any dangerous occurrences on site to the Group Safety Officer
- Ensure that safety documentation including the records of inspection are kept up-to-date and that inspections are carried out by competent persons
- Maintain the office and welfare accommodation clean and operational

- Co-operate and liaise with the HSE Inspectors and the Group Safety Officer as required and act upon their recommendations. Attend to matters highlighted in Safety Inspection Reports promptly and effectively
- Deal with any hazards brought to his/her attention on site or through the Site Hazard Reporting Book
- Set a personal example

#### 9. Trades Manager

- Know the requirements of current Safety Legislation as it affects the works under their supervision
- See that the appropriate safety, health and welfare arrangements are available on site to enable the work to be carried out with minimum risk to men, equipment and materials
- Advise and assist Site Managers to plan the safe execution of your trades work
- See that adequate supervision is provided on each site to ensure that the work is carried out safely
- Select suitably trained personnel to carry out the work. Identify any additional safety training or instruction required for particular tasks and see that it is carried out
- Take appropriate disciplinary action where operatives fail to observe Health and Safety Rules
- Report any hazards identified on site to the Site Manager, record in the Site Hazard Reporting Book
- Liaise and co-operate with the Group Safety Officer to promote and develop safety culture throughout the Company
- Set a personal example

#### 10. General Foreman and Trades Foreman

- Know the requirements of current Construction Safety Legislation as it affects the work under his/her control
- Organise work so that it is carried out to the required standard with minimum risk to personnel, equipment and materials
- Follow the system of work and take the precautions identified in Method Statements and Risk Assessments for any hazardous work under your control
- Make sure that the operatives under your control are made aware of the hazards to their health and safety and the precautions to be taken
- See that adequate personal protective equipment is available and see that it is
- Maintain a tidy and safe place of work
- Check that plant and equipment is maintained in good condition. Stop the use of any defective machinery immediately until repair or replacement is carried out. Make sure that those using plant and machinery are competent to do so
- Co-operate with the Group Safety Officer and act upon his recommendations
- Report all accidents, however slight, to the Site Manager. Deal with any hazards brought to your attention on site or if this is not possible, report it to the Site Manager
- Set a personal example

#### 11. Engineers

- Know the requirements of current Safety Legislation as it affects the work under their control
- Organise work under your supervision to be carried out to the required standard with minimum risk to personnel, equipment and materials
- Follow the system of work and take the precautions identified in Method Statements and Risk Assessments for any hazardous work under your control
- Make sure that operatives under your control are made aware of the hazards to their health and safety and the precautions to be taken
- See that adequate personal protective equipment is used
- Report all accidents, however slight, to the Site Manager
- Deal with any hazards brought to your attention on site, reporting to the Site Manager where appropriate
- Set a personal example

#### 12. General Work Force - Operatives (Site and Yard)

- Take care of oneself and consider other workers, particularly newcomers and young people under training, whilst completing your task
- Use the correct tools and equipment for the job avoid improvising if it entails unnecessary risks
- Keep tools in good condition do not use tools if they are defective, damaged or broken
- All accidents must be reported at the Site Office and entered in the Site Accident Book. All cuts and bruises must be given attention from the First Aid Box and all eye injuries at the Casualty Department of the nearest Hospital
- Do not use plant or machinery unless you have been trained and are competent. This particularly applied to Stihl Saws, Circular Saws, Cartridge Operated Tools and Dumper Trucks. Permission must be obtained from the Site Manager before using these items
- Report to your Supervisor all defects in plant, equipment and machinery
- Wear protective clothing supplied and use the safety equipment. Safety helmets and safety footwear are to be work on site at all times
- Do not abuse the welfare facilities and refrain from horseplay on site during working hours
- Get to know the Rules and Safety Working Procedures. Copy of Safe Working Procedures Manual and the CITB Site Safety Manual are available within the Site Office
- If in doubt do not hesitate to ask your Supervisor to make clear his instructions
- Report any concerns you have about safety on site either to your Supervisor or in the Site Hazard Reporting Book located in the Site Office or telephone the Group Safety Officer on (01383) 416191
- Warn new workers of known hazards
- In cases of serious or imminent danger, take appropriate action where possible to prevent injury to yourself or other workers on site

#### 13. Plant Manager

- Know the requirements of current Safety Legislation as it affects the operations of the Plant Department
- Manage the Plant Department so that operations are carried out to the required standards with minimum risk to persons, equipment and materials
- See that the various legal requirements applying to the operation of the Plant Department are observed and that all Registers, Records and Reports are in order
- Ensure that department employees receive adequate training and instruction to enable them to carry out their duties competently and safely
- Implement arrangements with plant hirers and other Contractors to ensure that their health and safety responsibilities are made clear
- Promote the continuing development of the plant resource to include plant and equipment which are designed to reduce risks to health and safety
- Ensure that plant is maintained in safe condition and that adequate advice, protective equipment and instruction is provided to users to enable safe operation of the equipment
- Co-operate with the HSE Inspectors and the Group Safety Officer and act on his recommendations
- Ensure any hazardous materials are identified and assessed in accordance with the COSHH Regulations
- Set a personal example

#### 14. Yard Manager

- Know the requirements of current Safety Legislation as it affects their work
- Maintain scaffolding stocks in safe condition and see that only serviceable equipment is issued to site
- Organise the Yard so that work is carried out to the required standard with minimum risk to men, equipment and materials
- Make sure that operators under their control are made aware of the hazards to their health and safety and the precautions to be taken
- Ensure adequate personal protective equipment is available and used
- Ensure all accidents, however slight, are entered in the Accident Book
- Deal with Yard hazards brought to his attention, reporting to the Plant Manager where appropriate.
- Set a personal example

#### 15. Surveyors and Estimators

- Know the content of current Health and Safety Legislation as it applies to their job
- Check the knowledge, ability and resources of Contractors appointed to tender for or carry out work on behalf of the Company for competence in matters of health and safety. Ensure that Contractors receive adequate information including details of the Quality, Health and Safety Plan to enable them to identify the resources necessary for health and safety
- Check that tenders and quotations used include provision for adequate health and safety arrangements
- See that sufficient time is allowed to complete the various stages of the construction work without risk to health and safety
- Advise the CDM Co-ordinator of any risks to health and safety which might reasonably be reduced or eliminated by changes to the design
- Seek specialist advice on matters of health and safety where necessary
- General duties as for Head Office Staff
- Set a personal example

#### 16. Head Office Staff Generally

- Take care of oneself and consider other workers, particularly young people under training.
- Maintain a safe and tidy work place
- Report to your Supervisor all defects in plant, equipment or machinery. Do not operate defective machinery or equipment. Use only equipment that you are competent to use in safety
- Deal with any hazards identified where appropriate. Alternatively, report them to your Supervisor or record in the Hazard Reporting Book kept on the Safety Notice board in the kitchen area
- Report all accidents, however slight, to the Safety Department and see that details are recorded in the Accident Book
- Know the Rules and Safe Working procedures applying to your work
- Do not misuse items of safety or fire-fighting equipment
- If in doubt ask for advice from your Supervisor

## **Arrangements**

#### 1. Fire Precautions

It is the policy of this Company that the safety of the individual in a fire situation is of the highest importance and attempts to fight a fire should only be undertaken if it is completely safe to do so and then only after the alarm has been raised.

The Legislation relating to fire is designed to limit the risk of its occurrence and to ensure if it does occur, that there is adequate means for escape and for controlling fire. All other measures and precautions should be taken with these ends in view.

- 1. Specially selected staff and operatives will be trained in the safe use of portable fire extinguishers. Everyone will be instructed how to raise the alarm and escape from the building.
- 2. Fire Action Notices and detailed Procedures of Action to be Taken in the Event of an Emergency will be displayed in every office and place of assembly i.e. Canteens and Mess Rooms etc.
- 3. Portable fire extinguishers will be provided at all sites, prominently positioned and regularly maintained.
- 4. The Company recognises the intention of the COP instruction by ABI and others and will implement the code as it applies to all sites and places of work.

#### Further Details:

CITB Site Safety Manual GE - Section 17, COP Fire Safety on Construction Sites

#### 2. Accidents

The Construction Industry accidents figures indicate that ten people are injured every working day and that ten people are killed every working month. It is the policy of Muir Construction Limited that all accidents are thoroughly investigated, details recorded and correctly reported in an effort to reduce the frequency of accidents within the Company in particular so reducing the figure nationally. The Company will fully comply with the requirements of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

- 1. All accidents causing injury to operatives, Contractors or the general public are to be reported and recorded within the Accident Book (BI 510) at the place of work. Copy of the entry to be forwarded to Head Office within one week
- 2. All accidents resulting in lost time or causing injury to a member of the general public are to be investigated by the Contract Manager and report submitted to Head Office within 48 hours
- 3. Fatal and major injuries to any person(s) or any dangerous occurrence must be reported by the quickest and most practicable means (usually telephone) to the Group Health and Safety Officer, Mr Cliff Shearer, at Head Office, Muir House, Belleknowes Industrial Estate, Inverkeithing, Fife Tel: 01383 416191 or 07973 921811
- 4. Any injuries to the public must also be reported by the quickest practicable means to the Company's Health and Safety Department (as above) and the Area Office of the Health and Safety Executive (as above)
- 5. Contractors are to notify the Site Management of all accidents and Site Management will record accidents in the Site Accident Book. Copy of the report following their investigation should be forwarded to Head Office

#### Further details:

CITB Site Safety Manual GE 700 - Section 4

#### 3. Plant and Work Equipment

- 3.1 In this section plant means plant or equipment used to transport men or materials onto or around site. Where applicable, all plant will comply with the 'Provision and Use of Work Equipment Regulations 1998'. Drivers must be at least 18 years old. This plant falls into three groups:
  - 1. Externally hired complete with operator.
  - 2. Externally hired for site use.
  - 3. Company provided.

#### Group 1

- 1. All plant will have been regularly maintained in accordance with the manufacturers recommendations and all statutory examinations and tests completed and recorded by the Hire Company.
- 2. The drivers (Employees of Hire Company) of plant within this Company must be experienced and trained; they must be holders of the CITB Certificate of Competence or a Company Certificate of Competence relative to the item of plant they are using.
- 3. Under no circumstances will persons other than the recognised driver be permitted to operate the plant.
- 4. When not in attendance, the authorised driver will ensure that the plant is completely immobilised and that the controls are lockfast where possible.

#### Group 2

- 1. All plant will have been regularly maintained in accordance with the manufacturers recommendations and all statutory examinations and tests completed and recorded.
- 2. Only drivers whose names appear on the Company's Approved Drivers List may operate plant. They must be trained and experienced in the type of plant to be used and should be holders of the CITB Certificate of Competence or a Company Certificate of Competence.
- 3. Under no circumstances will persons other than the authorised driver be permitted to operate plant. There will be no plant provided for general use.
- 4. When not in use by the authorised driver the engine will be stopped and the ignition key returned to the Site Office.

#### Group 3

- 1. All plant will have been regularly maintained in accordance with the manufacturers recommendations and all statutory examinations and tests completed and recorded.
- 2. Drivers must be authorised by the Site Manager. They must be trained and experienced in the type of plant to be used and should be holder of the CITB Certificate of Competence or listed on the Company's List of Authorised Driver and/or hold a Company Certificate of Competence.
- 3. Under no circumstances will persons other than the authorised driver be permitted to operate the plant. Company plant will not be provided for general use.
- 4. When not in use the machine will be stopped, the engine switched off and the key returned to the Site Office for safe keeping.

#### **General Points**

- 1. No passengers will be allowed to ride on plant unless a manufacturers designed and fitted seat has been provided. At the time of authorisation to driver, the operator must be advised of this prohibition.
- 2. A notice 'NO PASSENGERS' will be conspicuously displayed on all driver operated plant.
- 3. When these machines are required to operate outwith the boundary of the site or on any road where the public have a right to access they must be taxed, insured and constructed in accordance with the relevant Construction and Use Regulations i.e. fitted with mirrors, indicators, brake lights, number plates, horn etc. Drivers in these circumstances must hold a valid driving licence.
- 3.2 Provision and Use of Work Equipment Regulations 1998

In order to comply with the above regulations, all tools and equipment will:

- Be suitable for the purpose it was designed for and only used for that purpose.
- Be regularly inspected and properly maintained.
- Be used only by authorised persons, taking into consideration any information, instruction or training required.

#### Further details:

CITB Site Safety Manual GE 700 - Section 22

#### 4. First Aid

The Health and Safety (First Aid) Regulations 1981 provide a flexible framework requiring individual sites to establish adequate and appropriate First Aid facilities. The Company policy ensures that all places of work have adequate and suitable First Aid facilities provided and readily accessible during working hours.

- 1. Basic First Aid supplies are issued to all sites by the Plant Department on commencement of the contract.
- 2. The First Aid Box containing full stock will be readily accessible to all within the Site Office. Stocks will be replenished by a nominated supplier who will visit the sites on a regular basis and check stocks.
- 3. The First Aid Box will be in the direct charge and responsibility of the nominated Appointed Person.
- 4. All Appointed Persons will be nominated by the Company and be given training in Basic First Aid Procedures by an Authorised Organisation.
- 5. In areas of higher risk, determined by the Contract Manager, First Aiders will be available. Such First Aiders will be holder of valid First Aid Certificates.
- 6. The availability of the First Aid facility and the name of the Appointed Person will be conspicuously highlighted by displayed sign.
- 7. All First Aid treatment will be recorded within the Accident Book (BI 510).
- 8. Under no circumstances will pills, medicines, antiseptics, ointments or eye baths be used in First Aid treatment. Injuries requiring such treatment will be referred to a General Practitioner or the Casualty Department of the nearest Hospital.

#### 5. COSHH (Control of Substances Hazardous to Health)

The COSHH Regulations (1999) place detailed responsibilities on Management to ensure that substances used at work do not present unacceptable risks to the health of employees or to the general public. There are such substances on construction sites - paints, adhesives, chemicals as well as flammable liquids and significant concentrations of dust and fibres. Such substances will be controlled on site by competent supervision which will be fully supported by Management. Prior to purchasing, consideration will be given to sourcing the least harmful of any group of compatible substances i.e. 'substitution'.

- 1. The Buyer will ensure that Manufacturers Sheets are obtained for all hazardous substances purchased by the Company.
- 2. A Register of General Assessments will be maintained and the findings and determinations circulated to all sites.
- 3. The Group Safety Officer will be responsible for the co-ordination of the General Assessments and the production of Company Hazard Warning Sheets.
- 4. All Site Managers/General Foremen will be given additional training outlining their responsibilities under the COSHH Regulations.
- 5. Hazardous substances or processes required on site which are not covered by General Assessment will be subject of the Site Assessment by the Site Manager or other competent person.
- 6. Full information regarding health risks will be given to any operator required to work with a substance that attracts the Control of Substances Hazardous to Health Regulations.
- 7. All substances attracting the COSHH Regulations that are brought on site by other than Company Employees will require their Risk Assessments authorised by the Site Manager prior to being used.

#### Further Details:

CITB COSHH Regulations Booklet GE 705

#### 6. P.P.E. (Personal Protective Equipment)

The Legislation relating to the wearing of head protection has been welcomed and fully supported by the Company. The Company is aware of The Personal Protective Equipment (PPE) Regulations 2002 and its implications and our policy ensures that adequate equipment is available but the employees are reminded of their duty to wear it.

- 1. Safety helmets will be issued to every employee and must be worn in accordance with the Construction (Head Protection) Regulations 1989 and at all times within site boundaries.
- 2. Plastic head protection has a shelf life of no longer than three years and all such equipment will be replaced within this time limit. All sites will be deemed 'HARD HAT AND SAFETY FOOTWEAR SITE' and notices to this effect will be conspicuously posted.
- 3. Ear plugs and muffs are available for use and must be used when working with compressors, breakers, mechanical saws, Stihl saws, circular saws, cartridge operated tools and similar noisy equipment.
- 4. Eye protection will be readily available for use on tasks where there is a risk, however slight, of eye injury cutting, breaking or demolishing materials where splintering can occur. All eye protection on site will be to a Grade 1 Impact Standard.
- 5. Suitable waterproof clothing will be provided when operatives are required to work in inclement weather. This clothing will include rubber boots with mid-sole and toe protection.
- 6. Employees will be required to provide their own working clothing which is suitable for their anticipated tasks.
- 7. Other protective clothing, overalls, gloves, hard hats etc. will be available as determined by the Site Supervisor.
- 8. It is the Company policy that adequate and suitable footwear will be provided to employees, free of charge, as required.
- 9. All personal protective equipment issued on site will be recorded on Form 0815 (P.P.E. Register) provided in the Site Safety Document Pack.

#### Further details:

CITB Site Safety Manual GE 700 - Section 8 – 23

#### 7. Contractors

Contractors will be chosen from an Approved List which is reviewed regularly. Contractors with unsatisfactory safety performance will be removed.

Muir Construction Limited require all Contractors to comply fully with the Health and Safety at Work Act 1974. Every Sub-contractor must agree to the 'Rules and Conditions for Contractors' issued by the Company.

Actions to review and monitor the Sub-contractor's health and safety arrangements throughout the contract are described in the Company Quality and Safety Procedures.

- On initial arrival on site all Contractors will report to the Site Management to establish and outline work tasks.
- 2. All work will be carried out observing the relevant statutory obligations.
- 3. Any accident involving a Sub-contractor that involves being absent from work must be reported to Muir Site Management and recorded within the BI 510 Accident Book.
- 4. Only trained and competent workers shall be sent to work on contracts with Muir Construction Limited, evidence of training may be required. Trainees will not be accepted unless agreed by Muir Construction Limited in advance.
- 5. Copy of the Rules and Conditions for Contractors will be forwarded to the Sub-contractor and the signed declaration returned before work can start on site.
- 6. All Contractors will wear protective equipment when a need exists and abide by the Site Rule regarding the wearing of head protection and safety footwear.
- 7. All substances attracting the COSHH Regulations will be notified to the Site Management prior to use appropriate Risk Assessment Sheet to be provided.
- 8. All access equipment brought on site will be maintained in good order. Class 2 light ladders may be used within a building but Class 3 domestic is not permitted on site.
- 9. All portable electrical equipment to be used on site supplied by a Sub-contractor MUST comply with Statutory Regulations governing this equipment.

#### Further details:

Muir Rules and Conditions for Contractors

#### 8. Noise

'The Control of Noise at Work Regulations 2005' require that every practicable step should be taken to reduce noise at source. It is the Company policy that where the creation of excessive noise cannot be avoided it must be reduced at source, as a first consideration. Thereafter the following steps will be taken:

- 1. The generation of noise which could cause hearing damage is to be kept to the lowest level that is reasonably practicable.
- 2. Guidance for Site Management on typical noise levels can be found in the Site Safety Handbook.
- 3. All instances where noise exposure on site is suspected of reaching the 'First Action Level', a daily personal exposure of 85db(A), are to be reported to the Contract Manager for investigation and appropriate action.
- 4. Trained personnel with measuring equipment to carry out Noise Assessments can be contacted via the Safety Department.
- 5. At the First Action Level all site personnel will be issued with an Information Sheet (found in the Site Safety Document Pack) giving details of the risks to hearing. Hearing protection will be available on request.
- 6. Where exposure to noise has been determined to be at or above the 'Second Action Level' of 90db (A), or if the peak sound pressure level at any time is greater than 200 pescals (equivalent to 140db), Noise Protection Zones will be identified and marked, and ear protection is mandatory.

#### Further details:

Site Safety Document Pack, CITB Site Safety Manual GE 700 - Section 8

#### 9. Training

The policy of Muir Construction Limited is to ensure, so far as is reasonably practicable, that all employees are provided with adequate instruction and training as is necessary to ensure their health and safety. Health and Safety training is considered a condition of employment.

- 1. All new employees will undergo Induction Training in accordance with the Company's Induction Checklist Form 0480. Other forms of training may be task specific, refresher training, or training to deal with emergencies.
- 2. Additional training will be given as necessary and will be designed to include new technology or Legislation relating to the construction industry as it is introduced.
- 3. All Middle Management and Site Supervisors will be given specific Site Management training.
- 4. The training and instruction mentioned in this policy will be in addition to and not replace the trade and specialist training being undertaken which is essential to ensure the competency of employees.
- 5. Funding for training and instruction considered necessary to comply with the Health and Safety at Work Act 1974 will be made available as far as reasonably practicable.
- 6. Senior Managers in consultation with the Group Safety Officer will organise and review training provided, keep records of training carried out and maintain and issue lists of Authorised Persons.

#### 10. Risk Assessments

The Company recognises its duty to assess the risks to health and safety that arise from its activities and to make the elimination of such risks a first priority.

As hazards to the health and safety of any person are identified, sufficient assessment of the risks must be made, and appropriate measures taken to minimise those risks. These assessments will normally be recorded in writing.

For situations and tasks which are common, a set of Generic Risk Assessments has been prepared, detailing appropriate control measures. Managers making use of these assessments must satisfy themselves that the assessments apply to the particular circumstances or tasks being carried out.

For tasks not covered by a Generic Assessment or where prevailing conditions warrant an approach, a specific Risk Assessment must be carried out by a competent Manager and the appropriate measures implemented before starting work.

Training, advice and assistance on these matters is available from the Health and Safety Department.

#### Further details

The Management of Health and Safety at Work Regulations 1999

#### 11. Procedures for Serious and Imminent Danger

Each contract will have a written Quality, Health and Safety Plan which will include procedures for situations involving serious and imminent danger.

Such activity will be planned and written in the form of a Method Statement and/or covered by a 'Permit to Work' system.

The Managing Director and the Health and Safety Management Team will investigate the circumstances of any situation involving serious and imminent danger, and see that such resources and expertise are made available as is reasonably practicable to ensure that risks to health and safety are reduced to a minimum before work commences.

#### 12. Asbestos

Specific Legislation covers the control of asbestos at work and it is the policy of the Company and that only those specifically trained will be permitted to work with asbestos. This will normally involve the employment of specialist contractors.

Asbestos based materials have been widely used throughout the construction industry. Although Legislation has prevented asbestos continued use, the substance will be found in many existing buildings.

- 1. The Contract Manager will be responsible for ensuring that asbestos related work is only carried out by licensed operators, and that Statutory Notification procedures have been followed.
- 2. All suspect materials should be isolated immediately until any asbestos content can be established. This should be established by an approved organisation.
- 3. Samples of suspect material should be taken by a trained and competent person. Great care must be taken not to set fibres into the atmosphere.
- 4. Detailed health and safety Method Statements must be prepared before work with asbestos continues.

#### Further details:

CITB Site Safety Manual GE 700 - Section 11A

#### 13. Manual Handling

Incorrect handling of loads can cause injuries resulting in pain, time off work and permanent disablement.

Any manual handling operations which may cause injury will be identified in Risk Assessments. Generic Assessments are available in the Company's Catalogue of Generic Assessments, located in the Safety Department or in Contract Quality, Health and Safety Plans.

The three key steps to avoid injury are:

- 1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load must be moved at all. If it must, can it be moved mechanically by, for example, Forklift.
- 2. Assess adequately any hazardous manual handling that cannot be avoided. Consider the weight, shape and size of the load. Consider the methods of handling, the working environment and the capabilities of the individuals involved.
- 3. Reduce the risk of injury as far as reasonably practicable by, for example, splitting heavy loads or using mechanical aids.
- 4. Training advice and assistance with the assessment and control of manual handling will be provided by the Safety Department.

#### 14. Lifting Operations and Lifting Equipment

All lifting operations will be assessed and planned to ensure that they are safe. The following key steps will be taken for any mechanical lifting operation.

- The load to be lifted will be assessed for weight and stability in order that the correct tackle is utilised.
- Prevailing site conditions will be assessed in terms of weather, route to be taken, ground stability, obstructions and travel distance in order that the most suitable lifting appliance is selected for the task concerned.
- All obstructions, services or crush zones will be highlighted and/or protected as necessary.
- Consideration will be given to the capability of landing areas to support the load being landed, as will
  measures be put in place so that rigging can be safely removed.
- Trained signallers will be deployed as necessary where the operator of lifting appliances cannot see the load for the duration of a lift. Signallers will wear orange 'higher visibility' vests.
- No lift operation will be carried out until all test and inspection and maintenance records have been viewed (appliances and rigging), and operator/signallers competence confirmed.
- All tackle and appliances will be marked with their S.W.L.
- A crane co-ordinator will be appointed for any mobile crane or similar works as necessary.

#### 15. Display Screen Equipment

Employers who habitually use display screen equipment for prolonged periods can suffer muscular fatigue, eye fatigue and mental stress.

These effects will be minimised by:

- 1. Good ergonomic design of work stations.
- 2. Planned breaks or changes of activity.
- 3. Provision of information and training to habitual display screen equipment users.
- 4. Assessments of work stations will be carried out by the IT Department and any Corrective Actions implemented.
- 5. Eye tests are carried out on all frequent users of display screen equipment and glasses will be provided free of charge to employees assessed by the Opticians to require glasses to carry out their tasks.

#### 16. Views of People at Work

The Company endorses the Health and Safety (Consultation with Employees) Regulations 1996.

- 1. All employees will be consulted in matters that affect their health and safety at work.
- 2. Consultation may be on an individual basis or, on request, through a person elected by site operatives as being their 'representative of employee safety'.
- 3. Employees are encouraged to report concerns or hazards in the Site Hazard Report Books which are prominently displayed on all construction sites.
- 4. Any employee may express his/her views, comments or concerns regarding health and safety direct to any member of the Health and Safety Department in person, by telephone or in writing.
- 5. Confidentiality will be maintained where required.
- 6. Reasonable provisions will be made for the training of elected representatives of employee safety.

#### 17. Health and Safety Advice

A comprehensive library of health and safety information is maintained in the Quality, Safety and Training Department office in Muir House, including:

- Copies of Regulations and Approved Codes of Practice.
- HSE Guidance Notes, Information Sheets and Advisory Publications.
- Construction Safety.
- COSHH Assessments.
- Substances Hazardous to Health.
- Generic Risk Assessments.
- CITB Safety and Training Materials.
- Lists of Training Records and Authorised Persons.
- Membership of Professional Bodies.

Advice is available on request from any member of the Department, and our Group Safety Officer, Mr Cliff Shearer.

#### 18. Company Safety Rules

In addition to the duties and responsibilities outlined in this policy the following Rules and Regulations apply:

- General Site Safety Rules are contained in the J.W.Muir Group Booklet 'Site Safety Regulations'.
- Contractors are required to comply with the rules outlined in the J.W.Muir Group Booklet 'Occupational Health and Safety - Rules and Conditions for Contractors'.
- Personnel should observe all Hazard Warning Signs and Safety Notices displayed in the various vehicles and places of work.

#### 19. Limitations on Working Time

The Company will comply with The Working Time (Amendment) Regulations 2002

- Employees will not be required to work more than an average of 48 hours per week, averaged over 17 weeks unless they have signed the appropriate waver.
- All employees will be entitled to a minimum rest period of 11 hours in 24 hour period.
- All employees will be entitled to an uninterrupted rest period of 24 hours in any week.
- Employees working nightshift will be limited to, on average, 8 hour shift in any 24 hour period and will be entitled to free health assessments
- Annual paid leave will be at least 4 weeks.
- It may be necessary to review these provisions with critical staff. This will be done on an individual basis with written mutual consent.

#### 20. Smoke Free Policy

The J W Muir Group will adhere to *The Smoking, Health and Social Care (Scotland) Act 2005*, and *The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006* on all premises owned and operated by The Group.

Smoking will only be permitted within designated areas.

Full details are located in our Smoke Free Policy.

#### 21. Safety Policy

This policy will be reviewed annually by the Management Review Team.



Construction

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