

CAMBRIAN CIVIL ENGINEERING HEALTH & SAFETY POLICY ARRANGEMENTS

1 Contents

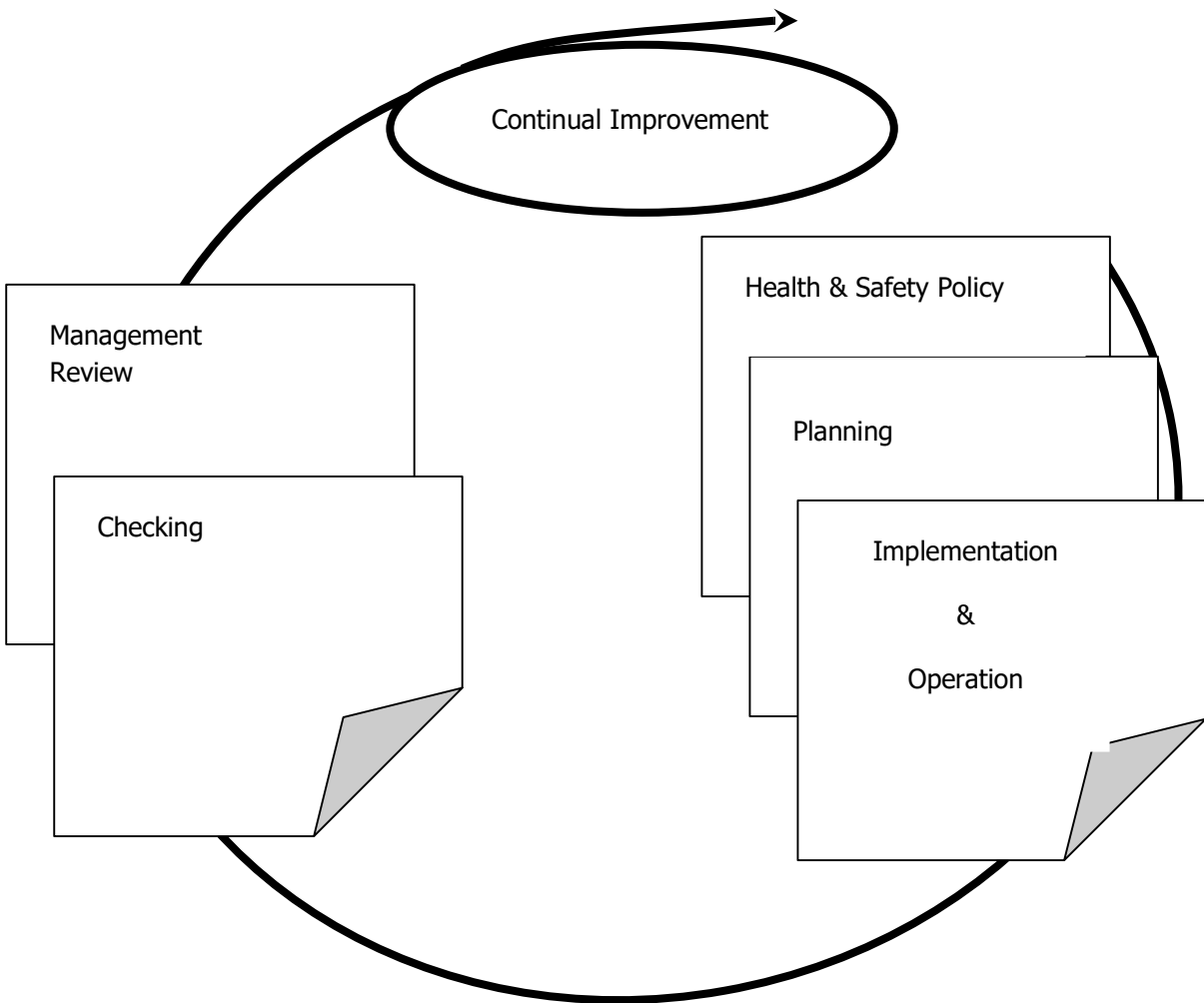
1	Scope of Management System.....	3
2	Organisation Chart.....	4
3	Responsibilities.....	5
3.1	Managing Director.....	5
3.2	Directors.....	6
3.3	Health & Safety Service Provider.....	7
3.4	Contract & Project Managers.....	8
3.5	Surveyors and Commercial Managers.....	9
3.6	Site Managers / Supervisors.....	11
3.7	Operatives.....	12
3.8	Office Staff.....	13
4	General Arrangements.....	14
4.1	First Aid.....	14
4.2	Accident and Emergency Procedures.....	14
4.3	Fire Precautions.....	14
4.4	Health and Welfare Facilities.....	14
4.5	Manual Handling.....	14
4.6	COSHH.....	14
4.7	Safe Systems of Work.....	15
4.8	Visitors to Site.....	15
4.9	Young Persons.....	15
4.10	Provision of Scaffolding.....	15
4.11	Working At Height – (Use of Ladders).....	15
4.12	Electricity.....	16
4.13	Roof Work.....	16
4.14	Excavations.....	16
4.15	Lifting Equipment.....	17
4.16	Work Equipment.....	17

4.17	Mobile Plant.....	17
4.18	Confined Spaces.....	17
4.19	Asbestos.....	18
4.20	Control of Waste.....	18
4.21	Personal Protective Equipment (PPE.).....	18
4.22	Communication / Consultation.....	18
4.23	Sub-Contractors.....	18
4.24	Temporary Staff.....	19
4.25	Drugs and Alcohol Policy.....	19
4.26	Training.....	19
4.27	Health & Safety Monitoring and Inspections.....	19
4.28	Housekeeping.....	19
4.29	Display Screen Equipment.....	20
4.30	Road Risk.....	20
4.31	Temporary Works.....	20
5	Policy Statement & Arrangements Acceptance.....	21

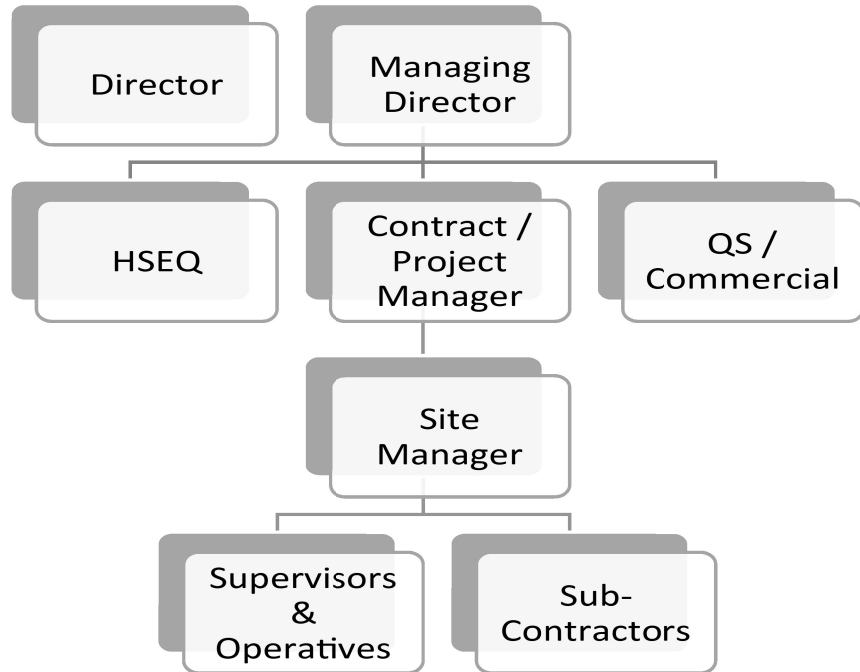
1 Scope of Management System

The scope of the management system operating within Cambrian Civil Engineering provides a consistent approach and is based on continual improvement and the requirements of HSG65 and OHSAS:18001; this is known as the Plan-Do-Check-Act system (PDCA).

- Plan – to establish objectives and procedures to deliver results in accordance with the Cambrian Civil Engineering Health & Safety Policy.
- Do – implement the processes
- Check – monitoring and measuring processes against objectives, targets, legal and other requirements
- Act – take appropriate actions to continually improve performance of the H&S management system.



2 Organisation Chart



3 Responsibilities

3.1 Managing Director

Initiate the company's policy for the prevention of injury, damage and set targets for the continuous improvement of safety and health.

To administer the policy by:

- (a) Knowing the requirements of the Health and Safety at Work Act 1974 and other supporting regulations and ensure that they are observed throughout the company.
- (b) Agreeing and establishing an appropriate number of H&S objectives and targets (KPIs) with the board. The KPIs will be set to demonstrate continual improvement.
- (c) Reviewing the Cambrian Civil Engineering H&S processes in conjunction with the operations board, directors and Safer Sphere LLP on a 12 monthly basis to assess its ongoing suitability, adequacy and effectiveness and non-conformance.
- (d) Ensuring that all levels of staff receive adequate and appropriate training.
- (e) Insisting that sound working practices be regularly observed.
- (f) Ensuring that recorded safety inspections of site conditions including non-conformance are carried out.
- (g) Making certain that in tendering, at planning stages and in production processes, allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
- (h) Instituting proper reporting, investigation and costing of injury damage and loss procedures, promoting action to preclude recurrence and initiating analysis to discover accident trends.
- (i) Reprimanding any members of staff failing to discharge satisfactorily the responsibilities allocated to him.
- (j) Instigating liaison with external accident prevention organisations; encouraging the distribution of pertinent information throughout the company.
- (k) Arranging for funds and facilities to meet requirements of the policy.
- (l) Setting a personal example and provide a positive H&S leadership.

3.2 Directors

To implement the policy by:

- (a) Understand the company policy and the requirements of the Health & Safety at work etc Act 1974. Appreciate the responsibilities allocated to each employee; and supply adequate support, resource and monitoring to ensure compliance.
- (b) Ensure that tenders have sufficient provision for safe systems of work, workforce; and adequate equipment and resources are made available for the safety of employees and those who may be affected by Cambrian Civil Engineering works.
- (c) Ensure that sufficient resources are allocated at planning stage for the most appropriate order of working, with adequate welfare facilities provided.
- (d) Ensure that a documented programme of works is prepared explaining sequence of operation, outlining hazards and indicating precautions to be adopted.
- (e) Set a high standard of personal health and safety at all times on all company premises.
- (f) Carry out recorded safety inspections and directors H&S tours as defined in the Cambrian Civil Engineering H&S procedures, of site conditions and other company premises.
- (g) Ensure adequate supervision is available to co-ordinate safety activities between Main Contractor, Sub-contractor and any other contractors working on the same site.
- (h) Fully support the HSEQ in the execution of their duties.
- (i) Instigate investigations into major site accidents (including over 7-day injuries), incidents, dangerous occurrences and non-conformance's to establish causes and prevention measures. Ensure that investigations are carried out in accordance with company procedures. Co-operate with external investigations of accidents/incidents and ensure that any recommendations are implemented.
- (j) Ensure that all staff are given a company induction prior to starting work.
- (k) Provide or arrange for adequate training at all levels through the organisation to enable specific duties to be carried out in accordance with relevant health and safety legislation.
- (l) Ensure communication links are maintained to increase awareness of safety, health and environmental matters.
- (m) Setting a personal example and provide a positive H&S leadership with a zero tolerance approach.
- (n) Conduct director's health & safety visits at intervals.
- (o) Ensure the objectives of the company KPI's are met and maintained.

- (p) Where non compliance of statutory requirements or company procedures is evident, ensure the company disciplinary procedures for both employees and contractors are implemented.

3.3 Health & Safety Service Provider

The appointed HSEQ shall report and be accountable to the Managing Director.

The H&S Service Provider shall:

- (a) To advise member companies, when required, on health and safety matters in advance of construction operations;
- (b) To carry out regular site inspections in the company with the member's Site Manager / Supervisor;
- (c) To discuss and advise on matters affecting health, safety and welfare;
- (d) To notify the member's Site Manager / Supervisor of all defects found and provide a written report;
- (e) To notify the company Directors if serious defects are continually not remedied;
- (f) To immediately contact the Directors if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- (g) To advise of safety training requirements for new entrants and all employees;
- (h) In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses;
- (i) To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.

3.4 Contract & Project Managers

Contract & Project Managers shall:

- (a) Read and understand the company policy for Health & Safety and ensure that it is readily available at all work locations. Plan all work in accordance with its requirements.
- (b) Ensure risk assessments are provided in accordance with statutory requirements to establish the working method, outline potential hazards at each stage and indicate precautions to be adopted. These should be defined within the construction phase H&S plan.
- (c) Discharge their respective responsibility for developing, reviewing, monitoring and communicating the construction phase H&S plan.
- (d) Ensure safe systems of work have been established and communicated to all concerned.
- (e) Understand the company policy and appreciate the responsibilities allocated to each employee; and supply adequate support, resource and monitoring to ensure compliance.
- (f) Set a high standard of personal health and safety with zero tolerance at all times on all company premises.
- (g) Ensure that work is planned, organised and carried out to company and statutory standards; with minimum risk to all personnel (including members of public), equipment and materials.
- (h) Ensure that all personnel including sub-contractors are adequately trained to carry out their duties and that all staff are given a company induction prior to starting work.
- (i) Co-ordinate safety activities between principal contractor, subcontractors and any other contractor working on any company premises.
- (j) Carry out recorded safety inspections of site conditions and other company premises.
- (k) Ensure monthly Health & Safety returns are completed and submitted in accordance with agreed timetable.
- (l) Assist with investigations into major site accidents (including over 7 day injuries), incidents, dangerous occurrences and non-conformance to establish causes and prevention measures. Ensure that investigations are carried out in accordance with company procedures. Co-operate with external investigations of accidents/incidents and ensure that any recommendations are implemented.
- (m) Ensure Health & Safety is treated as a priority and that adequate communication is established to ensure all staff is aware of safety requirements and developments.
- (n) Take disciplinary action against persistent offenders of safety requirements and any staff who fail to discharge safety duties.
- (o) Where applicable ensure the information required for the Health and Safety File is made available to the CDM Coordinator (CDM-C).
- (p) Assist in the end of contract safety review process.

3.5 Surveyors and Commercial Managers

Estimators, Surveyors and Commercial Managers shall:

- (a) Read and understand the company policy for Health & Safety and appreciate the responsibilities allocated to all individuals within the company operative and management structure.
- (b) Set a high standard of personal health and safety at all times on all company premises.
- (c) Ensure all Sub-Contractors employed by Cambrian Civil Engineering are made aware of all health and safety requirements prior to appointment, in accordance with the health & safety manual.
- (d) Ensure adequate provision in tenders to cover safe methods of work, necessary welfare facilities, environmental considerations and the requirements of the Pre-tender H&S Plan.
- (e) Ensure orders are only placed with sub-contractors who have an approved “competence” status in accordance with the H&S procedures. Comply with the Company’s procedures for competence assessments of prospective sub-contractors and passage of information on standards and safety requirements.
- (f) Ensure that all equipment or materials purchased are to the standards required by legislation, industry standards, HSE guidelines and Company Policy.
- (g) Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed on to relevant parties.
- (h) Set a personal example by wearing appropriate protective clothing if required to visit sites.
- (i) Ensure that suppliers are informed of the following, preceding any delivery to company premises:
 - a. Traffic management plan
 - b. Delivery restrictions
 - c. Personal Protective Equipment (PPE) requirements for delivery drivers/operators
 - d. Competence requirements for delivery drivers/operators
 - e. Waste minimisation of product packaging
- (j) Ensure the information contained in the H&S plans is made available to all Contractors and Sub-Contractors prior to start on site.
- (k) Assist management in ensuring that work is organised, resourced and managed so that work is carried out to company/statutory standards and requirements with minimum risk to all workers, equipment, materials and the environment.
- (l) Ensure that prior to issuing sub-contracts that all Sub-Contractor personnel are adequately trained and competent to carry out their duties on site.
- (m) Assist management in co-ordinating safety activities between the Principal Contractor, Sub-Contractors and any other contractor working on company premises.

- (n) Ensure safety is treated as a priority and assist in the communication to all site personnel of safety requirements and developments.
- (o) Ensure the requirements are made known to the Sub-Contractor relevant to his passing information to Cambrian Civil Engineering for inclusion in the health and safety file.
- (p) Liaise with other management on all matters concerning the appointment of Sub-Contractors, including their safety performance and supervision.
- (q) Support other management in the discharging of their responsibilities.

3.6 Site Managers / Supervisors

Managers and Supervisors will:

- (a) Read and understand the company policy for Health & Safety contained within the site H&S plan and ensure employees follow its requirements where it affects them.
- (b) Appreciate the responsibility allocated to individuals within the company operative and management structure.
- (c) Set a good example by working safely on the site and wearing the appropriate personal protective equipment.
- (d) Ensure site rules are enforced.
- (e) Ensure that only trained and authorised workers use plant and equipment and that persons undergoing training do not operate plant and equipment unless strictly supervised by a competent person.
- (f) Ensure that employees under their control attend induction training before working on the site and that they are correctly supervised at all times.
- (g) Ensure that plant and equipment under their control or brought to site by the subcontractor has any necessary certificates of test, inspection and examination and is safe to use.
- (h) Ensure that clear instruction and information is given to persons under their control.
- (i) Carry out recorded safety inspections of site conditions
- (j) Ensure that persons under their control wear and use any personal protective equipment correctly, to manufacturer's instructions and to statutory and company requirements.
- (k) Ensure that site employees under their control are given toolbox talks as required by the company safety policy and that details of control measures from risk assessments are fully explained.
- (l) Ensure that any accident/incident is reported to the site manager and that all accidents are entered in the site accident register.
- (m) Ensure that access/egress routes are kept clear from obstruction, particularly escape routes and ensure that good housekeeping is observed at all times.
- (n) Ensure that any plant/equipment for use by employees under their control is checked to ensure any necessary guards or safety devices are checked by competent persons prior to use.
- (o) Liaise and co-operate with the company Safety Advisers during their visits.
- (p) Attend any meeting on safety issues as required.
- (q) Read and understand the responsibilities within the H&S plan.

3.7 Operatives

Site operatives will:

- (a) Read and understand the company policy for Health & Safety, set a good example and work safely on site at all times.
- (b) Use the correct tools and equipment for the job in hand.
- (c) Keep any tools in good condition.
- (d) Report any defects in plant or equipment to the immediate supervisor.
- (e) Be aware of the position of spill kits and report any leaks or spillages that may lead to environmental contamination.
- (f) Wear the protective equipment provided as appropriate and maintain it in good condition.
- (g) Refrain from horseplay.
- (h) Suggest ways of improving safety and eliminating hazards.
- (i) Maintain a safe working environment.
- (j) Not interfere, misuse or remove anything provided in the interest of safety, health, environment and welfare.
- (k) Not abuse the welfare facilities provided on company premises.
- (l) Not use plant and equipment unless trained and authorised to do so.
- (m) Attend the site safety induction before commencing work.
- (n) Read and understand their responsibilities within the health & safety plan.
- (o) Report unsafe acts to the Site Management.

3.8 Office Staff

Office Staff will:

- (a) Read and understand the company policy for Health & Safety and carry out their work according to its requirements.
- (b) Ensure that they are fully aware of the procedures in the event of an emergency, including:
 - a. Positions of the fire exits and the assembly point location
 - b. Position of the first aid equipment and the identity of the trained first aid personnel
 - c. Any accident or damage procedures
- (c) Report any defects in office equipment immediately to your line manager.
- (d) Observe good housekeeping at all times and keep corridors, doorways and floor spaces clear and free from obstruction.
- (e) Not attempt to lift or move articles as heavy as likely to cause injury.
- (f) Not overreach for items on high shelves, use the equipment provided.
- (g) Not misuse or interfere with equipment provided for the safety of you and others.
- (h) Not try to use, repair or maintain any equipment for which you have received no training or instruction.
- (i) Complete and return Display Screen Assessments as and when requested.
- (j) Follow office recycling procedures.

4 General Arrangements

4.1 First Aid

Suitably trained and certificated First Aid personnel will be appointed for each site where the company conducts its business. The appointed person will be responsible for First Aid on site including care and maintenance of the site First Aid Kit. When the first aid at work trained person leaves site emergency cover will be provided.

4.2 Accident and Emergency Procedures

All reportable accidents, dangerous occurrences and cases of disease are to be reported promptly in accordance with Company Safety Procedure and to the Statutory Authorities as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). A full investigation will be carried out where required to identify causes and introduce measures to prevent recurrence. All recommendations are to be considered as a result of these investigations. Following major incident learning by Accident bulletin will be issued to all sites and office locations informing all staff of the circumstances relating to the incident. Any emergency procedures required (both in permanent and transient locations) will be developed according to office or site needs.

4.3 Fire Precautions

All personnel must take note of and comply with any Fire Precaution Notices displayed in Cambrian Civil Engineering work locations. Suitable and sufficient Fire Fighting Appliances will be located throughout the working area. All emergency Fire Exits will be kept clear at all times. The company will operate a Hot Work Permit procedure. The storage of flammable liquids and materials must be appropriately marked and meet the current Fire Regulations.

4.4 Health and Welfare Facilities

The Manager responsible for the site will allocate all Health and Welfare facilities required on site. All mess rooms allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition, toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. When in use, all site facilities will be maintained in a clean and tidy condition.

4.5 Manual Handling

Hazardous manual handling operations are to be avoided so far as is reasonably practicable and where such avoidance is not possible a suitable and sufficient assessment must be made. This assessment must reduce the risk of injury from those operations by mechanisation, automation and careful planning of such activities.

4.6 COSHH

The company uses a range of materials, some of which have the potential for causing ill health, but if handled properly and with due regard for the risks involved the chance of harm can be minimised. The aim is the protection of health, in which everyone has an interest in ensuring success. While planning the approach, site operatives shall be consulted; assessments shall be communicated to the end user.

4.7 Safe Systems of Work

The company shall ensure that Safe Systems of Work are provided and supplied to all personnel who will require the information held therein, to undergo a given task in an adequate, appropriate and correct manner in relation to Health and Safety. Specific Hazard data risk assessments/method statements shall be provided during all hazardous operations. Method statements and risk assessments shall be prepared in line with the Cambrian Civil Engineering Health and Safety Procedures.

4.8 Visitors to Site

All visitors will be given a site-specific induction and be required to sign a visitor's register. Visitors must be escorted at all times whilst on the company's premises.

4.9 Young Persons

The Management of Health and Safety Work Regulations 1999 require that employers ensure the Health and Safety of young persons (Over 16 and under 18 years of age) by suitable and sufficient Risk Assessment taking into account their immaturity and lack of experience etc. Cambrian Civil Engineering will provide suitable and sufficient Risk Assessment for any young person's brought into to the workplace. They also expect any Sub-contractor used by them to ensure the same requirements are met.

4.10 Provision of Scaffolding

Scaffold will only be erected or altered by competent persons only and handover certificates issued by the erector, access to the working platforms to be provided by the erector. All loading bays shall be guarded using a proprietary gate system. All scaffolds will be erected in accordance with the requirements of SG:4 (current edition) The Use of Fall Arrest Equipment whilst Erecting, Altering & Dismantling Scaffolding. Scafftag or similar systems will be introduced and recorded inspections will take place every 7 days or following inclement weather. The individual user prior to access should visually inspect scaffolds and report any defects to the Site Manager.

4.11 Working At Height – (Use of Ladders)

All working platforms will be selected, assembled and used in accordance with the Working at Height Regulations 2005 which includes the requirement to follow the established hierarchy of risk. The use of ladders on site will only be authorised on submittal of adequate risk assessment which clearly demonstrates that safer alternatives are not suitable for the task, that they will be restricted for short duration work only and that a three-point contact with the ladder frame can be maintained at all times.

Ladders shall be of sound condition and fit for the purpose intended; the foot of the ladder should be supported on a firm level surface, at the correct angle and should not rest either on loose material or on other equipment to gain extra height. The top of the ladder shall be securely fixed to the structure so that it cannot slip. While lashing etc. are being secured the ladder shall be footed, the ladder should extend 5 rungs above the step off point. Ladders (including stepladders) are provided as an access to a work area only and should not be used as a working platform or for transporting materials to the work area.

4.12 Electricity

Appointed Contractors will carry out Portable Appliance Testing (PAT) at company locations. Nominated NICEIC or ECA approved contractors will carry out electrical connections, checks and alterations to temporary accommodation. Temporary electricity supplies to site accommodation shall be tested on installation and at three monthly intervals. Generally electricity supplies above 33,000 volts are routed overhead. Below this voltage they may be overhead or underground. If work is required to be carried out near overhead power lines, the Area Electricity Board shall be consulted before work commences and a safe system of work devised and implemented. 110V electrical tools, temporary lighting and other equipment shall be used at all times. Where this is not practicable, residual current devices shall be provided for use with 230V mains supply in line with current legislation. Routine inspection will be carried out in accordance with the Cambrian Civil Engineering Health and Safety Procedures.

4.13 Roof Work

As a high-risk activity it is important that any roofwork operation is pre-planned. The particular hazards of each job and the best means of overcoming them must be considered so that a safe method of work can be established a detailed written method statement shall be prepared. Before any roof is used as a means of access or as a place of work during any operation, whether for construction, repair, maintenance, it is essential to identify all risks associated with height work including fragile materials and decide on the precautions to be taken. When fall prevention measures cannot be introduced, fall arrest equipment shall be provided such as air/bean bags. When nets are provided the manufacturers advice shall be sought on the suitability of any particular net for the purpose for which it is to be used. When work from a roof may endanger the public by falling materials, brickguards/fans or other similar precautions shall be provided. The majority of roof work will require a permit to work.

4.14 Excavations

Excavations work shall be carried out using a Permit-to-Dig procedure. There is no minimum depth requirement for the shoring of excavations. Adequate supplies of support materials matching the support design/s shall be available before the excavation commences and will be of sound, free of defects, of adequate strength and properly maintained. Supports shall be fixed securely to prevent displacement. Care shall be taken to see that excavation work does not jeopardise the stability of any adjacent structure. Safe means of access and egress to an excavation shall be provided. Ladders shall be securely fixed and properly maintained and shall permit quick and easy escape in case of flooding or falls of materials.

Where a person may be exposed to a risk of fall, suitable barriers shall be erected; shallow excavations shall have suitable barriers erected when persons may fall into them. Barriers shall be erected to keep materials, plant and equipment away from the edges of an excavation. Barriers may be removed to permit access of

men, plant and equipment etc; they shall be replaced as soon as possible. Spoil heaps can form part of the barrier. During darkness the edges of an excavation shall also be marked with lights, where there is a danger to the general public. All excavations shall be inspected before work starts and thoroughly examined weekly, or after substantial damage. A record of these examinations shall be recorded on the appropriate form.

Before any excavation work is undertaken a survey of the area shall be conducted. The owners of the services shall be contacted to obtain plans to show the approximate line and depth of known cables. If possible cable routes shall be avoided; a cable-locating device shall be used to trace the position of the cable as accurately as possible in conjunction with any available cable plans. The line of any cable shall be noted and marked using paint, wooden pegs, waterproof chalk etc. Power tools shall not be used within 0.6m of the indicated line of the cable.

4.15 Lifting Equipment

Lifting equipment is defined as work equipment used for lifting, lowering and suspending of loads (including persons) and any attachments for anchoring, fixing or supporting the load. All lifts shall be properly planned, appropriately supervised by a competent person and carried out in a safe manner. All equipment and accessories must be tested in accordance with current legislation and copies of certification held on site. Clarification of responsibilities shall be sought with crane hirers and the following documentation requested prior to work commencement:

- 12 monthly test and examination.
- 6 monthly test certificates for slings, chains, man baskets, associated lifting gear.
- Operators certificates.
- Method statement/risk assessments for work to be carried out.
- Name of nominated competent person supervising the lifting operation.

All cranes and other lifting appliances shall be clearly marked with their maximum safe working load (SWL). If the driver cannot see his load during the whole lifting operation he shall have one or more trained signaller (banksmen) or some other signalling system to enable him to handle the load safely. Where tower cranes are used a thorough test and examination must be carried out after erection and before being put into use for the first time. No lifting operation/s will be permitted without an adequate lifting plan in place.

4.16 Work Equipment

Work equipment can be defined as any machinery, equipment, appliance, apparatus tool or installation for use at work. All work equipment shall be checked and monitored as detailed in the Cambrian Civil Engineering H&S Procedures.

4.17 Mobile Plant

When plant is constantly moving on or around a site or being relocated, the factors that create hazards and cause accidents may be more difficult to anticipate and eliminate. All vehicle movements will be controlled by a written traffic management procedure in accordance with the Cambrian Civil Engineering H&S Procedures ensuring vehicle/pedestrian separation at all times.

4.18 Confined Spaces

Wherever work is to be carried out in any confined space, adequate ventilation will be provided and maintained. Suitable and adequate means of access to and egress from the confined space will be provided and maintained. It may be necessary that the air in certain confined spaces will require monitoring before work commences and at regular intervals during work procedures. When planning work in any confined space the possibility of a lack of oxygen must be considered. Before any confined space working is allowed the environment to be worked must be tested by a competent person and a Permit-to-Enter issued.

4.19 Asbestos

A licensed sub-contractor must be used to remove asbestos material with full documentation provided prior to work commencement; HSE to be notified as required 14 days before removal begins. Method statements and risk assessments will be communicated to all persons carrying out or affected by asbestos removal works.

4.20 Control of Waste

Waste produced on site will be deposited in skips to be removed and replaced as required in accordance with project waste plans. The Skip Company will be fully registered for waste disposal and must provide a duty of care waste transfer notice to be filed in the site office. A specialist-licensed sub-contractor who will supply all necessary safety documentation prior to starting on site will remove contaminated waste. Duty of care controlled waste certificates will be provided and a copy of Certificate of Registration as required under current legislation will be available following removal.

4.21 Personal Protective Equipment (PPE.)

All personnel will wear task appropriate PPE. as highlighted in their risk assessment and/or method statement. Where sites are designated a PPE area; HARD HAT, SAFETY FOOTWEAR, HIGH VISIBILITY CLOTHING, LIGHT EYE PROTECTION AND GLOVES may need to be worn at all times and appropriate signage will be displayed.

4.22 Communication / Consultation

Regular Senior Managers Safety Reviews are held and attended by Managing Director, Directors, Managers, Health & Safety Service Providers (As per agreement).

All sites will hold Safety Forum meetings on a regular basis attended by members of the project team and sub-contractors working on the project. This will ensure communication between all companies on site hazards, work methods, programming for safety and all aspects of site health, safety and welfare. All meetings will be recorded and actions identified. Minutes will be taken of all meetings with protective and preventative measures taken and the minutes displayed on site notice boards.

Site induction / Toolbox talks involving all those involved with the work-gang will be held prior to commencement of works as detailed in the Cambrian Civil Engineering H&S Procedures. Cambrian Civil Engineering will operate an open door policy to allow any individual to raise any safety, health and environmental concerns to site management, this will be communicated at induction and posters displayed

in site welfare facilities. All issues raised will be treated with confidentiality and where necessary appropriate action taken.

4.23 Sub-Contractors

Cambrian Civil Engineering fully endorses their commitment to a fully qualified workforce and will check all sub-contractors working on their sites for competency. All Sub-contractors must produce the following information prior to site start-up:

- Company safety policy
- Appropriate insurance/s
- Method statements/Risk assessments
- Emergency Procedures including rescue planning where required
- Pre-qualification questionnaire
- Management and Operative training records (including CSCS details)
- Plant and equipment (records of preventative maintenance)
- Waste carriers Licence registration document

This information will be checked and approved prior to work commencement. Sub-contractor safety performance will be closely monitored at all times and post contract reviews and re-checks will be carried out at contract completion. Any sub-contractors failing to reach the desired levels of safety compliance will be prevented from working on further contracts until the necessary steps have been taken to ensure improvements in safety performance.

4.24 Temporary Staff

Where temporary workers (i.e. Agency Personnel) are employed, the company will ensure through enquiry and consultation that the individual is trained, competent and fit to carry out their duties. The Site Manager shall check that all agency personnel have received a site-specific induction and all relevant information (i.e. Risk Assessments and Method Statements) for them to carry out the role safely.

4.25 Drugs and Alcohol Policy

Cambrian Civil Engineering will not tolerate any drug or alcohol abuse from any of their workforce, temporary employees or sub-contractor employees. Anyone suspected of being under the influence of any non-prescription drug or alcohol, which may affect their ability to perform their duties in a safe manner, will be directed to leave site.

4.26 Training

Formal Safety training requirements will be identified by managers in consultation where considered necessary with the Safety Advisers. Directors are responsible for ensuring that their staff are trained in line with the Cambrian Civil Engineering training matrix. Managers will review their safety training requirements on a monthly basis during Safety Review Meetings.

4.27 Health & Safety Monitoring and Inspections

Every work location manager will ensure that regular inspections are carried out to ensure that work operations are being carried out in accordance with the location Construction H&S Plan, Method Statements/Risk Assessments and company Health & Safety policy. These inspections will take into consideration the work operations taking place and the location conditions prevailing at the time. Site inspections and audits will be carried out in accordance with the Cambrian Civil Engineering Health and Safety Procedure, Audit and Management Review. The periods of formal inspections shall be a minimum of every seven days by the project teams, monthly by contracts/senior managers, twice annually by all directors and annually by the managing director. Health & Safety service providers will formally report at each inspection.

4.28 Housekeeping

Good housekeeping is to be observed at all times at all Cambrian Civil Engineering work locations, safe access and egress to work areas must be maintained. Regular cleaning of spent materials, debris and unused material will be undertaken, where applicable sub-contractors must be held responsible for keeping work areas and welfare facilities in a clean and tidy condition.

Lay-down areas must be incorporated into the site safety plan wherever practicable. This is to allow for the safe storage and subsequent distribution of materials.

4.29 Display Screen Equipment

An assessment of every workstation used is carried out, in order to identify the risks and precipitate action to reduce them to the lowest extent reasonably practicable. Workstation assessments will be carried out as detailed in the Cambrian Civil Engineering Health and Safety Procedures.

4.30 Road Risk

Whilst driving on company business we must exercise a duty of care to other road users. All drivers must operate within the driving policy and recognise the need for journey planning, regular breaks during long journeys and the care and maintenance of the vehicle being used. The use of mobile phones via hands-free kits is actively discouraged. The company does not expect or encourage anyone to make or receive a call when driving.

4.31 Temporary Works

Temporary works may consist of trench support, falsework or structural support of existing buildings. The size of temporary works may vary from major structural support to needles in existing buildings. Each item of temporary works shall be assessed and classified by the Project team in accordance with Cambrian Civil Engineering H&S Procedures. Works identified shall be from pre-start, through to the installation and eventual removal.

5 Policy Statement & Arrangements Acceptance

Each employee is required to confirm their reading, understanding and acceptance of the company H&S policy statement and arrangements.

No.	Employee Name	Date	Signature
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Signed.... 

Christian Chambers (General Manager)