

Employee Health & Safety and Environment (HSE) Handbook

This handbook outlines C A Contractors' commitment to health, safety, and the environment (HSE) and provides employees with the information and resources needed to work safely and contribute to a sustainable future.

Part 1: Introduction and Commitment

Welcome and Company Overview

C A Contractors is a leading provider of Cladding and EWI systems services.

We are committed to delivering high-quality work while prioritising the safety and well-being of our employees, subcontractors, and visitors. We believe that a safe and healthy work environment is essential for a successful and productive company.

This handbook outlines our core HSE values and provides you with the knowledge and resources necessary to work safely and contribute to a sustainable future for our industry.

HSE Policy:

C A Contractors Health & Safety and Environmental Policy

Introduction

C A Contractors is dedicated to providing a safe, healthy, and environmentally responsible work environment for all employees, subcontractors, and visitors. We strive for a zero-accident workplace, and believe that preventing accidents and minimising our environmental impact is not just a legal obligation, but a fundamental value that guides our daily operations.

Health & Safety Policy

- **Accident Prevention:** We are committed to a proactive approach to safety, and achieving zero accidents through effective risk management strategies that comply with the Construction (Design and Management) Regulations

2015 (CDM) and all other relevant health and safety legislation. This includes conducting thorough risk assessments for all projects, implementing robust safe work practices, and providing ongoing safety training for all personnel.

- **Training and Competence:** We invest in comprehensive training programs for all employees, ensuring they possess the necessary skills and knowledge to perform their jobs safely. This includes training on CDMS regulations, specific hazards associated with cladding and EWI systems installation, personal protective equipment (PPE) use, and emergency procedures.
- **Employee Engagement and Stop Work Authority:** We foster a culture of safety where employees are empowered to identify and report unsafe conditions, near misses, and potential hazards. We encourage open communication and a "stop work" authority for any situation that may compromise safety.
- **Compliance with Legislation:** We remain current with all applicable health and safety regulations, including CDM 2015, and ensure our practices and procedures strictly adhere to these guidelines. This includes displaying relevant safety regulations and posters on site, and maintaining a comprehensive health and safety management system.
- **Incident Reporting and Investigation:** All accidents, incidents, and near misses are thoroughly investigated to identify root causes and implement corrective actions to prevent recurrence. We maintain detailed records of incidents and use them to continuously improve our safety protocols.
- **Communication and Consultation:** We maintain open communication with employees on all health and safety matters. We hold regular safety meetings, toolbox talks, and briefings to discuss potential hazards, safe work practices, and new regulations. We actively involve employees in safety initiatives and encourage their feedback.

Environmental Policy

- **Pollution Prevention:** We are committed to minimising our environmental footprint by prioritising pollution prevention strategies. This includes utilising low-emission vehicles and equipment whenever possible, implementing responsible waste management practices (reduction, reuse, recycling), and adopting techniques to minimise dust generation during cladding and EWI systems installation.
- **Sustainable Practices:** We integrate sustainable practices into our operations by using environmentally friendly materials, such as recycled content cladding systems, energy-efficient insulation materials, and exploring low-carbon construction methods. We actively seek innovative solutions to minimise environmental impact throughout the project lifecycle.
- **Compliance with Legislation:** We adhere to all relevant environmental legislation and regulations, including waste management regulations and environmental permitting requirements.
- **Continual Improvement:** We are committed to continuous improvement in our environmental performance. We set measurable objectives, regularly monitor our environmental impact, and implement corrective actions where necessary.
- **Supplier Selection:** We consider environmental factors when selecting suppliers and partners, prioritising companies with strong environmental commitments and sustainable practices.
- **Community Engagement:** We strive to be a responsible member of the community by promoting environmental awareness amongst our employees and partners. We may support local environmental initiatives and participate in educational programs.

Policy Implementation

This HSE Policy will be communicated to all employees, subcontractors, and visitors at the project induction. We will ensure this policy is readily available on our website and displayed prominently at project sites. This policy will be regularly reviewed and updated to reflect changes in legislation, best practices, and our commitment to continuous improvement.

Management Responsibility

Senior management at C A Contractors is fully committed to providing the necessary resources and support to ensure the successful implementation of this HSE Policy. We hold all personnel accountable for their own safety, the safety of their colleagues, and for adhering to this policy and all relevant health and safety regulations.

Employee Responsibilities

All employees are responsible for:

- Working safely and following safe work practices outlined in project safety plans and risk assessments.
- Identifying and reporting unsafe conditions, near misses, and potential hazards to their supervisors immediately.
- Attending all mandatory safety training sessions and actively participating in safety meetings and toolbox talks.
- Using PPE appropriately and following safe handling procedures for materials and equipment.
- Working collaboratively to create and maintain a safe and healthy work environment.

Commitment

C A Contractors is unwavering in its commitment to fostering a culture of safety and environmental responsibility. We believe that by implementing this comprehensive HSE Policy and continuously seeking improvement, we can achieve a zero-accident workplace and minimise our environmental impact, ensuring a sustainable future for our industry and the communities we serve.

Date: 15.07.2024

Name: Cristian Acatrinei

Position: CEO

Part 2: Employee Roles and Responsibilities

Your Role in Ensuring a Safe Workplace

Every employee at C A Contractors plays a critical role in maintaining a safe and healthy work environment. Your commitment to safety starts with understanding your responsibilities and actively participating in our HSE initiatives. Here's what we expect from you:

- **Working Safely:** Always follow safe work practices outlined in project safety plans, risk assessments, and safe work method statements (SWMS).
- **Identifying and Reporting Hazards:** Be proactive in identifying potential hazards, unsafe conditions, and near misses. Report these issues immediately to your supervisor or safety officer.
- **Safe Use of Tools and Equipment:** Only use tools and equipment you have been trained on and are authorised to operate. Always use the appropriate PPE for the task and ensure equipment is well-maintained and inspected before use.
- **Communication and Stop Work Authority:** Maintain clear communication with your colleagues and supervisors. If you observe an unsafe situation, stop work and inform your supervisor immediately. We encourage an environment where safety concerns are raised without fear of reprimand.
- **Continuous Learning:** Actively participate in all mandatory safety training sessions, toolbox talks, and safety meetings. Stay updated on new safety regulations and best practices.

Stop Work Authority

C A Contractors empowers all employees to stop work if they believe a situation is unsafe. Don't hesitate to stop work and notify your supervisor if you observe any of the following:

- Unsafe work practices being performed.
- Missing or inadequate PPE.
- Faulty or damaged equipment.
- Unforeseen hazards not identified in the risk assessment.
- Unclear or conflicting instructions.

Part 3: Health & Safety

CDM 2015 Regulations

The Construction (Design and Management) Regulations 2015 (CDM 2015) are a set of regulations in the UK that focus on managing health, safety, and welfare in construction projects. As a cladding and EWI systems installer, C A Contractors is obligated to comply with these regulations. Here's a breakdown of key aspects relevant to our work:

- **Pre-construction Phase:** We participate in the pre-construction phase, ensuring project information and risk assessments are shared with all parties involved.
- **Duty to Manage:** We take primary responsibility for managing health and safety risks associated with our cladding and EWI systems installation work.
- **Risk Assessments:** We conduct thorough risk assessments for each project, identifying potential hazards and implementing effective control measures. This includes factors like working at heights, falls from ladders, exposure to dust and hazardous materials, electrical safety, and fire risks.
- **Coordination:** We work collaboratively with other contractors on the project to ensure a safe working environment for everyone.
- **Supervision:** We have competent supervisors who ensure safe work practices are followed and provide guidance to employees.
- **Welfare Facilities:** We provide adequate welfare facilities for our employees on site, including toilets, drinking water, and rest areas.

Risk Management

C A Contractors is committed to proactive risk management to prevent accidents and injuries. Here's how we approach risk management:

- **Risk Assessments:** We conduct thorough risk assessments for every project, identifying potential hazards associated with cladding and EWI systems installation. This involves tasks like site surveys, reviewing project plans, and considering past incident data.
- **Safe Work Method Statements (SWMS):** Based on the risk assessment, we develop detailed SWMS documents that outline the safest way to complete each task. These documents specify PPE requirements, safe work practices, and control measures to mitigate identified risks.
- **Permit-to-Work Systems:** For high-risk activities, we implement a permit-to-work system. A permit must be obtained before work commences, ensuring all necessary precautions are taken and appropriate personnel are notified.

Incident Reporting and Investigation

All accidents, incidents, and near misses must be reported immediately to your supervisor or safety officer. This includes minor injuries, property damage, and unsafe situations that could have resulted in an accident. Reporting allows us to investigate the root cause of incidents and implement corrective actions to prevent them from happening again.

Here's what to expect during the incident investigation process:

- **Fact-Finding:** A team will investigate the incident to gather facts, interview witnesses, and review relevant documentation.
- **Root Cause Analysis:** The team will identify the root cause of the incident, which could be a breakdown in communication, a lack of training, or a deficiency in procedures.
- **Corrective Action:** Based on the investigation findings, corrective actions will be implemented to prevent similar incidents from occurring in the future. This may involve revising procedures, providing additional training, or improving communication protocols.

Emergency Procedures

C A Contractors prioritises preparedness for emergencies. Familiarise yourself with the emergency procedures specific to each worksite during your project induction. This typically includes:

- **Fire Safety:** Know the location of fire alarms and extinguishers and be familiar with evacuation routes.
- **Evacuation Procedures:** Understand the evacuation plan for your worksite and the designated assembly point.
- **First Aid:** Be aware of the location of first-aid kits and know who is trained in basic first aid on your team.
- **Other Emergencies:** Be prepared to respond to other potential emergencies like spills, leaks, or structural failures. This may involve specific procedures and communication protocols.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) plays a crucial role in protecting you from workplace hazards. C A Contractors provides the necessary PPE for various tasks associated with cladding and EWI systems installation. Here's an overview:

- **Types of PPE:** Depending on the task, you may be required to wear safety glasses, hard hats, respirators, dust masks, ear protection, gloves, and high-visibility clothing.
- **Proper Use and Maintenance:** It's vital to wear PPE correctly and inspect it regularly for damage. Always follow manufacturer's instructions for proper use and maintenance of PPE.
- **Reporting Damaged PPE:** Report any damaged or faulty PPE to your supervisor immediately for replacement.

Specific Hazards

Cladding and EWI systems installation involve several specific hazards that require extra vigilance. Here's a breakdown of some common hazards and safe work practices to mitigate them:

- **Working at Heights:** Always use fall arrest equipment such as harnesses and lifelines when working at heights. Follow safe work procedures for scaffolding, ladders, and platforms.
- **Falls from Ladders:** Inspect ladders before use and ensure they are secured properly. Maintain three points of contact (two hands and one foot) while climbing or descending ladders.
- **Exposure to Dust and Hazardous Materials:** Wear appropriate respirators and dust masks when working with materials that generate dust. Dispose of hazardous materials according to regulations.
- **Electrical Safety:** Only qualified electricians should handle electrical work. Be aware of overhead power lines and avoid working near them.
- **Fire Risks:** Store flammable materials properly and follow safe working practices when using torches or welding equipment.

Part 4: Environment Policy

Environmental Policy

C A Contractors is unwavering in its commitment to minimising our environmental footprint and fostering a culture of sustainability throughout our operations. We believe that responsible environmental practices are not just a legal obligation, but a fundamental principle that guides our decisions and actions. We strive to achieve a zero-impact future for our industry and contribute to a healthier planet for generations to come.

Our Sustainability Pillars:

- **Pollution Prevention:** We prioritise pollution prevention strategies to minimise our environmental impact. This includes:
 - Utilising low-emission vehicles and equipment whenever possible.
 - Implementing responsible waste management practices, prioritising reduction, reuse, and recycling of materials.
 - Adopting techniques to minimise dust generation during cladding and EWI systems installation.

- **Sustainable Materials:** We actively integrate sustainable practices into our operations by using environmentally friendly materials. This includes:
 - Selecting cladding systems with recycled content whenever feasible.
 - Utilising energy-efficient insulation materials to improve building performance and reduce energy consumption.
 - Exploring innovative, low-carbon construction methods for cladding and EWI systems.
- **Continual Improvement:** We are dedicated to continuous improvement in our environmental performance. This commitment translates into:
 - Setting measurable environmental objectives for waste reduction, energy conservation, and resource utilisation.
 - Regularly monitoring our environmental impact through data collection and analysis.
 - Implementing corrective actions and adopting new technologies to minimise our environmental footprint.
- **Supplier Selection:** We consider environmental factors when selecting suppliers and partners. We prioritise collaborating with companies that demonstrate strong environmental commitments and sustainable practices in their operations.
- **Community Engagement:** We strive to be a responsible member of the community by promoting environmental awareness amongst our employees and partners. This may include:
 - Supporting local environmental initiatives and educational programs.
 - Participating in community clean-up events and tree planting initiatives.

Our Commitment

By implementing this comprehensive Environmental Policy and continuously seeking improvement, C A Contractors is committed to achieving the following:

- Minimising waste generation and maximising resource efficiency.
- Reducing our carbon footprint and mitigating the effects of climate change.
- Promoting the adoption of sustainable practices in the construction industry.
- Fostering a culture of environmental responsibility within our company and the communities we serve.

We believe that a sustainable future is achievable, and C A Contractors is dedicated to playing its part in achieving this goal.

Date: 15.07.2024

Name: Cristian Acatrinei

Position: CEO

Environmental Practices

C A Contractors is committed to minimising its environmental impact and promoting sustainable practices in our operations. Here are some ways we achieve this:

- **Waste Reduction and Recycling:** We implement strategies to reduce waste generation at source and prioritise recycling of materials whenever possible.
- **Energy Conservation:** We strive to conserve energy through measures like using energy-efficient equipment and vehicles.
- **Sustainable Materials:** We actively seek out and use environmentally friendly materials for cladding and EWI systems, such as those with recycled content or low embodied carbon.
- **Responsible Waste Management:** We ensure proper disposal of waste materials according to environmental regulations and utilise licensed waste management companies.

Legislation and Permits

We comply with all relevant environmental legislation, including waste management regulations and environmental permitting requirements specific to our operations.

Part 5: Training and Resources

Training Programs

C A Contractors provides comprehensive training programs to equip employees with the knowledge and skills necessary to work safely and environmentally responsibly. Here's an overview of the training you may receive:

- **HSE Induction:** All new employees undergo a comprehensive induction program that covers company HSE policies, safe work practices, emergency procedures, and environmental awareness.
- **Safety Posters and Information Bulletins:** Safety posters and information bulletins displayed prominently on site provide reminders and updates on key safety topics.
- **Safety Officer:** Our dedicated safety officer is available to answer your questions, address safety concerns, and provide guidance on best practices.
- **External Resources:** We may provide access to external resources like websites, hotlines, and safety publications for further information on health, safety, and environmental topics.

Part 6: Appendices

This section can include various appendices depending on your specific needs. Here are some examples:

- **Incident Reporting Form:** A standardised form for reporting accidents, incidents, and near misses.
- **Permit-to-Work Application Form:** A form for requesting permission to perform high-risk activities.
- **Relevant HSE Legislation Excerpts:** Excerpts from key health and safety legislation applicable to cladding and EWI systems installation.
- **Links to Official Resources:** Links to websites of government agencies or safety organisations that provide HSE information and guidance.

Conclusion

C A Contractors is committed to fostering a culture of safety and environmental responsibility. This handbook provides you with the necessary information and resources to work safely and contribute to a sustainable future for our industry. We encourage you to actively participate in our HSE initiatives, report any safety concerns, and continuously strive for improvement.

Remember, safety is not just a priority, it's a core value at C A Contractors Ltd.

By working together, we can achieve a zero-accident workplace and build a sustainable future for all.