

## J1 CONSTRUCTION LTD

### HEALTH & SAFETY POLICY

#### PART 1.

#### GENERAL STATEMENT OF POLICY

- The Directors of J1 Construction Ltd declare their policy is to achieve and maintain a safe and healthy work environment for their employees, contractors and all others who may be affected by the Company's operations in accordance with The Health & Safety at Work Act 1974. The promotion and preservation of safety and health, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.
- The Company will maintain and improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training and the application of the best trade practices and codes of conduct. The risks to employees, contractors and all others who may be affected by the activities of the Company will be assessed, assessments reviewed as required and arrangements made to eliminate or control such risks. This will be achieved by consultation, providing health surveillance as may be required, arranging for competent health and safety advice, instituting procedures to be followed in the event of imminent and serious danger, and identifying danger areas. Providing information to employees of risks to their health and safety and the preventative and protective measures taken. Co-ordinating and co-operating with Clients and other Employees where necessary to promote health and safety. Having regard to the capabilities and training of employees in relation to their work.
- The Company requests, requires and expects all persons who are, employed by the Company, contracted to the Company, visiting the Company's premises or sites of operation or to whom the Company owes a duty of care or over whom the Company exercises control, to co-operate with and conform to the Safety Policy of the Company, comply with arrangements made and actively assist in implementing the policy.
- Mr James Boyd - Managing Director is responsible for the health and safety programme of J1 Construction Ltd.
- The policy will be continually reviewed, (minimum annually) and revised as required to meet the changing needs of the Company, technical innovation and legislative developments.

# J1 CONSTRUCTION LTD

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- The Policy is published in three parts:
  - GENERAL STATEMENT OF POLICY.
  - THE ORGANISATION TO IMPLEMENT THE POLICY.
  - THE ARRANGEMENTS AND INSTRUCTIONS TO IMPLEMENT THE POLICY.
  
- The full policy is available for inspection at the Company offices at

**J1 Construction Ltd**  
**36 Church Street**  
**Tollesbury**  
**Maldon**  
**Essex.**  
**CM9 8QJ**

Signed \_\_\_\_\_

Print name            Mr James Boyd

Date                    \_\_\_\_\_

## ENVIRONMENTAL POLICY

- J1 Construction Ltd is a regional business whose principal activities are General Building Contractors and Bricklaying Sub-contractors.
- We recognise that our operations can have significant implications with regard to the environment.
- We are committed to conducting our business in a way that contributes to environmental improvement and sustainable development and will discharge our responsibilities by the implementation, management and audit of the following:
  - Strict compliance with good practice, codes of practice and legislation.
  - The efficient use of energy, materials and other resources with particular regard to recycling and the use of consumable items.
  - The organisation of our operations to minimise any environmental impact and the effects of noise, dust, disturbance and inconvenience in accordance with the “Considerate Contractors” code.
  - The establishment and support of management, structure and procedures, which ensure that environmental impact of all our activities is evaluated and dealt with properly.
  - The measurement of our environmental key areas within the context of continuous improvement and a responsible learning culture.
  - Regular review of this policy, our performance and objectives to ensure that we are doing all we can to achieve best practice.

**Environmental Objectives** - As a responsible contractor and employer, we wish to use our influence in order to protect the environment in which we live and work.

We will strive to:

- Manage our resources effectively, reducing our impact upon the environment and preventing any incidence of pollution.
- Use our expertise and experience to effect environmentally friendly solutions in both the design and construction processes that we are involved with.
- Work with our clients, subcontractors, suppliers and staff to improve overall environmental performance.

# J1 CONSTRUCTION LTD

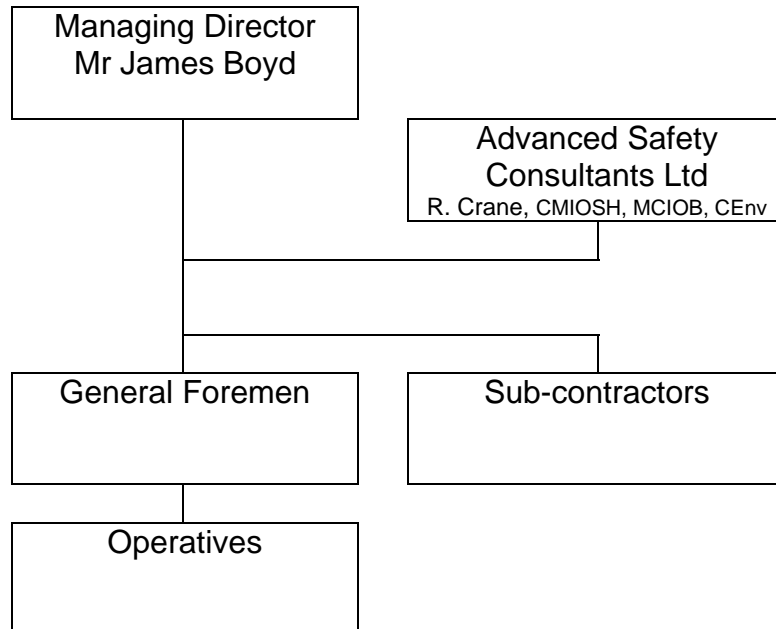
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- Support and encourage our staff to improve our environmental performance and provide training in this regard.
- Continuously improve our performance in the areas of:
  - Preventing pollution
  - Minimising waste
  - Effective use of energy
  - Selecting sustainable materials
  - Choosing environmentally aware working methods
  - Identifying and managing environmental risks
  - Recycling
  - Response to environmental incidents
  - Setting standards and goals of the highest calibre

**Our Commitment** - We are committed to this policy and to environmental performance and protection. Our Managing Director, Mr James Boyd, is responsible for the implementation, development and monitoring of this policy and will support and encourage all employees in the application of the policy. He will ensure that sufficient training and resources are available to enable the aims and objectives of the policy are met.

## 2. ORGANISATION FOR HEALTH AND SAFETY

### SAFETY MANAGEMENT ORGANISATIONAL CHART



### 2.1 GENERAL ORGANISATION

- The Company will be responsible for all arrangements regarding Health, Safety and Welfare at the place of work. Health and Safety issues must be given equal standing with all other Company responsibilities.
- The Managing Director, Mr. James Boyd, is responsible for the implementation of the Health and Safety Policy.
- The Managing Director will be responsible for the monitoring of the Company's Health and Safety Policy and other related matters.
- *The Company retain the services of Advanced Safety Consultants Ltd who will via their Safety Advisers, assist in the monitoring of Safety Performance*
- The Managing Director and Staff have established a Health & Safety Committee, which will meet half -yearly to consider all aspects of the Company performance and up-date procedures as necessary.
- Employees will be advised to report to the Managing Director any Health and Safety matter upon which they have input/opinion at any time.

# J1 CONSTRUCTION LTD

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- Prior to the Safety Committee meeting the Managing Director will invite views from all employees on related issues. Every employee will have access to the meeting so as to ensure representation on safety issues from every staff level.
- Contractors and Sub-Contractors will be required to have a good Health and Safety record, a relevant Health and Safety Policy and to have accepted our Safety requirement prior to placing of order.

## **2.2 GENERAL RESPONSIBILITIES**

- The Directors and all staff are responsible for the implementation of the Company's Health and Safety Policy.
- The Company requires all employees to set a personal example and to take care of the Health and Safety of themselves, and to assist in the formulation of policy.
- The Directors will promote and encourage safety awareness in employees and sub-contractors under their control.
- All employees should have a knowledge of the legislation of their work they are employed to carry out.

## **2.3 INDIVIDUAL RESPONSIBILITIES**

The following responsibilities are the specific duties of management and are in addition to the responsibilities outlined under General Responsibilities.

## **2.4 DIRECTOR RESPONSIBLE FOR SAFETY**

Mr. James Boyd, Managing Director, has overall responsibility for implementing the Company Safety Policy.

He will:

- Report the Company safety performance to all Directors and the Company Secretary, and:-

Ensure a suitable and sufficient assessment of the following:

- The risks to the health and safety of employees to which they are exposed whilst they are at work. (Regs 3 & 4 of MHSWR 1999).
- Make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures initiated to achieve the objectives stated in the general statement of policy set out in part 1 of this document. To comply with The Health and Safety at Work Act 1974,

# J1 CONSTRUCTION LTD

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Regulation 5 of The Management of Health and Safety at Work Regulations 1999 and where appropriate the Regulatory Reform (Fire Safety) Order 2005.

- Make arrangements to ensure the Companies compliance with The Construction (Design & Management) Regulations 2007.
- Ensure adequate financial provision, and human resources are available to implement the Company Safety Policy and all statutory requirements.
- Appoint at least one competent person to assist him/her in his/her undertaking as required by Regulation 7 of The Management of Health and Safety at Work Regulations 1999.
- For each contract, after making reasonable enquiries appoint, or make provision for competent persons to discharge the duties (of Client, Designer, Project Co-ordinator, Principal Contractor, Contractor or Clients agent) as required by The Construction (Design & Management Regulations) 2007. Specific arrangements are as set out in part 3 of this policy.
- After consultation and agreement as required by The Health and Safety (Consultation with Employees) Regulations, appoint persons and deputies to carry out specific tasks in connection with implementing the Company Safety Policy.
- Assess all training needs and make necessary arrangements for these to be satisfied.
- Appoint, or make provision prior to issuing contractor orders for persons to conduct pre and post vetting of contractors and their appointed contractors as required by The Construction (Design and Management) Regulations 2007
- Monitor the Company Safety Policies, Work Method Statements, Risk Assessments, Control of Substances Hazardous to Health assessments and standards of contractors (nominated or otherwise) engaged by the Company or coming under the Company's control to ensure the Company Safety Policy is implemented.
- Receive, evaluate, disseminate and where appropriate initiate action on all information coming into the Company, which may affect the Company's safety performance.
- Chair the Company Safety Committee meetings.
- Ensure the collection, maintenance and up-date of authoritative reference material on safe work methods, work equipment and personal protective equipment.

# J1 CONSTRUCTION LTD

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- Ensure that Guidance and relevant Approved Codes of Practice are available for reference by all persons charged with duties under this policy.
- Arrange and supervise investigations into all accidents and dangerous occurrences. Receive and review reports, initiate remedial measures and oversee the submission of statutory reports e.g. (form 2508 revised). Put in place controls, devise procedures and arrange necessary training to prevent where practicable repeat accidents or dangerous occurrences.
- Make provision for such health surveillance as is appropriate to his operations as required by Regulation 6 of The Management of Health and Safety at Work Regulations 1999.
- See that tenders are adequate to cover sound methods of working and reasonable welfare facilities and that all requirements of the Safety Plan have been incorporated.
- Determine at the planning stage in conjunction with the Safety Plan,
  - The most appropriate order and method of working
  - Allocation of responsibilities with our own staff sub-contractors and others
  - Provision of good Quality Facilities for welfare and sanitation.
  - The parameters for ensuring that Health and Safety records are kept and monitored.
  - Check that proposed Subcontractors are adequately assessed and informed so as to be capable of carrying out the work safely.
- Have carried out Risk Assessment, to obviate and minimise possible hazards and then provide written instructions to establish a working method. Explain the sequence of operations, outline potential hazards at each stage and indicate precautions to be adopted.
- Check over Safety Plan and discuss working methods and precautions with site management before work commences. Ensure that all significant operations are carried out in accordance with Method Statements.
- Ensure that work, once started, is carried out as planned and that the Health and Safety at Work Act. Act 1974 and all other relevant legislation is observed on site. Monitor the proper recording of all Safety matters including the Safety Plan.
- Set a personal example on site by wearing appropriate protective clothing.

- Reprimand any member of the Company failing to discharge satisfactorily the responsibilities allocated to them.
- Release Operatives where necessary for on-or-off site Health and Safety training.

## 2.5 GENERAL FOREMEN

General Foremen are accountable to the Managing Director for fulfilling the following responsibilities in relation to health and safety.

- Carry out Risk Assessment and organise sites so that work is carried out to the required standard with minimum risk to workers, equipment and materials in accordance with the Safety Plan and Method Statements in place for works.
- Know the broad requirements of the Health and Safety at Work etc. Act 1974, the CDM Regulations 2007 and all other relevant legislation.
- See that all Health and Safety legislation in particular the Construction Regulations are observed on site and that all statutory registers and reports are in order. See that the “competent person” appointed to a task has sufficient knowledge of method, plant and machinery to evaluate all aspects of safe operation.
- ***Check that such persons whether directly employed or employed by Subcontractors are certified or sufficiently trained to carry out the task.***
- Give all employees precise instructions on their responsibilities for correct working methods. Explain the Safety Plan. See that they do not require or permit operatives (particularly apprentices and trainees) to take unnecessary risks.
- Discipline those who fail to consider their own well being and that of their operatives.
- Arrange delivery and safe storage of materials to avoid risks by double handling, position plant effectively, carry out manual handling assessment to avoid any potential for injury.
- Plan and maintain a tidy site and keep good Safety records. Maintain the site ‘Health and Safety’ file, clearly marked, in a prominent place in the site office.
- Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.

# J1 CONSTRUCTION LTD

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- Check all machinery and plant, including power and hand tools are maintained in good condition. **Whether owned, directly hired or the property of Subcontractors**
- Check the certification, competence and training of any person using machinery whether owned, directly hired or the property / employee of a Subcontractor to ensure that the operative is adequately trained in the operation of the machine in the context required.
- Ensure that all hazardous materials are properly marked to enable adequate precautions to be taken, carry out COSHH assessment. Refer all matters concerning the presence of Asbestos to the Contract Manager and act further only when satisfied that suitable arrangements have been made.
- Make sure that suitable protective clothing is available where appropriate and that it is used.
- Act as First Aiders or appointed persons and ensure that all items of First Aid equipment as required by the Health and Safety (First Aid) Regulations are available and their location known to employees.
- Produce an Emergency Procedure for the site and ensure that all site personnel are aware of the procedure.
- See that proper care is taken of casualties and gain knowledge of where to obtain medical help and ambulance service in the event of a serious injury (nominate others to act in an emergency).
- Accompany HSE Inspectors and Advanced Safety Consultants Limited Safety Advisers on site visits and act on any recommendations given
- Report all accidents including “near misses” to the Managing Director as per reporting procedure.
- Release operatives where necessary for on-or-off site health and safety training.
- Liaise with the Fire Authority on fire prevention where required and produce a ‘Fire Action Plan’ specific for the site.
- Hold site meetings at regular intervals to discuss and implement safety procedures and further consider improvements in safe working arrangements.
- Set a personal example on site by wearing appropriate protective clothing.

- Ensure that all new starters or visitors to site receive a site safety induction.

## **2.6 OPERATIVES**

All operatives are accountable to the General Foreman for fulfilling the following responsibilities in relation to health and safety.

- Carry out your work as instructed and do not take chances that could prove dangerous. Make yourself aware of the Risk Assessments for the project, make any observations you have known to the General Foreman.
- Report any known hazard or unsafe conditions to the General Foreman so that immediate corrective action can be taken.
- Only use machinery, tools and equipment that you are trained and authorised to use. Always ensure the necessary guards are fitted, controls are functioning properly and that they are correct for the job.
- Co-operate to keep the work place clean and tidy, do not leave tools or rubbish on the floor or where they can fall on people below.
- Have all injuries, however slight, properly attended to and recorded in the accident book.
- Report all accidents, dangerous occurrences and near misses to your supervisor immediately, it could prevent further accidents occurring.
- Wear or use any necessary protective clothing or safety equipment such as helmets, eye protection, hearing defenders, masks, harnesses etc. Do not abuse the equipment provided and report defective equipment immediately to your supervisor, so that it can be replaced.
- Refrain from horseplay and do not distract others while they are working, it may cause an accident.
- Take care of your personal hygiene making sure you wash thoroughly after any work period, especially before meal breaks.
- Take pride in your appearance, wear sensible clothing for work and ensure your footwear provides adequate protection.
- Develop a personal concern for the safety and health for yourself and others particularly newcomers and young people.
- Warn all newcomers to site about, known hazards.
- Suggest ways of eliminating hazards to the General Foreman.

- Where you suspect or can ascertain that unexpected Asbestos is present at the workplace, cease work, inform the General Foreman immediately and warn others. Proceed with work only at the express instruction of the General Foreman who will advise on the methods to be adopted and the precautions to be taken.

## **2.7 ORGANISATION FOR HEALTH AND SAFETY (CONTRACTORS)**

- On 'Notifiable' projects, all Contractors will be selected from the J1 Construction Ltd 'Approved List of Contractors' following successful completion of the Company Sub-contractor Questionnaire. A place on the approved List will only be granted to Contractors who demonstrate an ability to carry out works in accordance with good Health and Safety practice and current legislation. Regular site audit will be carried out which will affect the contractors right to a place on the list, equal to other issues.
- All contractors will be selected in accordance with the Policy for Health and Safety and will be expected to comply with the Policy as it affects their work. Contractors must ensure their own Company Policy is made available on request.
- All work must be carried out in accordance with the relevant statutory provisions, taking into special account the safety of others and the general public. Contractors staff must comply with the directions of the J1 Construction Ltd General Foreman with regard to Safety issues.
- Contractors will provide timely Method Statements, Risk Assessments, COSHH Assessments and/or other essential information at the request of J1 Construction Ltd.
- Scaffolding used must be inspected by a competent person to ensure it is erected, inspected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought on to site by contractors must be supplied with any necessary certificates available for checking. It will be in good condition and properly maintained.
- Any operative using plant and equipment will be required to satisfy J1 Construction Ltd via certificate or Training record of his / her competence on the particular item prior to work commencing.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site unless fitted with a Residual Circuit Breaker. All transformers, generators, extension leads, plugs and sockets must be to current British or EC standards for industrial use and in good condition.

# J1 CONSTRUCTION LTD

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- Any injury sustained or damage caused by contractor's employees must be reported immediately to J1 Construction Ltd.
- Contractors must comply with any Safety Instructions issued by representatives of J1 Construction Ltd.
- J1 Construction Ltd Health and Safety Adviser may, if requested inspect sites and report on health and safety matters noted during these inspections. Contractors informed of any hazards will be expected to take immediate action to rectify them. Contractors will provide the name of the person they have appointed as their Safety Supervisor.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by the Contractors for their employees unless arrangements have been made for the Contractor's employees to have access to facilities provided by J1 Construction Ltd.
- Any material or substance brought on site which has health fire or explosion risks must be used and stored in strict accordance with current regulations and Codes of Practice and that information, verbal or written, must be provided to any person who may be affected on site.
- Contractors are particularly requested to note that work places must be kept tidy and all debris, waste materials etc. must be cleared regularly as work proceeds.
- It is the Policy of J1 Construction Ltd that all its staff and Contractors and visitors on construction sites will wear safety helmets and personal protection at all times other than in areas specifically designated as "no risk" areas by site management.
- A detailed Risk Assessment and Method Statement will be required from all Contractors when carrying high risk activities, e.g. asbestos removal, steel erection, demolition, etc.. The Method Statement must be agreed with J1 Construction Ltd before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained. Permits to work will be issued for works with a significantly high degree of risk before work commences.
- Contractors will be expected to provide as work proceeds information regarding products and processes as will be necessary for proper completion of the Health and Safety File and to co-operate with Management regarding the speedy completion of the file at practical completion.

# J1 CONSTRUCTION LTD

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- Management and supervisory staff of Contractors must at all times set a personal example in Health and Safety awareness whilst carrying out their duties and responsibilities.

## **3. HEALTH & SAFETY ARRANGEMENTS**

### **3.1 FIRST AID**

The Managing Director, General Foremen and individual Sub-contractors are responsible for ensuring sufficient first aid facilities and trained personnel are available in areas under their control.

All accidents/injuries must be reported as soon as possible to the following personnel:

#### **Office**

All accidents shall be reported to the Managing Director, who will enter the details in the Company Accident Book.

#### **Site**

All accidents/injuries shall be reported to the J1 Construction Ltd General Foreman who will complete the Company Accident Book and the J1 Construction Ltd Accident Report Sheet (**JCL1**).

J1 Construction Ltd will ensure that suitable 1<sup>st</sup> aid kits are available on site at all times.

It is a Company requirement that First Aid Boxes are provided by all Sub-contractors working on the Company sites.

If an ambulance is required dial 999 immediately and contact the Managing Director on: 07814 005905

### **3.2 ACCIDENTS**

The Managing Director, in association with the company Health & Safety Advisors will ensure that all accidents, incidents, dangerous occurrences and cases of occupational illness are investigated and a report made on any lost time/injuries and recorded in the company accident book.

### **3.3 REPORTABLE EVENTS (Under RIDDOR)**

Death of an employees at work, a major injury or any injury resulting in an employee taking over three days sick leave or having to spend 24 hours in hospital will be reported to the HSE by the Managing Director by the quickest possible means and followed by form 2508 in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to:

The Incident Control Centre  
Tel: 0845 300 9923 Fax: 0845 300 9924

In the event of a reportable accident, the J1 Construction Ltd Managing Director will be responsible for completing the Accident Detail Checklist (**JCL2**) contained within the Company Site Safety File.

### **3.4 REPORTABLE DANGEROUS OCCURRENCES**

Below are examples of Dangerous Occurrences that are reportable under RIDDOR;

- An explosion or fire occurring which results in the stoppage or suspension of normal work for more than 24 hours, where such an explosion or fire was due to ignition of process materials their by products (including waste) or finished products.
- A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or over-turning, and where the scaffold is slung or suspended, a collapse or partial collapse of the suspension arrangements.

Further details of categories of Dangerous Occurrences can be obtained from the Head Office or from Advanced Safety Consultants Ltd – 01206 386951. **If in doubt – Ask!**

### **3.5 INFORMATION, TRAINING & SUPERVISION**

#### **Supervision**

J1 Construction Ltd will ensure that all employees are familiar with the work in hand, know the systems of work and understand any permit to work conditions.

J1 Construction Ltd will visually inspect all worksites before commencement using the Area Inspection Checklist (**JCL3**). Sub-contractor Supervisors will inspect the work sites on a regular basis. The frequency of visits will be dependant on the nature of the work and the hazards presented.

# J1 CONSTRUCTION LTD

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Users should inspect work equipment daily before first use and Supervisors or other competent persons will inspect work equipment periodically or as required by The Provision and Use of Work Equipment Regulations 1998.

## Training

Persons will not be given duties, which will expose them or others to a risk to their health & safety without having received the necessary information and training. Training will be to accepted standards where employees and Sub-contractors are required to undertake duties for which, in the interests of health & safety, training is mandatory or recognised good practise.

All new employees will receive induction training, to include such topics as:

- The Company H & S Policy and employees duties under the policy;
- Protective equipment and its use;
- Good housekeeping and storage;
- Safe use of scaffolding and ladders;
- Awareness of asbestos and lead risks;
- Safe working within occupied premises
- Procedure for reporting defects and unsafe practices;
- Procedure for employee consultation and the airing of grievance;
- First aid and emergency procedures;
- Fire fighting procedures;
- Rules concerning use of transport;
- Compliance with warning signs and notices;
- Safe use of substances in common use;
- Prohibition on undertaking work limited to authorised persons only.

Induction training will be supplemented by training on specific site risks as necessary by Sub-contractors and J1 Construction Ltd. All induction training will be recorded in the Induction Register Form (**JCL4**) contained within the Company Site Safety File.

Employees are to receive familiarisation training to relate their knowledge and skills to local circumstances. Content may include:

- The presence of underground services and the survey details;
- Any priorities or controls imposed by the client (access restrictions etc.);
- The work equipment that is available and any necessary instruction in its use;
- The welfare facilities available;
- First aid and emergency arrangements to be implemented;

Employees will receive vocational training when called upon to acquire significant skills or knowledge, e.g. where legal requirements require that persons attend an approved course and hold current certificate before appointment. Such training would precede appointment and will be provided in accordance with the Company Training Plan. Employees will also receive refresher training periodically as needs dictate.

## **3.6 CONSULTATION & COMMUNICATION**

The Company has a formal Health & Safety Committee in which all health & safety issues can be discussed.

The Health & Safety Committee shall include representatives drawn from various levels and occupations within the Company.

All employees shall be given the opportunity to contribute to the Committee.

The Committee shall be chaired by the Managing Director, and shall meet at regular intervals.

All Minutes of meeting held by the Health & Safety Committee shall be forwarded to each employee.

Regular Tool Box Talks on health & safety issues will be carried out by the J1 Construction Foreman to discuss any concerns or problems. Employees and Contractors are encouraged to raise any issues or concerns during these sessions, for example, unsafe working practices, welfare provisions, problems with plant etc.

All employees comments relating to health & safety are welcomed by the Company and can be made directly to the Health & Safety Advisors or the Directors.

## **3.7 FIRE & EMERGENCY PROCEDURES**

### **Office Fire and Emergency Procedures**

The Managing Director is the person responsible for ensuring that the fire Risk Assessment is undertaken in accordance with The Regulatory Reform (Fire Safety) Order 2005, using form (**JCL5**), and is reviewed and implemented.

All employees and visitors will be made aware of the fire procedures and the location of the fire fighting equipment.

## **Site Fire & Emergency Procedures**

All employees and Sub-contractors will be appointed as Fire Warden on their respective sites.

On small sites, all personnel will ensure that emergency procedures are established and that all operatives are aware of the control measure implemented.

On larger sites, all employees and Contractors will be required to sign the visitors book on arrival to site, and on departure. Failure to sign the visitors book will result in removal from site.

All hot work on site will only be carried out under the control of a Hot Work Permit, using the Company Hot Work Permit Form (**JCL6**) contained within the Site Safety File.

As each site is different in it's size, nature and risk, individual fire procedures will be made clear to all site personnel during induction.

### **3.8 MONITORING**

The Site operations will be subjected to regular inspections by J1 Construction Ltd and by all Sub-contractors to determine that all work is carried out in a safe manner and in line with current Legislation. Where there is a breach of health & safety, action will be taken immediately to identify and organise any necessary remedial action.

All inspections by J1 Construction Ltd will be carried out using the Company Site Inspection Form (**JCL7**) contained within the Site Safety File. A copy of the Inspection Form will be left on site for operatives to action, and a copy forwarded to the relevant contractor where applicable. Additional copies will be retained at the Head Office.

### **3.9 REVIEW**

The Company Health & Safety Policy will be reviewed as necessary by the Managing Director and the Company Health & Safety Advisors. This will be carried out on an annual basis or where there has been significant changes in Legislation or work processes.

Where work processes have changed significantly, and new hazards develop, the Risk Assessment, Method Statement and the general Policy will be revised to ensure all necessary controls are implemented. Where work processes change, employees and contractors will be consulted on all new control measures and procedures before they are implemented.

## **3.10 RISK ASSESSMENTS**

The Director responsible for Health & Safety, Mr James Boyd is responsible for ensuring that a safe system of work is provided to all employees. The following process is carried out by the Company to enable all employees to carry out their work in a safe and sufficient manner.

Before work commences on site a Risk Assessment will be undertaken by the Company to identify precautions and procedures in dealing with any special risks relating to the work to be carried out. The Risk Assessments will be monitored at regular intervals to ensure they are still suitable and include current Regulations.

The procedures for the Management of Risk will be documented and shown within the Method Statements. These will include statutory controls relevant to the various Health & Safety Regulations, the in-house policy controls of safe working practices and the monitoring of those. Consultation, information and any necessary training of employees.

The Company will undertake written assessments in accordance with Management of Health and Safety at Work Regulations 1999 and HSE Guidance "Five Steps to Risk Assessment" to reduce the risk to employees and others who may be affected by their work activities.

Factors to be taken into account will vary from job to job, however the Company will take into account the following:

- Avoidance of risk completely by substituting an alternative material or work method.
- Combating risks at source.
- Adapting work to the individual in the choice of work equipment and methods.
- Taking into account technology advances.
- Giving priority to measures which protect the whole workforce and endeavouring to enforce such measures.
- Identifying employee needs such as information, instructions, training and supervision.

## **The Risk Assessment Process**

The Directors and General Foremen will be responsible for ensuring Risk Assessments are carried out for all work activities before work commences using the Company Risk Assessment Form **(JCL8)** contained within the Site Safety File.

All employees involved in maintenance and repair works will be issued with risk assessments for general repetitive works. All employees will be instructed on the procedures to follow if the work is found to fall outside the general assessments. Specific risk assessments for non-repetitive works will be carried out by the Directors and General Foremen as required.

All sub-contractors employed by J1 Construction Ltd will be required to submit suitable risk assessments for their work activities in advance of work starting on site.

All Risk Assessment will be carried out by competent only, with all control measures outlined to those involved in the work process through consultation, induction and Tool Box Talks.

**Risk Assessments will be reviewed every 6 months or when the work process changes.**

### **3.11 OCCUPATIONAL STRESS**

The Company recognises that excessive pressure can have a negative effect on health & safety and performance at work. The Company is committed to promoting good health at work and is therefore concerned to recognise any negative effects that stress may have on employees and to have in place a mechanism of support for employees suffering from the negative effects of stress.

The company will at all times:

- Ensure, as far as possible, that excessive stress is eliminated from the work environment
- Provide suitable support mechanisms for employees suffering from the negative effects of stress.
- Encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach the Managing Director in confidence, in order that necessary support mechanisms can be put in place.
- Encourage a culture where stress is not seen as a sign of weakness or incompetence.

**Where it is suspected that an employee is suffering from excessive stress, the Company will endeavour to provide the necessary support to enable the employee to return to full health as soon as possible.**

## **3.12 HEALTH SURVEILLANCE**

Health surveillance is required for employees working where their work involves them coming into contact with:

- Any contaminated ground
- Rivers and watercourses
- Lead
- Asbestos
- Hazardous Substances with known health risks.
- Noise and Vibration

The Health Surveillance will be arranged by the Managing Director where required and records kept at the Head Office.

Sub-contractors will be required to provide suitable evidence of health surveillance where the work activity warrants this.

## **3.13 YOUNG PERSONS**

All persons under the age of eighteen are classified as Young Persons and will have risk assessment carried out on their specific work activity, taking into account their inexperience and their perception of danger. Young persons will be supervised at all times by a competent, trained supervisor.

Employment of young persons will be at the discretion of the Managing Director and a full Risk Assessment carried out using form **(JCL9)**

Sub-contractors will not be permitted to employ Young Person on the Company site without written consent from J1 Construction Ltd.

## **3.14 OFFICE SAFETY**

The Health & Safety of the Company Office is the responsibility of the Managing Director, to whom all problems or concerns should be raised. The Managing Director will ensure that:

### **Access**

Safe access and egress is provided and maintained to all areas of work.

### **Ventilation**

Adequate ventilation is provided to all work areas by means of opening windows, Air Conditioning and fans.

## **Temperature**

Reasonable working temperatures are provided to the work place at all times, with a minimum temperature 16 degrees Celsius being reached after the first hour of work.

## **Lighting**

Suitable and sufficient anti-glare lighting is provided to all areas of work, with natural lighting being utilised where possible.

## **Waste Material**

All litter bins are emptied daily and all areas kept clear at all times.

## **Welfare Facilities**

Welfare facilities for all Company offices will be provided with suitable and sufficient welfare facilities to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992. The office facilities include:

- Suitable Toilet facilities
- Kitchen Facilities

## **Visual Display Units (VDU's)**

Risk Assessment on the use of VDU's will be carried out by the Managing Director on Form **(JCL10)** and will involve the following:

- The initial set-up of the VDU
- Instruction to all users
- The working position and workstation
- Seating and workspace

Eye testing will be carried out on a regular basis, or at the request of the user. Where corrective appliances are required to enable the user to continue working with the VDU these will be provided by the Company.

Any aches, pains or discomfort suffered at the workstation should be reported to the Managing Director as soon as possible.

### **3.15 COMPANY VEHICLES**

Company vehicles are provided to staff for Company work only, and should be maintained in good condition at all times.

Company vehicles should only be used by authorised persons and must be inspected regularly using form **(JCL11)**

## **3.16 MOBILE PHONES**

No mobile phones should be used whilst driving. If the phone rings whilst you are driving wait until it is safe to pull over to the roadside and answer.

## **3.17 SUB-CONTRACTORS & VISITORS**

Visitors must be informed of the site safety rules, provided with PPE as necessary and accompanied at all times.

Sub-Contractors to receive a site safety briefing, to include:

- Safe operating procedures;
- Emergency procedures;
- Access, storage and parking restrictions etc
- Any ongoing site hazards
- The contents of their relevant Method Statements.

Sub-contractors will be required to complete a Competence Assessment using the J1 Construction Ltd Sub-Contractor Questionnaire Form (**JCL12**) before any contract of work is issued.

## **3.18 SECURITY**

Work sites must be securely fenced or otherwise secured, so far as practicable.

Warning notices will be posted to all areas.

All attention will be paid to preventing children entering the work area where possible

## **3.19 POLLUTION**

Works will be so conducted as not to constitute a public nuisance.

Waste will be segregated by type and disposals notified if relevant.

Relevant consents must be obtained for noise on construction sites.

Notifications will be made by the Managing Director in accordance with The Hazardous Waste (England & Wales) Regulations 2005, where applicable.

## **3.20 SITE WELFARE AND HYGIENE**

### **Ventilation**

Adequate ventilation will be provided, when using hazardous materials, especially solvent based material. Additional ventilation/extraction will be provided to control emissions where the Risk/COSHH Assessment shows it necessary.

### **Temperature**

Where site accommodation is provided, a reasonable temperature will be maintained within the site accommodation during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

### **Lighting**

Work area and specific task lighting will be provided to all work areas where natural light is not sufficient. All lighting will be 110v rated and be maintained and inspected by a competent person at regular intervals.

### **Waste Material**

All work areas will be cleared of debris as the work proceeds, with all walkways, access routes etc, kept clear of debris at all times.

### **Welfare Facilities**

Where reasonably practicable, all requirements of the Construction (Design & Management) Regulations 2007 (Schedule 2) will be adhered to. The following will be ensured by the Company:

- Suitable facilities will be provided by the Company, to include:
  - Suitable Toilet facility
  - Warm water for washing, to include soap and towels
  - Drinking water
  - Suitable rest facilities

The above is not exhaustive and will be assessed on each contract.

## **3.21 SIGNS AND NOTICES**

Statutory notices are posted where they can be easily read by employees and Sub-contractors.

Safety signs appropriate to the risk will be posted in the work place as required.

Warning signs will be posted to all sites where Risk Assessment shows they are required.

## **3.22 PERSONAL PROTECTIVE EQUIPMENT**

In accordance with the Personal Protective Equipment Regulations 1992 the Company will ensure that:

Where a hazard cannot be controlled by any other means, PPE will be provided to all employees to supplement the existing preventative and protection measures.

The risk will be assessed and the characteristics of the required PPE defined in order to select suitable PPE.

PPE will be on personal issue to employees where practicable, or readily available on request and they will be notified of:

- Their duty to use it in certain cases;
- Their duty to return it to the accommodation provided when not in use (unless disposable).
- Their duty to keep it clean in so far as H & S are affected (e.g. changing filters) and to report any defect or loss.

The following Personal Protective Equipment will be provided by the Company to all employees:

### **Head Protection**

Where there is a risk of head injury, the Company will issue Safety Helmets to all employees

### **Safety Footwear**

Safety Footwear, suitable for its purpose will be provided to all employees free of charge. Where employees wish to purchase a specific brand of footwear, the Company will reimburse the employee the cost of the company footwear on provision of a suitable receipt. All safety footwear will have steel toecaps and will be required to meet recognised standards.

## **Outdoor Clothing**

Where employees work involves employees coming into contact with severe weather, and no shelter is available, suitable outdoor clothing will be provided by the Company.

## **High Visibility Clothing**

Is to be worn on all sites where vehicles/Mobile Plant are present, and will be provided by the Company.

## **Gloves, Safety Goggles & Hearing Protection**

Will be provided by the Company where the Risk Assessment for the task requires that they are worn.

All PPE issued must be recorded on the Company PPE Issue form (**JCL13**), maintained by the Managing Director.

## **Sub-contractors**

The above requirements must be adhered to by all Sub-contractors, who will be required to ensure that all of their employees wear suitable PPE at all times.

### **3.23 SAFE ACCESS**

There is to be safe access to all workplaces, be it by road, gangway, passage, hoist, staircase, ladder or scaffold, achieved as follows:

- Walkways will be kept free from obstruction;
- Access routes will be kept clear of tools and equipment;
- Edge protection provided to all areas of workplace at height
- Holes and openings in floors will be securely covered or fenced;
- Artificial lighting will be available for work after dark;
- Nails in timber hammered down or removed;
- A tidy site with materials stored in safe positions;
- Proper arrangements for the gathering and disposal of waste;
- Waste will be cleared regularly to designated areas to await disposal;
- Spillage's will be cleared up as soon as possible

## 3.24 SCAFFOLDING

### **Erection and Dismantling of Scaffolding**

- All scaffolding work will be carried out under competent and experienced supervision. All scaffolders, except trainees, will be experienced, CITB trained and competent in their work.
- All scaffolding will be inspected and certificated before use using Form **(JCL14)** contained in the Site Safety File.
- All scaffolding will be erected under a safe system of work and will include the use of fall arrest harnesses where a person can fall 4m or more.
- Once a safe working platform is in place, to include, handrails, toeboards and a fully boarded platform, harnessing may be removed.
- All scaffolding platforms will be constructed and dismantled in accordance with HSE Guidance SG4-05, The Work at Height Regulations 2005 and BS5973/EN 12811.
- Scaffolding will be thoroughly inspected before use, after any adaption and every 7 days thereafter.
- Public protection will be provided during erection and dismantling to include physical barriers or a scaffolding fan.
- All alterations to scaffolding MUST be carried out by a trained scaffolder at all times.

All Scaffolding contracts must be accompanied by a detailed Method Statement, issued to and approved by the Managing Director before work commences.

### **Tower Scaffolding**

**Before using Tower Scaffolding you should ensure that:**

- Maximum height to base ratio is 3:1 before outriggers are used;
- Only to be erected by trained and competent persons
- They are fastened to a structure when necessary;
- Any ladders are fastened inside the tower on the narrowest side;
- Edge protection is provided on the platform, e.g. guard rails and toe boards;
- No ladders are used off tower scaffolding platforms;
- Are used only on good ground, clear of hole covers, made up ground and excavations.

All scaffolding will to be inspected at least once a week and after bad weather. The Managing Director is responsible for nominating either himself or another competent person to carry out such inspections and, having done so, to record the result of the inspection on form **(JCL14)**.

## 3.25 LADDERS

**Before using Ladders you should ensure that all other methods of accessing the work at height have been considered by Risk Assessment. If Ladders are to be used, you should ensure the following:**

- Must be in good condition, free from defect;
- Must be secured near the top or bottom, or weighted and footed;
- Must rise at least 1.05m above the platform for easy access;
- Must be pitched at the correct angle (4:1) and positioned as close to the work as possible.
- Must be suitable for the purpose, i.e. Class 1 or 2 Industrial use
- Must be inspected before use by a competent person

## 3.26 ROOF WORK

**All works to roofs e.g. fitting edge protection will be accompanied by a specific Safe Working Method Statement**

Before carrying out Roof Work you should ensure that:

- Warning notices are displayed on fragile roofs;
- No access is made to a fragile roof without safeguards for employees and any persons below;
- Fall protection is provided below, e.g. Safety netting, Scaffolding Crash Deck. Where this is not possible, Fall Arrest Harnessing must be provided.
- Crawling ladders or boards are provided in the absence of a safe handhold or foothold on a pitched, slippery or fragile roof;
- Fragile roofing or roof lights adjacent to roof valleys, parapets or work areas are covered or fenced off with a Guardrails to prevent persons or goods falling through;
- Edge protection is provided to prevent falls of persons or goods, of sufficient strength to stop a person rolling down the roof;
- Nothing can be thrown from the roof;
- A detailed Method Statement is in place and understood by all employees.

## 3.27 EXCAVATIONS

Although an essential part of the construction process, excavations are a major hazard to employees working within or close to them. When working with excavations, you should ensure that:

- A full risk assessment is carried out on the work within and around the excavation before work commences.

- A detailed Method Statement is formulated and all control measures outlined to all persons involved. **You MUST understand this!**
- There is clear access and egress to all areas of the excavation, including safe access and egress within the excavation.
- A full survey has been carried out for underground services by a competent person, and is recorded.
- Spoil and materials are stored at least 3m away from the excavation edge.
- Any contamination has been identified and suitable control measure implemented where this has not been removed from site.
- All deep excavations are fitted with rigid edge protection to prevent falls.
- All excavations are inspected daily by a competent person and are recorded in the site Inspection Register.
- All excavations close to an existing structure are individually assessed by a qualified Engineer before work commences.
- A permit to dig form (**JCL15**) is completed and issued before work commences.

### **3.28 DEMOLITION**

Statistics show that accidents that occur during the demolition process are more likely to be fatal than those in other areas of construction work. The more significant causes of accidents which have high potential for serious injury are premature collapse of buildings and structures, falls from working places and access routes.

Although **ALL** demolition work under the control of J1 Construction Ltd will be carried out by trained, qualified and competent Demolition Contractors, the Managing Director will satisfy himself that the following procedures are followed:

#### **Planning**

- Structural surveys are available for all demolition projects
- Suitable Asbestos Surveys have been carried out and the information passed to all parties.
- Any storage information on chemicals or plant within the building
- All notifications are made to the relevant authority

#### **Demolition Survey**

The demolition survey should:

- Plan the intended method of demolition
- Identify adjoining properties that may be affected
- Identify the need for shoring work to adjoining properties
- Identify the structural condition of the building, as this may affect the demolition process.

## **Method Statement**

The Method Statement should be easily understood and agreed at all levels of the construction team, and include at least the following:

- The sequence of events and method of demolition
- Details of personnel access, working platforms, machinery and fall arrest equipment.
- Details of any pre-weakening of structures to be demolished.
- Details of personnel and public protection.
- Details of the removal of live services
- Disposal of waste
- Environmental conditions, e.g. noise, dust, pollution of water etc.
- Control of transport
- Management and operative training
- Welfare arrangements
- Management structure for the demolition team
- Type of demolition process, e.g. piecemeal, controlled collapse, etc.

## **Training**

The Managing Director will satisfy himself that all persons involved in demolition are fully trained and competent in the work at hand, to include:

- CITB 'Top Man' qualifications for all demolition supervisors
- CITB 'demolition operatives' qualifications for the demolition team

### **3.29 CONFINED SPACES**

Serious accidents have occurred and continue to occur, whilst work is being done inside confined spaces. The chief risks are those associated with toxic and/or flammable gases, fumes and vapours and neglect or ignorance of the necessary precautions can lead very easily to tragic results. A significant number of such accidents are fatal, and multiple fatalities are not uncommon.

The term 'confined space' has a wide application throughout industry. Some situations are fairly obviously confined spaces -- e.g. reaction vessels, closed tanks, large ducts sewers, and enclosed drains, but others which are less obvious can be equally dangerous -- e.g. open topped tanks and vats (particularly where heavier-than-air gases or vapours may be present), closed and unventilated rooms, and medium-sized and large furnaces and ovens, in which dangerous accumulation of gases can build up because of the restricted air circulation even though the door is left open.

If an area is suspected as having the potential to be a confined space, you should ensure that:

- Work stops immediately
- The Managing Director is notified immediately
- A Risk Assessment is carried out on the confined space by a trained, competent person and a Permit to enter form (**JCL16**) is completed and issued.
- All air testing is carried out by a trained, competent confined space supervisor.
- The confined space is entered by fully trained, qualified, competent persons only.
- A method statement is formulated for all works within the confined space
- All work is carried out under the direct supervision of a trained confined space supervisor at all times.

**DO NOT ENTER ANY AREA YOU SUSPECT IS A CONFINED SPACE**

### **3.30 VEHICLES, PLANT AND EQUIPMENT**

The Provision and Use of Work Equipment Regulations 1998 applies to all types of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools, power tools, ladders, cranes etc. Company vehicles used on the public highways are also classed as work equipment. Below is J1 Construction Ltd policy in relation to Plant and equipment.

- All plant and equipment must be suitable for its intended purpose
- All plant will be maintained and inspected at regular agreed intervals.
- Power tools to be returned to secure storage overnight;
- Young persons (under 18) not to use power tools unless supervised;
- Cartridge and air operated tools must be used by authorised persons only
- PPE will be issued and must be worn by users whilst using power tools
- Abrasive wheels should be mounted only by persons trained and appointed to do so;
- No use of compressed air to blow down clothing, work pieces or work areas.

## Inspection and Assessment

All plant, including hired plant, will be inspected by users before use. All inspections of plant will be recorded on form **(JCL17)** and kept in the Site Office and archived at the Head Office when the site is complete. An assessment on the choice of plant and its inspection will be carried out by the Managing Director.

## Work Equipment

- Must be suitable for the task and adequately maintained;
- Must be used only by authorised persons;
- Must be used only if there is adequate information, instruction and training;
- Must have all dangerous parts guarded;
- Must have safeguards for the user against any discharges, fires, explosion etc;
- Must have protection for the user against burns, scalds or sear;
- Must meet minimum UK and EEC requirements on controls and control systems;
- Must bear any appropriate H & S warnings and notices.

## Vehicles and Mobile Plant

### General

- All plant shall be assessed to identify whether restraining systems, roll over protection and falling object protection is required as regulated by The Provision and Use of Work Equipment Regulations 1998.
- Safe entry and exit points to be provided, with adequate turning room and good visibility for operators. Where necessary, a Banksman/Slinger will be provided.
- Where reasonably practicable to do so, separate pedestrian routes will be provided.
- Wherever possible, all vehicles will be provided with an audible reversing alarm.
- Never overload vehicles, as they will become unstable.
- No passengers are to be permitted to ride on site vehicles unless a safe, suitable seat has been provided.
- Only drain or fill fuel tanks in designated fuelling areas.

## 3.31 LIFTING EQUIPMENT

All lifting equipment and lifting activities shall conform to The Lifting Operations and Lifting Equipment Regulations 1998.

Project Foremen will be responsible for ensuring that all lifting equipment used on site holds examination and inspection certificates, and that the operator is suitably trained and competent to operate the specific lifting equipment.

The Managing Director is responsible for ensuring that all identified maintenance is implemented and that all new plant and equipment meets health & safety standards before it is purchased.

### General

- All lifting equipment is to be delivered to site in good time and the Managing Director is to ensure that the site is prepared for it.
- All lifting equipment and accessories must be marked with their SWL
- All lifting equipment is to have proof of thorough examination and regular inspections.
- All equipment is to be set up and operated by trained and experienced workers
- All lifting operations must be properly planned and supervised by competent persons, who shall be responsible for co-ordinating site activities so that those involved in the lifting operations do not endanger other workers and visa versa.
- All lifting equipment must be formally inspected before use and every 7 days thereafter using form **(JCL18)**

The following Guidance should be followed during the use of Lifting Equipment:

- All operators have received suitable, recognised training
- No person under 18 operates the plant
- Speed is kept to a minimum
- Designated traffic routes are followed
- Ground conditions are suitable
- All loads are secured
- Operators are trained in the inspection of the plant

A detailed Method Statement and Lifting Plan must be provided for all lifting operations at least 7 days in advance of the work commencing.

## 3.32 HAND TOOLS

The Company uses in its daily work operations hand tools including:

- Percussion Tools
- Abrasive Wheels
- Electrical tools & Electrical Leads

### Percussion Tools

When using Percussion Tools you should ensure that:

- The item of plant has been tested and inspected by a competent person
- You are competent in the use of the plant
- All lead and components are in good condition
- The Vibration level has been obtained and is clearly available
- A vibration Risk Assessment has been carried out on the plant
- Suitable hearing and eye protection is available and is worn

### Abrasive Wheels

When using abrasive wheels you should ensure that:

- The operator is fully trained and competent in its use, maintenance and wheel changing
- All specifications on wheels and the plant are clear and understood
- Suitable PPE is issued and worn
- It has been inspected by a competent person

### Electrically Operated Tools and Electric Leads

When using electrically operated tools and electric leads you should ensure that:

- The operator is fully trained, authorised and competent in its use, inspection and maintenance
- The equipment is 110v double insulated, and earthed from all metal parts;
- The equipment has connections intact, no missing covers, bars, conductors or damaged cables.
- The equipment has been portable Appliance tested
- Has been thoroughly inspected before use
- The equipment shows no visual sign of damage
- Suitable PPE is worn
- All moving parts are suitably guarded
- All connections are free from damage

## General – Hand Tools

- Tools are to be regularly checked and thoroughly inspected before storage and, if worn or damaged, they are to be repaired or discarded
- When not in use, tools should be suitably stored, with sharp edges covered
- No tools are to be left laying on site, as they present a tripping hazard
- All defects should be reported to your immediate Supervisor who will ensure the tool is removed from use
- All tools should be cleaned of dirt and moisture daily

### **3.33 ELECTRICITY**

Working with electricity can be extremely dangerous, resulting in burns, electric shock and death. Therefore all due care should be taken when working with or close to electricity.

Where there is a risk of contact with electricity you should:

- Ensure a detailed Method Statement has been formulated by a competent person and all details passed to employees.
- A permit to work system is operated for all 'live work', and controlled by a competent person.
- All work areas are checked for underground and overhead electricity cables by a competent person.
- All electrical installations are checked by a competent, trained Electrician.
- All power tools and leads are free from damage and have been checked by a competent person.
- All electrical equipment has been portable appliance tested (PAT)
- If in doubt about any electrical equipment, consult the Head Office.

### **3.34 MANUAL HANDLING**

The Company will carry out risk assessment for manual handling operations and endeavour where practical to use safe working practices to avoid necessity of manual handling materials. All Manual Handling tasks will be carried out using Form **(JCL19)** contained within the Site Safety File. Sub-contractors will be required to carry out suitable risk assessment for Manual Handling on all sites and to ensure a copy is issued to J1 Construction Ltd before work commences.

All loads will be individually assessed and the following sequence followed:

- Can the moving of the load be eliminated?
- Can the load be split?
- Can the lift be mechanised?
- Can the load be 'Buddy' lifted by two persons?
- Have individual lifting capabilities been assessed?

Employees are recommended to follow the following advice when lifting:

- Assess the load – check it is not dirty or has rough/jagged edges;
- If you are concerned that a load is too heavy – don't move it – particularly if you have a bad back;
- Hold the load close to you to reduce the risk of stress to the lower back and to maximise stability;
- If the load is unevenly distributed hold the heaviest part to your body;
- When lifting loads from the ground use your leg muscles rather than your back;
- Stand as close to the load as possible and face it square on. Avoid twisting your body while lifting;
- If you are lifting from the ground to a height, break the lift into two actions, i.e. from the ground to the waist level and then waist to level;
- Split the load if possible;

### 3.35 HOT WORK

- All works involving the use of naked flame, sparks or heat will be carried out under the control of a Hot Work Permit Form (**JCL6**) contained within the Site Safety File.
- Fire fighting equipment will be available at all times.
- Hot work permits **MUST** be issued and signed off by a competent person for all hot work.
- Any hot work found to be carried out without the correct control measures in place will result in disciplinary procedures being implemented.

### **3.36 SAFE HANDLING OF SUBSTANCES**

- The Company is committed to an assessment and control programme aimed at risk reduction in accordance with The Control of Substances Hazardous to Health Regulations 2002 by such measures as:
- Finding safer substitutes for hazardous materials;
- Controlling the risk at source by ventilation etc;
- Selecting safer methods, such as brushing or rolling rather than spraying;
- Good housekeeping, to avoid a build up of contaminants;
- Personal protection, for immediate control of short-term exposure.

### **3.37 HAZARDOUS SUBSTANCES**

- The impact on H & S of all substances in use will be assessed and a record of assessment kept;
- Where assessments are carried out specifically, they will be carried out by a competent person using Form **(JCL20)** contained within the Site Safety File.
- Employees are informed, instructed and trained on the risks and precautions;
- Exposure of employees will be controlled so far as practicable (ventilation etc.) with PPE provided if preventive measures alone will not suffice;
- Where necessary, the exposure of employees will be monitored and the health surveillance of employees set up;

### **3.38 FUELS, GASES AND FLAMMABLE SUBSTANCES**

The following rules are to be observed on handling storage:

- Gas cylinders will be carried on open vehicles, stored upright.
- Oxygen to be stored away from oils, greases and fuel gases;
- Cylinders to be inspected and tested for leaks upon receipt;
- Flammable materials to be stored away from fuels and fuel gases;
- Diesel fuel to be stored in the open in a fully bunded compartment;
- Paints and chemicals to be kept in a secure fire-resisting enclosure, kept closed;
- No storage of fuels and gases near excavations;
- Fire-fighting facilities to be located near storage and work areas;
- Storage areas must be marked with relevant safety signs (No Smoking etc).

The following precautions overleaf are to be observed in use:

- No smoking or naked flames near cylinders;
- Cylinders to be kept away from burners;
- Hoses to be kept away from traffic;
- Burners, bitumen boilers etc, not to be left unattended whilst alight;

All flammables to be returned to secure storage at night and any valves on static equipment secured against interference.

## **Domestic Gas Appliances**

The Gas Safety (Installation and Use) Regulations prohibit an employer from allowing their employees to carry out work in relation to gas fittings unless they are a member of a class of persons approved by the Health & Safety Executive. It also prohibits a self employed person from carrying out such work unless they are a member of such a class. To be a member of a class of persons approved by the Health & Safety Executive, all businesses and self employed people who work with gas fittings must register with CORGI.

**All work to install, commission or repair any gas appliance MUST be carried out by a competent CORGI Registered person, appointed by J1 Construction Ltd.**

**Proof of CORGI registration will be required before any works are allowed to be carried out on domestic Gas installations.**

### **3.39 NOISE**

The Control of Noise at Work Regulations 2005 came into effect on the 6<sup>th</sup> April 2006. They replace the Noise at Work Regulations 1989 and identify the responsibilities of both employers and employees with respect to noise hazards in the workplace. In essence, the regulations now require a risk assessment based approach and require the following important actions:-

- A noise risk assessment must be carried out and recorded if there is reasonable evidence that employees are exposed to significant levels of noise. The assessment must contain a reliable indication of the level of employee noise exposure and include a plan of what needs to be done to protect employees from noise.
- Reduce noise exposure by reducing noise levels. This involves the use of technical, engineering and working methods. Personal protective equipment is to be issued to tackle the immediate risks and when control measures have not reduced exposure below the specified Action Levels.
- Provide suitable personal protective equipment and ensure that it is properly maintained and is worn correctly, all the time they should be worn.

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- Ensure the new noise Exposure Limit of 87dB(A) LepD or 140dB(C) peak are not exceeded. This includes the noise level at ear and includes measuring and monitoring hearing ability, ie audiometric testing.
- Inform, advise and instruct employees to ensure they are aware of the risks they face from noise exposure, the level of exposure, the control measures to be implemented and where appropriate the details of the health surveillance programme.

## Assessing and Recording Noise Exposure

Employers are required to assess noise exposure if it is likely that employees will be exposed above the first or peak action levels:

- To ensure that everyone likely to be exposed is identified
- To obtain enough information to guide the action required by the Regulations.

## The control of Noise at Work Regulations 2005 Require:

- Adequate assessment and records
- Reduction of the risk of hearing damage
- Reduction of noise exposure, starting with engineering controls
- Provision and maintenance of hearing protection
- Provision of information and training for employees
- Manufacturers and others to provide noise data.
- Health surveillance for all employees who may be at risk from noise exposure.

## Action and Exposure Limits

The **lower Exposure Action Level** is a daily or weekly exposure of 80dB(A)

And a peak sound pressure of 135dB(C weighted).

The **Upper Exposure Action Level** is a daily or weekly exposure of 85dB(A) and a peak sound pressure of 140dB(C weighted).

The **Exposure Limit Value** is a daily or weekly personal noise exposure of 87dB(A) and peak sound pressure level of 140dB(C weighted). This level is at the employee's ear while wearing ear protection.

The regulations require that employers ensure that the risk of noise exposure to employees is either eliminated at source or at least reduced to as low as is reasonably practicable.

Where daily noise exposure exceeds the **Upper Action Level of 85dB(A) and 137dB(C) peak** then the work area must be designed a **Noise Hazard Area** where everyone must wear ear protection, even those just visiting the area. Appropriate signage must be displayed at all entrances and within the area.

The employer shall ensure that employees are not exposed to noise above the **Exposure Limit Value of 87dB(A) and 140dB(C) peak**. If this does occur then employers must reduce exposure to below the limit, identify the reason for the limit being exceeded and modify the control measures to ensure it does not get exceeded again.

All Noise activities should be assessed using form **(JCL21)**

**If you feel you are exposed to excessive noise, inform your Supervisor immediately**

### **3.40 VIBRATION**

Vibration is often associated with noise, but is difficult to measure. Excessive exposure through the use of hand held tools and machinery can cause hand-arm vibration syndrome (HAVS) – a painful condition affecting blood circulation, nerves, muscles and bones in the hands and arms. It is more commonly know as Vibration White Finger (VWF).

In its efforts to reduce the risk of exposure to vibration the Company will ensure that:

- Vibration levels will be obtained for all purchased and hired plant
- Carry out a Risk Assessment on the exposure to vibration using the Risk Assessment Form **(JCL22)** contained within the Site Safety File.
- Try to carry out the work without the use of vibrating tools.
- Ensure the right tool for the job is issued.
- Ensure all tools have been maintained, sharpened and anti-vibration handles fitted where applicable.
- Provide job rotation work breaks to reduce exposure.
- Ensure all employees are instructed in the precautions to take to reduce the effects of vibration such as, keeping hands warm and exercise their fingers.

## **3.41 ASBESTOS**

All work carried out by the Company within areas that could contain Asbestos, will be fully surveyed by an approved, licensed Asbestos Consultant and a Register of any Asbestos obtained in accordance with The Control of Asbestos Regulations 2006. All details will be forwarded to all employees before work commences. All removal works will be carried out by an approved, licensed contractor, and a Clean Air Certificate issued before employees enter the work area.

- There must be no disturbance of thermal, acoustic or fire insulation without checks for asbestos
- All work on known asbestos insulation or sprayed coatings must be notified to the Managing Director before commencement.
- All removal of Asbestos will only be carried out by a licensed contractor
- If Asbestos is suspected, and no Survey has been carried out, the Managing Director must be consulted immediately and all work stopped in the area.
- All employees to receive instruction in the recognition of Asbestos Containing Materials (ACM's).

**NO WORK SHOULD BE CARRIED OUT UNTIL A FULL SURVEY HAS BEEN CARRIED OUT**

## **3.42 LEAD**

- The presence of lead will be identified if any burning, grinding or metals or handling is necessary (lead paint, flashings, etc).
- Employees will be warned of the hygiene precautions when handling lead;
- Employees must use PPE if lead-in-air level is likely to exceed control limits;
- Blood tests will be carried out every 6 months for users of lead.

## **3.43 ALCOHOL & DRUG ABUSE**

Alcohol or drug abuse by any employees or Sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites. Therefore, any person known to be or strongly suspected of being affected by alcohol or drugs must be referred to the Managing Director, who will arrange for that person to be removed from site immediately.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, eg heat exhaustion, hypothermia, diabetes, personal emotional problems etc. That person could also be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered, therefore if there is any doubt to the person's condition or cause of the condition, medical advice should be sought immediately.

### **3.44 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

J1 Construction Ltd will carry out all notifiable works in accordance with The Construction (Design & Management) Regulations and carry out all duties assigned in accordance with the above regulations at all times.

#### **Working as a Contractor on all projects, the Company will:**

- Ensure the Client is aware of his duties under these Regulations.
- Plan, manage and monitor all construction work under their control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Ensure that any contractor appointed is informed of the minimum amount of time which will be allowed for planning and preparation before he begins construction work.
- provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health, including:
  - suitable site induction, where not provided by any principal contractor;
  - information on the risks to their health and safety identified by his risk assessment; or arising out of the conduct by another contractor
  - any site rules;
  - the procedures to be followed in the event of serious and imminent danger and the identity of the persons nominated to implement those procedures.
- Provide employees with any health and safety training required by the Management of Health and Safety at Work Regulations 1999.
- Ensure that no work commences on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

**When acting as Principal Contractor on notifiable projects, the Company will:**

- plan, manage and monitor the construction phase in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health or safety, ensuring:
  - co-operation and co-ordination between persons concerned in the project; and the application of the general principles of prevention;
  - liaison with the CDM co-ordinator during the construction phase in relation to any design or change to a design;
  - welfare facilities sufficient to comply with the requirements of Schedule 2 of the Regulations are provided throughout the construction phase;
  - where necessary for health and safety, draw up rules which are appropriate to the construction site and the activities on it (referred to in the Regulations as “site rules”);
  - give reasonable directions to any contractor so far as is necessary to enable them to comply with their duties under these Regulations;
  - ensure that every contractor is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work;
  - where necessary, consult a contractor before finalising such part of the construction phase plan as is relevant to the work to be performed by him;
  - every contractor is given part of the construction phase plan as is relevant to the work to be performed by him;
  - they identify to each contractor the information relating to the contractor’s activity which is likely to be required by the CDM co-ordinator for inclusion in the health and safety file and ensure that such information is promptly provided to the CDM co-ordinator;
  - that the particulars required to be in the notice to the HSE are displayed in a readable condition in a position where they can be read by any worker engaged in the construction work; and
  - take reasonable steps to prevent access by unauthorised persons to the construction site.
  
- prepare a construction phase plan which is sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be started so far as is reasonably practicable without risk to health or safety, paying adequate regard to the information provided by the designer and the pre-construction information;

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- update, review, revise and refine the construction phase plan so that it continues to be sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be carried out so far as is reasonably practicable without risk to health or safety; and
- arrange for the construction phase plan to be implemented in a way which will ensure so far as is reasonably practicable the health and safety of all persons carrying out the construction work and all persons who may be affected by the work.
- take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and includes suitable and sufficient measures to address such risks, including any site rules.
- consult those workers on matters connected with the project which may affect their health, safety or welfare

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I \_\_\_\_\_ acknowledge receipt of and undertake to read and comply with requirements of Parts 1 2 and 3 of the Company Safety Policy. I understand compliance with the Company Safety Policy forms part of my terms and condition of employment with J1 Construction Ltd

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_