

Structuretone Ireland

HEALTH & SAFETY POLICY MANUAL

HEALTH & SAFETY POLICY MANUAL

Contents

Contents.....	2
Amendment Record	4
Health and Safety Policy Statement.....	5
Health and Safety Management Structure Chart.....	6
Responsibilities of Staff	6
Arrangements For Policy Implementation	15
Monitor and Review Of The Policy	15
Project Planning Procedures.....	16
Introduction	16
Effective Planning	16
Key Phases to the Planning Process	17
Safety, Health and Welfare At Work (Construction) Regulations 2013	19
Scope.....	19
Project Supervisors - Responsibilities	19
Principal Contractor - Responsibilities.....	20
Designers - Responsibilities	21
The Pre-construction Information	21
The "Health and Safety File"	22
Risk Assessments	23
Standard Forms located in Health and Safety plan	24
High Risk Operations and Method Statements	25
Permit To Work Procedures	27
Electrical Permit Procedure.....	27
Plant.....	28
Training Policy and Procedures	29
At The Planning Stage	29
Monitoring Training Needs	30
Control Measures.....	30
Accident / Incident Management Procedure.....	31
Introduction	31
Reporting.....	31
Investigation	31
Selection and Control of Sub Contractors	33
Objective	33
Sub – Contract Selection.....	33
Communication and Consultation	35
Communication, Motivation and Discipline.....	35
e) Compliance	37
Company Offices (Not Including Site Offices)	40
Office Manager and Department Heads.....	40
Welfare Arrangements	40
First Aid Arrangements.....	40
Site Offices.....	42
General Requirements	43
Welfare Requirements.....	43

HEALTH & SAFETY POLICY MANUAL

Site Welfare Facilities.....	44
First Aid Arrangements for Sites	46
Fire Precautions	49
Food Hygiene – Kitchens & Canteens.....	50
Planning	50
Monitoring	50
Training	50
Risk Assessment Library	53
Risk Assessment Table.....	53
High Risk Activities.....	54
Demolition/ Refurbishment.....	54
Electrical Installation works adjacent to live services	56
Entry into confined spaces	59
Fire	61
Ladders	65
Manual Handling and lifting	67
Mobile Scaffolds.....	69
Site Tidiness.....	71
Welding	73
Work at Height	75
Temporary Works.....	76
Medium Risk Activities	77
Abrasive Wheels	77
Abrasive Wheels	77
Health Hazards (Hazardous substances).....	79
Noise	82
Permit to work	84
Personal Protective Equipment.....	88
Pressure Testing and Commissioning of Works.....	90
Site Set-up	91
Low Risk Activities.....	94
Cartridge Tools.....	94
Hand Tools.....	96
Purchased Materials.....	97
Weil's Disease.....	98

HEALTH & SAFETY POLICY MANUAL

Amendment Record

DATE	ITEM	BY	NOTES
Dec 2009	Development of a new H/S policy for Ireland operations	RS	N/A
Dec 2010	Update of the general policy statement and org chart	RS	N/A
Dec 2011	Update of the general policy statement and org chart	RS	N/A
Dec 2012	Update of the general policy statement and org chart	RS	N/A
November 2013	Update of the general policy statement and org chart and regulations	RS	N/A
November 2014	Update of the general policy statement and org chart and regulations	RS	N/A
May 2015	Update of risk assessments, org chart and regulations	F.O'R	N/A
November 2015	Update of the general policy statement and org chart and regulations	RS	N/A

HEALTH & SAFETY POLICY MANUAL

Health and Safety Policy Statement

It is the objective of StructureTone that a high standard of health & safety will be achieved and maintained on all of our business activities.

All provisions of the Safety, Health and Welfare at Work Act (2005) and other statutory requirements shall be complied with as a minimum standard. We will strive for improvements in our health and safety standards and will take all effective measures, which add value to the standards, in sustaining these improvements.

Risks to the health and safety of our employees, members of the public and all other persons affected by our works shall be assessed and safe systems of work devised.

We shall provide working environments that are in a safe condition without risk to health, and that have a safe means of access to and egress from.

Appropriate arrangements for putting into effect the Health & Safety Policy will be implemented and all safe working procedures followed.

We will ensure adequate provision is made for First Aid, Welfare facilities and Fire Prevention.

The ultimate responsibility for Health and Safety lies with the Board of Directors. In the event of difficulties arising from the implementation of this Policy reference must be made to the Board of Directors.

Implementation of this Policy is a line management responsibility at all levels together with participation of all employees. StructureTone have appointed a Health and Safety Manager to assist in the implementation and management of the Policy. Responsibilities will include monitoring compliance with its requirements.

The Policy will be communicated to all employees, contractors and other interested parties. All employees are expected to co-operate with us in achieving these objectives. A copy of our Health and Safety Policy Statement will be displayed prominently at all sites and workplaces.

Each employee in the organisation will be given such information, instruction and training as is necessary to enable safe performance of their work activities. Adequate facilities and arrangements will be maintained to enable all employees to raise issues on health and safety and to facilitate two-way communication/consultation. Training needs will be identified via annual appraisal.

Signed:



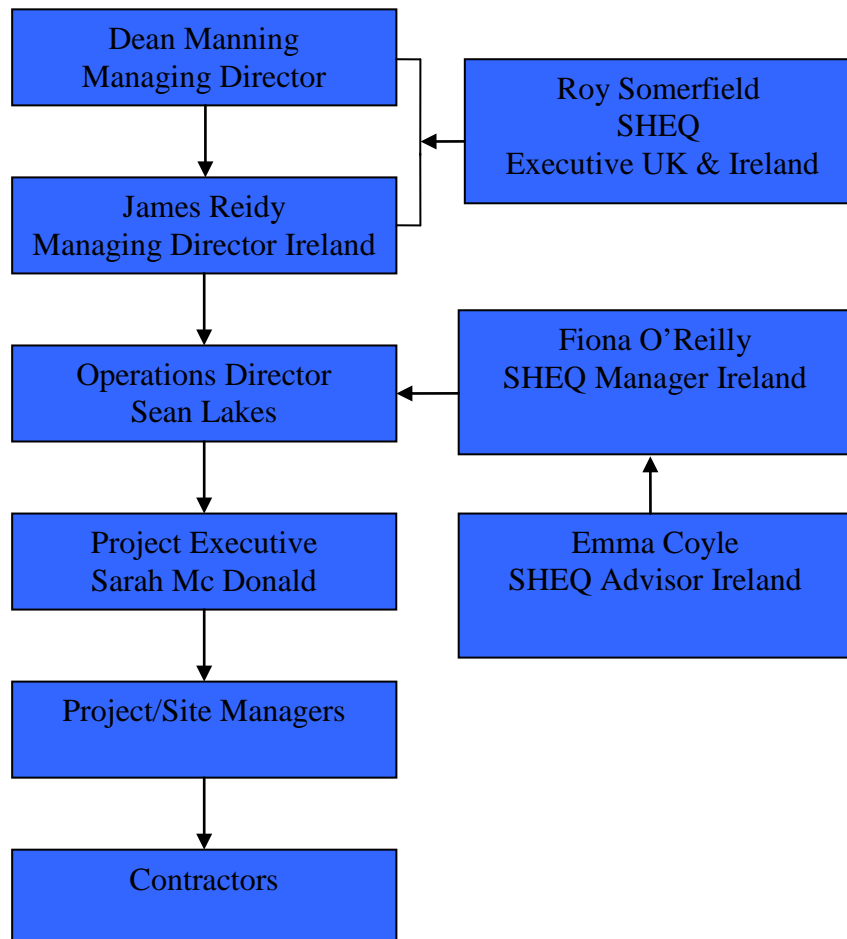
Dean Manning
Managing Director
1st November 2015
Overall Responsibility for UK and Ireland Operations



James Reidy
Managing Director Ireland operations
1st November 2015

HEALTH & SAFETY POLICY MANUAL

Health and Safety Management Structure Chart



HEALTH & SAFETY POLICY MANUAL

Responsibilities of Staff

ALL PERSONNEL

- Understand the Company Policy for Health, Safety and Welfare.
- Set a personal example by wearing appropriate protective clothing/personal protective equipment when on site.
- Work in a safe manner at all times.
- In respect of Health, Safety and Welfare assist the company in achieving “Company Standards”. Individuals who are considered to consistently ignore this aim will be subject to disciplinary action.
- Employees are provided with a copy of the StructureTone Employees Handbook Ireland Rev A. The Company will not condone any infringement on personal integrity through any form of Bullying, Harassment or Sexual Harassment as referred to in the StructureTone Employees Handbook Ireland Rev A section 8. This section also outlines the Company Policy in relation to Respect and Dignity at Work. Equality of Opportunity Policy is included under section 9. (T:\Quality Folder\Quality Management Plan)
- Employees who drive between projects must ensure they refer to StructureTone ‘T’ drive, Health and Safety Authority Driving for Work:- Drivers Tips.

DIRECTORS

- It will be the responsibility of all Directors to ensure the wellbeing of all persons employed by StructureTone.
- Provide the organisation, finances and resources necessary for the implementation of the StructureTone Policy for Health, Safety and Welfare.
- Be aware of the statutory requirements affecting Company operations and seek further advice when necessary.
- Ensure that staff at all levels receives appropriate training.
- Monitor the safety performance of sites through the Safety Manager and take appropriate action whenever a site's safety performance is not up to Company Standards.
- Actively promote at all levels the Company's commitment to effective safety management.
- Ensure that all new staff is issued with a copy of the Company Policy for Health, Safety and Welfare.

HEALTH & SAFETY POLICY MANUAL

- Set a personal example by wearing appropriate protective clothing/personal protective equipment when on site.
- The Board of Directors will ensure that decisions made reflect the Company's Health and Safety intentions as identified in the Policy Statement.
- The Board of Directors have nominated one Director as having particular responsibility for Health and Safety within the Company. The duties of the **Director Responsible for Health and Safety** will include:
 - Understanding the statutory requirements affecting the company's operations and keeping the board informed.
 - Ensuring that, where the Company commissions any "construction work" as a "client" or acts as an agent for another organisation for such work the requirements of the Construction Regulations 2013 are complied with, in particular the appointment of a Project supervisor and main Contractor.
 - Ensure that there is a system in place to provide staff with the required training appropriate to their job functions and the training needs of individuals are regularly reviewed against job requirements. Ensure that records are maintained.
 - Ensure all projects have sufficient first aid cover.
 - Reprimand any member of staff failing to discharge their duties in accordance with Company standards.
 - Lead by personal example.
 - Arrange for regular meetings with senior management to discuss; Company health and safety standards, accident investigations, safety performance and areas for improvement.
 - Annually review the Company's Health & Safety performance with the board of Directors.

PROJECT EXECUTIVE/MANAGERS

- Identify the role and responsibility of StructureTone. In respect of the Construction Regulations, for each project.
- Ensure that the Project Team prepares a Construction Phase Health and Safety Plan at the start of the contract, and that they operate in accordance with it.
- Undertake a Manual Handling Assessment of relevant site activities when developing the Health & Safety Plan.
- Ensure that the regular progress meetings include safety as an agenda item and Weekly Site Managers Safety Checks take place on site every week, in accordance with Company Policy.
- Monitor the overall safety performance of sites and ensure that action is taken whenever sites fail to meet Company Safety Standards.
- Ensure the Health & Safety Manager is involved at pre-contract stage on all new contracts.

HEALTH & SAFETY POLICY MANUAL

- Ensure the Health & Safety Manager is informed about remedial and contract maintenance works.
- When placing sub-contract orders, ensure that the Selection and Control of Sub-Contractors Procedure is followed.
- Discuss safety matters with site management teams at regular site management meetings.
- Plan safety into work activities and ensure the site teams have adequate time, resources, information, skills and training to carry out the operations to Company Standards.
- Ensure that the overall safety performance of sites is discussed at regular intervals with all supervision, including sub-contractors.
- Report any problems or improvements to this policy to the appropriate Director or Health & Safety Manager.
- Actively promote at all levels the Company's commitment to effective safety management.
- Set a personal example by wearing appropriate protective clothing/personal protective equipment when on site.

SITE MANAGER

- Ensure that all site supervisors are aware of their responsibilities.
- Understand the roles and responsibilities of StructureTone in respect of the Construction Regulations for that particular site.
- Help Prepare a Health & Safety Plan at the start of the contract and ensure that the project team operates in accordance with it.
- Ensure ALL new employees, including sub-contract employees, are instructed on StructureTone safety requirements, including project specific requirements.
- When placing sub-contract orders, ensure that the Selection and Control of Sub-Contractors Procedure is followed.
- Organise and plan sites so that work is carried out to Company Standards with minimum risk to employees, other contractors, and members of the public, equipment, materials and the environment. Bring to the attention of the Project and/or Construction Manager and Health & Safety Manager any improvement required or problems being encountered.
- Plan safety into site operations; in particular by effective use of the progress meetings, where safety is an agenda item, supervisor's meetings and safety briefings.

HEALTH & SAFETY POLICY MANUAL

- Ensure that adequate supplies of personal protective equipment are available on site.
- Make full use of the services of StructureTone Health & Safety Manager and ensure that all recommendations are actioned. Report immediately any dangerous occurrences, reportable accidents, disciplinary action or HSA visits to the Health & Safety Manager.
- Ensure that all sub-contractors are made aware of their responsibilities for safety on your contract.
- Actively promote at all levels the Company's commitment to effective safety management.
- Ensure that COSHH, Manual Handling, Noise and Risk Assessments are effectively monitored, reviewed and available on site.
- Identify the requirements for method statements, and ensure they are produced and approved on time. Identify required distribution (e.g. Foremen, Supervisors, Operatives, Client, and Professionals) and ensure it is strictly followed and controlled.
- Appoint a responsible person to induct all staff in respect of safety within the site offices.
- Lead by example and promote good health and safety standards at all times whilst on site. Always wear the correct PPE.

SITE SUPERVISORS

- In conjunction with the Site Manager, ensure all new employees, including sub-contractors, are instructed on StructureTone Safety Instructions and written records kept.
- When method statements are produced ensure that all affected persons are briefed as to the contents and monitor operatives for compliance, including sub-contract operatives.
- Ensure that an adequate supply of personal protective equipment is kept on your site and implement disciplinary procedures against any employee who does not make full use of this equipment.
- In conjunction with the Site Manager plan safety into work activities.
- In conjunction with the Site Manager discuss safety with all supervision, including Sub-Contractors, on a regular basis, and record any findings.
- Ensure all statutory and company specific inspections are carried out as prescribed in the Construction Health & Safety Plan.

HEALTH & SAFETY POLICY MANUAL

- Make full use of the services of StructureTone Health & Safety Manager and co-operate with him to achieve Company Standards on site and advise him of all disciplinary measures taken on site.
- Do not allow horseplay, and discipline those who consistently fail to consider their own or others' safety.
- Follow Company Procedures and report any problems in achieving these standards to the Site Manager and Health and Safety Manager.
- Actively promote at all levels the Company's commitment to effective safety management.
- Ensure that the requirements of COSHH, Manual Handling, Noise and Risk Assessments are brought to the attention of all operatives involved.
- Ensure that when permits to work are issued all operatives involved in the work operations understand them.
- Actively encourage employees to report Health, Safety and Welfare problems.

OPERATIVES (Including Sub Contract Labour)

- Read and understand the company health and safety policy and carry out your work in accordance with its requirements and those of any Health and Safety Plan developed for the site on which you are working.
- Ensure that you have received induction instructions for the site you are working on from StructureTone supervision.
- Ensure that you follow the instructions given to you at the Induction, and all subsequent safety briefings (e.g. method statements, risk assessments, manual handling, toolbox talks, etc.) and that you act in a responsible manner.
- Actively participate in the management of Safety by reporting all incidents, accidents and near misses.
- Do not lift anything that you are not physically capable of lifting comfortably. Understand the techniques required to lift safely.
- If in doubt of any risk associated with your work ask you supervisor.
- Always wear the PPE identified, or displayed on signage, and ensure it is worn correctly.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it. Use the correct tools and equipment for the job. Keep tools in good condition. Report immediately to supervision any defects in plant or equipment.

HEALTH & SAFETY POLICY MANUAL

- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Report to supervision any person seen abusing the welfare facilities provided.

Commercial and Site Support Staff

- Ensure persons under your control work in a safe manner.
- Assist the Site Management in achieving Company Safety Standards on site, by reporting unsafe operations and conditions.
- Suggest ways of improving overall safety performance.
- When placing sub-contract orders, ensure that the Selection and Control of Sub-Contractors Procedure is followed.
- Ensure the provision of Support Services in no way compromises Site Safety.
- Set a personal example by wearing appropriate protective clothing/personal protective equipment when on site.

Visitors To Site

- Visitors to site, including StructureTone personnel, must ensure that they receive a visitor's induction on their first visit to a site. All visitors will be accompanied on site.
- Visitors shall ensure that they follow the instructions given in the induction, and act in a responsible manner.
- If visitors to the site need to actual go onto the designated works are they are expected to wear the appropriate PPE at all times.

SHEQ Executive/Manager

- Identify the role and responsibility of StructureTone in respect of the Construction Regulations for each project and agree a course of action with the Project/Construction Manager and Site Manager to satisfy these requirements.
- Assist site management in preparing the Construction Health & Safety Plan, prior to the contract commencing.
- Identify areas/operations which require specific safety/environmental instructions and organise and assist with this instruction on site using visual aids etc., as required.
- Provide information in the form of Instruction's, Best Practice Guidance notes, Codes of Practice, Safety Information Sheets etc., and inform the site management of group accidents/incidents/visits from the Health and Safety Authority and Environment Agency.

HEALTH & SAFETY POLICY MANUAL

- Ensure induction instructions are reviewed on site regularly and are relevant to the work in hand and are effectively carried out on site.
- Review high-risk contractors' method statements, provide any assistance required in assessing method statements, and monitor the implementation of the same on site.
- Ensure by Instructions/advice, information and training those contracts are being carried out to Company Standards.
- Advise the Site Manager if his contract is not achieving Company Safety Standards, and further advise the Project/Construction Manager and Director Responsible for Safety.
- Communicate effectively with the Health and Safety Executive regarding the Policy and inspections, accidents and incidents, ensuring that accidents and dangerous occurrences are reported promptly.
- Investigate accidents/incidents as required by HSA. Make known and discuss all findings/recommendations throughout the Company.
- Liaise with Project/Construction Managers on contract standards and any future changes or additions to the Policy and any specific areas of the policy where particular emphasis is required.
- Monitor the effectiveness of the StructureTone's approach by site inspections and audits and report on improvements necessary. Ensure continuous improvement by continual research.
- Ensure all of the site team is involved in the safety and environmental management of the contract by discussion, briefings, training sessions and effective communication.
- Monitor the effective running of the progress meetings, where safety is an agenda item, and monitor that items requiring attention are actioned.
- Ensure that all risk assessments required by current statute are carried out, information is displayed on the site safety notice board, and that effective arrangements for briefing employees on the above are implemented.

Office Based Staff

- Read and understand the company's safety policy and carry out your work in accordance with its requirements.
- Office based staff are expected to follow all instructions given at Induction and act in a responsible. In general employees must:
 - Take reasonable care for the health and safety of themselves and others whilst at work.

HEALTH & SAFETY POLICY MANUAL

- Co-operate with management to enable compliance.
- Do not intentionally or recklessly interfere with or misuse anything provided for the purposes of health and safety.
- Set a personal example by wearing appropriate protective clothing/personal protective equipment when on site.
- Report any safety issues to their line manager or the Health & Safety Manager.
- Where additional hazards are introduced in your working area or an adjacent area, such as construction work, make sure you comply with the health and safety requirements brought to your attention by your supervisor.
- Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions or training.
- Report any defects in office equipment or machinery immediately to your supervisor.
- Ensure that you know the position of the first aid box and who the first aider is.
- Ensure that you know the procedure in the event of a fire, or other emergency and comply with its requirement. Do not use fire-fighting equipment unless you have been trained in its specific use.
- Report any accident or damage, however minor, to your supervisor.
- It is your responsibility to maintain your work area keeping it tidy.
- Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction, trailing wires, drawing pins, open desk or filing cabinet drawers or doors.
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up, do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Do not smoke in designated “No Smoking” areas and dispose of spent matches, cigarette ends, etc. properly.
- Ensure that when using chemical substances such as cleaners or detergents you make sure you comply with the requirements of any assessment made for its safe use.
- If in doubt check with your supervisor
- When Office personnel visit site they must ensure that they receive a visitor’s induction. All visitors will be accompanied on site

HEALTH & SAFETY POLICY MANUAL

Arrangements For Policy Implementation

Monitor and Review Of The Policy

In order to comply with Health and Safety this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the Statutory Requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to its implementation and techniques of risk control.

The outcomes of the monitoring, evaluation and review processes are to secure:

- v The maintenance and development of an effective health and safety policy.
- v The maintenance and development of an effective organisation to ensure that the policy is implemented.
- v The maintenance and development of improving performance standards.
- v The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes all supervisors and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the company through its management system and/or safety co-ordinating arrangements any areas where this policy is inadequate or ineffective.

The company will make arrangements for the Health and Safety Manager to visit the Company's sites and premises at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of regulations. A report of the inspection will be left on site and a copy of this report will be sent to the Project Management team and the Director Responsible for Safety so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action can be taken to ensure similar problems do not recur on Company sites.

In adopting a pro-active approach to ensure that this safety policy is being effectively implemented, managers have the responsibility to undertake routine safety inspections, assisted by the Health and Safety Manager if appropriate, of their management area. The safety inspection undertaken for each major activity under the manager's control should examine current performance, adherence to requirements and where deficiencies are identified to take practical action to improve standards and/or modify the safety policy. A formal report on the safety audit will be submitted to the relevant director for a review of its findings and recommendations. Such safety inspections should be undertaken on a regular basis, or at specified intervals as appropriate to the risk environment managed by the individual Manager.

A review of overall company performance in health and safety will be undertaken at annual intervals, or other intervals as arranged. The Health & Safety adviser and the company's senior management will discuss safety performance over the preceding period reviewing

HEALTH & SAFETY POLICY MANUAL

accidents, compliance with policy, requirements for competence training and other issues relevant to improving this policy and performance.

The Health & Safety Manager will submit a quarterly report to the Board of Directors outlining Company Safety performance for that period. The report will compare progress measured against the yearly objectives and, where necessary, make recommendations to the board to improve performance.

Project Planning Procedures

Introduction

Our professional management philosophy is based upon principles, which have proved successful in the past. These are:

- Detailed forward planning
- Good communication
- Motivation of the team by the team
- A strong sense of discipline
- Training
- Measurement and review of performance

Effective Planning

Contract safety planning has three distinct phases.

- | | |
|-----------------------------------|--|
| a) Pre-tender | Where known hazards are assessed and resources allocated accordingly. Information can be obtained from: <ul style="list-style-type: none">• Tender Documents.• Meetings.• Site Visits.• Pre-construction information. |
| b) Contract Award | Where the key members of the Project Team meet to discuss and agree actions on all the potential health and safety hazards which are likely to be experienced throughout the contract. At this meeting the development of the Construction Phase Health & Safety Plan (CPHSP) will be formulated. |
| c) Throughout the Contract | A progress meeting where safety is an agenda item will be held regularly to review all expected site activities for the forthcoming period and to discuss in detail the relevant method statements, risk assessments and agreed actions. Discussion will also include training requirements, employment of sub-contractors, utilisation of plant and materials, and the overall co-operation and co-ordination of all parties. The site team then agrees the current safety standard being achieved. This meeting will be recorded. If necessary the H/S Plan will be amended. |

HEALTH & SAFETY POLICY MANUAL

This planning framework is intended to ensure that the appropriate safety procedures are followed on site and that safe systems of work are adopted.

Key Phases to the Planning Process

Tender Stage:

Utilising the pre-construction information provided by the Client/Project supervisor (as appropriate) StructureTone will assess the areas of significant risk and evaluate the resources required to either remove or reduce such risks and thereby enable management to control the activities with minimum residual risk to employees or those affected by the works. Such information may be presented in the form of an initial contract risk assessment detailing major global issues for the project and taking into account the design and construction processes including impact on the environment and the final maintainability of the structure.

Supporting documentation will be submitted with the tender along with any other additional information requested.

Upon Award:

Prior to any works commencing on site the Project Team, including the Health & Safety Manager where necessary, will initiate a pre-start safety meeting with the construction team to discuss and agree actions on all aspects of safety pertinent to the particular project including known hazards, environmental issues, use and control of plant, materials and labour and above all the allocation of their individual roles and responsibilities to ensure the successful management of the project – see Pro-forma for Pre Start meeting in the Construction Phase Health and Safety Plan.

This initial meeting will formulate the basic information to develop the Health and Safety Plan for the project in conjunction with the pre-construction information provided by the Project Supervisor. The Plan will be monitored, reviewed and updated via the regular site progress meetings.

The regular site progress meetings pulls together the management team for the project in order to review, discuss and ensure actions are initiated for the safe completion of the works. Safety will be an agenda item. The frequency of the meetings will be identified in the Construction Phase Health & Safety Plan.

The skills and experience of those present will identify the operations to be undertaken, materials and plant to be utilised, and therefore readily assess the risks. This enables the formulation of a practical method of working taking into account all elements and highlighting particular training requirements, level of supervision and inspection criteria.

The team will also review current activities, all site accidents and incidents, disciplinary action, visits by external professional bodies such as the HSA, company news pertinent to the works and finally staff resources ensuring roles and responsibilities are constantly updated to accommodate holidays and changes of personnel.

HEALTH & SAFETY POLICY MANUAL

Team/Sub Contractor Briefings

The site team will convene a safety meeting for all sub contractors and operatives in order to review current activities, accidents and future activities, thus ensuring full consultation, co-operation and co-ordination by all parties and also providing a forum for feedback to senior site management of current affairs and suggestions for improvement to safe systems of work.

The minutes of these meetings will be formally recorded. The frequency of the meetings will be identified in the Construction Health & Safety Plan.

HEALTH & SAFETY POLICY MANUAL

Safety, Health and Welfare At Work (Construction) Regulations 2013

Scope

The Construction Regulations have been in force since 2013. They establish roles and responsibilities for Clients, project supervisor, Designers and Contractors throughout a project's life cycle ensuring that so far as is reasonably practicable risks are removed, reduced or at the very least managed by competent management resources.

StructureTone Health and Safety Procedures cover planning, utilisation of competent personnel in a co-ordinated team approach, all requirements of the Construction Regulations, training and where necessary discipline. Following the procedures will therefore ensure that StructureTone fulfill their duties as both Principal Contractor/Main contractor and, if necessary, Project Supervisor. StructureTone will ensure all relevant Legislation and Code of Practices are implemented at all times. A review of all Legislation including all new Legislation will be undertaken on a regular basis. The Health and Safety Authority website is available to all personnel- http://hsa.ie/eng/Legislation/List_of_Legislation/.

When appointed as project Supervisor by the Client, the Health & Safety Manager will be consulted.

Project Supervisors - Responsibilities

- Ensure that the design has adequate regard to avoid foreseeable risks.
- Ensure co-operation between all parties
- Advise the client on the measures required to comply with the Regulations.
- Ensure that the contractor is issued with the pre-construction information. The project supervisor retains responsibility for this until work starts on site at which point the responsibility passes to the Principal Contractor.
- Give adequate advice to Client and Contractor with respect to designers' competence.
- Advise the Client that a Construction Health and Safety Plan has been prepared before works start on site.
- Give adequate advice to the Client with respect to Contractor's competency.
- Give notice of the project to the HSA.
- Ensure that the Health and Safety File is prepared.
- Review and amend the Health and Safety File as work proceeds on site. (Supplied by Designers and Contractors).
- Deliver the Health and Safety File to the Client on project completion.

HEALTH & SAFETY POLICY MANUAL

Principal Contractor - Responsibilities

When tendering

Make full allowance of TIME and RESOURCES demonstrating (with documentation) how the Health and Safety Plan will be developed to comply with all Health and Safety obligations.

When appointed

- Develop the Health and Safety Plan prior to commencing work on site, taking into consideration the work and materials of all subcontractors and suppliers.
- Discuss with and advise subcontractors on contents of the Health and Safety Plan, and give information of on-site risks to enable them to comply with Health and Safety obligations.
- Prevent unauthorised site access by fencing and posting of notices.
- Update the Health and Safety Plan throughout the life of the Contract.
- Provide the relevant information for the Health and Safety File.
- Provide site orientation training (training) for all site operatives, both subcontractors and employees, to ensure compliance with the relevant statutory provisions.
- Consider the risk to the safety, health and welfare of everyone on site taking into account the requirements of the COSHH, Noise at Work, Manual Handling and Personal Protective Equipment Regulations.
- Display notification to the HSA.
- Obtain and assess method statements.
- Measure Health and Safety performance.
- Ensure the consultation, co-operation and co-ordination of all parties who work within the site confines.

Actions to Protect Health, Safety and Welfare of those on Site

- Can we eliminate the potential danger?
- Can a substitute material be used?
- Can the work be carried out "off-site" or away from the problem area?
- Can we vary the design to reduce the risk?
- Ensure good working practices.

HEALTH & SAFETY POLICY MANUAL

- Ensure all work areas are clean and tidy.
- Consider potential fire hazards.
- Minimise the use of materials that add to fire risk.
- Ensure that all operatives are aware of hazards and risks, and are properly protected with safety helmets, safety footwear, high visibility jackets and appropriate personal protective equipment i.e., gloves, goggles, ear defenders etc.

Designers - Responsibilities

The designer is obliged (so far as is reasonably practicable) to ensure that the design includes adequate information about aspects of the design or of the materials specified which may affect the Health and Safety of those working on the project.

In determining what is "so far as is reasonably practicable" the risk to Health and Safety produced by a feature of the design has to be weighed against the cost of excluding that feature by: -

- a) Designing to avoid risks to Health and Safety
- b) Tackling the causes of risk at source; or if this is not possible
- c) Reducing and controlling risks by protecting anyone at work who might be affected so yielding the greatest benefit.

The Pre-construction Information

The pre-construction information is provided by the Project Supervisor as part of the tender documentation providing tenderers with information about the project, and with details of potential risks to Health and Safety. Items in the plan will include: -

- Name of the Client
- Name of the Project Supervisor
- Details of the project (nature of construction work)
- Location
- Timescale for completion
- Site environment and surrounding land (i.e., any planning restrictions)
- Existing services, overhead and underground
- Existing traffic systems and restrictions (i.e., bridge restrictions, limits on delivery times, limits on parking times etc.)

HEALTH & SAFETY POLICY MANUAL

- Existing structures (e.g., presence of asbestos, fragile materials etc.)
- Ground conditions (i.e., contamination, instability, subsidence, presence of mine workings, underground obstructions etc.)
- Project design
- Hazardous construction details
- Heavy/difficult materials to be handled
- Other information pertinent to the project with potential risks to safety, health and welfare

The Health and Safety Plan is developed, prior to the commencement of works.

The "Health and Safety File"

The file will have the details of relevant information of risks to Health and Safety, or potential problem areas to assist in subsequent alterations, repairs, redecoration, cleaning or eventual demolition.

Information for the file is to be provided to the project supervisor promptly to enable him/ her to update, review or amend the file accordingly. This information is to be provided by our sub contractors and suppliers, to enable StructureTone to fulfill our statutory duties. This is in addition to the information we have compiled for delivery to the PSDP Co-ordinator.

The project supervisor at the end of the project will give the completed Health and Project Safety file to the Client. If the Client disposes of his interest in the property, he/ she is required to deliver the file to the person who acquires the property.

The contents and required layout for the Project Health & Safety of the file should be included in the pre-construction information. However the regulations specify the following items as the basic requirements of the File: -

- Records/drawings/plans with details of design criteria
- Details of construction methods and materials
- Details of the equipment installed, and maintenance facilities
- Maintenance procedures
- Operation manuals for plant and equipment
- Requirements and procedures for repairing and cleaning
- The nature, details and location of all services and utilities
- The location and details of all fire fighting measures and emergency procedures

HEALTH & SAFETY POLICY MANUAL

- "As-built" drawings

Risk Assessments

The Safety and Welfare at Work Act 2005 place duties on employers and the self-employed to take certain actions as summarised below:

1. Assess the risks to the health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a safety policy document will be acceptable provided arrangements for identifying additional risks are in place.
2. Where the risk is considered to be significant, then this must be recorded in writing and, where relevant, identify those groups of employees being especially at risk.
3. Risk assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly.
4. Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions.
5. Appoint one or more nominated competent persons to assist in complying with requirements.
6. Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures.
7. Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers.
8. Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with each other's activities, and subsequently pass such information to employees in those areas.
9. Provide relevant training to employees in respect of:
 - Duties and tasks allocated to them.
 - Induction on first being employed.
 - When transferred to new work or given increased responsibility.
 - When changes in work equipment or methods are introduced.

The training must be repeated periodically and take account of changes, and also take place during working hours.

HEALTH & SAFETY POLICY MANUAL

10. Assess the risks to health and safety of new or expectant mothers at work and undertake measures to avoid such risks.

Employees also have duties as follows:

1. Use anything provided by the employer in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment etc.
2. Inform the employer (or nominated person) of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's health and safety protection arrangements.

Definitions:

- Hazard - this is the potential for harm.
- Risk - this is the likelihood that actual harm will occur.
- Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

General Procedure:

1. Identify the hazards and activities.
2. Assess the risks, i.e. what is the nature and extent of the risk?
3. Are existing control measures or precautions adequate?
4. Is there full compliance with the law?
5. Are any further precautions required?
6. Record the findings, and arrangements to be implemented if necessary.

Where the risks are generic the procedures laid down in the Sub Contractor documentation or in StructureTone's Health and Safety Plan may be sufficient to cover the activity. However the Site Management will need to review the activity and the proposed method of work and confirm the risks have been addressed. Documentation should be available on site for review and audit purposes.

Standard Forms located in Health and Safety plan

Standard Form Risk Assessment will be used when undertaking risk assessments on site. The form uses a quantitative method to identify the level of risk exposure and the residual risk being accepted by the person undertaking the assessment. The following steps are used to complete the form:

- Identify the Project.
- Identify the Task being assessed.
- Identify the Hazards (something with the potential to cause harm) and the considered Risks (exposure to the hazard) of undertaking the task.
- Who is exposed to the risk (Operatives, Members of the Public etc)?
- The Control Measures that will be in place to: eliminate, reduce or control the risk.

HEALTH & SAFETY POLICY MANUAL

- Identify any training or health surveillance required.
- Review the risk with the Control Measures in place and consider: (a) what now is the likelihood of encountering an incident when undertaking the task? And (b) if an incident were to happen what are the likely consequences? Use the grid to evaluate the Residual Risk.
- Once the residual risks are identified if the values are LOW or below then the work can proceed as described. If the risk is MEDIUM then additional procedures are required before work commences to reduce the likelihood of an incident occurring, and/or minimise its impact if it did occur. If the residual risk is HIGH or above NO WORK MUST START until the risk has been re-evaluated.
- Only Senior Managers or the Health & Safety Manager can sign off risks of High or above after a re-evaluation.
- Identify the sources of information used to undertake the
- Risk assessment.
- The risk assessment should be signed by the individual undertaking it, dated and the persons it will be issued to identify. In the event of a re-evaluated High Risk it should be countersigned by the Senior Manager or Health & Safety Manager.

High Risk Operations and Method Statements

High risk operations will be identified at the contract pre-start meeting and a plan of action agreed, including identification and use of approved sub-contractors, arrangement of pre-start safety meetings in accordance with the company policy, and where possible utilisation of alternative methods/materials in order to reduce the risks likely to be encountered.

Once Site Management have reviewed the method statement their controlling supervisor will brief the operatives and written records kept on site, after which work will commence.

The method statement must be adhered to at all times and if the situation on site changes such that the conditions cannot be complied with then work will cease until an agreed amended method of working is formulated and the personnel involved re-briefed.

Typical High Risk Activities include:

- Deep Drainage
- Steel Erection
- Roofing and Cladding
- False work and Scaffolding
- Confined Space Working
- Demolition work
- Contaminated Ground
- Asbestos Removal
- Handling of Dangerous Substances
- Work in Public Places
- Traffic Management

HEALTH & SAFETY POLICY MANUAL

On certain High Risk Activities the Health & Safety Manager should be consulted to assist with the review of the proposed method of work.

Note

Reference should also be made to the procedures for complying with the Construction Regulations 2013 in the section above as they are linked to our procedures for Risk Assessments.

HEALTH & SAFETY POLICY MANUAL

Permit To Work Procedures

Permits to work have been formulated for the following activities: -

- General “*General Permit to Work*”
- Confined spaces - “*Permit to Enter*”
- Burning / Welding / Grinding and other work where there is a fire risk - “*Hot Work Permit*”
- Electrical Works - “*Electrical Permit to Work*” (see below)

Copies of all permits can be found in Public Folders:
T DRIVE Health and Safety, Permits

Permits will be completed by the nominated member of staff, who will be suitably trained and knowledgeable on the particular area of work, and then issued to the relevant Supervisor who will be responsible for briefing his operatives on the precautions to be taken and ensuring sufficient equipment is provided and maintained throughout the works.

The works in progress will be monitored for compliance with the permit and method statement by StructureTone Site Management.

Electrical Permit Procedure

Where work is required under an Electrical Permit to Work it must be issued by an authorised person and all precautions applied as stipulated on the permit and, detailed within the works Method Statement.

The Electrical permit is defined as: -

“A form of declaration signed and given by a senior authorised person to a person in charge of work to be carried out on any earthed extra high or high voltage apparatus, for the purpose of making known to such persons exactly what apparatus is dead, isolated from all live conductors, has been discharged, is connected to earth and on which it is safe to work.”

A Senior Authorised Person is: -

“A competent person over 18 years, adequately trained and possessing technical knowledge and appointed in writing by his Manager to carry out specific operations and/or work on the system, including authority to issue and cancel electrical permits to work.” A Senior Authorised Person may be either directly employed or sub-contract personnel.

HEALTH & SAFETY POLICY MANUAL

Plant

All plant items to be worked on that could be made potentially live shall be identified on the Permit to Work and the appropriate key removed from the key cabinet and the key placed in a separate secure box. The key number should be identified on the permit.

All active permits to work shall be displayed in a clearly visible location in the site office. The requirement for an electrical permit to work shall be identified on the general permit.

An electrical permit shall be issued to remove a lock from each individual MCC isolator. Each lock and key set shall be numbered and identified on the key list to an individual device. Electrical permits to be issued to sub-contractor by authorised personnel only.

When an electrical permit is issued, the following procedure shall be followed: -

- The permit shall be filled in and signed on behalf of StructureTone by the authorised Electrical Supervisor.
- The permit shall be read and signed by the applicant.
- Both parties shall witness lock removed from the isolator, and responsibility for safety of the equipment shall be the responsibility of the sub-contractor.
- The lock, key and original permit shall be kept together in a visible location in the site office.
- General permits to be signed off at the end of each day.
- Electrical permits are to be kept open and signed off on completion of the work described. The sub-contractor shall ensure that equipment is left in a safe condition at the end of each day, and should report status to the Electrical Supervisor.

HEALTH & SAFETY POLICY MANUAL

Training Policy and Procedures

There are many hazards that arise from using incompetent and poorly trained personnel to undertake work activities. Many accidents at work stem from a miss-match between an individual's capability and training to perform the work activities required by his job. Examples include incorrect use/misuse of hand and powered tools, personal protective equipment, access and egress etc.

At The Planning Stage

When planning all work activities there is a requirement to undertake risk and other assessments related to the work. One element that must be considered in such assessments, and in meeting the requirements of any health and safety plan developed for the work, is the competence of the personnel who will undertake the work.

In planning work the Project Manager/Construction Manager will ensure that the personnel detailed to undertake it meets the competence requirements specified in the assessment/plan. Where personnel are not competent then arrangements must be made to:

- Develop through training the required competence in individuals prior to the work commencing.

and/or

- Sub-contract the work activities to a contract organisation whose personnel do have the necessary competence. (This must be established prior to the contract being let as part of the contractor appointment procedure.)

In undertaking the allocation of work to each person there should be a clear common understanding of what is expected of each individual in terms of the range of tasks and the standards to which they are to be performed. The standards not only include the quality of the work affected, but also the health and safety conditions and performance required whilst the work is being executed.

These competence requirements are not static and training needs will be generated by the requirements to:

- Acquire fresh skills, knowledge and experience.
- Understand and apply new techniques or work in an unfamiliar environment.
- Handle a new set of problems and decisions.
- Develop new competence in the shortest possible time.
- Adopt different approaches to work and meet new standards of quality.
- Improve flexibility and meet requirements for enhanced competence, for example, at Supervisor level.

HEALTH & SAFETY POLICY MANUAL

- Meet changes in manpower resources as personnel leave and are recruited to the Company.
- Undertake the raising of skill levels and knowledge of new entrants to the levels required for full job competence.

Monitoring Training Needs

The Project Manager must:

Ensure that only competent personnel undertake the work activities under his control. Where individuals display incompetence in the way the work is being executed then he must take steps to rectify the situation by:

- Removal of the individual from the work activity until his competence level can be developed through training and experience to the level required.
- Improve the level of direct supervision of the individual by competent personnel experienced in the work activity detailing the limits of the individual's involvement in the work.

Ensure that where new systems of work or changed techniques are being implemented then the required information and training is undertaken prior to the work activity commencing.

Ensure that, where appropriate, refresher training is undertaken prior to executing work activities not regularly encountered. This will ensure those involved raise their competence level to that required by the work.

Ensure that where personnel deputise for others that they are sufficiently competent to undertake the changed activities.

Control Measures

Before entrusting work activities to individuals assess their capability to perform the work to the health and safety standards and other criteria required. Further guidance can be found in the Guidance Procedures.

Ensure that where deficiencies in competence are identified these are addressed by the provision of adequate training, development experiences and, where appropriate, the required level of supervision.

Ensure that appropriate refresher and re-training is undertaken to meet the needs of individuals and requirements of changing systems of work, new techniques and changing risk environments.

HEALTH & SAFETY POLICY MANUAL

Accident / Incident Management Procedure

Introduction

All personnel employed on any StructureTone Project will be encouraged to report all incidents that occur on their sites in a no blame culture. Such reports will be analysed to identify trends and improve working conditions with the overall objective of eliminating risk and reoccurrence of incidents of a similar nature.

All injuries, damage or near miss incidents, however minor, will be reported to the Health & Safety Manager on Standard Form located in the Health and Safety Plan. This applies to incidents involving sub-contractors, visitors to the site, and members of the public or any other persons affected by our works.

Reporting

All Site/Project Managers shall be responsible for immediately reporting the following occurrences using Standard STL Form.

- Any injury that is reportable to the HSA (Death, Major Injury or Over 3 Day Injury)
- Any Dangerous Occurrence Reportable to the HSA.
- Any injury or ill health resulting from work activities.
- Any injury resulting in lost time.
- Any injury requiring First Aid treatment.
- Any property damage including Company vehicle damage.
- Any Environmental Incident including those reportable under legislation.
- Any near miss which had the potential to cause one of the above.
- Any hazard that may have the potential to cause one of the above.

Any Reportable Incidents must be reported immediately to the Health & Safety Manager.

It shall be the responsibility of all employees and contractors working for StructureTone to report all incidents immediately to their Line Manager.

Investigation

Any investigation report is privileged information and must not be issued to any other person without permission of a Company Director.

Responsibilities

When an incident occurs it is important to gather information that will enable us to establish the cause of the incident, the consequences and, where necessary, take action to prevent a reoccurrence. The following staff will have specific responsibilities under this procedure in addition to the responsibilities identified above:

HEALTH & SAFETY POLICY MANUAL

Site Management

- Make the site safe and deal with any immediate risks.
- Ensure an injured person receives treatment.
- Report any fatality, major injury or injury to a member of the public requiring hospital treatment to the HSA by the quickest mean practical within 24hrs.
- Complete STL Accident form in full and return to the Health and Safety Manager within 3 days.
- For all First Aid injuries ensure the Accident Book is completed and reported to your line manager and the Health and Safety Manager.
- Take photographs of the incident location.
- On Reportable Incidents where possible preserve the incident location until the Health & Safety Manager has been informed.
- Retain any items of plant or equipment etc that were involved in the incident.
- Identify all documentation relating to the incident. (i.e. Risk Assessments, Method Statements, Permits etc)
- Identify any witnesses to the incident and ensure they complete a Whiteness report is completed in the second section of the STL reporting form. Where there is a reportable incident involving a sub-contractor ensure they complete the required statutory forms.
- Assist the Health & Safety Manager with his investigation. This includes closing out any actions identified in reports to prevent a reoccurrence.
- Where necessary inform the client or client's representative.

Health and Safety Manager

- Ensure any reportable incident has been notified to the HSA.
- Instigate a formal investigation of all reportable incidents.
- Distribute copies of a formal investigation report to the Site Management Team and the Managing Director.
- Ensure any actions are closed out within the specified time scales.
- Assist the HSA with any investigations they wish to undertake.
- Produce statistical analysis of accident and incident trends. Where necessary suggest action plans to tackle problem areas.
- Inform the Board of Directors of the Company's Accident/Incident Performance.

Directors

- Review reportable incidents at board meetings.
- Review accident/incident performance and where necessary ensure resources are made available to tackle problem areas.
- Ensure formal investigation reports are closed out by site management within the specified time scales.

HEALTH & SAFETY POLICY MANUAL

ACCIDENT BOOKS

All injury incidents must also be recorded in the Accident Book that will be kept in the site and main offices. The Site/Project Manager will be responsible for ensuring all injuries are recorded in the Accident Book and duly signed off.

The completed Accident Report Form from the Accident Book will be returned to the Health & Safety Manager with an Accident/Incident Report Form, immediately after the incident. The Health & Safety Manager will make arrangements to keep all Accident Book Records for 3 years from the date of the entry.

Selection and Control of Sub Contractors

Objective

To define how StructureTone selects and controls sub contractors to be employed on our projects

Sub – Contract Selection

- Only sub-contractors that are on our Approved Supplier List can be employed to undertake work on our behalf unless written dispensation is sought from a Director.
- Sub-Contractors used on our projects will be approved in terms of the standard of their health and safety competence.
- To achieve approval they must complete and return in full Standard Form Sub-Contractors Health and Safety Competence Questionnaire to the PROJECT MANAGER to demonstrate their ability to meet our safety standards.
- The purpose of the questionnaire and requested information is to ensure Sub-Contractors are aware of and understand all current health and safety legislation relevant to the work they are undertaking.
- Sub-Contractors will receive written notification of their Approval Status within 10 days. A written response will be issued to any sub-contractor who has failed detailing the reasons and providing the opportunity to resubmit their application.
- Any Sub-Contractor removed from our Approved Supplier List will be required to resubmit an application.
- Sub-Contractors will be issued with StructureTone's "Sub-Contractor Responsibilities" and will be expected to comply with them in full when carrying out their works.
- In addition to being on the Approved Supplier List Sub-Contractors may be required to demonstrate competence for a specific project or task in accordance with the requirements of the Construction Regulations 2013.

Responsibilities

Project Managers
Project Managers
Quantity Surveyors

HEALTH & SAFETY POLICY MANUAL

Sub – Contract Control

- All Sub-Contractors are to be informed that they are responsible for the health and safety of all aspects of their operations and must ensure that their management, employees, contractors and others acting on their behalf comply fully with StructureTone’s current policy, responsibilities and arrangements.
- Sub-Contractors are required to submit risk assessments, method statements and COSHH assessments in advance to StructureTone’s Site Management for verification.
- Sub-Contractors will be required to comply with the requirements of the Construction Regulations 2013. In particular:
 - To co-operate with the Main Contractor,
 - Pass the main Contractor information which will affect health and safety or is relevant to the health & safety file or is relevant to any statutory requirements.
 - Comply with the directions of the Main Contractor and the rules in the health & safety plan, provide information and training to employees and
 - To ensure that when arranging for any contractors to carry out construction work they are competent and have made adequate provision for health and safety.
- Site Management have a responsibility to ensure Sub-Contractors undertake their work in accordance with our requirements and as detailed in their risk assessments and method statements. We must ensure that persons identified to undertake work are competent to do so and that where necessary the required certification is held. Copies of all relevant certification will be kept in the Health & Safety Plan.
- Sub-Contractors are required to provide evidence that plant and equipment brought to site is in good order, fully tested in accordance with current legislation and that any plant operators are competent and trained.
- Sub-Contractors operations will be included in StructureTone’s health and safety inspections and audits carried out by Site Management and the Health and Safety Manager. A consistent failure to operate in accordance with our standards will trigger a Non-Compliance review by the Health & Safety Manager.
- Where it is felt that a Sub-Contractor cannot demonstrate an ability to achieve to our health and safety standards they will removed from the Approved Supplier List. They will receive written notification of this decision.
- Sub-Contractors must inform StructureTone of any accident/incident or near miss associated with their works on our projects.
- StructureTone must ensure Sub-Contractors receive the relevant health and safety information in advance to enable them to assess their work so that they can allocate sufficient time and resource to undertake their work safely.
- At the end of each project the performance of the Sub-Contractors will be reviewed and the Approved Suppliers List will be updated.

Responsibilities

Project Managers
Site Management
Quantity Surveyors

HEALTH & SAFETY POLICY MANUAL

Communication and Consultation

Communication, Motivation and Discipline

StructureTone systems are designed to ensure that all personnel on site have a clear understanding of what is expected what role individuals play and what happens if individuals do not co-operate. This is an essential part of any safety management plan.

a) New Employees

This procedure is to be carried out by the site/workplace supervisor/line manager of the site/workplace where the new employee will be required to work.

1. Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
2. Show the new employee where the company safety policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibility. Explaining requirements of the site Health and Safety Plan.
3. Ascertain if the new employee has any disability, ill health or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
4. Show the new employee where copies of Regulations and the site Health and Safety Plan are kept.
5. Undertake or arrange for the site induction training to be given to the new employee(s) and ascertain their existing competence level(s) identifying any immediate training needs required to be met before work tasks can be allowed. In particular, cover items 6-10 inclusive, below.
6. Warn new employee of any potential dangerous areas of operation on site or in the workplace.
7. Warn the new employee of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
8. If there is any training or instruction required, inform management, e.g. abrasive wheels, cartridge tools, scaffold inspection, etc.
9. Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing etc., and obtain their signature for the items issued. Ensure that the new employees understand how to use and wear the equipment/clothing correctly.

HEALTH & SAFETY POLICY MANUAL

10. Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.

Additional Procedures for New Employees Under 18 Years Old

The Supervisor must undertake a specific Risk Assessment for any new employee or trainee under 18 years old and record the findings. This information will be available for the parent or guardian to review if required. The Assessment will be held in the personnel files with the HR Department.

If the individual is to work on site then the following additional precautions are required:

1. Inform employees that they must not operate any plant (including dumpers), give signals to any crane driver, and use any power tools or equipment unless being trained under the **direct** supervision of a competent person.

b) Site Inductions

All site personnel must attend a site-specific Safety Induction. Refer to the Construction Phase Health & Safety Plan for details of inductions.

c) Supervisors

All first line supervisors are made aware of their roles and responsibilities and in particular their major contribution to the management of safety, by the provision of appropriate clear instructions to the personnel under their control.

Such instructions will include: -

- Identification of job-specific risks
- Methods of work
- Handling and storage of materials
- Use of works equipment
- Use of personal protective equipment
- StructureTone disciplinary procedure

Additionally, the first line supervisors on the contract attend a supervisor's safety meeting on site to discuss, as a minimum, the following: -

- Site safety issues arising
- Future operations
- Co-ordination of operations within the works
- Means of maintaining Company Standards of Health, Safety and Welfare Management

Items above may form part of other site meetings where safety is an agenda item.

d) Notice boards

Safety notice boards will be established in both the office area and the canteen, which will display relevant information for the contract, i.e.

HEALTH & SAFETY POLICY MANUAL

- Company Safety, Environmental and Quality Policy
- Notification to Health and Safety Authority
- Location of the Construction Health & Safety Plan
- The Risk Assessment Information Notices
- Company Performance Reports
- Fire & Emergency Procedures
- Any Other Relevant Statutory Notices
- All relevant in-house health and safety information
- Identify who is/are the site First Aider(s) and Fire Marshalls.

e) **Compliance**

There is a formal procedure to be followed where disciplinary action is required as a result of failure to comply with the StructureTone Management System. This system utilises An Improvement Notice (Yellow card) will be served upon a site, individual, or sub-contractor/partner where it is the opinion of Site Management that there is a failure to comply with the StructureTone Management System without reasonable grounds.

The Improvement Notice will state; the issuer, the recipient, the shortcomings and recommendations for compliance, and copies held by the recipient, Safety Department, Project Manager and/or Construction Manager.

A Prohibition Notice (Red card) can be issued to; an individual, or sub-contractor/partner where it is the opinion of Site Management that there is a contravention of the StructureTone Management System, and that failure involves, or will involve, a risk of serious personal injury.

If a Prohibition Notice is issued then that task and associated operations will cease until a safe method of work has been submitted to and agreed by the issuing person(s).

The Prohibition Notice will state the issuer, recipient, contravention, and possible remedial actions. In addition, the Prohibition has to be signed by the Issuer and Recipient, or Witness, as proof of receipt. The Notice remains in force until relevant actions are taken and submitted, in writing, for approval by the issuer. Only after the issuer has signed the completed Notice as acknowledgement of actions taken, may the conditions of the Prohibition Notice be removed, and related operations re-commence.

The Safety Department, as evidence of past performance, will hold records of Improvement Notices and Prohibition Notices. Any Sub Contractor who consistently accrues Improvement Notices will be issued a letter of warning from the Safety Department requesting details of actions taken to improve their performance. Failure to comply with StructureTone's procedures will mean removal from the Approved Suppliers List.

HEALTH & SAFETY POLICY MANUAL

Consultation

Who is to be consulted?

Consultation must be with either:

- the employees directly, or
- Employees elected by a group of employees to act as their “representative of employee safety”. [Note the use of this phrase to differentiate from trade union appointed “Safety Representative”.]

Where “representative(s) of employee safety” are appointed, the employer must notify relevant employees of those names.

Employers Duties

Where employees are **NOT** represented by a Safety Representative then employers must consult those employees in good time on health and safety matters, and in particular:

- when introducing measures which may affect health and safety;
- the appointment of competent person(s)
- the provision of statutory health and safety information;
- any statutory health and safety training detail;
- The health and safety consequences of new technologies.

The employer must provide such information to employees or representatives to enable their full and effective participation in the process, and to carry out their function as representative, where appointed.

Information may only be withheld if:

- it is against national security;
- such disclosure is in contravention of any prohibition by an enactment;
- it is of a personal (personnel) nature, unless consented;
- it is of significant commercial/confidential importance that its disclosure could cause injury to the business;
- it has been obtained for use in legal proceedings; or
- It is not related to health and safety.

HEALTH & SAFETY POLICY MANUAL

Employers must also:

- provide reasonable training to representatives of employee safety in respect of those functions, including travel and subsistence costs, if appropriate;
- allow representatives time off with pay during working hours to fulfil the functions; and
- Provide representatives with reasonable facilities to fulfil their functions.

Functions of Representatives of Employee Safety

- Bring to the attention of employers any potential hazards and dangerous occurrences which could affect the group of employees being represented.
- Discuss with the employer general health and safety matters, and any information provided by the employer under these regulations.
- Represent the group of employees in consultation with HSA (or other Enforcing Authority) Inspectors.

HEALTH & SAFETY POLICY MANUAL

Company Offices (Not Including Site Offices)

Office Manager and Department Heads

The Office Manager or Department Head will be responsible for inducting all office based staff on their roles and responsibilities in relation to office safety including fire precautions, work station assessments, manual handling assessments and use of equipment.

The Office Manager or Department Head in conjunction with the Health and Safety Manager will ensure there is an adequate Fire Plan for the Head Office. The plan will be reviewed annually.

Welfare Arrangements

The Office Manager, in conjunction with the Health and Safety Manager, will ensure there is adequate provision made for Welfare. These requirements shall include:

- Ensuring there is adequate ventilation, heating and/or cooling and lighting.
- Ensuring there is adequate sanitary conveniences for male, female and disabled persons.
- Welfare facilities will have adequate washing facilities.
- Suitable drinking water will be made available.
- Facilities are available for rest, eating meals and changing clothing.
- Head Office is a No Smoking environment.

First Aid Arrangements

The Office Manager, in conjunction with the Health and Safety Manager, will ensure there is adequate provision made for First Aid. These requirements shall include:

- The nomination of trained and certificated persons sufficient to provide the correct level of cover for the Head Office. The level of cover must for all times there is work undertaken in the office, and will consider cover during holidays and sickness.
- Means of communicating the arrangements made, to all employees, visitors, and contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A place or room set aside for the administration of simple first aid procedures (see below).
- A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of

HEALTH & SAFETY POLICY MANUAL

accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.

- The maintenance of first aid materials at appropriate levels.
- First aid boxes located strategically throughout the workplace, particularly near to high risk areas. Such boxes should be maintained to include:-
 - a guidance card
 - 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
 - 2 sterile eye pads, with attachment
 - 6 individually wrapped triangular bandages (preferably sterile)
 - 6 safety pins
 - 6 medium individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm)
 - 2 large individually wrapped sterile un-medicated wound dressings (approx. 18cm x 18cm)
 - 1 pair of disposable gloves

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 1 litre should be provided.

Eye Baths/Eye Cups/Refillable Containers should NOT be used for Eye Irrigation

A place or room identified as a first aid room should meet the following criteria:-

- Be situated adjacent to sanitary facilities and on the ground floor (if practicable) to allow access for a stretcher, wheelchair or carrying chair. If possible, be fitted with some form of emergency lighting.
- Nominated first aiders should ensure that the place or room is kept stocked to the required standard and that it is at all times clean and ready for immediate use.
- The following facilities and equipment should be provided in first-aid rooms:-
 - sink with running hot and cold water always available
 - drinking water when not available on tap, and disposable cups
 - soap
 - paper towels

HEALTH & SAFETY POLICY MANUAL

- smooth-topped working surfaces
- a suitable store for first-aid materials
- first-aid equipment equivalent in range and standard and quantities to those listed for a first aid box
- suitable foot-operated refuse containers lined with a disposable yellow clinical waste bags or a container suitable for safe disposal of clinical waste
- a couch (with a waterproof protection) and clean pillow and blankets
- clean protective garments for use by first-aiders
- a chair
- an appropriate record book
- a bowl
- a telephone or other communication equipment

Where special first-aid equipment is needed, this equipment may also be stored in the first-aid room.

Requirements of Staff when Working in our Offices

Generally all personnel in the office will ensure that: -

- Access ways are kept clear of tripping/slipping hazards.
- Fire escape routes are kept free from obstructions.
- Electrical fittings/equipment are in good working order, free of obvious defects, and are readily identified with a current test/examination tag.
- Waste materials are not allowed to accumulate leading to a possible fire hazard.
- All kitchen areas are kept in a clean condition.
- All problems are reported to the responsible persons, details of who will be on office notice boards.
- They do not attempt to move heavy/unmanageable items unassisted. Ask your Supervisor for the risk assessment detailing how such objects are to be moved.

Site Offices

Where applicable, site offices will comply with the requirements of any statutory regulations laid down by the HSA.

HEALTH & SAFETY POLICY MANUAL

General Requirements

1. The Construction/Project Manager will ensure all fire precautions in accordance with STATORTORY REQUIRMENTS shall be supplied and maintained.
2. All fire equipment shall comply with the relevant CURRENT STANDARDS and will be serviced and maintained at regular intervals. Training will be provided to members of staff in the use of the equipment.
3. The Construction Manager will ensure that all offices are cleaned out daily.
4. Any liquefied petroleum gas heating appliances shall be used in accordance with the requirements of company policy.
5. Any electrical installation shall be to the requirements of the General applications as laid down by the HSA and shall be installed, tested, altered and maintained by qualified electricians only.
6. The Construction Manager will ensure that any office machinery is installed safely and that it is maintained and serviced in accordance with manufacturer's recommendations.
7. Training will be provided in the use of office machinery and no person may operate or service any machinery unless authorised to do so.

Welfare Requirements

Planning

All work will be tendered for taking into account the requirements of all the relevant Regulations and other statutory requirements.

The welfare requirements for the site should be detailed in the Construction Health and Safety Plan

Welfare requirements should be established as soon as possible, certainly before any demolition or construction work commences.

Where welfare facilities are to be shared between different contract organisations, arrangements and procedures for the proper use and maintenance of those Facilities must be developed and communicated to all parties sharing the facilities, and recorded in the Construction Health and Safety Plan.

Monitoring

The Construction Manager will ensure that all planned welfare facilities required for the site are provided and that they are maintained to the required standard.

Where the company has arranged to use facilities provided by another contractor, the Construction Manager must ensure that they comply with statutory requirements, and will

HEALTH & SAFETY POLICY MANUAL

also report to the contractor's management any deficiencies or failures to maintain them to the required standard.

Site Welfare Facilities

Sanitary conveniences

1. Rooms containing sanitary conveniences shall be adequately ventilated and lit.
2. Sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
3. Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room the door of which is capable of being secured from the inside.

Washing facilities

4. Washing facilities shall be provided:-
 - a) in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
 - b) in the vicinity of any changing rooms required by paragraph (14) whether or not provided elsewhere
5. Washing facilities shall include:-
 - a) a supply of clean hot and cold, or warm water, (which shall be running water so far as is reasonably practicable); and
 - b) soap or other suitable means of cleaning; and
 - c) Towels or other suitable means of drying.
6. Rooms containing washing facilities shall be sufficiently ventilated and lit.
7. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.
8. Subject to paragraph 9 below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.
9. Paragraph 8 above shall not apply to facilities which are provided for washing hands, forearms and face only.

HEALTH & SAFETY POLICY MANUAL

Drinking water

10. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
11. Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Accommodation for clothing

12. Accommodation for clothing shall include or allow for drying clothes.

Facilities for changing clothing

13. The facilities for changing clothing shall be separate facilities for, or separate use facilities by, men and women where necessary for reasons of propriety.

Facilities for rest

14. Rest facilities shall:-
 - a) include rest facilities provided in one or more rest rooms or rest areas;
 - b) include rest rooms or rest areas with suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
 - c) where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest;
 - d) include suitable arrangements to ensure that meals can be prepared and eaten; and
 - e) Include the means for boiling water.

The following table shows the minimum number of toilets and washbasins that should be provided:

Table 1: Number of Toilets and Washbasins for mixed use (or women only)

No. of People at Work	No. of Toilets	No. of Washbasins
1 – 5	1	1
6 – 25	2	2
26 – 50	3	3
51 – 75	4	4
76 – 100	5	5

HEALTH & SAFETY POLICY MANUAL

An additional water closet, and one additional washing station, should be provided for every 25 people above 100.

Table 2: Number of Toilets used by men only

No. of People at Work	No. of Wash Basins	No. of Toilets	No. Urinals
1 – 15	1	1	1
16 – 30	2	2	1
31 – 45	3	2	2
46 – 60	4	3	2
61 – 75	5	3	3
76 – 90	5	4	3
91 - 100	5	4	4

An additional water closet, urinal, and one additional washing station, should be provided for every 50 men above 100.

Short Duration Site Facilities

Where short-term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:-

- Drinking water container.
- Means of boiling water (taking into account requirements for safety and ventilation if LPG is used - see section on LPG in this Policy if appropriate).
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment

Before work commences, the Construction Manager must make arrangements for the use by operatives of convenient sanitary facilities throughout the duration of the work.

First Aid Arrangements for Sites

Planning

There will be a minimum 1No. First Aider for every 50 No. employees on every StructureTone site. Additional first aid resources will be determined taking into account the nature of the work activities, number of employees, geographical spread of operations, and accessibility to accident and emergency services. This will ensure adequate and appropriate personnel and facilities to deal with emergencies as they occur.

HEALTH & SAFETY POLICY MANUAL

In addition to this, the 11-50 man First Aid Kit will be on all sites, or multiples of these kits to meet the number of workforce present on site.

Dependent on the size of sites, it may also be necessary to have some site vehicles carrying vehicle first aid kits as an emergency response to any accident that may occur satellite to the main site offices.

The Construction/Project Manager will establish the necessary first aid arrangements for the site determined by the expected risk environment, employee/contractor population, available local hospital facilities, and the requirement of the Construction Health and Safety Plan. In order to meet the requirements of STATORTORY REQUIRMENTS for the provision of suitable person(s) to administer first aid, the Construction Manager/Superintendent must ensure when establishing the site staff, that sufficient numbers of trained and certificated 'suitable persons' are appointed to the site.

Where the numbers of employees/contractors to be employed on the work is large, then consideration must be given to providing appropriate facilities to administer first aid such as a dedicated room in the office accommodation.

The Construction Manager will establish the necessary procedures and arrangements to:-

- communicate the first aid facilities to all persons on site through the site induction procedure;
- communicate the names of suitable person(s) to all persons on site;
- ensure that first aid materials are replenished when used;
- ensure the first aid facilities are not abused;
- Arrange all necessary first aid equipment, with guidance from the safety adviser if needed. The safety adviser can arrange the supply of materials if required.

Training Requirements

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement.

Monitoring

The Project Manager will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.

All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.

(Where the company is utilising arrangements made by the principal contractor then any deficiencies in that provision must be reported to the principal contractor).

HEALTH & SAFETY POLICY MANUAL

Arrangements made for the use of first aid facilities by visitors or other contract organisations must also be monitored to ensure that the required standards are being provided.

The use of first aid facilities and materials should be recorded, with a record maintained in the Construction Health and Safety Plan.

First Aid Arrangements – Short Term Sites

Main Projects will comply with the same First Aid requirements as for the Head Office. The Project Manager will ensure that the site has adequate facilities necessary for the peak number of operatives working on the site.

Where short-term work is carried out moving from site to site, the following provision for first aid should be made.

- Adequate first aid equipment and materials should be carried in the vehicle. (See below)
- As a minimum, one member of each work team should be a nominated suitable person to administer first aid treatment. If dangerous equipment is being used, then at least 2 members should be so nominated.
- Welfare facilities must include the provision for washing and drying hands and adequate drinking water.
- If working in remote areas, the supervisor should have readily available, details of the local hospital facilities for dealing with non-ambulance casualties.
- All members of the work team must be informed of the first aid arrangements.
- The use of first aid equipment/materials must be recorded as part of the company accident recording procedure. Used materials must be replenished as soon as possible to maintain the availability of the first aid provision.

Travelling First Aid Kits

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:-

- a) a guidance card
- b) individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- c) individually wrapped triangular bandages
- d) safety pins

HEALTH & SAFETY POLICY MANUAL

- e) large individually wrapped sterile un-medicated wound dressing (approx. 18cm x 18cm)
- f) individually wrapped cleansing wipes
- g) pair of disposable gloves

Fire Precautions

Every year there are numerous major fires on construction sites and in buildings undergoing refurbishment? All have serious consequences: people are injured; buildings, including those of historic interest, are destroyed. Plant and equipment is damaged, work is held up and completion dates are not met. The majority of fires can be prevented by designing out risks, taking simple precautions and by adopting safe working practices.

StructureTone will therefore ensure that adequate detection and prevention measures are incorporated during the design and contract planning stage; and the work on site is undertaken to the highest standard of fire safety thereby affording the maximum level of protection to the building and its occupants.

StructureTone will appoint in accordance with the Construction Regulations, a Fire Safety Co-Ordinator who will be responsible for assessing the degree of fire risk and for formulating and regularly updating the Site/Office Fire Safety Plan. The plan will detail, as a minimum:-

- The organisation of and responsibilities for Fire Safety.
- General site / office precautions, fire detection and warning alarms.
- The requirements for a Hot Works Permit regime.
- Site/office accommodation-location, construction and maintenance.
- Fire escape and communications (including an effective evacuation plan and procedures for calling the fire brigade).
- Fire brigade access, facilities and co-ordination.
- Fire drills and training.
- Effective security measures to minimise the risk of arson.
- A materials storage and waste control regime.
- When finished surfaces or fittings incorporated into a building are to be temporarily protected during construction or refurbishment then in selecting a protective covering material regard must always be paid to the relative fire load and the potential for fire growth and spread.

HEALTH & SAFETY POLICY MANUAL

Food Hygiene – Kitchens & Canteens

The main hazards associated with the work and the areas involved are:-

- Dangerous machinery/appliances - electricity, gas, steam, hot water, mincers, slicers, mixers etc.
- Use and safe storage of sharp knives etc.
- Manual handling of hot pans, vessels etc.
- Fire from hot fats/oils
- Burns from hot surfaces
- Food hygiene and personal cleanliness

Planning

The workplace manager will ensure that registration of the premises is carried out, if relevant. This may also apply to canteens on construction sites where food is prepared/handled on the company's behalf.

Arrangements will be made for the training of staff concerned, not only for the use of dangerous machinery but also in food hygiene aspects, and relevant records will be kept.

Requirements of the relevant standards will need to be considered in respect of temperature control for food storage together with any other needs for protection from both mechanical and electrical hazards, and regular inspection procedures will be arranged.

Where contract staff are employed then allocation of responsibilities will be clearly defined.

Monitoring

Supervision will ensure that protective equipment is available and used, and that all relevant protective devices and machinery guards are in place and operating correctly.

Staff training will be provided and the supervisor will monitor work to ensure that only trained personnel carry out those operations for which training is required.

The supervisor will also monitor the regular inspections of the areas and ensure that good hygiene and safety precautions are observed.

The supervisor will ensure that the first aid and fire-fighting facilities are maintained and are appropriate for the work area, together with appropriate hygiene facilities.

Training

HEALTH & SAFETY POLICY MANUAL

Training will be provided to those staff required to use or clean machinery or equipment.

Training will also be provided to that staffs that is required to prepare or handle food.

Records will be kept of all training given.

Controls

1. Ensure all machines have been fitted with relevant guards, and these are in place before work starts. Follow any instructions or notices. Ensure work areas are adequately lit and ventilated.
2. Ensure washing facilities with running hot and cold water are available and are equipped with soap, nailbrush, hand dryers etc., and are separate from food/equipment washing facilities, but close to the preparation areas.
3. Machinery should be switched off and isolated before carrying out any cleaning or maintenance.
4. Ensure machinery and electrical equipment are regularly checked and maintained, and tested as required. This also includes the correct operation and temperature control of refrigerators, ovens etc.
5. Report any faults promptly and do not use equipment if it has any fault which could cause a risk to health and safety.
6. Report suspected gas leaks immediately, and switch off gas valves before leaving the area. **(DO NOT OPERATE ELECTRICAL SWITCHES)**
7. Keep the work area and machines, clean and tidy. Preparation and storage surfaces should be smooth, non-absorbent, easy to clean and pest proof.
8. Clear up spillages promptly.
9. Ensure that training has been given where the use of any hazardous chemicals e.g. cleaning materials, and relevant assessments are available. Do not mix different chemicals together unless it is known and agreed that they are able to be mixed safely.
10. Take special care with any equipment or utensils which have sharp blades. Use protective equipment and clothing provided.
11. Take special care when working near hot surfaces, equipment or food preparation. Ensure there is sufficient space for work to be carried out.
12. Use the correct equipment for the job; keep knives etc., stored in appropriate racks or sheaths.
13. Take care when using microwave ovens and follow cooking instructions carefully especially when using covered/sealed containers.

HEALTH & SAFETY POLICY MANUAL

14. Ensure care is taken when using fat fryers and avoid splashes especially when working with food containing excess moisture/water.
15. Ensure first aid facilities, including clean, waterproof plasters (preferably blue in colour), are readily available and report accidents promptly.

HEALTH & SAFETY POLICY MANUAL

Risk Assessment Library

Risk Assessment Table

No	Hazard	Page
High		
1	Demolition / Refurbishment	55
2	Electrical Installations	57
3	Entry into Confined Spaces	60
4	Fire	62
5	Ladders	66
6	Manual handling and Lifting	68
7	Mobile Scaffolds	70
8	Site Tidiness	72
9	Welding	74
10	Working at Height	76
11	Temporary Works	77
Medium		
12	Abrasive Wheels	78
13	Health Hazards	80
14	Noise	83
15	Permit To Work	85
16	PPE	89
17	Pressure Testing and Commissioning	91
18	Site Set up	92
Low		
19	Cartridge Tools	95
20	Hand Tools	97
21	Purchased Materials	98
22	Weil's Disease	99

HEALTH & SAFETY POLICY MANUAL

High Risk Activities

Demolition/ Refurbishment

	Structuretone Ltd Safety Management System
Title:	Demolition / Refurbishment
Risk level	High

HAZARDS

- Collapse.
- Explosion.
- Falls
- Dust
- Inadequate temporary Works

Planning

- At the planning stage the PSCS / Contracts Manager shall identify structures etc. that shall be demolished/refurbished.
- The PSCS / Contracts Manager shall ensure that all information as to the risks associated with the demolition/refurbishment, e.g. the presence of pre-stressed concrete, the location of services, fire damaged buildings etc., is obtained prior to work commencing so that the required Safety and Health resources can be allowed for.
- The PSCS / Contracts Manager shall appoint a person in writing, normally the Site Manager, who will directly supervise all demolition/refurbishment work on site and shall ensure that the planned arrangements are implemented on site.
- The PSCS / Contracts Manager will ensure that protective measures of the safety of the public or visitors on site shall be provided and maintained.
- All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

When carrying out preliminary procedures, the following must receive special attention:-

- The location and disconnection of any services into the site.
- Confirmation of disconnection in writing must be requested from the appropriate service authority.
- Where the building or structure to be demolished contains unusual or possibly hazardous design features, or is in a dangerous structural condition, e.g. pre-stressed or post tensioned concrete, fire damaged building, cantilevered balcony, etc. then advice must be obtained from the qualified consultant structural engineer.
- The PSCS / Contracts Manager in conjunction with a specialist contractor if used, will draw up a Method Statement and a programme of work detailing the

HEALTH & SAFETY POLICY MANUAL

methods to be used, plant, safe systems of work etc. This Method Statement and programme will be issued to the person responsible for the work on site.

Supervision

- A competent person will be appointed in writing to supervise the work on site.
- The person appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, etc. which may apply on site.
- The appointed person shall remain on site at all times that demolition works are being carried out.
- The PSCS / Site Manager shall remain on site at all times during demolition/refurbishment works, and ensure the implementation of the planned arrangements.

Safe Working Procedures

- Before starting any demolition works ensure that site management has briefed you on exactly what work is to be carried out, i.e. by going through the Method Statement.
- Ensure that you know where demolition plant will be operating.
- Review all work areas to establish if Temporary Works is required. Temporary Works information is available on the 'T drive'. Please refer to information and ensure all Temporary Works calculations, design, inspection and sign off is submitted.
- ALL plant used for demolition must have protected cabs.
- NEVER enter a building that appears to be unsafe.
- Check the position of live services before starting work.
- Check what hazardous substances may be present on site prior to starting work, N.B. Asbestos, Chemicals, Biological Substances.
- Ensure that you wear the required Personal Protective Equipment, and respirators in dusty conditions.
- Make sure that you work from a safe working platform, i.e. a scaffold or Mobile Elevating Platform.
- Make sure that there is adequate protection to members of the public, i.e. by providing scaffold fans over public footpaths, debris sheeting etc.
- Before demolishing walls / floors check there is no one on the other side.
- Damp down the work area to minimise dust.
- Remember always follow the sequence of demolition.

HEALTH & SAFETY POLICY MANUAL

Electrical Installation works adjacent to live services

	Structuretone Ltd Safety Management System
Title:	Electrical Installations / Work Adjacent to Live Services.
Risk Level	High

HAZARDS

- Electric Shock
- Burns
- Tripping and falling over cables.

Planning

- Power requirements for a project will be calculated by a competent person.
- Wiring installations on site shall be checked by a competent qualified electrician.
- Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
- Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- Cables will be routed so as to be protected from damage.
- The temporary electrical supply will be installed and tested as planned.
- Prior to starting any works on site the Contracts Manager / Site Manager shall ensure that all electrical cables have been physically located. The ESB shall be contacted to advise of the position of all electrical cables on site. However the information provided will be treated as non-exhaustive. The site **MUST** be surveyed using a CAT scanner, and hand-digging where required, to ensure that all cables have been identified
- All cables will be clearly marked so that personnel are aware of their position on site.

Overhead Cables

- A drawing marking all the electrical services on site shall be drawn up and posted in the Site Office. All plant drivers will be made aware of the locations on site of electrical services.
- The Site Manager shall arrange for training to be provided to all plant drivers, which shall highlight the positions of all overhead cables on site and the safe operating procedures whilst operating plant in the vicinity of the overhead cables.
- Before commencing work in the vicinity of overhead cables the Site Manager shall consult with the ESB regarding the protection that must be provided on site.
- The Site Manager shall ensure that “goal posts” are provided either side of the overhead electrical lines
- The “goal posts” shall consist of a 2 posts with a tension rope between the 2 posts, having red & white flags on the rope.

HEALTH & SAFETY POLICY MANUAL

- The posts shall be placed either side of the line of the cable, and parallel to the cable, that is 2 sets of “goal posts” shall be required for each overhead cable that crosses the site.
- The overhead rope with red & white flags shall be placed at a height between 3m - 6m, or at heights specified by the E.S.B.
- Where it is required to work directly beneath live overhead cables additional precautions will be required to prevent the upward movement of crane jibs, excavator buckets etc. And specific advice should be sought from the ESB.
- Advance warning signs shall be posted at either side of the line of the overhead cables.
- The Site Manager and / Safety & Health Manager shall monitor the protection provided, and ensure that a safe system of work is maintained.
- Banksmen shall be used in the vicinity of the overhead lines as required.

Underground Cables

The PSCS must ensure that the following procedures are implemented on site:-

- Consultation is carried out at all stages with representatives of the various service authorities to agree precautions required.
- All supervisors, machine operators and banksmen are instructed in the procedures to be followed on site.
- Always assume that there are live services present on site, even if existing drawings / information indicates that none are present.
- Do not assume that buried services are always given their recommended cover, cables may often be just at the surface.
- Treat all services found as Live.
- Ensure that training is provided to all personnel working near / adjacent to underground services - in the use of equipment for service location, and in the safe digging practices
- Ensure that all services are physically located and marked by means of location equipment (i.e. a CAT scanner).
- Where practicable hand-held power tools (i.e. Kango Hammers) should not be used to break the paved surface, within 0.5m of the indicated line of a service, this may be reduced if the service has been positively identified in terms of both line and depth.
- Where excavating near the indicated line of a service carefully hand dig trial holes until the line of the service has been established.
- When the excavator bucket is digging other personnel should keep well clear of the bucket (N.B. near electrical cables). Should a cable be struck the driver should stay in the cab, but should he have to leave the cab he should jump down, not climb down otherwise he may be electrocuted.
- **If in doubt - Consult the ESB**

Work in Existing Buildings

- Before work starts the PSCS shall survey the existing building to ensure that all relevant circuits have been identified. Precautions shall be put in place to ensure that all circuits that are live, or may become live, are protected from damage.
- Where possible redundant cables should be removed as soon as possible in the project to reduce the risk of confusion and danger.

HEALTH & SAFETY POLICY MANUAL

Commissioning Work

- Contractors involved in commissioning work shall be required to submit a detailed Method Statement to Structuretone Ltd prior to commencing works on site.
- Access to the areas where commissioned plant has been installed shall be controlled to ensure that there is no unauthorised access.
- Where Dead Working is required there shall be a secure means of isolation on the work that is being carried out. Isolators should be locked off and keys held by the person carrying out the work. Where working dead is required and electrical isolation is first required a Permit to Work shall be required.
- All live panels / plant should be marked as being live with a prominent sign.
- **Live Working is a Danger to be avoided if at all possible.** Where live working is required a detailed Method Statement shall be required to include:- the precautions to be taken and the Personal Protective Equipment needed, precaution taken to limit access to the area, the required space / lighting / access to ensure safe working, and details of the person who shall accompany the main worker who will implement emergency procedures in the event of an accident.

Supervision – Site Electricity

- The PSCS will ensure that the temporary electrical supply is installed and tested as planned.
- Immediate action will be taken against any person, or Contractor, abusing or incorrectly using electrical equipment on site.
- The PSCS will ensure that all power cables are installed clear of access ways and preferably above head height.
- Festoon lighting equipment shall be secured above head height.
- Only authorised persons are permitted to repair or alter electrical equipment.
- All electrical equipment brought onto site will be in good condition.
- The PSCS should refer to the Health & Safety Executive publication “Electrical Safety on Construction Sites” – HSG 141 for further guidance.
- Contractors to provide Lock OUT Tag Out procedures at the commencement of works.

Safe Working Procedures – Site Electricity

- Only 110v equipment will be used on site unless specific permission has been granted by the PSCS
- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables.
- The correct extension cables will be used, to cope with wet and rough conditions.
- Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- If anything goes wrong, switch the equipment off and disconnect from the power supply.
- If in doubt, the circuit must be tested using safe equipment to prove that it is dead
- All portable tools, cables etc shall be identified and regularly inspected and maintained by a competent electrician.
- Portable generators shall be regularly inspected and tested.
- Immediate action will be taken against any person, or Contractor, abusing or incorrectly

HEALTH & SAFETY POLICY MANUAL

Entry into confined spaces

	Structuretone Ltd Safety Management System
Title:	Entry into Confined Spaces
Risk level	High

HAZARDS

- Asphyxiation due to oxygen depletion.
- Poisoning by toxic substance or fumes.
- Explosions due to gases, fumes, dust.
- Fire due to flammable liquids, oxygen enrichment, etc.
- Electrocutation from unsuitable equipment.
- Difficulties of rescuing injured personnel.
- Drowning.
- Fumes from plant or processes entering confined spaces.
- Diseases from animal wastes, infected materials or micro-organisms, e.g. fungal infections, tetanus, Weil's disease (from rat's urine), pigeon droppings.

Planning

- Before work commences the PSCS / Contracts Manager will establish if work in confined spaces is to be carried out.
- If work in confined spaces is required the PSCS / Contracts Manager will arrange for any necessary surveys, assessments, sampling, equipment, working procedures, training, etc. to be provided taking into account the hazards likely to be encountered.
- Before work commences, the PSCS / Contracts Manager must establish if work in confined spaces is to be carried out and if so, must arrange for any necessary surveys, assessments, sampling, equipment, working procedures, training, etc. to be provided taking into account the hazards likely to be encountered.

Supervision

- All entry into confined spaces shall be only undertaken under a **Permit to Work**
- The PSCS / Site Manager shall ensure that all planned arrangements are in place prior to work commencing on site, e.g. monitoring equipment, rescue equipment, safety equipment etc.
- The PSCS / Site Manager is responsible for the issuing and monitoring of permits to work relating to entry into confined spaces.
- The PSCS / Site Manager will ensure that all necessary equipment is available on site in accordance with the planned procedures before any person is required to enter a confined space.
- All safety equipment must be regularly checked and maintained. Any defects in equipment must be attended to immediately.

HEALTH & SAFETY POLICY MANUAL

Safe Working Procedures

- Do not enter a confined space unless a competent person has made an assessment.
- Before entering a confined space check for flammable, toxic, and oxygen content.
- If breathing apparatus is required for entry into a confined space, do not use the apparatus unless you have been trained to use it.
- If the Permit to Work procedures is in place, ensure that you follow the procedures in full.
- Persons working in confined spaces must be fit and healthy.
- If gas-monitoring equipment is being used check that it is operating correctly, and that communication to persons outside the confined space is possible.
- If a confined space is hazardous a person must remain outside the confined space to raise the alarm in case of an accident.
- Before entering any confined space make sure that you are wearing the correct personal protective equipment, i.e. overalls, breathing apparatus, gloves, safety harness with rescue line as required.
- Ensure that you have been properly trained in the use of the Personal Protective Equipment provided.
- Don't eat, drink, smoke, use a naked flame, or allow exhaust fumes in close proximity to the entry to the confined space.
- Wash hands at the end of each working shift.
- Make sure that emergency / rescue procedures have been drawn up, and that all concerned know what to do in an emergency. NB Personnel should not attempt to rescue persons within a confined space unless they have been trained, and have the correct Personal Protective Equipment – rescuers often become victims themselves.
- When told to leave a confined space, do so immediately.

HEALTH & SAFETY POLICY MANUAL

Fire

	Structuretone Ltd Safety Management System
Title:	Fire
Risk Level	High

HAZARDS

Common fire hazards include:-

- Improperly stored combustible or flammable materials, faulty electrical equipment and smoking in undesignated areas.
- Uncontrolled welding or burning.
- Smoking

Planning

- At the planning stage the PSCS / Contracts Manager shall identify what fire precautions shall be required for a particular project. Taking into account the nature, of the work to be carried out, the type of site i.e. green field, occupied building, the possible sources of fires on site, and the likelihood of fires occurring.
- Dependant on the nature of the project the PSCS / Contracts Manager / Site Manager shall decide on the appropriate fire management precautions to be taken.

The following shall be used in assessing what type of fire management programme will be required for the site:-

- What type of project is it?, i.e. Greenfield, occupied building etc.
- How much combustible material will be present on site, at the various stages of the project? note:- the fire potential usually rises steeply towards the end of a project when the building has been fitted out.
- How will the flammability of materials change as they are used throughout the project?
- Where, and how, will combustible materials be stored on site?
- Where will more volatile flammable materials be stored on site?
- How will rubbish removal be organised on site?
- How will volatile flammable materials be used on site?
- Will LPG be required on site?
- What additional problems does demolition pose to the site?
- Will smoking be permitted within the site?
- What effect will plant and machinery have on the potential fire risk to the project?
- Will welding be required on site?

HEALTH & SAFETY POLICY MANUAL

- What effect will temporary / permanent electrical installations have on the potential fire risk to the project? and how will this change at the commissioning phase?
- Will the site be secured against unauthorised persons out of working hours?
- Once an assessment has been made on the potential fire risk to the site arrangements must be put in place to reduce / eliminate the potential fire risk, and in the event of a fire that personnel on site, and third parties, may be safely evacuated from the site.

Depending on the nature of the project some, or all of the following fire management issues shall have to be addressed:-

Means of Escape:-

- There must be at least 2 separate means of escape from each floor of a building. Where this may not be possible additional precautions must be taken to ensure that the means of escape is maintained at all times, and especially in the event of a fire.
- In an occupied building the existing means of escape must be maintained at all times for the occupants
- At the planning stage the PSCS / Contracts Manager / Site Manager must plan and designate the fire escape routes from all parts of the site.

Emergency Signs:-

- Within existing buildings emergency exit signs must be maintained in position. Where it may be required to remove / disconnect signage alternative arrangements need to be made to ensure that in the event of an evacuation there are clear and unambiguous signs directing persons to the nearest evacuation route.
- During construction emergency exit signs must be erected along the designated escape routes from site. It may be sufficient to erect non-illuminated signs along these routes. However it may be necessary to erect, or maintain, fully operational emergency exit signage depending on the nature of the project, i.e. within an occupied building, within high fire risk sites, within complex escapes routes, or where there are dark corridors and main power failure is possible.

Fire Alarms:-

On all sites there must be an adequate means of raising the alarm in the event of a fire.

- On small / low risk sites it may be adequate for the alarm to be raised verbally, i.e. by shouting "FIRE"
- On large / medium risk sites it may be adequate to have the alarm raised from a central point, i.e. from the Site Office / Security Hut, by means of an 'air raid siren' or similar.

HEALTH & SAFETY POLICY MANUAL

- On very large / complex multi-storey / high fire risk projects it is likely that a wired in system of call points and sounders will be required to provide an effective warning system.
- In occupied buildings the existing fire alarm system may have to be maintained. It is essential that work be planned so as not to effect the system, and that where the system may be affected, i.e. during commissioning, that alternative arrangements are made.
- Whatever system is decided upon it essential that workers know what system is being used, where the emergency exit routes are, and assembly point. This would normally be done as part of the Site Safety Induction Programme.

Fire Fighting Equipment:-

On all sites there must be an adequate means for fighting fires

- Fire Extinguishers must be provided on the following basis:- 2 No. per 200m² floor area or at least 2 per floor. Extinguishers should be placed close to escape routes from each floor, or in the stairs landings. If there are more than 2 exit routes from each floor there must be at least one fire extinguisher per exit.
- Hose reels may also be used as alternative, or in conjunction with extinguishers. However water should only be used on wood, paper or cloth fires. Therefore dry powder extinguishers and / or CO₂ extinguishers may also be required dependant on the fire risk. Hose reels should be allowed for on the basis of 1 per 800m² floor area.

Emergency Lighting

- On many sites natural lighting, or spill lighting from adjacent buildings, may be sufficient to provide adequate lighting in the event of a power failure.
- Within buildings and enclosed structures escape lighting may be required, as in the event of a power failure there would not be adequate lighting to illuminate escape routes.

Supervision

- All stairwells and access routes must be kept clear of waste and materials for the duration of the project so as to reduce the potential risk of fire occurring and to aid evacuation in the event of fire.
- The PSCS / Site Manager shall ensure that the agreed fire management precautions have be put in place and that they are maintained for the duration of the project.
- A fire drill will be carried out on site as soon as it is reasonably practicable to do so.
- All persons working on this project shall be informed and trained in the emergency evacuation procedures. As the project progresses certain areas of

HEALTH & SAFETY POLICY MANUAL

the works shall be designated as no smoking areas. **Personnel found smoking in designated no smoking areas may be dismissed from site.**

Safe Working Procedures

- Don't let rubbish, oily rags or other rubbish accumulate around the site.
- Don't smoke in prohibited areas.
- Don't overload electrical sockets.
- Handle flammable liquids at a safe distance from sources of ignition
- When carrying out hot works ensure that the Hot Work Procedures are followed.
- Make sure that you keep escape routes clear.
- Don't obstruct fire extinguishers or hose reels
- Know the 'action in case of fire', and the assembly point for the site.
- When Hearing the alarm evacuate the area you are working in.
- Fight the fire with the equipment provided. But remember DON'T put yourself at risk, and DON'T use water on electrical fires.

HEALTH & SAFETY POLICY MANUAL

Ladders

	Structuretone Ltd Safety Management System
Title:	Ladders
Risk level	High

HAZARDS

- Not securing the ladder properly.
- Unsafe use of ladder (over-reaching, sliding down etc.)
- Using ladder where a safer method should be provided.
- Using ladder with a defect. (Note: Painting of timber ladders that could hide defects is prohibited by Regulations).
- Unsuitable base to ladder.
- Unsuitable handhold at top of ladder or at stepping off position.
- Using ladder near overhead electrical cables, crane contacts etc.
- Falls of persons from heights
- Falls of materials or articles from heights

Planning

- All work at heights (where a person may fall any distance which could result in personal injury) must be carried out in accordance with the General Application Regulations 2007
- Ladders cannot be used onsite unless a Ladder Permit/Risk Assessment is completed and daily permit to work.
- The GA3 Form must be completed weekly for all ladders on site.
- The Project Manager / Site Manager will arrange for the required number and type of ladders to be provided taking into account the required standards and the work to be carried out.
- Ladders will be suitable for the work being carried out i.e. of the right length, construction and material.
- Ladders should only be used for access purposes, or for short duration work. Where a person is required at a particular location a proper working platform should be provided.

Supervision

- Ladders will be checked by the Site Manager, or competent person on behalf of the subcontractor (e.g. foreman), before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.
- Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.
- Supervisors will check that ladders in use are secured, have a solid level base and are being used correctly.

HEALTH & SAFETY POLICY MANUAL

- Ensure that the ladder projects an adequate distance above the place of landing or a firm handhold is in place.
- Ensure that ladders are properly positioned for access.
- Supervisors will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout length.

Safe Working Procedures

- Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip
- Under no circumstances is a ladder constructed from timber nailed or screwed together to be used on site.
- Do not over reach from a ladder. Dismount and relocate the ladder.
- All ladders will extend an adequate distance above any landing place or a firm handhold will be in place.
- Suitable access to the working place must be provided at the stepping off point. Persons should not be required to climb over or under guardrails.
- All ladders will be secured either at the top or bottom.
- Damaged or painted wooden ladders will not be used.
- Ladder shall be suited for the purpose for which it is to be put.
- Set on a firm, level base.
- All ladders shall be clear of excavations and not causing a hazard where it may be struck or dislodged.
- Ladders shall not rest against any fragile surface, except in the case of specifically designed roof ladders.
- Ladders shall be set at an angle of 1 : 4 (75 degrees).

All ladders will be inspected on a regular basis and the following points checked;

- Damaged or worn stiles.
- Broken, missing, loose or worn rungs .
- Mud or grease on rungs.
- Decayed timber or corrosion of fittings.
- Warping, sagging or distortion.

If a ladder cannot be repaired properly it must be completely dismantled and disposed of

HEALTH & SAFETY POLICY MANUAL

Manual Handling and lifting

	Structuretone Ltd Safety Management System
Title:	Manual Handling and Lifting
Risk level	High

HAZARDS

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis, heat conditions.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

Planning

- The Contracts Manager shall identify all job areas where manual handling training will be required throughout Structuretone Ltd.
- At the planning stage, of a project, the PSCS / Contracts Manager shall allow for mechanical handling devices to be used on site so far as reasonably practicable.

Supervision

- The PSCS / Site Manager will ensure that materials are handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.
- All Management / Supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.
- Management / Supervisory staff will ensure that a supply of suitable gloves is available for issue, as required, for the handling of materials that could cause injuries to the hands.
- Management will not allow any operative, particularly a young person, to lift without assistance a load which is likely to cause injury.

Safe Working Procedures

- Always use mechanical devices wherever possible, i.e. cranes, forklifts etc.
- Know your own limits; DON'T try to tackle jobs you can't handle.

HEALTH & SAFETY POLICY MANUAL

- Check that the area you will be lifting in has clear access and adequate lighting
- Check the weight of the load before trying to lift
- Wear gloves to protect hands from cuts and punctures
- Always wear safety boots to protect from falling loads
- First carry out a trial lift by rocking the load from side to side, then try to lift a small amount to get the 'feel' for the load.
- Stand reasonably close to the load, feet hip width apart, one foot slightly forward pointing in the direction in which you are going.
- Bend your knees and keep your back straight.
- Breathe in before lifting as this helps to support the spine
- Use a good lifting technique, keep your back straight and lift using your legs.
- Keep the load close to your body
- Don't carry a load that obscures your vision.
- Lift slowly and smoothly.
- Avoid jerky movements
- Avoid twisting your body when lifting or carrying a load
- When lifting to a height from the floor, do it in 2 stages.
- When 2 or more people are carrying a load, one person must take charge and co-ordinate the lift.

HEALTH & SAFETY POLICY MANUAL

Mobile Scaffolds

	Structuretone Ltd Safety Management System
Title:	Mobile Scaffolds
Risk level	High

HAZARDS

- Fall of persons or materials from the platform.
- Overturning due to overloading, uneven ground, wind.
- Not stabilised or secured to suitable fixture.
- Contact with overhead power lines.
- Insufficient ladders to provide proper access.
- Collapse of scaffold
- Unauthorised access to scaffolding
- Untrained erectors

Planning

- All work at heights (where a person may fall any distance which could result in personal injury) must be carried out in accordance with the General Application Regulations 2007
- Mobile Tower Scaffolds cannot be used onsite unless a Risk Assessment is and the GA3 Form completed.
- The GA3 Form must be completed weekly for all Mobile Tower Scaffolds on site.
- Prior to erection of mobile scaffold towers, the area will be inspected and any overhead obstructions such as electricity cables, will be noted.
- When hiring in such equipment, the hire company will be requested to supply the erection instructions.
- Only competent persons (Hold a valid CSCS card for the operation), or persons under the instruction of a competent person, will erect mobile scaffold towers

Supervision

- The Site Manager must ensure that all mobile tower scaffolds on site are inspected at 7-day intervals and a record of inspection will be made on GA3 form and kept on site
- No person is permitted to erect, alter or dismantle any mobile tower scaffold unless trained and authorised to do so by the Site Manager. All mobile towers will be checked before use by the Site Manager to ensure they are in accordance with the standards required. All operatives required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds.
- Towers will not be used if they are structurally incomplete. If it is to be left incomplete, then a "Scaffolding Incomplete - Do Not Use" signs will be used.
- Towers will not be used on sloping or uneven surfaces.

HEALTH & SAFETY POLICY MANUAL

Safe Working Procedures

- Height to base ratio shall not exceed 3.5: 1 for internal use and 3:1 for external use.
- Outriggers must be extended, or the scaffold tied, where the height to base ratio of the working platform is exceeded.
- Towers must not be used or moved on sloping, uneven or obstructed surfaces.
- Towers must only be moved from ground level.
- Before using Mobile Towers on site consideration must be given to the condition of floors, the positions of openings, ducts, steps etc.
- No person shall remain on the scaffold whilst being moved and materials and tools shall be removed or secured on the platform.
- Towers shall be vertical and bracing members must be fitted.
- Guard rails and toe boards must be fitted.
- Wheels must be locked when the platform is in use.
- Towers must not be used in adverse weather.
- Access to the tower will be from a ladder only.

HEALTH & SAFETY POLICY MANUAL

Site Tidiness

	Structuretone Ltd Safety Management System
Title:	Site Tidiness
Risk level	High

HAZARDS

- Fire
- Tripping
- Collapse of Stored Material
- Restricted or Blocked Access
- Falling Materials

Planning

- The Quantity Surveyor shall, at the tender/negotiation stage, take into account the labour requirement required to keep the site tidy, which will be included in the contract price.
- All sub-contractors will be informed, by the PSCS that they will be expected to keep their area of work in a tidy condition and that they will be required to remove rubbish on a daily basis.
- All access routes will be planned and deliveries programmed prior to the project commencing by the PSCS / Site Manager. All work will be tendered for, or negotiated, taking into account the labour requirement and plant required to comply with the relevant standards.

Supervision

- The PSCS / Site Manager will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.
- The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities that will not create difficulties on site.
- The Site Manager will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site will be stored safely ensuring that accesses are not obstructed.
- The Site Manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc. to be carried out in accordance with these standards.

Safe Work Procedures

- All openings in floors must be securely covered and be clearly marked to show that there is an opening below.

HEALTH & SAFETY POLICY MANUAL

- Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided or other suitable safe method used.
- All employees / contractors are expected to keep their work areas tidy, and cooperate with Site Management
 - Everyone is entitled to a clear space of 600mm or more on gangways and working platforms.
 - Route cables and hoses away from passageways.
 - Pick up pallet bands once released
 - Never allow sheeting to obscure openings or gaps
- De-nail timber as the work progresses
- Protruding reinforcement bars should be cut or capped.
- Stack loose material in a way that prevents items falling.
- Use brick-guards on scaffolds.
 - Keep fire escape routes clear of all obstructions, particularly combustible material.
 - Treat cartridges as explosives - return all rounds to store.
- Vermin will thrive if food litter (and nesting material) is available – keep the canteen area tidy

HEALTH & SAFETY POLICY MANUAL

Welding

	Structuretone Ltd Safety Management System
Title:	Welding
Risk level	High

HAZARDS

- Fire
- Electric Shock
- Eye Injury
- Burns / Explosion
- Fumes
- Asphyxiation
- Manual Handling

Planning

- Ensure that all necessary protective clothing, ventilation equipment, respirators or breathing apparatus, fire resistant sheets, extinguishers, screens and so on required to comply with the relevant standards are planned and arrangements made for delivery to site before welding or cutting work starts.
- Assessments of risks to health from welding, cutting or burning operations must be available before work commences. No painted metal will be cut or welded until advice is obtained from the PSCS or Safety & Health Advisor on the precautions required.
- No welding, cutting or burning will take place in confined spaces until advice is obtained from the PSCS or Safety & Health Advisor on precautions required.

Supervision

- Only trained and experienced operatives are permitted to carry out work with welding/cutting equipment/burning equipment.
- All protective equipment, ventilation equipment, respirators and fire extinguishers will be on site prior to such work being carried out.
- It will be established whether a Hot Work Permit is required prior to work starting.
- Any work to be carried out in a confined space will be identified at planning stage and the method of work planned.
- Adequate protection will be provided to others when welding and burning is being carried out.
- When work is being carried out indoors, ventilation will be provided.

Safe Working Procedures

- Flashback arrestors will be fitted to all oxygen and fuel gas regulators.
- Check if a Hot Work Permit is required.

HEALTH & SAFETY POLICY MANUAL

- Gloves, safety boots, overalls, safety helmet, aprons, and eye protection will be worn at all times during welding operations.
- Ensure that adequate fire precautions have been taken prior to work commencing.
- Ensure that gas cylinders are stored in trolleys during use, and securely stored away after use.
- Ensure that there is adequate ventilation during operations.
- Ensure that all necessary protective clothing, ventilation equipment, respirators or breathing apparatus, fire resistant sheets, extinguishers, screens and so on required to comply with the relevant standards are planned and arrangements made for delivery to site before welding or cutting work starts.
- No welding, cutting or burning will take place in confined spaces until advice is obtained from the PSCS / Site Manager on precautions required.
- Welding/hot work will be prohibited in some areas e.g. Marshalling Areas, storage areas of LPG, flammables, oil, etc. Tests for flammable gases will be carried out in any sump or pit before any hot work is carried out.
- Only trained and experienced operatives are permitted to carry out work with welding/cutting equipment.
- Don't touch live metal parts with bare skin or wet clothing.
- Electrode holders should be disconnected before replacing the electrode.
- Ensure adequate protection is provided to protect others from the work by the use of screens.
- Ensure all equipment is in good condition and that all connections are correctly made to ensure that no gas leaks into the work area.
- Store equipment upright, and secure during use or storage.
- Ensure good ventilation during work operations.

HEALTH & SAFETY POLICY MANUAL

Work at Height

	Structuretone Ltd Safety Management System
Title:	Work at Height
Risk level	High

HAZARDS

- Fall of persons from heights
- Fall of materials or articles from heights

Planning

- All work at heights (where a person may fall any distance which could result in personal injury) must be carried out in accordance with the General Application Regulations 2007
- The public and particularly children must be safeguarded when work at heights is being carried out. Access for the public and children must be restricted and outside of working hours the access must be removed or fenced off.

Supervision

- The Site Manager shall ensure that work is risk assessed and planned to ensure that safe access/egress and working places are provided for operatives to work at heights.

Safe Work Procedures

- Where practicable work at heights should be carried out from the building or structure or from a scaffold. The safest means possible (as established during the risk assessment) shall always be used, for example, using a mobile scaffold tower instead of an "A" frame ladder.
- Operatives involved in the erection of edge protection shall wear Safety Harnesses. A method statement shall be drawn up for this activity, paying particular attention to rescue procedures that may be required in the event of an operative becoming suspended in a harness and the provision of suitable, and sufficient, anchorage points.
- All edge protection will be inspected on a weekly basis or after particularly poor weather conditions and the finding of these inspections entered into Form GA3.

HEALTH & SAFETY POLICY MANUAL

Temporary Works

	Structuretone Ltd Safety Management System
Title:	Temporary Works
Risk level	High

HAZARDS

- Collapse of structure/ part collapse.
- Fall of materials or articles from heights

Planning

- All works must be assessed, planned and coordinated.
- STL Site Management to establish Temporary Works requirements.
-

Supervision

- The Project Manager/ Site Manager shall ensure that work is risk assessed and planned to ensure that adequate Temporary Works planning takes place prior to works commencing.

HEALTH & SAFETY POLICY MANUAL

Medium Risk Activities

Abrasive Wheels

	Structuretone Ltd Safety Management System
<i>Title:</i>	Abrasive Wheels
<i>Risk Level</i>	Medium

HAZARDS

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dusts from certain types of materials.
- Loose clothing tangled in disc.
- Noise.
- Fire and explosion.

Planning

- The Site Manager, in conjunction with the Safety Health Manager, will ensure that sufficient Operatives have been trained in accordance with the Abrasive Wheels Regulations in the mounting of abrasive wheels and discs on the type of machine to be used and that the names of the persons appointed are noted.
- The PSCS / Site Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.
- Works to be covered by a specific method statement and risk assessment.

Supervision

- The PSCS / Site Manager will ensure that any Operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the Regulations.
- Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect that could give rise to injury is taken out of use immediately.

Safe Working Procedures

- Concrete saws and angle grinders will be considered to be abrasive wheels.
- Any person who uses such a tool or who changes a wheel or disc on such a tool must be trained.
- STL Hot works permit to be completed each day, one hour fire watch to be completed.

HEALTH & SAFETY POLICY MANUAL

- Wheels should never be operated without guards in place. Operators should wear suitable personal protection especially for the eyes.
- The operator should carry out a visual check on the machine or tool prior to use. He/ she should also check for loose plug connections or damage to the cable sheath and report any faults to his supervisor.
- Do not exert heavy pressure on the wheel.
- Reinforced wheels must always be used on hand held machines.
- Check that the max speed of the wheel is greater than the max spindle speed before fitting.
- Keep your fingers away from the cutting edge of the wheel.
- Eye & Ear protection **MUST** always be worn
- Ensure that the floor around the machine is maintained in good condition.
- When mounting wheels or discs ensure that the maximum operating speed marked on the wheel is not exceeded.
- The wheel guard must be secured in position and properly adjusted before the wheel is run.
- Work rests should be kept as close as possible to the wheel. As the wheel wears the work rest should be frequently inspected and adjusted.
- Grinding on the side of straight sided wheels, used for off hand grinding, is dangerous particularly when they are appreciably worn or when sudden pressure is applied.
- The operator must not wear loose clothing.
- Rags and waste must be kept clear of wheels.
- Make sure that other personnel are clear of the area in which you are working.
- Run a replacement wheel for a full minute before attempting to use it.

Abrasive wheels will be inspected regularly and any defects reported to the Site Manager.

HEALTH & SAFETY POLICY MANUAL

Health Hazards (Hazardous substances)

	Structuretone Ltd Safety Management System
Title:	Health Hazards (Hazardous Substances)
Risk level	Medium

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis, e.g. cement, acids
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.

Typical Hazardous Substances include:- (please note this is a non- exhaustive list)

- Contaminated Ground
- Concrete ad-mixtures
- Cement
- Solvent fumes
- Hard Wood Dusts
- Resins
- Epoxy Based Paints
- Welding fumes
- Asbestos

Planning

- The PSCS / Contracts Manager will ensure that, before work starts on any job, information is obtained on any material, substance, or process to be used or likely to be encountered which could be a hazard to the health of Operatives, and which is not covered by the generic assessment or is covered but requires a more detailed assessment. If possible, arrangements should be made for an alternative, less hazardous material to be specified.
- At the planning stage the Contracts Manager, in association with the PSCS, shall identify all proposed substances hazardous to the Health or Safety of persons at work.
- If possible, arrangements should be made for an alternative, less hazardous substance to be specified in the construction of the project. The Contracts Manager shall liaise with the PSCS / Safety & Health Advisor on the proposed use of any substance hazardous to health.
- The Purchasing Manager, in conjunction with the Contracts Manager / PSCS shall ensure that Material Safety Data Sheets are provided by suppliers for all substances hazardous to health as identified by the PSCS / Contracts Manager for a particular project.

HEALTH & SAFETY POLICY MANUAL

- At the planning stage the Contracts Manager, in association with the PSCS shall make arrangements for the exposure to hazardous substances to be limited to as low a level as is reasonably possible.
- The PSCS / Contracts Manager shall ensure that all the required Health and Safety resources are made available to comply with the Material Safety Data Sheet, and other control measures detailed in the Safety & Health Plan, these may include the use of Personal Protective Equipment, local exhaust ventilation, isolation of the substance/process etc.

Supervision

- The PSCS is to ensure that all Material Safety Data Sheets are available on site prior to work commencing on site.
- The PSCS / Site Manager shall arrange for the appropriate level of training and information to be given to operatives who will be engaged in the use of substances hazardous to health.
- Exposure to hazardous substances shall be controlled to as low a level as is reasonably practicable.
- All employees shall be provided with information, instruction and training in relation to the use of hazardous substances.
- Any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc. must be planned before work commences.
- All Operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.
- The PSCS / Site Manager shall ensure that all the planned arrangements are in place, e.g. training, information, Material Safety Data Sheets etc, prior to work commencing on site. In particular the PSCS / Site Manager will ensure that the required Personal Protective Equipment is available, and adequate for the use to which it will be put.

Safe Working Procedures

- Any substances carrying a warning label has the potential to cause harm – always read the labels and assess the risks before using the substances on site. Remember – ALWAYS follow the instructions for the safe use of Hazardous Substances on labels / Material Safety Data Sheets.
- Chemical products must never be allowed to come into eye contact, and generally contact with the skin should be kept to a minimum.
- Don't mix different chemicals or substances.
- Wear the correct Personal Protective Equipment when using hazardous substances, e.g. dust / fume masks, gloves, goggles, overalls etc.
- Know where the first aid / washing facilities are on site.

HEALTH & SAFETY POLICY MANUAL

- Ensure that hazardous substances are stored in a secure location whilst not in use.
- Don't store hazardous substances above head height, where they may fall onto others.
- Make sure that you have been trained to use the hazardous substances that you use on site.
- Don't Eat, Drink or smoke whilst using hazardous substances, and remember always to wash up afterwards.
- Don't expose other workers who may be in the area to the hazardous substances you are using through fumes, gas or dust.
- Ensure that all spillages are cleaned immediately and that waste and used containers are disposed of properly.

HEALTH & SAFETY POLICY MANUAL

Noise

	Structuretone Ltd Safety Management System
Title:	Noise
Risk level	Medium

HAZARDS

Excessive sustained noise can be damaging to a persons hearing.

Planning

Where personnel will be required to work in situations where levels of noise are likely to be encountered, the PSCS / Contracts Manager will ensure that full information is obtained before work commences on the levels and frequencies of noise.

The PSCS / Site Manager shall ensure that all plant is maintained according to the manufacturer's instructions so that all plant complies with legislation relating to noise on construction sites.

Supervision

- The PSCS / Site Manager will ensure that all plant provided with fitted with silencers, mufflers, doors, canopies, etc., and that all equipment and noise reducing doors are used.
- Supplies of ear defenders or other hearing protection will be made available on the site or for any operations where it is not practicable to reduce the noise levels to a safe limit.
- The PSCS will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the hire company immediately.
- The PSCS / Site Manager shall ensure that all operatives working in areas with noise levels in excess of 80dB are provided with, and wear suitable hearing protection.
- The PSCS / Site Manager shall ensure that all noise control items fitted to plant are in good working order.

Safe Working Procedures

- As a rule of thumb if you have to raise your voice to be heard, 2m or less from the person, you need to wear hearing protection.
- Always wear hearing protection in areas where there are sign "Hearing Protection Must be Worn"
- Keep compressor covers closed when not in use.
- Don't keep machinery running unnecessarily.
- Ensure that you don't expose your fellow workers to your noise.

HEALTH & SAFETY POLICY MANUAL

- Move noise sources away from the working areas, where possible.
- If possible shield noisy processes, work behind a wall or some other sound absorbing material.

NOTE: - make sure that the ear protection you wear is worn correctly, if it is not it may be ineffective.

Ensure that ear plugs are a good fit and correctly inserted.

Use disposable ear plugs once only.

Clean your hands before touching all types of ear plugs.

Ear muffs should fit the head all around the seal of the ear muffs.

Ear muffs must be worn the correct way around, i.e. Left side to left ear, Right side to right ear.

Ensure that muff seals are in a good condition.

If you have difficulties with wearing the ear protection provided report it to your supervisor.

HEALTH & SAFETY POLICY MANUAL

Permit to work

	Structuretone Ltd Safety Management System
Title:	Permit to Work
Risk level	Medium

HAZARDS

- Fire
- Burns
- Explosion
- Electrocutation
- Exposure to Hazardous Substances
- Fumes
- Unauthorised access to dangerous areas

Planning

- At the planning stage the PSCS and the Contracts Manager shall identify areas/activities where Permits to Work shall be required. These may include Hot Works, Entry into Confined Spaces, Work on Electrical Installations, Access to restricted areas i.e. Plant Rooms, Areas where formwork is being erected, Areas where pre-cast slabs are being erected.
- The PSCS shall ensure that the required control measures are detailed in the Safety & Health Plan.
- The PSCS / Contracts Manager shall ensure that the required Permits are made available on site prior to work starting on site.
- Site Management will be trained and informed in the use and operation of the Permits that shall be in operation on site.

Supervision

- The PSCS / Site Manager is responsible for the issuing and monitoring of all Permits to Work on site, and for ensuring that the required precautions have been taken before, during, and after the issue of Permits.
- The PSCS / Site Manager shall keep records of all Permits to Work issued in respect of a particular project.
- The PSCS / Site Manager shall regularly inspect the site to ensure that all persons are working according to the conditions of Permits to Work on site.

Safe Working Procedure

- The PSCS / Site Manager, or their delegate, shall ensure that before any works commence that safe working procedures and precautions have been planned.

HEALTH & SAFETY POLICY MANUAL

- Before issuing any Permit the PSCS / Site Manager or their delegate shall inspect the work area, work equipment, safety equipment, and Personal Protective Equipment required for the operation.
- Before issuing any Permit the PSCS / Site Manager, or their delegate, shall ensure that the person(s) carrying out the operation are familiar with the conditions / operation of the Permit to Work, and required Safety Procedures and Precautions.
- When the PSCS / Site Manager is satisfied that all required procedures / precautions are in place they will sign the Permit and then ask the person to whom it will be issued to sign off the Permit.
- The Permit shall be retained in the Site Office.
- When the works are complete the person to whom the Permit was issued shall ensure that the work area has been made safe as per the agreed procedures. They shall then go to the PSCS / Site Manager, or their delegate to sign the Clearance section of the Permit stating that all works are completed and the work area has been left in a safe condition.
- When the Permit has been cleared the PSCS / Site Manager, or their delegate, shall go to the work area to ensure that it has been left in a safe condition. They shall then sign off the cancellation section of the Permit and File the Permit in Section 15 of the Safety & Health Plan.
- Should the time elapse on the Permit then the PSCS / Site Manager shall go to the work area. If the works have not been completed another fresh permit must be issued.

The permit to work used by Structuretone Ltd must be completed as follows:-

Permit number – each permit issued on site must be issued with a sequential number.

Site – the site where the permit is being issued must be filled in.

Date / Time - the date and time when the permit is issued must be filled in.

Permission Granted to – the name of the individual(s) and the company to which they belong must be completed.

Type of Equipment Used – what work equipment will be required to carry out the required work, e.g. welding set, 110V transformer, electrical testing equipment etc.

Limits of Permit - This section of the permit must clearly define the area or room to be entered or work to be carried out under the permit, e.g. entry into confined spaces, work on electrical equipment made dead, hot work permit.

Between - the date and time until which the permit is valid must be completed. Normally permits should be issued for no more than 4 hours.

HEALTH & SAFETY POLICY MANUAL

Restrictions - A permit may be issued for entry into a room or confined space but certain specific work in that area may require a further permit in which case this requirement must be noted in this section.

Similar restrictions may apply to entry into adjoining rooms or areas, use of power tools, welding operations, etc.

Hazards / Risks Identified – the hazards / risks associated with the operation must be identified in this section, i.e. risks of fire from smouldering materials, risk of electrocution from live parts, risk of falls from heights, risk of asphyxiation from gases etc.

Precautions - details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking-off of machinery controls and any other pre-entry or pre-work measures carried out to ensure safety must be noted in this section. If information is given on additional sheet, this must be noted and the additional sheet attached to the permit.

Conditions - any protective clothing required, on-going gas testing, radiation monitoring, emergency alarm and escape procedures and any other requirement while work is taking place must be noted in this section. If information is given on additional sheet, this must be noted and the additional sheet attached to the permit.

Checklist – the person issuing the Permit must complete the tick box checklist prior to issuing the Permit and ensure that all the appropriate precautions detailed there have been taken.

Issue / Receipt of Permit - the person receiving the permit, before signing it, will ensure that they understand fully the limits, restrictions and conditions of the permit and will then accept the responsibility for informing all the persons under his control.

When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.

Note: The permit will only be valid while the person to whom it was issued is still on the site. If that person must leave the site, then the permit must be cleared and cancelled and another person nominated to receive a fresh permit.

If the person to whom the permit is issued is not satisfied in any way with the precautions and conditions which apply at any time during operations, then all persons under his control must be withdrawn and the permit returned to the person who issued it with details of any difficulties, unsafe conditions, etc. encountered.

Clearance – when the permit time limit is reached, or the work is complete, or the permit holder leaves the site, then this section must be signed on the permit. The permit can only be cleared by the person to whom it was issued.

HEALTH & SAFETY POLICY MANUAL

Cancellation – when the person that issued the permit is satisfied that the work area has been left in a safe condition according to the agreed procedures then they will sign off the cancellation section and file the Permit in Section 15 of the Safety & Health Plan. Normally, only the person who issues a permit should cancel it but in some cases it may be necessary to authorise other persons to cancel permits.

HEALTH & SAFETY POLICY MANUAL

Personal Protective Equipment

	Structuretone Ltd Safety Management System
Title:	Personal Protection Equipment (PPE)
Risk level	Medium

HAZARDS

- Being struck on the head by falling materials or overhead plant/machinery.
- Feet exposed to heavy and pointed objects.
- Ears unprotected when working on or near noisy plant/machinery.
- Hands exposed to sharp, abrasive or corrosive materials.
- Falling from heights.
- Eye exposed to substances that will harm eyes, e.g. abrasive wheels, cartridge tools etc.

Planning

- Before work starts, the PSCS / Contracts Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection and ear defenders are ordered and available for use on site.
- The PSCS shall detail specific areas/activities that require the use of PPE in the Safety & Health Plan
- The Contracts Manager shall make arrangements for the required number and type of PPE to be made available prior to commencement on site.

Supervision

- The PSCS / Site Manager shall ensure that all operatives are issued with the appropriate PPE at the start of the project, and that their signature is obtained for any, and all, items issued
- The PSCS / Site Manager will ensure that adequate supplies of all necessary protective clothing or equipment are available on site for issue as required
- The PSCS / Site Manager will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.
- The PSCS / Site Manager will ensure that before employees are started on works, any necessary protective clothing is provided and that signs are erected for “high risk areas”, e.g. machinery requiring eye protection, ear defenders etc.
- Any person on site observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory and Company Policy requirements and instructed not to continue working until protective clothing or

HEALTH & SAFETY POLICY MANUAL

equipment is obtained. This applies to any Sub-Contractors as well as direct employees.

- All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear and will use all necessary protective clothing and equipment where required.
- The PSCS / Site Manager is responsible for ensuring that the required PPE is being used on site according to the planned procedures, N.B. the Safety & Health Plan, during any inspection where the PSCS / Site Manager becomes aware of operatives not wearing the appropriate PPE on site, he/she shall instigate normal disciplinary procedures against those persons in breach of this policy or of legislation

Safe Working Procedures

- A safety helmet must be worn at all times whilst on site, and in particular when working in excavations, when working in confined spaces, where there is a danger of being struck by a moving object, where there is a danger of striking a fixed object, and where any construction work is in progress.
- Eye protection must be worn whilst using abrasive wheels, cutting, grinding, a hammer and chisel to cut stone or brick, a cartridge tool, or any substance that will harm the eyes.
- Ear protection must be worn whilst operating with noisy plant or machinery and in particular when dumper trucks, using a woodworking machine, using a breaker or compressor, or other noisy machinery and other noisy machinery and working where a number of noisy machines are operating.
- Gloves must be worn whilst handling chemical substances (rubber gloves), and suitable gloves must be worn whilst handling abrasives e.g. block work, steel etc.
- Steel toe capped boots must be worn at all times whilst working on site and in particular when, lifting or moving heavy objects bricks, blocks, kerbs etc., in addition steel reinforced mid-soles (to BS EN 344) must be worn on site to protect against sharp objects e.g. nails, reinforcing steel etc.
- When working at a height where a fall could result in personal injury, where no suitable working platform has been provided, e.g. scaffolding or a secured ladder, a safety harness must be worn by personnel.
- Normal disciplinary procedures against those persons in breach of this policy or of legislation

HEALTH & SAFETY POLICY MANUAL

Pressure Testing and Commissioning of Works

	Structuretone Ltd Safety Management System
Title:	Pressure Testing & Commissioning of Works
Risk level	Medium (Refer to the HS.A. Guide to the Safety, Health and Welfare at Work Regulations 2012 Pressure Systems)

HAZARDS

- Explosion
- Injury from ejected materials and fittings
- Leakage of hazardous substances
- Release of stored energy
- Blast wave or missiles from release of stored energy
- Fire
- Electrocution
- Noise
- Vibration

Planning

Only authorised, experienced and competent persons will carry out pressure testing. This will be controlled, preferable by a permit to work system. The Project manager or site foreman will carry out an inspection of the system before starting to test, to ensure that isolations, blanks and other specified safety devices are in place before any testing begins.

Safe Work Procedures

- A formal testing procedure will be prepared before testing commences.
- Leak testing will proceed pressure testing.
- Testing will be planned at the lowest pressure acceptable to specified/specification, and should be avoided unless there are sound technical reasons for carrying out the tests.
- Access to the test equipment and the adjacent area is to be restricted.
- Pressure test gauges will be correctly dated to ensure correct calibration.
- Fire protection and first-aid equipment will be available before testing begins.
- PPE such as goggles and gloves will be available.
- Vulnerable items such as meters and pressure switches will be removed.
- Access equipment will be provided as necessary to enable easy access to the controls to be gained.

HEALTH & SAFETY POLICY MANUAL

Site Set-up

	Structuretone Ltd Safety Management System
Title:	Site Set-up
Risk level	Medium

Planning

The PSCS, Contracts Manager and Site Manager are responsible for ensuring that at the commencement of a project that sufficient resources will be made available for the safe completion of the project.

Preliminary Appraisal

Examine the Contract documents, specification, and Preliminary Health and Safety Plan to establish constraints that affect planning of site layout and methods of construction.

Determine the safe construction sequence.

Define area of site available for plant, access, temporary buildings and services, materials storage and welfare requirements.

Administrative

- Request, in writing, from the relevant utility companies the locations of existing services, including electricity, water, Telecom, gas, etc.
- Give instructions to isolate, divert or provide adequate protection from the identified services on site.
- Notify the Safety, Health and Environmental Advisor of the commencement of a new site and ensure that the required safety documentation is on site prior to commencing the works.

Health and Welfare:

Ensure that the following are planned and provided:-

- Drying Room For Drying Clothing on Site
- Drinking Water Available on Site
- Hot Water - Available on Site for Washing
- Cold Water - Available on Site for Washing
- Wash basins – 1 per 25 employees, and an extra 1 for every 35 additional employees (over 100)
- 1 WC per 25 people on site up to 100, and 1 per 35 persons over 100 on site.
- Urinals – to be provided if over 100 persons working on site(at rate of 1 per 25 employees)
- Soap – adequate amount available at wash basins

HEALTH & SAFETY POLICY MANUAL

- Hand Dryer or Paper Towels provided for drying up.
- Canteen / Messing facilities provided

Examine the Contract documents, specification, and Preliminary Health and Safety Plan to establish constraints that affect planning of site layout and methods of construction.

Determine the safe construction sequence.

Define area of site available for plant, access, temporary buildings and services, materials storage and welfare requirements.

Administrative

- Request, in writing, from the relevant utility companies the locations of existing services, including electricity, water, Telecom, gas, etc.
- Give instructions to isolate, divert or provide adequate protection from the identified services on site.
- Notify the Safety, Health and Environmental Advisor of the commencement of a new site and ensure that the required safety documentation is on site prior to commencing the works.

Health and Welfare:

Ensure that the following are planned and provided:-

- Drying Room For Drying Clothing on Site
- Drinking Water Available on Site
- Hot Water - Available on Site for Washing
- Cold Water - Available on Site for Washing
- Wash basins – 1 per 25 employees, and an extra 1 for every 35 additional employees (over 100)
- 1 WC per 25 people on site up to 100, and 1 per 35 persons over 100 on site.
- Urinals – to be provided if over 100 persons working on site(at rate of 1 per 25 employees)
- Soap – adequate amount available at wash basins
- Hand Dryer or Paper Towels provided for drying up.
- Canteen / Messing facilities provided

- Separate facilities provided for males / females
- Adequate Provision for the cleaning of toilets / sanitary facilities(at least daily and more often if required)
- Adequate provision for the cleaning of messing / canteen facilities(at least daily and more often if required)
- First Aid requirements.
- Fire Fighting Facilities

Site Plan/Layout

- Arrange for perimeter fencing / hoarding to prevent unauthorised access onto site.

HEALTH & SAFETY POLICY MANUAL

- Ensure good visibility and access at entrances allowing safe access and egress to the site.
- Identify position of tower crane, (if any) being aware of over sailing neighbours. Where there is more than one tower crane on site, or on adjacent sites, appropriate control measures shall be put in place so as to avoid potential collisions of the cranes.
- Provide for adequate and safe storage.

Do not rely purely on advice from the service authorities to locate all the services on site. The site must be surveyed, with location equipment (i.e. a CAT scanner) to ensure that all services have been identified.

HEALTH & SAFETY POLICY MANUAL

Low Risk Activities

Cartridge Tools

	Structuretone Ltd Safety Management System
Title:	Cartridge Tools
Risk Level	Low

HAZARDS

- Flying particles i.e. pieces of metal or concrete
- Cartridge being too powerful for the task
- Voids in the structure being fired into
- Material being fired into being too thin.
- Changes in the consistency of the material.
- Works to be covered by a specific method statement and risk assessment.

Planning

- The Site Manager, in conjunction with the Safety & Health Advisor will arrange for all Operatives who will be required to use cartridge tools on site to be trained by the cartridge tool manufacturer's representatives.
- Suitable storage facilities will be provided where cartridges are stored on site.

Supervision

- Only cartridge tools of low velocity indirect type will be used on the sites.
- The PSCS / Site Manager will ensure that only persons who have been trained are permitted or required to use cartridge tools on site.
- The PSCS / Site Manager will ensure that, where necessary, all cartridges are stored on site in the storage facilities provided.
- The PSCS / Site Manager will ensure that sufficient and suitable eye protection is available and issued when required.
- The PSCS / Site Manager will ensure where there is likely to be flammable vapours, gases or there is a risk of dust explosion, that tools will not be used.

Safe Working Procedures

- All operatives required to use cartridge tools will receive instruction from the manufacturer's representative on their proper use.
- Always wear Safety Goggles and Ear Protection (Eye protection to BS 2092 Grade 1 Impact must be provided and worn)
- Always hold the tool at right angles to the surface being fired into
- Check the material into which the bolt is to be fired
- Carry out a test fire first
- Check that there is nobody behind the target
- Allow at least 75mm from the edge of concrete or blockwork.
- Ensure that the entire splinter guard is resting on the work surface.
- NEVER place your hand over the end of the barrel.

HEALTH & SAFETY POLICY MANUAL

- In the event of a misfire – WAIT a minute, re-fire it. If nothing happens, WAIT a further minute before unloading.
- Keep the tool clean and well oiled.
- NEVER leave the tool loaded when not in use.
- Cartridges MUST be kept under lock & key and in a safe place.
- Only cartridge tools of the low velocity and indirect type will be used on this site.
- Only tools of low power and indirect action will be purchased or hired.
- Tools must be stored unloaded.
- Different strengths of cartridges will be clearly identified and kept separate.

HEALTH & SAFETY POLICY MANUAL

Hand Tools

	Structuretone Ltd Safety Management System
Title:	Hand Tools
Risk level	Low

HAZARDS

- Cuts
- Punctures
- Bruises
- Damaged tools
- Tools falling onto people
- Personnel falling over tools

Planning

- Ensure that there are an adequate number of hand tools available on site for the works to be carried out on site.
- Ensure that there is a storage area on site, for storing tools on site after each work shift.

Supervision

- Only trained and experienced operatives are permitted to carry out work with hand tools.
- Ensure that damaged tools are taken out of use and disposed of, or properly repaired.
- Take appropriate disciplinary action against operatives who use tools in an unsafe manner.

Safe Working Procedures

- Use the right tools for the right job, DON'T improvise.
- Make sure that tools are in a good condition before using them, and inspect for wear and damage.
- Only use tools in the manner in which they were designed to be used.
- ALWAYS keep hands behind the cutting edge of tools.
- Use the right size spanner for the right sized nut.
- Make sure that you wear the appropriate PPE for the job in hand.
- Protect sharp edges when storing or carrying tools, and remember when carrying tools around site ALWAYS point the cutting edge towards the ground.
- Scrap tools that are worn, or damaged beyond repair.
- Keep cutting tools sharp – it is more efficient, requires less effort and therefore you won't have to force a tool, which could result in slipping, and injuries.
- Return tools to the stores at the end of each working day.

HEALTH & SAFETY POLICY MANUAL

Purchased Materials

	Structuretone Ltd Safety Management System
Title:	Purchased Materials
Risk level	Low

Hazards:

- Injury to user by inhalation, Injection / Absorption
- Injury by means of collapse
- Inappropriate P.P.E.
- Inappropriate working loads
- Fumes
- Unauthorised use of product / equipment
- No material safety data sheets in the event of emergency

Procedure

The Contracts Manager / Purchaser will ensure that all necessary MSDS are available on site for all products.

The Purchaser will require MSDS for materials.

There will be a Tool Box Talk given on Hazardous material and the material safety data sheet read out.

HEALTH & SAFETY POLICY MANUAL

Weil's Disease

	Structuretone Ltd Safety Management System
Title:	Weil's Disease
Risk level	Low

HAZARDS

- Persons working in areas where there may be in contact with rats urine, or water contaminated by rats may contract Leptospirosis (or Weil 's disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.
- This disease is a form of jaundice and can be fatal or result in a permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.
- Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings,
- rubbish tips, farms and other areas where rat infestation is likely.

Planning

- At the planning stage the PSCS / Contracts Manager shall ascertain if there is a risk of Weil's Disease on site.
- Where a risk has been identified the PSCS / Contracts Manager shall make arrangements for the training, and providing of information, of persons on site.

Supervision

- The PSCS / Site Manager shall ensure that the planned Health and Safety arrangements are in place prior to work commencing on site, which shall include the issuing of Leptospirosis cards to all persons on site.
- Leptospirosis cards shall be issued to those employees at risk and this should be shown whenever you attend your doctor or a hospital

Safe Working Procedures

- In severe cases exposure can be fatal
- Personnel working in likely contaminated areas shall ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a water proof dressing. After contact with raw water, the hands and the forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.
- Wherever possible protective clothing including, impervious gloves, shall be worn to avoid any contact with infected areas.

Important Note: In the event of influenza symptoms inform your GP of the possible exposure to Weil's disease.

HEALTH & SAFETY POLICY MANUAL

Appendices

Appendix A – HSA Disclaimer

Occupational Safety and Health Legislation in Ireland

The Health and Safety Authority is required, under section 57 of the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005) to keep under review safety and health legislation (relevant statutory provisions) and other statutes (associated statutory provisions) that have a bearing on occupational safety and health. The Authority will submit such proposals to the Minister for Labour Affairs, as appropriate, from time to time. A wide range of occupational safety and health and dangerous substances legislation and associated codes of practice are administered and enforced, in whole or part, by the Health and Safety Authority.

Disclaimer

Some pieces of legislation are available in full text here on the HSA site. These documents are intended for reference only.

All official copies of legislation should be available from;

Government Publications Sales Office
Sun Alliance House
Molesworth Street
Dublin 2
Tel: (01) 647 6000