



CalForth  
Construction Ltd

Employee Handbook



# Welcome **Message**

“

Hello, and welcome to CalForth Construction Ltd.

At CalForth we value the safety and wellbeing of all our Staff and Contractors. This handbook is to summarise our Policies & Procedures along with the basic requirements we desire from you to work with our company.

As we grow, we believe it is key to have everyone working together under the same guidance. This handbook will serve as an easy reference guide during your employment. We are delighted to have you on board and look forward to continuing our working relationship together.

”

# Our Company Mission Statement

CalForth Construction Ltd recognises its statutory duty to comply with all relevant legislations and the resulting duties & obligations.

Our company is committed to the protection of its Employees & Contractors as well  
as the public & the environment in line with our Policies & Procedures.

We achieve this by adhering to the following:

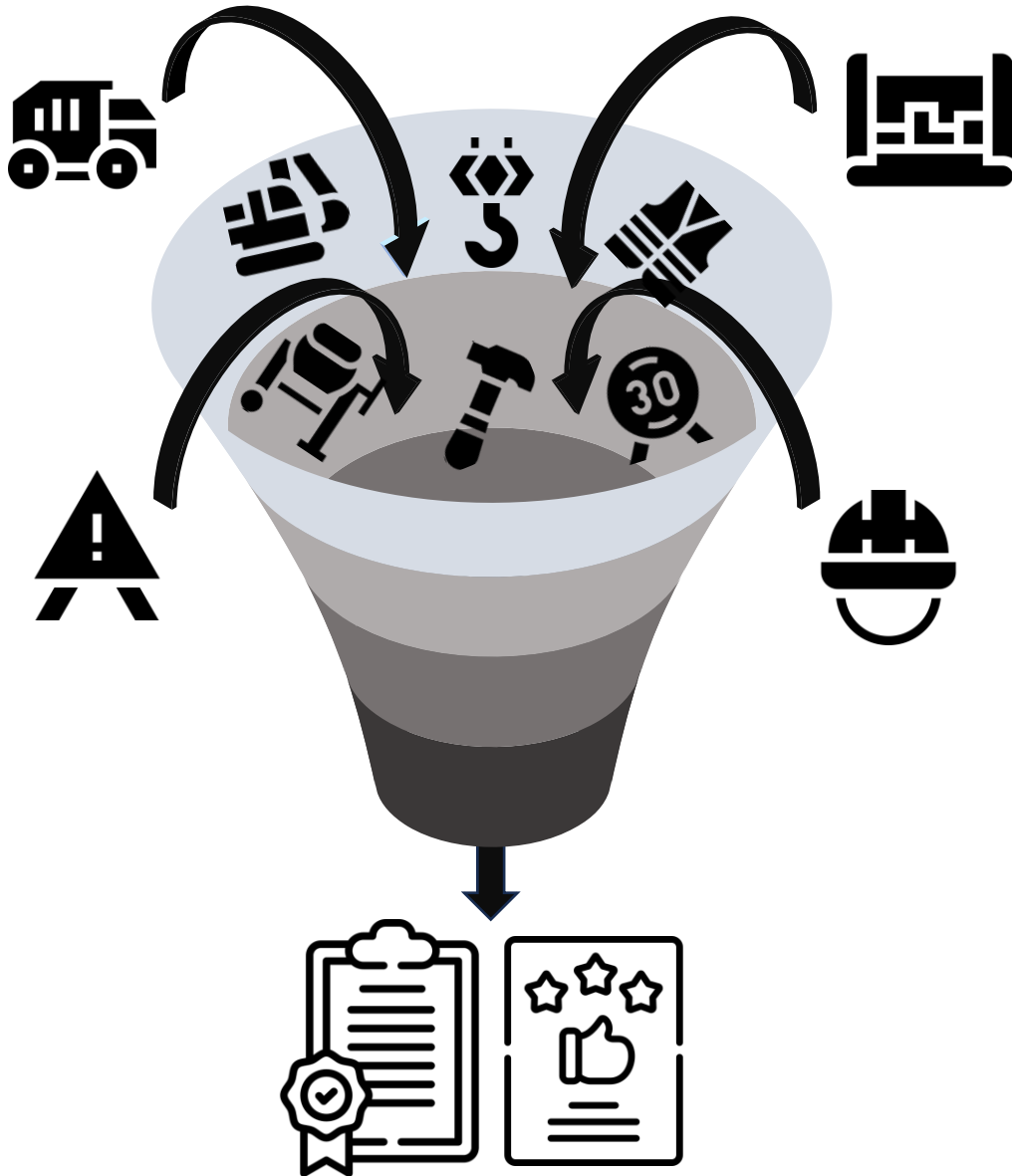
- Provide suitable, specific & sufficient risk assessments.
- Provisions to implement identified controls.
- Provide a Safe & Healthy working environment.
- Maintenance & Reviews of Safe Systems of Work.
- Safety in the handling & transportation of materials & substances.
- Provision of required PPE to complete tasks safely.
- Information, instruction & training to maintain employee competence.
- Provision of suitable equipment & machinery at site.
- All employees treated fairly and in line with the company's policies.
- Maintain a positive relationship with our clients.



**Steven Callander**  
**Owner / Director**



**Grant Handforth**  
**Owner / Director**



We utilise M2 Safety Consultants of Aberdeen for all our Health & Safety requirements.

M2 Safety understand our business, analysing our needs and provide us with the following:

- A fully managed Health & Safety Management System (SMS), reviewed annually and upon any legislative changes.
- Site visits to carry out essential auditing of our ongoing processes.
- Recommendations and advice on Health & Safety matters.

Full access to all our company policies and procedures is available via our company website:

[www.calforth.co.uk/employee-handbook](http://www.calforth.co.uk/employee-handbook)

Or scan the code





# PPE

## Our Responsibility

CalForth will provide all its Staff with the required PPE to complete their jobs in line with the RAMS for each specific task.

This includes:

- High visibility jackets, tops & bottoms
- Hard Hat
- Hand, Eye & Ear protection
- Protective footwear
- Respiratory protection

## Your Responsibility

As a representative of CalForth we expect you to comply with the following:

- Look after your equipment, its primary function is to keep you safe and it's your responsibility to ensure its in good order.
- Ensure you wear your PPE in line with the specific RAMS & Site Rules dependent on the task at hand.
- Ask for replacements if your PPE becomes damaged, excessively dirty or no longer fits.

# Driving Standards

## Our Responsibility

- Provide our employees with the ability to get to & from work back to your home.
- Provide vehicles to nominated individuals within the company.
- Ensure our vehicles are kept maintained and in good order.
- Ensure that vehicles are insured for those nominated to use them.

## Your Responsibility

- Ensure the vehicles are treated with care and attention.
- Follow the rules of the road and stay within the speed limits.
- Any fines (speeding, parking or driving standards related) will be the driver of the vehicle's responsibility.
- Drive the vehicles sensibly. You are representing the company anytime you are in one of our vehicles.
- Carry out basic maintenance checks and report the mileage & any issues via the weekly timesheet form (Oil & Ad-Blue level checks, tyre & wiper condition etc.).
- Keep the vehicles clean and tidy. They act as continual advertising for our company, keeping them in good visual order to the public will only increase it's standing and ensure the company continues to thrive.

***A CalForth Vehicle is not a replacement for your personal transport. Please do not use our vehicles out with work times. If you do need to use one, discuss with your Contracts Manager first.***

# Tools & Equipment



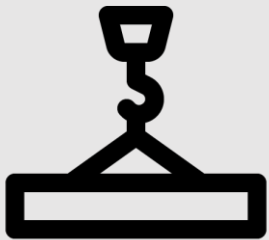
## Our Responsibility

- Provide the correct tools & equipment at site to allow tasks to be completed safely and in line with our Policies & Procedures.
- Provide training & instruction on the use of tools & equipment at site.
- Replace any damaged or broken tools & equipment.
- Ensure HAVS records are maintained for all employees utilizing Vibrating equipment.
- Provide employees with the required PPE to use the Tools & Equipment safely.

## Your Responsibility

- Ensure you are competent to use any tools & equipment prior to use.
- Treat all tools & equipment with care & respect. Mistreating tools & equipment could lead to an incident resulting in an injury.
- Carry out a pre use inspection prior to using any tools or equipment. If you spot any damage or have any concerns, do not use and report it to your contracts manager.
- Ensure that you are wearing the correct PPE for the tools & equipment in use.
- Before utilising any tools or equipment, make sure it is part of the RAMS specifically created for your task.
- Always switch off and isolate any power tools or plant machinery when not in use. Similarly, this should be done if carrying out any maintenance on tools & equipment.

# Specific Procedures



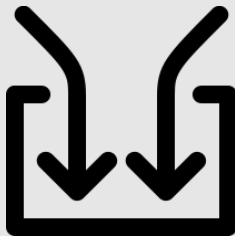
LIFTING



WORK@HEIGHT



COSHH



CONFINED SPACE

## Our Responsibility

- Provide our employees with specific policies & procedures with regards to Lifting, Working at Height, Working with Substances & Chemicals, Working in Confined Spaces and other specific areas.
- Ensure that employees are given training in areas required for them to complete their tasks safely.
- Write task specific RAMS pertaining to tasks involving any of the above-named areas.

## Your Responsibility

- Always follow the company policies & procedures.
- Never carry out tasks you are not competent to complete. If in doubt, ask your contracts manager for advice.
- Always wear the correct PPE detailed in your RAMS.



# Work Requirements

## Time Keeping

It is essential that you are on time for your work. Sticking to your times whilst at site is crucial to our jobs progressing as planned.

Longer breaks and leaving early mean we won't complete tasks on time.

## On the Job

When you are at site, its essential that everyone has their mind on the task at hand. Not focusing on your work can lead to a heightened risk of injury or incidents.

If you are struggling to remain focused, discuss it with your Contracts Manager who will look to assist you where they can.

## Mobile Phones

Phones are the number 1 cause of distraction at sites, we require you to make sure that they remain away during working time. (Unless discussed with your Contracts Manager – i.e. To be able to complete your work or if you have a pressing personal matter that requires you to be contactable).

## Behaviors at Site

Whilst employed by CalForth, you are constantly representing the company.

As a minimum we expect the following:

- Be polite and keep your language clean.
- Be engaged with clients, if someone speaks to you, speak back.
- Ensure your sites are kept clean and tidy.
- Don't make promises that are out with your control. Always engage with your Contracts Manager before agreeing to a request from a client.
- Respect your colleagues and treat them how you wish to be treated. Our company requires everyone to work together.

## Drugs and Alcohol

We do not tolerate the use of drugs and alcohol on any site we are working on. Anyone suspected of being under the influence of drugs and/or alcohol will be immediately removed from site and suspended whilst an investigation and disciplinary procedures are completed.

# Recording your Time

## How to access

- Scan the code to the left or go to [www.calforth.co.uk/employee-portal](http://www.calforth.co.uk/employee-portal). There you will find the link to the timesheet form.

## How to fill it in

- Work your way through the boxes on the form.
- First box and last box are the same, asking for your name. If you are new to the company, your name may not appear. Just select other and type your name in. Your name will be added to the list on the next system refresh (every couple of weeks).
- The start / finish times are in 24-hour format, make sure you are selecting the correct times.
- This is your timesheet, so its your responsibility. Make sure you fill it in correctly, accurately and honestly.



## What happens when I click submit?

- Your time will be entered onto our tracker system where we check it for mistakes and inaccuracies. All entries go into the same system which allows us to compare times against others and flag up any issues.
- An email will be generated with the details of the completed form, this will be sent to the email address you enter when completing the form. If you notice any issues contact your Contracts Manager and alert them of the problem, you will then be asked to resubmit a new form.
- The office team will process your timesheet, and you will be paid accordingly each Friday.

## Something isn't right

- If you have any problems with the form (start time / finish time not available for example) you should contact your Contracts Manager who will help you with what is required.

# Time Off Work

## Entitlement – PAYE Staff Only

- All PAYE staff are entitled to 28 days paid holiday per year. (If you join part way through the year then this will be prorated dependent on how many months you are with the company.)
- 10 days of the 28 are already accounted for with the Christmas / New Year shutdown.
- All PAYE staff are entitled to statutory sick pay in line with legislation. The first 3 days are unpaid (Industry Standard).

## Holiday requests

- Scan the code to the left or go to [www.calforth.co.uk/employee-portal](http://www.calforth.co.uk/employee-portal). There you will find the link to the holiday form.
- All holiday requested must be submitted at least 4 weeks in advance.
- The form will generate an email to your contracts manager, who will review the request and approve/decline accordingly.
- Once reviewed, you will receive an email confirming the holiday request has been approved/declined. The office staff will also be included in this email, and they will update the holiday tracker.
- It is your responsibility to follow the sequence and await the approval. Any holidays booked prior to the approval being granted will not be honored.
- Holiday entitlement must be used within the year you are entitled to.

## Sickness / Compassionate Leave

- You need to inform your Contracts manager as soon as possible if you are ill and unable to attend work.
- The first 3 days is unpaid, after which you will require a doctor's line to be paid at the statutory rate.
- Compassionate Leave is at the discretion of your Contracts Manager, discuss with them if you require to be off for this reason.



# Other Points

## Overtime

Overtime is paid at standard “time and a half” automatically when you go over your contracted hours (i.e. Your normal Hourly rate x 1.5). You don’t need to do anything; this is automatically calculated by our office team. This applies to PAYE staff only.

## Agreeing to / requesting additional shifts

Additional shifts are optional, it is not a requirement. However, there are times when we are asked by employees if there is any additional work available (i.e. a weekend shift). It is essential that if we grant these requests, that you hold up your end of the agreement and turn up. We understand that sometimes circumstances change, but we ask that if you are requesting additional shifts, you do so knowing that there are no likely issues that may stop you from being able to attend. Failure to turn up for requested additional shifts leads to loss of money and likely letting clients down which damages our reputation.

## Break Times

- All Employees are entitled to a morning break (paid) of 10 minutes – Industry Standard. The time of the break is agreed by the Contracts Manager for each individual site.
- All Employees are also entitled to a lunch break (unpaid) of 30 minutes – Industry Standard. The time of the lunch break is agreed by the Contracts Manager for each individual site.
- If leaving site at lunch time (i.e. to go to a bakers or shop) you must ensure your site is secure before leaving.

## Staying away from home

If your work site is considerable distance from your home, we will offer provisions for an overnight stay. For this we will arrange accommodation for you, and you are paid an additional overnight payment of £45 per night. You claim for this via your timesheet entry each week.

# Accidents or Incidents at Work

## Our Responsibility

- To ensure that our workforce remain safe at work and supported throughout.
- Empower our workforce to challenge and stop work that is unsafe.
- To investigate promptly any Accident or Incidents that occur, identify the root cause and put controls in place to prevent similar occurrences from happening again.
- To ensure that any investigation is carried out fairly, and that all employees are treated the same.



## Your Responsibility

- Look out for your safety and others around you. Stop work if you believe something is unsafe and seek advice from your Contracts Manager. Always challenge unsafe behaviour or unsafe working practices if you see them.
- If there is an accident or incident onsite, report it to your Contracts Manager immediately. They will then commence the follow up conversations and actions required with others involved.
- If you are involved in a “Near Miss” (Classified as a “*an event not causing harm to people but has the potential to cause injury*”) then these should be reported immediately to your Contracts Manager who will then agree any follow up actions.
- Co-operate open and honestly with any investigations that take place. It’s crucial that we understand what happened so that we can learn from it and implement controls in future that stop it from happening again.
- Familiarise yourself with the on-site first aid procedures, who the first aider is and what to do on that site in the event of an emergency.

# Compensation & Benefits



## Living Wage Employer (All employees – PAYE or CIS)

The real Living Wage is an independently calculated rate based on the cost of living and is paid voluntarily by employers.

We have chosen as an employer to always ensure that our minimum wage is in line with this independently set rate. For more details on how this is set visit [www.scottishlivingwage.org](http://www.scottishlivingwage.org).

## Your Pension (PAYE Only)

The pension scheme is via The Peoples Pension company. This scheme is automatically enrolled when you pass a certain criteria.

- You earn over a certain pay threshold per week.
- You are aged over 22 but below state pension age.

Further details on the scheme are available on [www.thepeoplespension.co.uk](http://www.thepeoplespension.co.uk).

## Lighthouse Charity

We are a company supporter of the Lighthouse Charity. This organisation is the only charity which is 100% dedicated to the emotional, physical & financial wellbeing of construction workers and their families.

The charity provides our workers with a range of support services including a 24/7 helpline, text support services, self-support app and support groups in your local area. Further details are available via [www.lighthouseclub.org](http://www.lighthouseclub.org)

# Summary Page



[www.calforth.co.uk/employee-portal](http://www.calforth.co.uk/employee-portal)

## Policies & Procedures

Available on the employee portal to review whenever you require. Always follow these documents when working with CalForth.

## Working Time

Your responsibility to report your time correctly, accurately & honestly. Stick to your start, finish & break times as agreed with the Contracts Manager.

## Site Behavior

Be polite and keep language clean. Never make promises to clients that are out with your control, always consult with your Contracts Manager first.

## Driving Standards

Drive responsibly and follow the speed limits. Treat your vehicle with care and keep it in good order. Carry out basic maintenance checks weekly.

## PPE, Tools & Equipment

Always wear the PPE detailed in your RAMS. Ensure you are competent for the tools & equipment in use, and they are in good working order.

## Accidents & Incidents

Stop any work you feel is unsafe. Always challenge any unsafe work or behaviors. Report any Accidents or Incidents to your Contracts Manager.

*Thank you  
Stevie & Grant*

