



AUTOMATION TECHNOLOGIES LIMITED

Health & Safety Policy

**Version 1
2017**

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Section A:

PREFACE

1. FOREWORD

In accordance with the Health & Safety Policy of ATL (also referred to within this document as the Company), the instructions and rules defined within this document are for the guidance of all Company employees, and are in addition to and support of any local rules and / or procedures governing everyday work activities.

However no safety measure can entirely eliminate the risk of injury if individuals fail to take reasonable care to protect themselves and others, or disregard rules and regulations made for their safety.

Employees therefore have a duty to remain vigilant and aware of specific hazards in their place of work and should remember that a major cause of accidents is human error or failure

2. INTRODUCTION

This Policy is in compliance with the Company's duty to ensure that all reasonable steps are taken to ensure the safety of not just its own employees but anyone who could be affected by its activities. The Health and Safety at Work, etc Act 1974 also places duties on employees to take reasonable care to avoid injury to themselves or others, and to not misuse or interfere with safety equipment.

In addition, the Environmental Protection Act 1990, and the associated environmental regulations, requires the Company to have due regard for the impact of its operations on the environment, and to strive to continuously improve its environmental performance.

Disciplinary action may be taken against any employee who wilfully disregards any of the Company's health and safety rules or misuses anything provided in the interests of health, safety or welfare.

Section B: **POLICY STATEMENT**

1A. GENERAL HEALTH & SAFETY POLICY STATEMENT

It is the policy of the Company that, so far as is reasonably practicable, every possible step will be taken to ensure the health, safety and welfare of all employees at work.

The Company recognises its responsibilities for all its employees and its duty to do everything reasonably practicable to provide and maintain plant and equipment, safe systems of work, the workplace and the working environment.

The Management accepts the responsibility for ensuring that all information, instruction, training and supervision necessary to ensure health and safety at work for all employees will be provided. It is also the organisation’s policy to encourage and insist upon the co-operation of all employees by discussion and consultation with them and their representatives with a view to promoting and developing measures to ensure health and safety at work. All employees will be encouraged to be active in carrying out the policy.

Every employee of the organization has a clear and undeniable duty to take reasonable care for the health and safety of themselves and their fellow workers or other persons who may be affected by their actions at work. It is the duty of every employee to co-operate with any other employee and the organisation to enable all statutory duties and requirements to be fulfilled in full.

The Company also accepts the responsibility for the health, safety and welfare of other people who may be affected by its activities.

The policy will be kept up-to-date, particularly as the business changes in nature and size, and in line with all current health and safety legislation. To ensure that this is done, the policy will be reviewed annually.

Approved by (Managing Director):	Dated:
<i>Mark Canini</i>	06/01/2017
Next Review Date:	06/01/2018

1B. ALCOHOL AND DRUGS POLICY AND PROCEDURE

It is a requirement of ATL that no employee, or contractor employed in the Company's service, shall:

- Report or endeavour to report for duty having just consumed alcohol or be under the influence of drugs.
- Report for duty in an unfit state due to the use of alcohol or drugs
- Be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs whilst on duty.

The Company will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

In order to avoid victimisation, the Company will provide assistance with the rehabilitation of any member of staff that voluntarily seeks help for alcohol or drug related problems. Such staff must, however, seek assistance at the earliest possible opportunity - subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

The Company reserves the right to put in place, if considered necessary or required to comply with any Local Authority or client's policy, a programme of screening. This could include procedures to:

- Detect the use of drugs by both existing and potential employees
- Detect the use of alcohol and/or drugs by a person(s) involved in a Safety Critical Incident where there are grounds to suspect that the actions of the person(s) led to or caused such incident.
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt management intervention (This may include a request for screening).

Code of Conduct:

To comply with the Company policy on alcohol and drugs, and to maintain the high standards of behaviour required, employees should AVOID:

- Drinking alcohol during the eight hours before going on duty
- Drinking during meal breaks
- Using illegal drugs

Also employees SHOULD NOT

- Have the smell of alcohol on their breath whilst on duty
- Carry out any works if they have any doubts about their fitness
- Consume/use any alcohol or drugs whilst in possession of a company vehicle.

1C. EQUAL OPPORTUNITIES POLICY AND PROCEDURE

ATL believes that its work force should reflect the community and that all groups within that community should have an equal share of the Company's employment opportunities, regardless of colour, race or creed.

Procedures will ensure that qualifications, skills and previous experience are called for only where it is really necessary to do the job. It is not enough just to say, "We do not discriminate". Staff members are instructed to ensure that the Equal Opportunities Policy is carried out fairly and conscientiously.

Managers and Supervisors are encouraged to take action in eliminating any sexual or racial harassment at work. This can include both physical and verbal abuse and persistent, unwanted sexual advances. Disciplinary action may be taken against anyone contravening this procedure.

Operatives can report direct to the senior management, any complaints or grievances under this heading. Steps are also being taken to end the display of sexist material/photographs on sites.

All employees have the right to discuss their own personal record file with the Company management. Recruitment, training and promotion will be reviewed on a regular basis to ensure that the requirements of this Policy are adhered to.

Section B: GENERAL ARRANGEMENTS

2. RESPONSIBILITY STRUCTURE

The Company's Health & Safety Policy has been adopted by the senior management, and the responsibility for its overall management rests with the Directors.

In order to assist with the implementation of the policy, duties and responsibilities for various aspects are delegated to various persons within the organization, as set out in Section C, Appendix 1.

3. HEALTH & SAFETY TRAINING

All employees shall receive sufficient health & safety awareness training and job instruction to enable them to undertake their duties safely and without risk of injury or of damage to the environment.

Safety training forms an integral part of all job / task training, starting with induction training and all subsequent personnel development. See section C, Appendix 3.

4. GRIEVANCES AND DISCIPLINE

Procedures are in place to enable any employee, or Company employed contractor, to address any grievances that they may have to the Company management.

In the same manner, the Company has a disciplinary procedure to ensure that employees, and Company employed contractors, abide by the Company's rules and procedures. This will be used as a last resort, when other means of persuasion are exhausted. See section C, Appendix 2.

5. ACCIDENT REPORTING AND INVESTIGATION

All accidents and / or serious incidents that could have resulted in injury or damage to property arising out of activities undertaken by the Company shall be investigated, and any necessary corrective action taken to prevent a recurrence. The form that the investigation will take and the method of recording the findings are defined within section C, Appendix 4.

6. PROVISION OF WORKS EQUIPMENT AND MACHINERY

The Company shall provide for its employees machinery and equipment that is suitable for the intended purpose, of good construction and adequate strength, and adequately maintained, in good repair and working order.

Special attention is given to the provision of guards where necessary to prevent access to moving and revolving equipment, and for the isolation of machinery and equipment before undertaking any form of maintenance activity.

Details on the control measures adopted by the Company to ensure compliance with the Provision and Use of Work Equipment Regulations 1998 is given in section C, Appendix 5.

7. FIRE PRECAUTIONS

ATL accepts its responsibilities towards all employees under the regulations defined within the Regulatory Reform (Fire Safety) Order 2005.

Records of both the test and examination of fire fighting equipment, emergency lighting and exits, and fire alarms are maintained within the Company's management system. Fire drills (or emergency evacuations) will be held on a regular basis (quarterly as a minimum) to maintain preparedness; records of the drills are maintained by ATL for external inspection, where necessary.

A Fire Management Plan, where applicable, is in place at each location where a company employee is situated; the only exception to this is the use of client premises. In this instance, ATL will ensure the client has a sufficient Fire Plan in place for the protection of its workers. Whilst working on clients' sites, site specific guidance will be issued to all employees and sub-contractors on fire prevention (on construction sites).

The Company aims to reduce the risks to both property and life by wherever possible substituting safer materials and substances for flammable items.

8. FIRST AID

The Company recognizes and accepts the need for the provision of facilities, equipment and trained personnel, adequate to the nature of the work and activities being undertaken, in order to provide treatment for the purpose of preserving life and minimizing the consequences of injury or illness to its employees. This provision extends to the treatment of minor injuries that do not require the involvement of a medical practitioner.

Information on the nature of the facilities provided and the trained personnel provided in compliance with the Health and Safety (First Aid) Regulations 1981 are given in section C, Appendix 6.

9. NOISE AND VIBRATION

It is recognized by the Company's management that exposure to excessive noise may be damaging to health. In order to minimize and control the risks to its employees associated with noise induced hearing loss, the Company has established a framework of controls. This section of the Policy is designed to comply with the Noise at Work Regulations 1989, the details of which are specified within section C, Appendix 7.

In addition, the Company recognises that certain operations and equipment can expose employees to vibrations that can lead to ill health in the long term. Controls to minimise this risk are also outlined within section C, Appendix 7.

10. PERSONAL PROTECTIVE EQUIPMENT

The Company accepts its responsibility to reduce the hazards to which its employees are exposed by engineering controls, isolation, segregation and / or substitution with an alternative less hazardous substance or equipment.

The issue and use of personal protective equipment is recognized as a last resort measure, in compliance with the Personal Protective Equipment Regulations 1992. Areas within the Company where the wearing of PPE is mandatory are clearly defined with Safety Signs complying with the Safety Signs Regulations 1996, which complement the directions given within the Company safety rules and works instructions. These are outlined in section C, Appendix 9.

11. WASTES AND WASTE DISPOSAL

The Company recognises its responsibilities under the Environmental Protection Act and associated legislation to minimise its impact on the environment. In order to achieve this, the Company undertakes to plan its operations to minimise the production of waste materials. Where waste generation is unavoidable, the Company will arrange disposal of such materials via licensed waste disposal service providers.

See section C, Appendix 10.

12. CONTRACTORS

The company recognizes its responsibilities towards contractors working on the Company premises.

In order to minimize any risks associated with activities undertaken by contractors the Company has specific rules and procedures designed to address the identified needs of these workers. Contractors must agree to abide by this section of the Company's Health & Safety Policy as a condition of being allowed to work on the Company's premises. The rules and procedures are outlined in section C, Appendix 11.

SECTION C: APPENDIX 1 DUTIES AND RESPONSIBILITIES

The responsibility for the implementation of the Company's Health & Safety Policy rests with each person employed by the Company whatever their position within the organization. Each person is responsible for their compliance with the duties set out in this section, with the overall and final responsibility for health, safety and welfare in the Company residing with the Directors.

Specific duties and responsibilities of the various members of staff are as follows:

1. Managing Director:

- To have overall responsibility for health, safety and welfare within the company;
- To appoint competent persons as necessary to ensure that the company can meet its obligations under the health and Safety at Work, etc Act 1974 and associated legislation and guidance;
- To organise periodic reviews of the health and safety systems within the company to ensure that they remain up-to-date;
- To organise periodic meetings within the company, the purpose of which are to provide information to the employees on health and safety matters and also to provide a forum for employees to raise their concerns on such matters.
- Shall act as the nominated management representative for Health and Safety matters.
- Shall act as liaison between the Company and external organisations such as the HSE and SECAS.
- Will co-ordinate and ensure the effective operation of the Company's Health and Safety Policy.
- Will periodically appraise the effectiveness of the Health and Safety Policy and ensure that any necessary revisions and changes are made.
- Shall ensure that responsibility for health and safety matters is properly assigned and understood by all sub-ordinates.
- Shall ensure that appropriate training is provided to ensure that risks to safety and health are minimised.
- Shall ensure that information is obtained and made available on developments in safety practices and on equipment and substances used within the Company.

2. ATL Safety Advisor

The Safety Advisor shall be responsible to the Managing Director for promoting a culture of continuous improvement in safety performance thorough out ATL.

As directed, the Safety Advisor shall also be responsible for promoting the continuous improvement of safety performance on specific projects by fulfilling the duties of Safety Advisor.

In addition to any specific duties assigned, the Safety Advisor shall:

- be familiar with and promote current health and safety legislation and best practice relevant to ATL
- co-ordinate the regular review, development and update of the ATL Health and Safety objectives
- conduct, supervise and monitor a programme of site health and safety inspections and audits in accordance with ATL health and safety policy
- assist in the development and delivery of suitable health and safety training for all ATL personnel
- represent and promote both the safety department and business unit in meetings, workshops, management review and forums.
- Update and review training records for all staff
- Review and arrange further health and safety training and ongoing NVQ training
- Provide all employees under their control with adequate support, supervision, information, instruction and training to enable them to carry out their work safely and without risks to health
- Establish effective lines of communication and consultation on health and safety issues with all employees under their control
- Monitor and review the implementation of the Policy, objectives and performance targets, within their respective functions or operations.
- Comply with the ATL accident/incident investigation and reporting procedures
- Conduct routine health and safety surveillance as they carry out their daily duties
- Promptly rectify any unsafe conditions noticed by them or brought to their attention by personnel under their control
- Consider at bid stage all relevant health and safety information and requirements contained within, or referred to in the tender documents
- Consider all possible impacts on the project of current health and safety legislation approved Codes of Practice and the ATL Health and Safety Policy
- Allow sufficient resources in project bids to permit the effective safety management of all project activities
- Arrange and pre-order safety meetings with subcontractors in conjunction with the Safety advisor
- Ensure that packages let to subcontractors and suppliers contain all relevant health and safety information, so that they are aware of ATL's health and safety requirements for effective safety management

- Promote the continuous improvement of safety performance

3. Supervisors

- Must familiarise themselves with the Company's Health and Safety Policy, Rules and Procedures.
- Must ensure that all persons within their area of responsibility are fully aware of the hazards within that area and of the precautions to be observed.
- Must ensure that all persons within their area of responsibility are familiar with the correct procedure to be followed in the event of an emergency, such as an accident or a fire.
- Must ensure that all accidents and near-misses are reported promptly in accordance with Company procedures.
- Shall ensure that all safety rules are observed, and that personal protective equipment and other safety measures, such as guards and extraction systems, are used as necessary.
- Shall report immediately any defects and/or equipment problems
- Shall ensure that good standards of housekeeping are maintained at all times within their area of responsibility.

4. All Employees:

- Are reminded that they have a responsibility to ensure their own health and safety and also that of their colleagues and others that could be affected by their actions.
- Must co-operate with management so far as is necessary to enable the Company to discharge its statutory duties.
- Must not interfere with or misuse anything provided in the interests of health and safety or welfare.
- Must immediately report any health or safety problem that is beyond their control to deal with to the management and to notify others of the risk to their health and safety.
- To report any accidents or incidents immediately and to obtain treatment for any injuries. All accidents must be recorded in the appropriate book.
- To keep their working area clean and tidy and to dispose of wastes in the correct manner. Additionally to ensure that work in progress and products are stored and protected against damage or deterioration.
- To ensure that they are aware of the correct action to be taken in the event of a fire and that emergency exits and escape routes are kept clear.
- To only use equipment and machinery in accordance with any training received.

5. Contractors:

- To only use equipment and machinery in accordance with any training received.
- Are reminded that they have a responsibility to ensure their own health and safety and also that of other persons that could be affected by their actions.
- Must abide by the rules and procedures as set out in the Company's "Work on Site" document and the contract, when engaged in work controlled by ATL, as well as any other reasonable requests from Company Management.
- Must undergo a safety induction briefing prior to commencing work on the occasion of their first visit to the site. The induction training is to be recorded within the project documents for reference.
- Must not interfere with or misuse anything provided in the interests of health and safety or welfare.
- Must immediately report any health or safety problem that is beyond their control to deal with to the management and to notify others of the risk to their health and safety.
- Must report any accidents or incidents immediately and to obtain treatment for any injuries. All accidents must be recorded in the appropriate book.
- Must keep their working area clean and tidy and to dispose of wastes in the correct manner. Additionally to ensure that work in progress and products are stored and protected against damage or deterioration.
- Must ensure that they are aware of the correct action to be taken in the event of an emergency, and that emergency exits and escape routes are kept clear.

SECTION C: APPENDIX 2 GRIEVANCE AND DISCIPLINARY PROCEDURE

Grievance Procedure

Should any employee wish to seek redress of any grievance relating to their employment the following procedure is to be adopted.

- In the first instance the appropriate departmental head responsible for the employee is to be contacted and the grievance discussed. If no resolution can be reached stage 2 is implemented.

The departmental head will arrange for the employee he is responsible for to discuss the grievance with a Director at a mutually convenient time, but as early as possible. Where a grievance concerns a number of employees the grievance will initially be discussed between the department head concerned and a Director.

- The employee may request the shop floor representative to attend the meeting with the Director. If resolution is still not reached stage 3 is implemented.
- It may now be necessary to involve third party mediators from representative trade unions or employers associations, in accordance with nationally agreed procedural provisions.

The Director will give due consideration to the problem and a decision will be given in writing to the employee with copies issued to the Union Official(s), where appropriate, if possible within 14 days of the meeting. This decision will be final.

Disciplinary Procedure

The purpose of this section is to ensure a fair and systematic approach to enforce standards of conduct, job performance etc., affecting all grades of employee within the company. To this end the following is the procedure to be enforced.

- Minor breaches of Company discipline, misconduct, failure to meet performance standards, non-compliance with health and safety rules, poor time keeping etc. will result in a verbal warning given by the immediate superior or departmental head. A record of this warning can, at the discretion of the departmental head responsible for the employee, be made on his company record.
 - Normally a verbal warning with no entry on the employee's record will be sufficient and effective in quickly resolving most difficulties. However, where there is a more serious case of misconduct or any employee persists in breaching Company instructions, procedures or directives, or fails to improve and maintain that improvement in respect of conduct or job performance the following will apply:
 - The departmental head will conduct a disciplinary interview. The employee may (on request) be accompanied by a representative of a union or department. An independent witness can, at the discretion of the departmental head, be present. In all cases of this type of interview written records of the interview and the matters discussed will be taken and filed in personnel records.
 - The employee will be informed of the nature of the complaint and any evidence that may exist will be put forward. The employee is then given the opportunity to present an explanation of the matter.
 - If it is decided that disciplinary action is to be taken the employee will be informed verbally and later in writing as confirmation. Copies of this letter will be issued to any representatives who have attended the interview and filed in the employee's personnel file.
 - The written confirmation and the verbal instruction will contain the following information:
 - Details of the misconduct, poor performance etc., that has given rise to the need for a formal warning.
 - Details of the necessary action required to remedy the situation and any period of review that has been decided.
 - The date of disciplinary interview and who attended.
3. If after the procedure outlined in Section 2, problems still persist the formal warning procedure will be escalated as follows:
- First offence carries verbal warning that will be recorded on the employee record.
 - Second offence carries a written warning along with a possible suspension period without pay that is recorded on employee records.
 - Third offence carries a final written warning with a possible period of suspension without pay that is recorded on employee records.
 - A further offence will result in termination of employment with the appropriate notice or pay in lieu.

If a further offence occurs during a period of 6 months from the date of a final warning, termination of employment will result.

Removal of Warnings

If after a period of 6 months has elapsed from the final warning without further incidents occurring, the final warning will be removed from employee records.

If after a further period of 6 months has elapsed from the second warning without further incidents occurring, the first and second warnings will be removed from the employees record.

If however, during the second 6-month period further incidents occur, the final warning will be reinstated and the foregoing procedure applied.

The final decision to dismiss can only be taken by a Director. This is only after the Director is satisfied with regards to the facts of the case, the appropriateness of any mitigating circumstances and interviewing the employee in the presence of the employees union or departmental representative.

Dismissal Without Warning

There are circumstances where the employee can be summarily dismissed if it is established after investigation and hearing the employee's version of the matter, that there has been an act of gross misconduct, major breach of duty, or conduct that brings the company into disrepute. These include the following:

- Gross insubordination.
- Serious breach of safety rules or procedures involving loss of life or limb.
- Theft.
- Being under the influence of alcohol or non-prescribed drugs.
- Breach of clocking in and out rules.
- Flagrant failure or disregard in following company procedures and regulations.
- Breach of duty regarding company confidential information.
- Deliberate damage to company property or that of other company employees.
- Deliberate damage to or interfering with personnel protective equipment or anything provided for health, safety and welfare under statutory provisions.
- Disorderly or indecent conduct e.g. fighting on company premises, using threatening behaviour or exposing certain body parts in public.
- Acts of discrimination on the grounds of sex, race, religion, colour, ethnic origin or political persuasion.

The employee has the right to appeal to the Directors against any disciplinary action within 48 hours of that action being sanctioned. The appeal must be made in writing, setting out the grounds for the appeal and any other relevant information.

The employee will in such cases be suspended without pay until the circumstances are investigated. Should the investigation find with the employee, wages will be paid for the period of suspension.

SECTION C: APPENDIX 3 HEALTH & SAFETY TRAINING

All employees shall receive sufficient instruction and training to enable them to perform their duties in both a safe and efficient manner, and with minimal risks to the environment.

Health and safety training will form an integral part of any normal job training programme.

Basic training given will include:

1. Safety Policy: All employees must be instructed in the Company's Health & Safety Policy, and any relevant safety rules and procedures.
2. Induction: New employees must be informed on the first day of employment of the Company's Health & Safety Policy and their role in its operation. This will include:
 - The company structure and their responsibilities within it.
 - General safety and environmental rules.
 - Fire prevention.
 - Emergency arrangements.
 - Accident reporting.
 - First Aid and medical arrangements
 - Personal protective equipment
 - Safety liaison arrangements
3. Occupation: The nature of the tasks to be performed by the employee will determine the type and content of the safety training received, which will be contained within the work instructions for the tasks. Only those employees who have been trained in an operation to a satisfactory standard will be allowed to perform the tasks without continuous supervision by a competent person.
4. Specialized training: Approved external specialized training will be arranged where internal skills or resources are insufficient to satisfy the requirements.
5. Refresher training: Refresher training will be arranged as necessary to promote awareness and to enhance current knowledge and / or skills.

SECTION C: APPENDIX 4

ACCIDENT REPORTING AND INVESTIGATION

All accidents and dangerous occurrences must be reported immediately to the First Aid attendant for treatment and for recording the details in the accident book.

Serious incidents requiring reporting to the appropriate authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be notified to senior management as soon as possible.

Injuries causing absences of more than three days from work must also be notified as soon as it is apparent that the three days will be exceeded.

The Directors, or a nominated deputy, is responsible for completing the authorized form (F2508) required to notify the HSE under the requirements of RIDDOR.

Accident Investigation:

- The relevant departmental manager must investigate incidents as soon as possible after the event.
- Wherever possible witness statements must be obtained.
- Details must be limited to facts and should not include hearsay or personal opinions.
- Sketches / photographs should be obtained to clarify details and should accompany the report.
- Causes should be determined and recommendations to prevent a recurrence should be included in the report.

SECTION C: APPENDIX 5 PROVISION OF WORKS EQUIPMENT / MACHINERY

The Company, via the management, is responsible for ensuring that all equipment supplied and used in the Company is safe to use and fits the purpose for which it is intended.

All machinery must be provided with emergency stops or power cut-off as necessary to comply with the Provision and Use of Work Equipment Regulations 1998.

All operatives must be trained and instructed in the use of the equipment and plant to ensure that they and their colleagues are safe while the equipment is being used.

The Company is responsible for ensuring that the plant and equipment is serviced and maintained to ensure the continuing safety of the items.

The driver, in accordance with the relevant vehicle safety checklist, must check any Company vehicle provided for them before its use.

The Company vehicles will be subject to periodic servicing and maintenance by an approved service company, and records maintained of such servicing.

SECTION C: APPENDIX 6 FIRST AID

It is the Policy of the Company to provide facilities and trained personnel that meet and exceed those specified in the Health and Safety (First Aid) Regulations 1981, where this is not covered by other arrangements.

The Company shall ensure that equipment and facilities provided in the event of an injury are adequate and appropriate to the circumstances of the work being carried out.

The Company will provide, where this is not covered by the Principal Contractor, sufficient First Aiders, suitably trained and qualified, to ensure that injured employees are dealt with as quickly as possible to minimize the extent of the injuries.

The Company will ensure that all employees are made aware of the arrangements that have been made in respect of the provision of First Aid, including the location of the facilities and trained personnel.

Persons selected will be those that have the requisite temperament to discharge the duties of a First Aider and who are willing to undergo the training necessary to gain and maintain the qualifications.

The First Aiders will be responsible for ensuring that management are aware of any treatment given and the need to replace first aid treatment items.

SECTION C: APPENDIX 7 NOISE, HEARING PROTECTION AND VIBRATION

a) Noise

The Company recognizes its responsibilities towards its employees under the Noise at Work regulations 1989. Procedures have therefore been established to identify the nature of problem and for controlling and reducing the harmful effects of noise on the health of its employees.

The Company acknowledges that the successful implementation of control measures can only be achieved through the full co-operation of all employees.

The Company will arrange, where appropriate, for a noise survey to be undertaken by trained, competent personnel on a regular basis. The noise survey will be comprehensive and the results will be compared to those from previous ones to highlight problem areas and to demonstrate the Company's commitment to improvement.

The Company will endeavour, wherever it is reasonably practicable, to eliminate noise at source by the introduction of new technology and / or engineering controls.

The Company will provide adequate information, instruction and training to employees about the risks to hearing and the steps to be taken to minimize those risks.

Suitable hearing protection is available to all employees without restriction.

Areas where the noise levels exceed 90 dB (A) will be designated hearing protection zones by the use of safety signs (complying with the requirements of the Health and Safety (Safety Signs) Regulations 1996).

Employees working in these high-risk areas must wear the appropriate personal protection. Employees found not to be complying with the works instruction and / or mandatory protection requirements may be liable to disciplinary action.

The Company will keep a log of all hearing protection issued, whether by request or because of mandatory controls. Replacements will be available as required to ensure that protection is always available. Any loss or damage must be reported to the Production Manager.

The employees issued with hearing protection will be instructed in the correct use and maintenance of the equipment and will then be responsible for its maintenance and safe storage when not in use.

The Company may institute audiometry testing for selected employees to monitor the effects of noise on the employees' health, where considered appropriate.

b) Vibration

The Company recognises its responsibilities towards its employees with respect to vibrations and the possible ill health that could result, such as vibration white finger.

Procedures have therefore been established to identifying the nature of problem and for controlling and reducing the harmful effects of vibration on the health of its employees.

The Company acknowledges that the successful implementation of the control measures can only be achieved through the full co-operation of all employees.

The Company shall, where reasonable, ensure that any tools or equipment purchased are to an acceptable standard that minimises the risk to the operatives from harmful vibrations. Where this is not possible the Company shall minimise the time that any individual operative uses such equipment on any particular day. Job rotation between the available operatives will be used wherever feasible.

Suitable PPE, such as gloves, will be issued to the equipment operatives. Employees working on these high-risk tasks must wear the appropriate personal protection. Employees found not to be complying with the works instruction and / or mandatory protection requirements may be liable to disciplinary action.

SECTION C: APPENDIX 8 ATTENDANCE AT CUSTOMER LOCATIONS

The Company accepts its responsibilities under the Health and Safety at Work Act 1974 for ensuring that its employees act responsibly and that they take appropriate care of themselves and anyone who could be affected by their work activities.

Company employees working at customer locations will receive all necessary training and instruction required to enable them to take undertake their tasks safely and with minimum risk of injury to themselves and others.

Company employees are required to obey the customer's site rules at all times, and to report any problems to their site contact.

All work on customers' sites will be planned and co-ordinated by nominated Company personnel, with due consideration taken for any control measures that may be identified through risk assessments on the proposed activities.

Where required, copies of the risks assessments and the associated method statements will be supplied to the client prior to the work commencing.

Company employees will be issued with and trained in the use of all personal protective equipment necessary to comply with the client's site rules and any additional requirements that may be identified through the risk assessments.

Any accidents that occur on the client's site must be reported to the client's contact and to the Company as soon as possible after the event. The employees are required to co-operate with any accident investigation that is carried out.

SECTION C: APPENDIX 9 PERSONAL PROTECTIVE EQUIPMENT

The Company considers the issuing of personal protective equipment to be a last resort control measure, and will endeavour to protect its employees through engineering controls where possible.

Any PPE provided to the Company employees will be issued FREE and in accordance with the requirements of the Personal Protective Equipment at Work Regulations 1992, and in accordance with the control requirements identified through the relevant risk assessments.

Any PPE supplied will be obtained from approved suppliers and will comply with the relevant CE standards. Where more than one piece of PPE is required then the items will be checked to ensure that they are compatible.

The wearing of the appropriate PPE as identified by the risk assessment, or as required under the client's site safety rules, is a condition of employment by the Company. Appropriate disciplinary action will be taken against anyone found not to be complying with these requirements.

SECTION C: APPENDIX 10 WASTES AND WASTE DISPOSAL

In order to minimise the production of wastes, the Company will plan its operations to reduce the production of such waste.

Where waste generation is unavoidable, either during its manufacturing operations or during refurbishment and maintenance of its clients' equipment, the Company undertakes to recycle the materials where possible.

Approved and licensed waste contractors will be used for the disposal of all wastes and recyclable materials, with appropriate records retained as evidence of such activities, where this is not covered by arrangements with the Principal Contractor.

The different types of wastes should be segregated and placed in the appropriate container, to assist with disposal and / or recycling requirements.

SECTION C: APPENDIX 11 CONTRACTORS

Under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999, the Company has responsibilities for all persons not employed by the Company who may be visiting the premises or carrying out work therein.

In respect of contractors carrying out work the Company has installed procedures to ensure that both the contractor's personnel and the Company's employees are not exposed to any unnecessary risks to their health or safety.

It is the responsibility of the member of the management that engages the contractor to ensure that the provisions of the Company's "Work on Site" document are included in the contract specification and to ensure that those persons engaged carry out their work in accordance with those provisions.

The contractors will be required to register their arrival on site and their leaving, and to undergo a site induction on the occasion of their first visit to the site. They will be responsible for ensuring that their work area is kept reasonably clean and tidy and that the area is cleared on completion of their tasks.

The contractors will be required to comply with any instructions given by the management in the interests of their health, safety or welfare. These will be explained on the occasion of their first visit to the site and the induction given will be recorded.

The Directors, or a nominated deputy, will issue any permits required for the work or arrange for their preparation with the relevant site contact.

SECTION D: SAFETY RULES PART 1: WORKING ENVIRONMENT

1. Housekeeping

- 1.1 High standards of housekeeping are important in reducing the risks from slips, trips and falls. This applies at the Company's works and also on clients' sites.
- 1.2 Pick up any loose objects and place them in the appropriate receptacle or put them in a safe place.
- 1.3 Ensure that all wastes and litter are placed in the designated container or skip for disposal. Ensure that different types of waste are segregated, where this is required by the site rules.
- 1.4 All spillages of oil or solvents must be cleaned up immediately, and the waste disposed of correctly.
- 1.5 Ensure that any materials are stacked correctly, and that they do not obstruct doorways or access routes.

2. Access

- 2.1 When moving around the works, or other areas where you have authorised access, use the marked gangways and walkways.
- 2.2 Do not climb over barriers or take short cuts through machine areas or raw material storage areas.
- 2.3 Be alert for obstructions or poorly stacked materials.
- 2.4 Take extra care around forklift trucks or other vehicles, or when cranes are in use.

3. Lighting

- 3.1 Report to your supervisor, or the designated site contact, any defective lighting equipment or instances where insufficient light is available to perform the required tasks safely.

4. Noise

- 4.1 Prolonged exposure to loud noise can result in hearing damage, and can also interfere with your ability to concentrate, which can indirectly result in an accident.
- 4.2 Where hearing protection zones are marked out, you must wear the required hearing protection at all times while you are in that area.
- 4.3 You are responsible for any hearing protective equipment provided to you by the Company. This covers its safe storage between use and it's checking for defects and any cleaning that may be required.

5. First Aid

- 5.1 All employees must familiarise themselves with the names and locations of the first aiders available on site.
- 5.2 Make sure that you are familiar with the emergency procedure for calling first aid assistance in the event of an accident.
- 5.3 In the event of a serious incident, do not try to move the casualty unless absolutely essential, to avoid the risk of further injury. Raise the alarm and keep other away from the area.
- 5.4 All accidents, no matter how trivial they appear, must be reported to your supervisor, and the details recorded.

6. Conduct

- 6.1 Horseplay and practical jokes are strictly forbidden at all times.
- 6.2 Smoking shall not be allowed in any area on site
- 6.3 Any smoking related wastes must be disposed of correctly, ensuring that nothing is left smouldering that could result in a fire.

SECTION D: SAFETY RULES PART 2: MACHINERY, PLANT AND EQUIPMENT

1. General Machinery and Equipment

- 1.1 All guards and safety devices must be correctly fitted or positioned prior to starting the machine. If a guard or safety device is missing or damaged then the equipment must be withdrawn from use and the matter reported immediately to your supervisor.
- 1.2 You must be trained and authorised by the Company to operate the particular item of equipment. You must be familiar with the correct and safe operation of the equipment. Do not use any client's tools, equipment or tackle, whether fixed or portable, without permission from the client's representative.
- 1.3 Never clean a machine whilst it is in motion.
- 1.4 Always switch off and isolate the equipment after you have finished your task
- 1.5 Any defects or suspected defects must be reported to your supervisor, and the equipment withdrawn from use until it has been checked and passed as safe to use.

2. Ropes, Slings and Lifting Equipment

- 2.1 Always check items of lifting equipment for damage prior to use.
- 2.2 You must never exceed the marked safe working load for the particular equipment items.
- 2.3 Always place the equipment in the designated storage areas after use. Do not leave it lying around on the floor.

3. Electricity

- 3.1 Always treat electricity and electrical equipment with respect. Keep out of any power station, sub-station, switch room or other prohibited area unless specifically authorised to enter such areas.
- 3.2 Only trained and authorised personnel are permitted to install, repair, service or adjust electrical equipment.
- 3.3 Defective equipment must be removed from use and tagged to stop others from using it until a competent person has checked it out.
- 3.4 Electrical isolators must be kept accessible at all times.
- 3.5 Avoid trailing leads across gangways. Place all equipment in a safe position after use.
- 3.6 All portable electrical appliances must be checked before use to ensure that they are correctly tagged, and that the required re-test date has not been exceeded. This applies to any portable electrical equipment brought onto site, whether Company-owned, hired or personal property.
- 3.7 Where required by the contract, portable electrical equipment brought onto site may not be used until approved by the designated person.

4. Hand Tools

- 4.1 Ensure that you use the right tool for the job and that it is in good condition.
- 4.2 Where fitted, ensure that any handle is firmly attached and not damaged.
- 4.3 Never carry pointed or sharp tools in your pockets – they can penetrate your body if you fall.
- 4.4 Never use pipe extensions on spanners to gain extra leverage – it can damage the jaws, causing it to slip.
- 4.5 Where the tool produces vibration, appropriate gloves should be used to reduce the risk of vibration-induced injuries occurring. In addition, the working time spent on such activities should be minimised, with personnel rotated between tasks to reduce each individual's exposure.

5. Tower or Mobile Scaffolds

- 5.1 Before use, check that the scaffold has been correctly erected and that it is vertical.
- 5.2 Check that the wheels and brakes are undamaged.
- 5.3 Check that the platform is correctly seated and that the guardrails and toeboards are in place.
- 5.4 Check that the outriggers, where fitted, are correctly braced against the ground for stability.
- 5.5 Before moving the scaffold, check the route and destination for possible obstructions or power cables.
- 5.6 Never lean out from the platform. Do not place anything on top of the platform to gain extra height as it could give way, leading to a fall.

6. Ladders

- 6.1 Always inspect a ladder for damage prior to use. Report any defects.
- 6.2 Ensure that your footwear is free of any mud, oil, etc which could cause you to slip.
- 6.3 Always place the ladder on a firm base, set at the correct angle (4:1).
- 6.4 Secure the top and / or bottom of the ladder to stop it slipping.
- 6.5 Ensure that the ladder extends at least 1.05m (4 or 5 rungs) above the working platform.
- 6.6 Always use a belt or rope to carry objects, in order to leave your hands free for climbing.
- 6.7 Use a safety belt or harness when working at heights.
- 6.8 Never allow more than one person on a ladder at any one time.
- 6.9 Never use an alloy or wet ladder near electrical conductors.

7. Services

- 7.1 No coupling-up or interference with site services, such as steam, electrical, compressed air, oxygen, etc, is permitted without first obtaining the permission of the designated client's representative.
- 7.2 When this permission is given, only authorised personnel are permitted to make the connection or alteration.

SECTION D: SAFETY RULES PART 3: TRANSPORT

1. Company Cars and Vans

- 1.1 Drivers must be in possession of a current motor vehicle licence applicable to the type of vehicle to be driven.
- 1.2 The following checks should be carried out by the driver prior to any journey being undertaken:
 - Brakes and steering,
 - Tyres, including spare,
 - Fuel, oil and water,
 - Bodywork for damage,
 - Security of any load carried,
 - Lights and indicators,
 - Security and condition of seat belts.
- 1.3 Any defects disclosed during the inspection must be reported to the relevant supervisor or manager immediately.
- 1.4 Safety belts are to be worn by the driver and passengers during any journey.

2. Internal Transport

- 2.1 Drivers of forklifts must have been trained in the type of vehicle to be driven and hold the relevant licence issued by an approved training company.
- 2.2 It is the driver's responsibility to ensure that the machine is fit for use at the commencement of each shift or work period, and that any defects are reported immediately to the relevant supervisor.
- 2.3 On no account must passengers be carried on the truck or allowed to ride on the forks of the truck.
- 2.4 Should it be necessary to raise personnel to an elevated position, an approved safety cage must be used on the forks.

3. Site Rules

- 3.1 Speed limits must not be exceeded. Drive at a speed that allows a reasonable stopping distance, with due allowance for the site conditions.
- 3.2 Park in designated areas only, not obstructing emergency exits or other escape routes.

SECTION D: SAFETY RULES PART 4: SAFE SYSTEM OF WORK

1. Permits-to-Work

- 1.1 Permits are used to assist with the control of activities that represent higher risks of injury, such as hot work or entry into confined spaces.
- 1.2 Permits are issued by authorised personnel only, after completion of the required checks defined within the permit.
- 1.3 The permit will specify where the task is to be performed and the way the task is to be performed. If any additional work is required then the permit must either be re-issued by the authorised person to cover the additional work or a new permit obtained.
- 1.4 On completion of the task, the designated person must be contacted to ensure that the permit is signed off and the area or equipment accepted back from you.

2. Lock-Off System

- 2.1 All equipment should be locked off and isolated from sources of power prior to any work being carried out on it, such as repair or maintenance.
- 2.2 No guards or protective devices should be removed until the isolation has been carried out.

3. Personal Protective Equipment

- 3.1 All operatives are responsible for ensuring that they wear the appropriate PPE, as specified within the method statement for that task or identified by the relevant risk assessment, within designated areas.
- 3.2 Additional or general clothing may also be specified by the site safety rules, which must be complied with.
- 3.3 You are responsible for the care of any PPE supplied to you by the Company, including cleaning and checking for defects.
- 3.4 Any defective or worn equipment should not be used but replacements should be obtained through your supervisor.

4. Skin Care

- 4.1 Avoid direct skin contact with chemicals, solvents, glues, oils, etc.
- 4.2 Personal cleanliness is the first essential in preventing skin problems. Use the washing facilities and cleansing agents provided. Never attempt to remove paint, oil, etc from the skin using white spirit, solvents or strong detergents.
- 4.3 Barrier creams are available, and should be applied before the beginning of each work period.
- 4.4 Report all skin irritations to the supervisor or a first aider.

5. Manual Handling

- 5.1 Inspect the load for rough, sharp and jagged edges prior to lifting, and wear suitable gloves or other PPE if necessary.
- 5.2 Consider the weight of the object, and get assistance for heavy loads.
- 5.3 Avoid twisting movements, and keep your back straight by bending the knees.
- 5.4 Keep a firm grip on the object, and hold it close to the body.
- 5.5 Ensure that you have a clear path, free of trip hazards or other obstructions, before moving the load.

6. Site Movements

- 6.1 Do not enter any part of the site except as may be necessary for the purpose of carrying out your designated tasks.
- 6.2 Use only recognised routes when moving around sites. Do not take short cuts through other working areas.

- 6.3 Vehicles should only be moved along designated roadways, within the specified speed limit for the area. A banksman must be used to guide vehicles and plant when reversing or when restricted visibility presents a risk of collisions or other danger.
- 6.4 Only park in designated areas. Where required, authorisation for vehicle use or parking on site must be obtained from the client.