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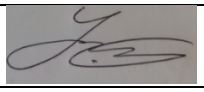
MURRAY ENGINEERING SYSTEMS

Document Title:
Health and Safety Policy

Document Number:
MES-POL-001

Name	Company Position	Signed	Date	Renewal Date
Tom Murray	Managing Director		31/08/2024	31/08/2027
Clare Murray	Company Secretary and Director		21/11/2025	31/08/2027

Document Contents:

1. Policy Statement

Safety and due diligence to ensure environmental stipulations are adhered to is the primary focus of all activities undertaken by employees and subcontractors of **Murray Engineering Systems Ltd**.

All employees and subcontractors of **Murray Engineering Systems Ltd** shall abide by the safe working practices of the parent site work is being carried out on.

The contents of this policy outline the measures taken to achieve the above.

2. Responsibilities

- The overall responsibility for health and safety within **Murray Engineering Systems Ltd** is that of Tom Murray, the Managing Director
- All employees have the responsibility to abide by the contents of this policy in order achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- All matters of health and safety shall be immediately reported to **Murray Engineering Systems Ltd** and the relevant site contact
- Health and safety inspections shall be conducted regularly by **Murray Engineering Systems Ltd** management team
- Health and safety audits and Toolbox Talks are carried out on a periodic basis, not exceeding a period of 6 months
- Accidents will be investigated by **Murray Engineering Systems Ltd** management team with close liaison with the site company representatives
- Safety training of all company employees will be conducted by approved agencies or bodies.
- Where inductions are required by site operators all employees are to co-operate and undertake such training as is asked of them.
- **Murray Engineering Systems Ltd** will undertake job specific RAMS (Risk Assessment and Method) statements as prior to any work commencing

3. Safe working procedures

Permits, Risk Assessments and Method Statements

ALL tasks however minor shall not be undertaken without the correct RAMS and permits in place.

RAMS shall be created by a member of **Murray Engineering Systems Ltd** management team or nominated deputy and issued to the parent company of the site being worked on in a timely manner, in accordance with the stipulations laid out in the company's safe working policy.

It is the responsibility of the supervisor to ensure that all members of their working party fully understand the contents and requirements of the following documents:

- Permit to work
- Risk Assessment
- Method Statement

On review, all members of the working party shall sign the Risk Assessment and Method statement to accept responsibility of adherence to the stipulations outlined.

Isolations

Murray Engineering Systems Ltd adopts the policy of "one man, one board" in respect to plant isolations.

Plant isolations shall only be carried out by competent persons who are authorized to do so by the parent company of the site being worked on.

All isolations shall comply with the requirements of **HSG 253 – The Safe Isolation of Plant and Equipment**

It is the responsibility of all employees and subcontractors of **Murray Engineering Systems Ltd** to abide by the Electrical Safety Policy of the parent company of the site being worked on, as well as the stipulations of the **Electricity at Work Regulations 1989** and any relevant national or international standards relevant to the equipment being worked on.

Live working may only be carried out when three criteria conditions are met:

- It is unreasonable for the work to be carried out on "dead" systems
- It is reasonable for the work to be carried out "live"
- All necessary precautions (including, where necessary, the provision of suitable protective equipment) have been taken to prevent injury.

4. General safe working practices

Safety Equipment

The following items of personal protective equipment shall be worn by employees and subcontractors of **Murray Engineering Systems Ltd:**

- Safety boots
- Eye protection (goggles or safety glasses)
- Fire retardant overalls
- Gloves (task specific or in line with the safety practice of the parent company of the site being worked on)
- Hearing protection (task specific or in line with the safety practice of the parent company of the site being worked on)

Bespoke safety equipment will be provided for use by the parent company of the site being worked on.

These items are to be kept in a good state of repair and are to be inspected on a regular basis. Any item found to be at fault is to be returned to the manager and a replacement obtained.

Welfare Facilities

Unless specified as part of the contract of work it is the responsibility of the parent company of the site being worked on to provide welfare facilities which are equipped with the following amenities:

- Hot and cold running water
- A kettle and microwave
- Toilet facilities (both male and female)

Employees and subcontractors of **Murray Engineering Systems Ltd** have a responsibility to ensure these facilities are treated with respect and left in a good condition and working order

5. Competency

Subcontractors

It is the responsibility of **Murray Engineering Systems Ltd** management team or nominated deputy to ensure that all subcontractors have the required Health and Safety training certificates, which are suitable for the task being carried out and in date.

The technical competency of these individuals shall adhere to the stipulations below and align with that of employees of **Murray Engineering Systems Ltd**.

Regulation 16 of the Electricity at Work Regulations states: "No person shall be engaged in any work activity where technical knowledge or experience will be necessary to prevent danger or where appropriate,

injury, unless he possesses such knowledge or experience or is under such degree of supervision as may be appropriate having regard to the nature of the work."

Persons shall not undertake electrical work on any plant, machinery or equipment unless they:

- Have adequate knowledge of electricity and electrical work;
- Are sufficiently familiar with the function and operation of the equipment in order to understand the hazards which may arise during the work and the precautions which need to be taken to ensure their safety and the safety of others;
- Ensure that appropriate operation and isolation procedures are followed, and all relevant permits are issued;
- Have assessed area of work for hazards including but not limited to confined spaces, height, heat and radiation;
- Have the ability to recognise at all times when the work cannot continue safely and must be stopped, the area made safe and the situation reported.

Competency Profiles:

Electrical Engineer / Electrical Designer

Electrical Engineer / Designer must hold an industry-recognised academic engineering qualification and, preferably, Chartered Engineer (CEng) registration.

Qualifications and experience is to be aligned with UKSPEC recognition standards for professional engineers. This ensures the process is consistent with Engineering Council UK (EC UK) requirements for Chartered Engineer (CEng) or Incorporated Engineer (IEng).

Electrician

Must satisfy one of the following conditions:

1. Have successfully completed a registered apprenticeship in the relevant occupational discipline, or undergone some equivalent method of training, and have had practical training in electrical installation work

   or

2. Have obtained the full requirements, including all knowledge and performance assessments, of the Level 3 NVQ in Electrotechnical Services (Electrical Installation Buildings & Structures), the Level 3 NVQ diploma in Installing Electrotechnical systems and equipment (buildings, structures and the environment) or the Level 3 Electrotechnical Qualification (Installation) Apprenticeship Standard (or approved equivalent), plus the industry assessment of occupational competence (the AM2)

   or

3. Have completed the JIB Mature Candidate Assessment including the AM2. Duties Must be able to carry out electrical installation work efficiently and in accordance with the National Working Rules for the Electrical Contracting Industry, the current IET Wiring Regulations for the Requirements of Electrical Installations BS7671, the Electricity at Work Regulations 1989, and the Construction Industry Scheme Regulations.

Approved Electrician

Must satisfy the following conditions:

1. Must have fully met the requirements for the grade of Electrician.
2. Must have had two years' experience working as an Electrician subsequent to the satisfactory completion of training and immediately prior to the application for this grade.
3. Must have demonstrated competence in Inspection and Testing and obtained:
   - The NET Advanced Assessment of Competence (AAC).

or

- The Level 3 Certificate in the Certification of Electrical Installations (inspection, testing and certification of electrical installations).

  or

- Both the Level 3 Award in the Initial Verification and Certification of Electrical Installations and the Level 3 Award in the Periodic, Inspection, Testing and Certification of Electrical Installations.
- From 1st January 2017, the following qualifications will be accepted for new grading applications as an Approved Electrician.
  - The C&G 2391-52 Level 3 Award in Inspection and Testing OR Both the C&G 2391-50 Level 3 Award in Initial Verification AND the C&G 2391-51 Level 3 Award in Periodic Inspection

    Alternatively
  - The EAL Level 3 Award in Electrical Installation Inspection, Testing, Certification and Reporting OR Both the EAL Level 3 Award In the Initial Verification and Certification of Electrical Installations and the EAL Level 3 Award In the Periodic Inspection, Testing and Certification of Electrical Installations

    Alternatively
  - The Logic Level 3 Award in the Initial Verification, Periodic Inspection Testing, Condition Reporting and Certification of Electrical Installations OR Both the Logic Level 3 Award in the Initial Verification and Certification of Electrical Installations AND the Logic Level 3 Award in the Periodic Inspection Testing, Condition Reporting and Certification of Electrical Installations.

Electrical Technician

Must satisfy the following conditions:

1. Must have fully met the requirements for the grade of Approved Electrician.
2. Must have had five years' experience working as an Approved Electrician subsequent to the satisfactory completion of training and immediately prior to the application for this grade. (3) Must have obtained:
3. A higher technical qualification (the City & Guilds "C" Course Certificate, a Level 4 technical certificate in Building Services Engineering with an electrical installation bias (such as an HNC or approved equivalent) or
4. A recognised BS7671 course in Design and Verification of Electrical Installations.

   There are two categories of Technicians. This is either Site Technician or Installation Technician and the requirements for each are set out below.

   - Site Technician Must have at least three years in a supervisory capacity in charge of electrical installations of such complexity and dimension as to require wide technical experience and organisational ability.
   - Installation Technician Must have, with the support of the employer, exceptional technical skill, ability and experience beyond that expected of an Approved Electrician, so that their value to the employer would be as if they were qualified as a Technician.

Electrical Labourer

Labourers may be employed to assist in the installation of cables and to do other unskilled work under supervision.

Any deviations from the above competency profiles must have the written agreement of **Murray Engineering Systems Ltd** and the parent company in which work is being carried out for