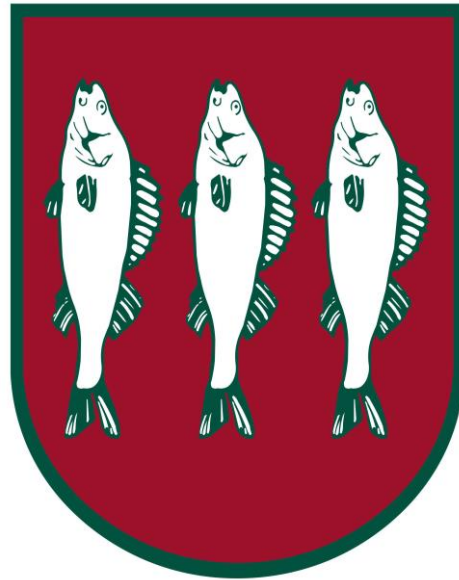


Galtec

Groundworks & Civil Engineers



HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Issued: 1st January 2019 Version 3

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Health and safety policy document and arrangements

Introduction

The legal framework and the specific requirements relating to health and safety policies are contained in Section 2⁽³⁾ of the Health and Safety at Work etc. Act 1974 which states that “it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of their **general policy** with respect to health and safety at work of their employees and the **organisation and arrangements** for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of their employees.”

1.1 Amendments record sheet				
Date	Version	Reason for amendment	Description of amendment	Accepted by
01/01/16	0	Original		TG
01/01/17	1	Annual Update	Review of dates	TG
01/01/18	2	Annual Update	Overall and update	TR
01/01/19	3	Annual Update	Review of Dates	TR

1.2 Health & Safety Policy Statement

The Directors of Galtec Ltd regard the promotion of health and safety measures as a mutual objective for management and employees at all levels. It is therefore this Company's policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including the public in so far as they come into contact with the Company or its products.

In particular, the Company has a responsibility:

- a) to provide and maintain safe and healthy working conditions taking account of any statutory requirements;
- b) to provide training and instruction to enable employees to perform their work safely and efficiently;
- c) to make available all necessary safety devices and protective equipment including fire and emergency equipment and to maintain and supervise its use;
- d) to maintain a constant and continuing interest in health and safety matters applicable to the Company's activities and for its management to set an example in safe behaviour.

Employees have a duty to co-operate and support the operation of this policy:

- a) by working safely and efficiently;
- b) by using the protective equipment, and by meeting statutory obligations;
- c) by reporting to their supervisors' incidents that have led or may lead to injury or damage;
- d) by adhering to company procedures for securing a safe workplace;
- e) by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence. The Company health and safety policy will be kept constantly under review and will be modified and updated as circumstances and experience dictates.

Within the Company, Tom Rayer has a particular responsibility for health and safety issues and identifying training needs. In addition, an outside consultancy, Auxil Ltd, are employed for more specialist advice.

The routine monitoring and review of health and safety issues will be undertaken by site management in combination with the consultancy, where needed, during projects which warrant this service. Where applicable, management will hold consultation with employees on matters which affect their health and safety, via notice boards, toolbox talks and direct communication.

This statement is to be displayed in a prominent position. A full copy of this policy is available in the office for reference by personnel.

Signed:

Date:

Tom Rayer (Director)

1.3 Environmental Policy Statement

Galtec Ltd will ensure that its activities are carried out in accordance with best environmental working practice as set out by all relevant UK and EC and international regulations and legislation. The Company will develop, demonstrate, promote and monitor use of best practice, techniques and management throughout its activities.

Responsibilities

The success of the Environmental Policy depends on the managers, supervisors and employees at all levels within the Company. The employees will be made aware of what is expected of them by the Company and what is required of them by law.

All employees have a responsibility to accept their personal involvement in the practical allocation of this policy, but specific responsibility falls upon line managers, supervisors, and employees professionally involved in administration and training.

Supervisors are responsible for the day to day environmental issues and for the implementation of all necessary measures to ensure compliance with all statutes and other matters relating to the environment. They shall identify, during the progress of the works, any matters that breach the Statutes. They are also responsible for any sub-contractors employed by the Company, to ensure they comply with environmentally friendly practices.

Galtec Ltd will develop relationships with suppliers to ensure that they are adhering to best environmental practices, where possible.

Objectives

Where possible / practical Galtec Ltd will endeavour to: -

- a) reduce consumption of resources and minimise waste;
- b) avoid using toxic materials in order to minimise the risks of polluting the environment;
- c) promote recycling of materials;
- d) dispose of waste products in accordance with current requirements and legislation;
- e) minimise energy consumption and use it efficiently and effectively;
- f) protect the environment and ensure that all employees, either direct or indirect, are aware of our commitment to environmental issues;
- g) use sound-proofed equipment;
- h) ensure that waste is not burnt;
- i) ensure the protection of trees, shrubs and any plants designated to be retained as indicated on the issued plans.

Galtec Ltd is aware of the requirements of the Wildlife and Countryside Act 1981 and the Protection of Badgers Act, especially with regard to animals which are protected, and in particular birds, bats and crested newts.

Access will be given to any specialist environmental consultants and any specialist named by a client.

Signed:.....

Date:

Tom Rayer (Director)

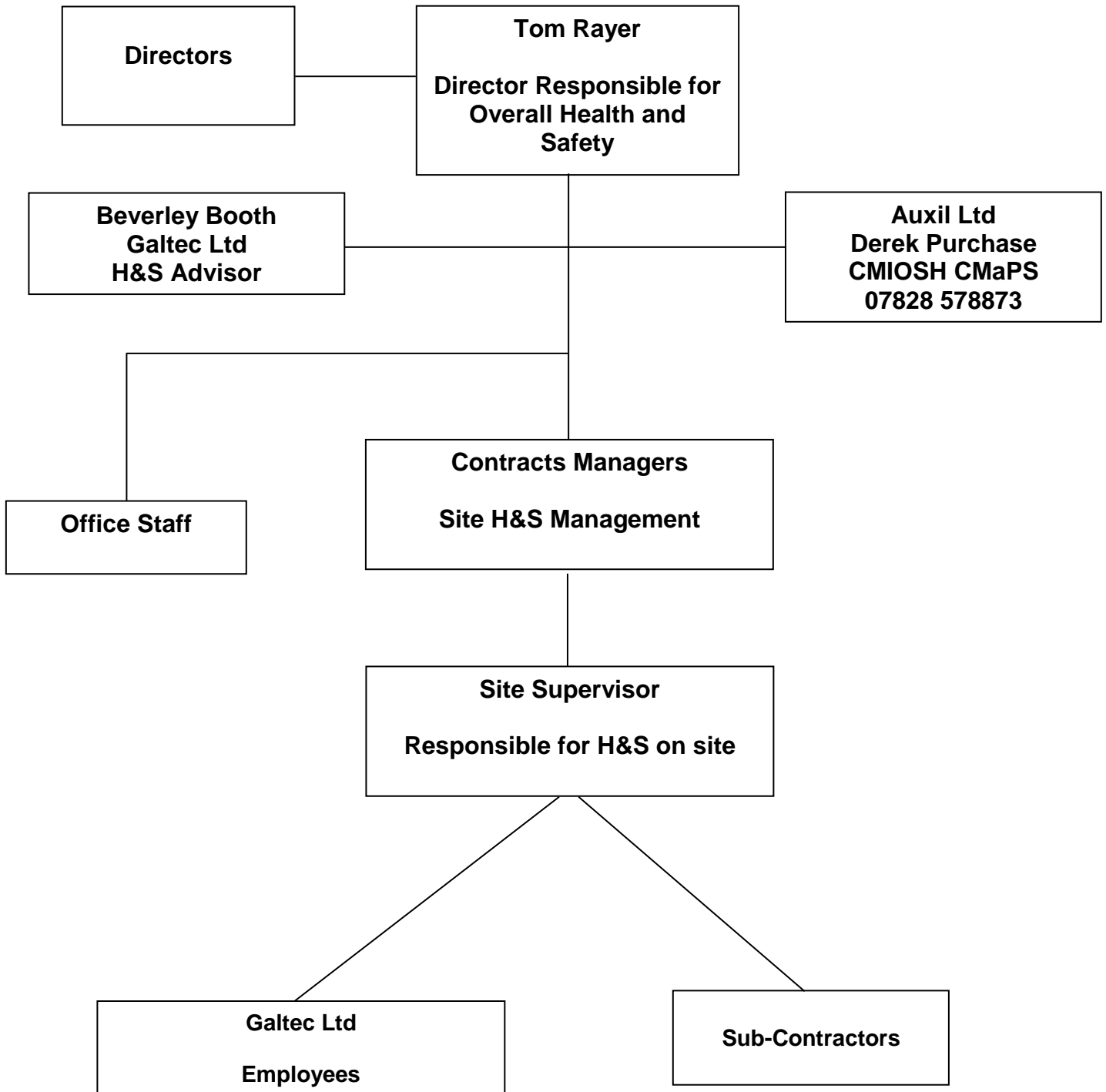
1.4 Advice and consultancy

Auxil Ltd has been appointed by Galtec Ltd to act as consultants on health and safety issues affecting the Company's business undertakings.

Derek Purchase CMIOSH CMaPS
Auxil Ltd
07828 578873
derek.purchase@auxil.co.uk

2.0 Responsibilities and duties

2.1 Management Structure



2.2 Responsibilities of the Directors

The Directors of Galtec Ltd has the following responsibilities to ensure that:

- a) the Company statement for health and safety is kept up to date and is signed each year by the most senior person within the organisation and is prominently displayed, and that the health and safety management system is regularly reviewed;
- b) to ensure that the health and safety performance of the Company is regularly reviewed at Board level and that senior management is informed of the results of that review;
- c) all risk assessments are carried out and are reviewed on an annual basis, and in the case of new operations, ensure that all proper safety precautions have been taken prior to work starting;
- d) there is a system in place for the effective planning, organisation, control, monitoring and review of the preventive and protective measures;
- e) all levels of management have a positive approach to safety and that health and safety arrangements are being applied effectively;
- f) funds and facilities are available to implement the Company safety policy.
- g) all work is planned and carried out with regard to statutory provisions and good working practice;
- h) all risks are eliminated or reduced as far as is reasonably practicable within the Company including accidents at work, health hazards, loss or damage to Company property and risks to the public caused through Company activities;
- i) all liabilities are covered by insurance and advise on the acceptability of risks whether insured or not;
- j) all employees under their control are fully aware of any hazards involved, and are trained and competent to undertake the work assigned to them without risk to themselves or others;
- k) external contractors or sub-contractors employed by the Company are fully aware of the necessary safety precautions required for the protection of Company employees, themselves, visitors and members of the public;
- l) the workplace is maintained to the statutory standards of health, safety and welfare.
- m) they provide and distribute Statutory Notices, forms, books, etc. relevant to the Act, and arrange for the distribution of safety information and educational leaflets among the employees as necessary;
- n) accidents, incidents and any other relevant occurrences are reported and recorded correctly;
- o) a system exists to discipline employees who contravene the relevant statutory provisions or the requirements of the safety policy;
- p) employees are consulted concerning any measure at the workplace which may substantially affect their health and safety during toolbox talks or site meetings.

2.3 Responsibilities of managers and supervisors

Managers and supervisors as appointed by Galtec Ltd will have the following responsibilities. They will ensure that:

- a) each employee under their control is aware of their responsibilities as regards health and safety and will consult with these employees on issues affecting their safety as they arise;
- b) appropriate safety induction training will be given to new employees and thereafter appropriate training and periodic retraining for employees within their control
- c) provide suitable and adequate information, instruction and supervision to employees;
- d) the workplace is arranged and maintained to aid the safety of both employees and visitors;
- e) risk assessments are undertaken and that they are recorded and the results are disseminated to the relevant employees;
- f) all equipment provided is safe for use, inspected and maintained in accordance with best practice, and that only competent employees use such equipment;
- g) all necessary safety devices and protective equipment including fire and emergency equipment is available and maintained and to supervise its use;
- h) all maintenance and other work activities under their control are planned and carried out with regard to statutory provisions and good working practice;
- i) adequate first aiders or appointed persons are available to deal with injuries resulting from workplace accidents, and that welfare provisions are maintained and sufficient first aid kits are available;
- j) any external contractors selected to carry out work on behalf of the Company are fully aware of and are able to satisfy their responsibilities regarding health, safety and welfare and are aware of restrictions affecting their operations;
- k) the uptake of safe actions through making personal interventions in circumstances where the principles of the policy are not being followed;
- l) the accident procedure for recording, reporting and investigation of injuries, diseases and dangerous occurrences is complied with and to inform Directors of the conclusions from such activities;
- m) adequate supplies of all necessary protective clothing or equipment is available and issued as required and, as far as is reasonably practicable, that such equipment is worn at all times, and that when issued to employees, a record is kept in the Protective Clothing Issue Register.

2.4 Responsibilities of employees

All employees of the Company are expected to abide by the following rules:

- a) they will have read and ensure that they understand the Company safety policy insofar as it relates to them and their safety;
- b) they will take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- c) they will not interfere with anything provided to safeguard their health and safety;
- d) they will wear personal protective clothing and equipment as identified by risk assessments;
- e) they are required to be fully co-operative with any reasonable request from their manager or their supervisor regarding health and safety matters;
- f) they are responsible for the correct use and storage of their tools and equipment. They must also ensure that they are not used in a way which could endanger themselves or others, and report any defects immediately;
- g) they will not use plant or equipment for purposes for which they are not designed to be used;
- h) they will not attempt to use, repair or maintain any equipment or machinery for which they have not received full instructions or training;
- i) they will wherever possible attempt to reduce hazards by their own actions, e.g. remove trip hazards, and warn others of possible dangers;
- j) they will report the abuse of any facilities to a manager.

3.0 Policies and procedures

3.1 Policy on risk assessment

The objective of this policy is to comply with the current requirements of the Management of Health and Safety Regulations, COSHH, Display Screen Equipment, the Provision and Use of Work Equipment, Noise at Work, Control of Lead and other Regulations as applicable.

Galtec Ltd will ensure, so far as is reasonably practicable, a workplace which is safe and without risk to the health of its employees.

Where possible, risks will be identified, and countermeasures implemented, to highlight, reduce and control those risks, and where possible use engineering measures to eliminate them altogether. Where this is not possible then personal protective equipment will be supplied as a last resort.

Risk assessments will be reviewed as necessary

3.2 Young people

Galtec Ltd recognises that a 'Young person' is defined as someone who is old enough to have left compulsory education but not yet reached 18 years and may include young persons on training schemes, work placement, school programmes, and apprenticeships etc.

Special attention will be given to the following:

- a) the important values of safe places of work, including the working environment e.g. adequate lighting;
- b) safe use of equipment;
- c) safe handling, storage and transport of materials;
- d) proper use of protective clothing and equipment as supplied and made available.

All new employees will be issued with a Company safety policy and instructed on their and the Company's responsibilities as soon as is reasonably practical. This will involve consultation with the young person's parents or guardians.

No person under the age of 18 years of age shall operate any type of power driven machinery, unless for the purpose of training and is under the direct supervision of a competent person.

3.3 Work and Lifting Equipment

3.3.1 Vehicles, Plant and Equipment

General

The Provision and Use of Working Equipment Regulations 1998 applies to all types of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools such as hammers, screwdrivers, paintbrushes, ladders, hoists, cranes etc. Galtec Ltd vehicles when used off the public highway are also classed as work equipment. The following outlines Galtec Ltd's policy in relation to plant and equipment.

Inspection

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate.

Our inspection regime follows those inspection periods set by the manufacturer/supplier of the equipment and other statutory obligations. The user of the equipment will identify additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An inspection may include visual checks and functional checks. We seek advice from manufacturer's instructions/ a competent person for guidance on what an inspection should include for each piece of equipment.

Types of Inspection Carried Out

Low risk equipment used for low risk activities does not require a formal inspection. Employees are instructed that a visual inspection is required before each use to ensure that it is in good condition, e.g. a ladder should be checked split stiles, broken rungs and other defects. The employee is not required to record these checks.

Equipment that is of a higher risk and equipment with moving parts is visually checked as above before each use but may require a formal check at specified intervals. For the majority of the higher risk equipment a schedule of inspection is maintained and updated with inspection records.

Where equipment is received from an outside source, e.g. hired in, and is subject to an inspection regime, we require physical evidence of the last inspection.

Vehicles and Mobile Plant

Galtec Ltd uses in the day to day running of the business vehicles and mobile work equipment e.g. dumpers and excavators.

General

- All plant shall be assessed to identify whether restraining systems, roll over protection, falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998
- A site traffic management plan is to be put in place on site and reviewed as site progresses
- Safe entry and exit points to be provided with adequate turning room and good visibility for vehicle drivers.
- Protect excavations and structures, which might be damaged and made unsafe if struck by a vehicle or piece of mobile plant
- NEVER OVERLOAD vehicles as they may become unstable, difficult to steer or have their braking impaired.
- DO NOT let anyone ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.
- Never drain or fill the fuel tanks when the equipment is hot, the engine is running or in a confined space.

Working with small dumpers: Employees required to drive dumpers must have had proper training and be authorised to drive and if required to drive on public roads, have a full driving licence and the dumper must be licensed and equipped for the public highway. Operatives must wear seat belt when travelling, dismount when being loaded and remove keys when not sat in seat

Working with excavators: When carrying out work in association with excavators, employees must be in visual contact with the operator at all times and use a 'thumbs Up' signal when passing within contact distance.

Excavators with a “Quickhitch” system for attaching buckets, the operator is to be aware of which system is on his excavator, Fully automatic, Semi automatic or Manual.

The operator is to be fully conversant with the quickhitch operation and their duties in line with the manufactures recommendations.

Compressors: The main risk associated with compressors are being trapped and injured in the V-belt and pulley drive, explosions of the air receiver and accidents due to the misuse of lines. Other possible risks are those of burns from hot surfaces, slips resulting from oil spillages and hearing damage through exposure to excessive noise. Where employees are using compressors they must be aware of the correct operational and maintenance procedures and the precautionary measures.

Compo and small concrete mixers: Both of these items are common on site, employees who use them should be conversant with the rules and guidelines within this section and keep shovels, hands and other items out of the bowl. If dust or flying objects are a hazard goggles and face-fitted masks must be worn

3.3.2 Lifting Equipment

Galtec Ltd uses in the day to day running of the business mechanical lifting equipment and accessories e.g. cranes, block grabs, kerb lifters etc.

All lifting equipment and lifting activities must conform to the Lifting Operations and Lifting Equipment Regulations 1998.

Site Foreman must ensure that the lifting equipment has the pertinent thorough examination and inspection certificates (LOLER 1998 Regulation 9).

Galtec Ltd is responsible for ensuring that all identified maintenance is implemented and that new plant and equipment meets health and safety standards before it is purchased or hired.

General

All lifting equipment is to be delivered to site in good time and the Site foreman are to ensure that the site has been prepared for it:

- All lifting equipment and accessories must be marked with their SWL
- All lifting equipment to have proof of thorough examination and regular inspections as statute
- All equipment is to be sat up and operated by trained and experienced workers who are authorised
- All lifting operations must be properly planned and supervised by competent persons, who shall be responsible for co-ordinating site activities so that all those involved in the lifting operations do not endanger other workers and vice versa.

Working with cranes: Any work in association with a crane can be a source of hazard. All lifting operations shall be carried out in line with LOLER 1998. Where employees are required to carry out such work it will be either as a banksman or as a consequence of their particular duties. All employees working with or near cranes should familiarise themselves with the guidance contained within this section.

In order for crane operations to be allowed to proceed on site there must be:-

- A “lifting plan” within the parameters of LOLER 1998 Regulation 8.
- An “Appointed Person” must have drawn up the “lifting plan” and be available to comment on it in the initial phases.
- Operatives engaged in attaching and subsequent movement of any loads must be able to demonstrate having successfully achieved a recognised level of competence as operator and/or slingers.

- Detail of safe lifting plan must be held on site and the site copy initialled and confirmed as being understood by the persons involved. The lifting plan is to be signed off by all parties involved, Appointed Person, Lift Co-ordinator, Crane Driver, Site Foreman and others who may have an involvement in the lifting operation.

Rough Terrain and Telescopic Forklifts: These items of plant require a thorough understanding of their individual characteristics if they are to be operated safely, especially their stability factors. Operators should be over 18, hold a valid driving licence, be medically fit and have been trained in the safe operation of the type of forklift to be used and have sufficient knowledge of the machine to be assured that it is in full working order and to be able to carry out daily inspections.

3.3.3 Hand Tools

Galtec Ltd uses in the day to day running of the business hand tools including: Abrasive wheels, air operated equipment, electrically operated tools and leads.

General

- Tools are to regularly checked and are to be thoroughly examined before storage. If worn or damaged, they are to be repaired or discarded.
- When not in use tools to be stored away safely.
- No tools are to be left lying around the site, as they present a tripping hazard.
- All employees should inspect any tool prior to use and defects must be reported immediately to the site foreman who shall quarantine the tool.
- Grease, moisture and dirt should be regularly cleaned off all tools

Abrasive wheels: Abrasive wheels can cause fatal and serious accidents due to misuse, mishandling or failure to select the correct wheel (disc). All employees using abrasive wheels shall be trained and competent to carry out the works and be able to recognise the specification marked on wheels. Operators should use the guidance to remind themselves of the things they need to do to keep the operation safe.

Air operated equipment: Compressed air may not sound dangerous but the air itself is! The hoses which carry it and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment should be aware of how to use it safely.

Electrically operated tools: A number of fatalities and injuries on construction sites relate to/ from electricity. Electricity gives no advanced warning of danger and can kill instantaneously. Before using electrically operated hand tools, leads etc. employees should be aware of the safe practises for use. All portable electrical equipment should be subject to frequent use checks, periodic formal visual inspection and programmed Portable Appliance Testing (PAT).

The use of 110v tools is preferred, with dispensation only being available following reasonable consideration from the Directors.

Power Saws: The use of chainsaws for general site work is not allowed.

3.4 General provisions, welfare facilities and emergency procedures

Provision of welfare facilities on site

The objective of this policy is to comply with the current requirements of Schedule 2 of the CDM Regulations.

Adequate welfare facilities will be arranged for the use of employees and contractors, and although very short duration works may not require these provisions, an assessment will take place based on work activities and location. Arrangements will be made with Clients to provide welfare at their sites.

- a) adequate washing facilities - A basin or similar facility where workers can wash their hands, arms (up to their elbows), and face or alternative arrangements for where this is not reasonably practicable such as dry soap and barrier cream;
- b) adequate toilet facilities on site or in easy reach given the transport available;
- c) accommodation for sheltering during bad weather, storing clothes and taking meals. Employees could use a suitable vehicle if it is clean and of reasonable dimensions;
- d) a supply of wholesome drinking water.

Note: Contractors may be allowed use of the welfare facilities provided by the Company on the understanding that applications for shared welfare must be agreed prior to the contract.

Provision for emergencies

First aid provisions

Arrangements will vary with the degree of risk on the site but will usually include as a minimum;

- a) adequately stocked first aid boxes or a travelling first aid kit (all Company vehicles);
- b) some competence in first aid usually at emergency level and a mobile telephone to call for help.

Fire risks

Fire extinguishing equipment will be provided on each site as identified by a fire risk assessment and / or the Construction Phase Plan.

3.5 Workplace Inspections / Audits / Health Surveillance

The objective of this policy is to comply with the current requirements of the Management of Health and Safety Regulations.

The Company will undertake such inspections as necessary to ensure the health and safety of all employees.

During these inspections, employees will be consulted, and any concerns or suggestions that may improve safety in the workplace will be taken into consideration.

A full audit of offices and workplaces will be undertaken at least annually and will be carried out by either a health and safety consultant or a competent person designated by the Director.

Site inspections will be conducted regularly. Records of all inspections and audits will be kept.

Health surveillance

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work, COSHH, the Health and Safety (Display Screen Equipment), the Noise at Work and other relevant Regulations.

The purpose of health surveillance is to detect any effects to health as early as possible and thereby minimise or prevent its continuation.

The Company shall ensure where applicable, that all employees are subject to the appropriate health surveillance, having regard to their health and safety, which is required by the assessments undertaken by the Company's activities.

3.6 Monitoring and review of the Company safety policy

The objective of this policy is to comply with the current requirements of the Health and Safety at Work etc. Act 1974.

At twelve monthly intervals, or other intervals as arranged, a meeting will be held between the Director and their retained safety consultant to discuss the accident statistics, the performance of the Company in accident prevention, compliance with its policy, and establish areas where improvements in company procedures could be made.

- a) any concerns raised by employees, contractors or sub-contractors, will be passed on to the competent person who will take appropriate action to explore and react to the issues raised

3.7 Asbestos Management policy

The objective of this policy is to comply with the current requirements of the Control of Asbestos Regulations.

Galtec Ltd recognises that breathing in air containing asbestos fibres can lead to asbestos related diseases. These are mainly cancers of the chest and lungs. It is the policy of this Company therefore to take all reasonable steps to locate materials within the workplace that are likely to contain asbestos. Once they have been located, provided they are in good condition and not likely to cause any problems or get damaged in any way, they will be identified and left undisturbed

3.7.1 Action to be taken on discovering asbestos (or asbestos containing materials)

The objective of this policy is to comply with the current requirements of the Control of Asbestos Regulations.

It is the policy of Galtec Ltd that none of its employees are put into a position where potential dangers from asbestos or asbestos containing materials (ACM's) could jeopardise their future wellbeing. With this in mind, any employees finding asbestos whilst doing a job of work in a Client's premises must stop immediately and report the matter to the Client and / or the main contractor.

Asbestos survey reports will be obtained prior to any work being carried out where stripping out or demolition is involved. Information will be given to all employees carrying out the work.

Clients are duty bound in law to make known the presence of asbestos within their property and inform the Company in writing before work is due to commence. Failure to inform the Company will result in the work being suspended until the area is made safe and the asbestos removed.

Asbestos awareness training will be given to all employees in how to recognise asbestos or asbestos containing materials and where they are most likely to be found. Records of such training will be kept in the personnel file of individual employees. In certain circumstances, work may be allowed to continue where it is deemed safe to proceed and there is no danger of asbestos fibres being released into the atmosphere. Employees at Galtec Ltd are not licensed to remove asbestos or asbestos containing materials and should not be expected to do so.

If materials are found and are suspected of being asbestos or containing asbestos materials;

- a) employees must stop work immediately and inform their supervisor.
- b) the supervisor will evacuate the area and prevent access by others. Warning signs will be displayed and verbal information given to all employees on site.
- c) the supervisor will be responsible for ensuring that a Director of Galtec Ltd is informed
- d) all access to the area will be prevented until a survey has been carried out by a licensed asbestos contractor and the material has been identified.
- e) if the material does contain asbestos, access to the area will be prevented until removal has been completed and a certificate to confirm that the area is safe to work in has been issued.

If asbestos material has been accidentally disturbed, the area will be sealed off after the work has been stopped.

Accidental disturbance of asbestos containing materials where employees are suspected of being exposed to levels above the Workplace Exposure Limit is classed as a dangerous occurrence, and must be reported to the Health and Safety Executive to comply with the Reporting of Incidents and Dangerous Occurrences Regulations (RIDDOR) 2013.

An investigation to determine the level of exposure will be carried out by competent persons and a report issued. Records will be kept for a period of 40 years.

3.8 Policy for managing fire risk

The objective of this policy is to comply with the current requirements of the Regulatory Reform (Fire Safety) Order.

Within workplaces;

- a) fire precautions will be periodically checked in accordance with the approved checklist.
- b) all escape routes and exit doors will be kept clear.
- c) fire alarm call points, sounders and smoke detectors will be inspected and maintained annually.
- d) emergency lighting will be inspected and maintained
- e) fire action notices stating the action to be taken in the event of fire will be displayed in all rooms.
- f) all fire-fighting appliances will be inspected / tested annually by a competent person.
- g) appropriate training in fire safety will be given to all employees.

Fire risk assessments will be conducted and recorded by a competent person under the direction of The Director.

3.9 Policy for working at height

The objective of this policy is to comply with the current requirements of the Work at Height Regulations.

Galtec Ltd understands that falls from height are the biggest cause of fatal accidents at work and the second biggest cause of major injuries. The Work at Height Regulations adopts a risk based approach so that compliance is proportionate to the risk involved.

The overriding principle is to prevent any person falling a distance liable to cause personal injury; above or below ground level.

The prescribed hierarchy for safe work at height is as follows and shall be adopted by Blank Policy:

- a) **avoid** the risk by not working at height;
- b) **prevent** falls - where it is not reasonably practicable to avoid work at height, by assessing the risks and taking measures to allow the work to be done whilst preventing people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right work equipment to prevent falls;
- c) **mitigate** the consequences of a fall - where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.

Ladders

Ladders will only be used, either for access and egress or as a place from which to work, where a risk assessment shows that the use of other equipment is not justified because of the low risk and the short duration of the job or unalterable features of the worksite.

Competence

All employees working at height will be assessed and be competent or if being trained, supervised by a competent person.

Fragile surfaces

The Company will manage the risks posed by fragile surfaces i.e. surfaces where there is a risk of a person or object falling through. These surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces. This will be done as part of the risk assessment process.

Falling objects

The Company will prevent objects falling by using toe boards or solid barriers, or attaching them to people or fixed structures. All guards used (including brick guards) will be robust and, where required, usually incorporate a mid-rail.

Waste chutes used to dispose of materials from height will be properly erected and managed so that the debris does not hit anyone either as it goes down the structure or when it hits the skip or pile at the bottom.

Inspection

Equipment for work at height will be subject to regular inspection to ensure that it is safe to use. The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

Inspection does not include a pre-use check that an operator will make before using work equipment for work at height. Also, while inspections need to be recorded, such checks are in the interests of best practice of Galtec Ltd and records of all such checks will be maintained.

Maintenance

The Company understands and accepts that inspection and thorough examination are not a substitute for properly maintaining equipment. The information gained from the maintenance process, inspection and more technical thorough examinations is designed to be complementary.

Record keeping

Galtec Ltd will keep records of all such inspections for five years

3.10 Policy for working in excavations

The objective of this policy is to comply with the current requirements of the Construction (Design and Management) Regulations.

Planning excavation work

A risk assessment must be carried out to identify the risks and how they will be controlled. Where applicable this should include: soil slip or collapse; access into and from the excavation; build-up of harmful fumes or gases within the trench; underground services; water ingress; vehicles and plant operating; falls from height; falling objects;

A method statement identifying how the work will be carried out must be provided before work commences.

Permit to work for excavation

Where required a permit to work must be obtained before excavation work can commence.

3.10.1 Procedure for safe working in excavations

The law says we must prevent danger to workers in or near excavations. To maintain the required precautions, a competent person will inspect excavation supports and / or battering at the start of the working shift and at other specified times. No work will take place until the excavation is safe.

Information will be obtained from the Client before work begins.

Collapse of excavations

Temporary support

Before digging any trench pit, tunnel, or other excavations, a competent person will decide what temporary support is required and will plan the precautions to be taken.

The competent person will ensure that the equipment and precautions needed (trench sheets, props, baulks etc.) are available on site **before** the work starts.

Battering the excavation sides

The competent person will ensure that the battering of the excavation sides to a safe angle of repose to make the excavation safer.

Undermining other structures

The competent person will ensure that they check that excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls. The competent person will decide if extra support for the structure is needed before work commences. Surveys of the foundations and the advice of a structural engineer may be required.

Effect of plant and vehicles

The competent person will ensure that plant and vehicles are parked close to the sides of excavations as extra loadings can make the sides of excavations more likely to collapse.

Falling into excavations

Prevention of people from falling

The competent person will ensure that edges of excavations are protected with substantial barriers where people are liable to fall into them.

Trench boxes

This equipment is to be used in accordance with the manufacturer's instructions and installation will be by dig and push method.

No person is to work outside the confines of a trench box under any circumstances.

Suspended loads

No person will be allowed in the trench whilst under a suspended load.

Inspection

A competent person will inspect the excavation at the start of each shift.

Excavations will also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth. A record of the inspections will be required and any faults that are found will be rectified immediately.

3.11 Weil's disease (Leptospirosis)

The Company understands that water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Employees are encouraged to always wash their hands before eating, drinking or smoking. Employees are required to cover cuts and broken skin with waterproof plasters and when they are working with parts of their body immersed in water they must wear waterproof protective clothing.

Information to be aware of:

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics - so employees are advised to contact their GP straight away. Employees are advised to carry a leptospirosis medical contact card to alert others to the possible nature of their illness. Weil's disease is serious, fatal in up to 20% of cases. Symptoms may include vomiting and muscle pains.

Health surveillance

Early reporting and treatment of any infection is paramount. Employees should contact their Doctor as soon as possible. All employees will have had adequate information and training.

3.12 Policy for the driving of Company vehicles

The objective of this policy is to comply with the current requirements of the Provision and Use of Work Equipment Regulations.

Introduction

This section provides a core set of instructions and advice for all Galtec Ltd employees that drive or operate the organisation's vehicles, trailers or equipment.

Failure to comply with these instructions may result in legal / disciplinary action being taken and / or the withdrawal of permission to drive Company vehicles.

Drivers' responsibilities

Drivers should ensure that only vehicles of the authorised categories are driven as indicated on their EC driving licence.

Drivers should note that driving vehicles for which they are unauthorised may result in them being uninsured and the insurance policy being invalid.

Drivers will co-operate with managers at all times to ensure that health and safety and road traffic regulations are adhered to.

Driving licences and driving assessments.

Validity – Drivers should ensure that their EC driving licence is valid at all times and is made available for inspection by the organisation when required.

Details – Any change in details, including convictions, change of address, renewals and expiry dates should be reported to their supervisor

Disqualification – Any authorised driver who is disqualified from driving must report the matter immediately to their supervisor

Those who are required to drive as part of their job should have been medically approved as advised by their manager or personnel section.

Drivers must notify and the Driver and Vehicle Agency, (DVLA) Swansea, should they experience any changes in health that is liable to affect their driving ability and entitlement.

Drivers are reminded that driving or attempting to drive a motor vehicle on the road or other public place, when unfit through alcohol or drugs or whilst their alcohol level is greater than that prescribed by law, is guilty of an offence under the Road Traffic Act 1988.

It is illegal to smoke in a work vehicle that is used by more than one person or one that is likely to be shared by another person.

Preparation before driving

Before commencing daily driving, the driver must check that their vehicle is roadworthy and suitable for the work intended.

Operators of vehicles are required to maintain their vehicles in a fit and roadworthy condition. One of the key elements is the driver daily checks, which has to be carried out prior to the vehicle being used and at the end of duty.

Accidents

All drivers are bound by the various Road Traffic Acts and must comply within the general scope of the Health & Safety at Work etc. Act 1974. The driver is duty bound by law to **STOP** where an accident on the road involving motor vehicles occurs and there is: personal injury; damage to property; injury to, or death of, certain domestic animals (horses, cattle, pigs, goats, dogs); damage to property adjacent to the road;

Drivers who are involved in a road traffic accident must take the following action.

Obtain from the other driver; address and telephone number; address and telephone number of other driver's employer; address of driver's insurers; details of other vehicles involved; addresses and telephone numbers of any witnesses;

If injury is caused, however slight, the Police should be called. (It is a legal requirement that accidents involving injury must be reported to the police as soon as possible and no longer than 24 hours after the event).

On no account must you admit liability or responsibility for the accident. This is in your own interest as well as the organisations.

Seatbelts

Seatbelts must be worn in any vehicle where a belt is fitted.

3.12.1 Mobile phone policy

The Company understands that it is now a specific offence to use a hand-held phone, or similar device, when driving. Drivers still risk prosecution for failure to have proper control if they use hands-free phones when driving. This includes making or receiving calls, pictures, text-messaging or accessing the Internet. Drivers must pull over to a safe location.

3.13 Policy for the management of risk from manual handling activities

The objective of this policy is to comply with the current requirements of the Manual Handling Regulations.

Exposure to manual handling risks

The Company accepts that practically all employees will manually handle items as part of their job. The Company shall assess the competence of the employees involved, give training in proper manual handling techniques to greatly reduce and indeed prevent damage through good practice – effectively lifting, using the legs rather than the back.

The Company has produced risk assessments of common tasks and will continue to risk assess manual handling operations and reduce risks so far as is reasonably practicable. Suggestions to reduce risk and better manage manual handling are welcomed.

The competent person will ensure that materials are handled as far as possible by mechanical means. Where the use of mechanical means is impracticable, sufficient labour will be available to handle any heavy or awkward loads and instructions will be issued on the handling of these loads.

All supervisors will be given training in the correct methods of handling and lifting loads.

Supervisors will instruct any employees in the correct handling and lifting of loads as required.

The competent person will ensure that safety footwear is worn at all times during manual handling operations.

A young person will not be allowed to lift, without assistance, a load which is likely to cause injury.

3.14 Electrical equipment

The objective of this policy is to comply with the current requirements of the Electricity at Work and the Provision and Use of Work Equipment Regulations.

All electrical equipment will be supplied, installed, maintained or used according to the relevant Standards.

Temporary electricity supply and distribution will be planned according to the relevant standards. All temporary supplies are to be installed by competent electricians and tested according to the IEE 17th Edition.

The Company will ensure that all power tools provided for use comply with the relevant British Standards. No power tools or electrical equipment of greater voltage than 110 volts (CTE) shall be used unless special arrangements are made and discussed.

3.15 Policy for employees exposed to high levels of noise

The objective of this policy is to comply with the current requirements of the Noise at Work Regulations.

For each operation likely to result in high noise levels being emitted, Galtec Ltd will decide if a noise assessment is needed.

If people have difficulty speaking to each other over approximately 1 metre then we will make a noise risk assessment. (This will take account of others who may be affected as well as our own employees).

Ear defenders or ear plugs will be worn by employees exposed at or above the first peak action level. The Company shall ensure that ear protection is freely available and that employees know that unless the protection is worn there is a risk of damaging their hearing.

Hearing protection zones will be marked wherever employees are likely to be exposed to the second action level or above.

It is the duty of every employee to wear the ear protection (ear defenders or ear plugs) provided whenever they are exposed to the peak action level, as well as when entering an hearing protection zone. Employees will use any other equipment provided e.g. machines fitted with silencers. Employees are required to take care of any equipment provided.

3.16 Protective clothing and equipment

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations and the Personal Protective Equipment Regulations.

All safety equipment purchased for use will be manufactured in accordance with the appropriate British / European Standard and will bear the appropriate CE marking.

All personal protective equipment used by the Company will be replaced as necessary or as recommended by the manufacturer. Where a respirator depends on a seal between the user's face and the equipment then the user must be clean shaven to allow a fit test to be performed.

All employees are made aware of their responsibilities with regard to maintenance of personal protective equipment provided and the reporting of any damage or loss.

All employees are made aware of their responsibilities to wear personal protective equipment issued to them and supervisors will ensure, as far as is reasonably practicable, that such equipment is worn at all times when necessary. Visitors will be supplied with PPE as appropriate.

3.17 Lone working policy

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

The Company understands that as employers we have a duty to assess the risks faced by lone employees to determine: - whether the work can be done safely by an unaccompanied person; and what arrangements will be required to ensure that the employee is not exposed to greater risks than employees who work together.

Some employees will at some time during their normal work activity be engaged in a solo activity out of sight or sound of others. An assessment of who is a lone employee will be based on those where the risks are higher, or those who work alone for considerable periods of time.

There are some types of work which require supervision, e.g. where young people are undergoing training, where work on live electrical equipment is being performed, or work under the Construction (Health, Safety and Welfare) Regulations.

3.18 Reporting and recording of accidents and incidents

The objective of this policy is to comply with the current requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations.

All injuries, no matter how small, must be reported to management, including injuries to contractors, visitors and members of the public and shall be entered into the accident book which is available to all direct employees.

If the injury is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the responsible person will ensure that the Enforcing Authority in Caerphilly is notified by reporting it online as soon as possible.

If any employee, visitor, self-employed contractor or person in training is injured in an accident not reportable under the above Regulations but which does result in their absence from work for more than seven days (inclusive of non-working days where they would have been unable to work, not inclusive of the day of the accident) the Enforcing Authority must be notified online within fifteen days.

An investigation as to the exact circumstances and the contributory factors leading to the accident will be conducted by a competent person and the findings of the investigation recorded. Actions will be taken to prevent reoccurrence. Photographs, samples and statements are to be included as appropriate.

If an employee is absent from work due to a disease that is reportable under RIDDOR (see guidance) a written diagnosis from a Doctor must be obtained and form F2508A completed online within fifteen days.

Records of any event which has been reported under RIDDOR will be kept for a minimum of three years.

3.18.1 Policy for accident / incident reporting and investigation

Where an accident, incident or near miss occurs which is not reportable a suitable investigation will be carried out by the competent person. All employees are required to assist the competent person in the investigation and are reminded that alteration of an accident scene without clear authorisation is a serious disciplinary and criminal offence.

RIDDOR Report Centre

Online through the HSE website

Complete the appropriate online report. The form will then be submitted directly to the RIDDOR database. The competent person will download a copy for our records.

All incidents are to be reported online but there is a telephone service for reporting fatal and major injuries **only** on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

3.18.2 Accident investigation procedure

The accident Investigation will be carried out by the competent person, who will take control of the scene of the accident until the investigation is completed. The competent person will telephone Auxil Ltd for advice if required.

3.19 CDM compliance policy

In compliance with the Construction (Design and Management) Regulations 2015, this Company undertakes to act as a reasonable and competent party when fulfilling its role under the regulations and to co-operate with other duty holders so far as is reasonably practicable.

Notification (Form F10) will be displayed on site, for projects over 30 working days with over 20 persons or 500 people days. It is important to note that the construction phase may not commence until the Construction Phase Plan has been drawn up by the Principal Contractor and the Principal Designer has instructed the client that he is happy for the project to proceed.

If there are more than 2 contractors on any site, it does not have to be notifiable, one will take the role of principal contractor and produce a construction plan.

The project will not be complete until the Health and Safety File has been handed over to the client.

3.19.1 Contractor's or self-employed persons duties under CDM

Requirement	What the Company does	Who is responsible?	When is it done?
Check clients are aware of their duties	Sends out a Pre Tender Questionnaire – Meets with Client		At Tender stage
Ensure competent workforce	Either trains or hires competent workforce		At interview stage
Plan, manage and monitor the work	Train employees in safe methods of working and audit worksites periodically		Random audits / Site inspections
Ensure that workers are allowed time to plan and prepare the work	Allows a two week lead time		At Tender stage
Provide relevant information to workers about other works being carried on, and how to report problems	Site inductions, planning meetings, method statements, risk assessments		At site induction or induction with Principal Contractor
Design work complies with the Regulations	Ensure Designers know and understand the Regulations		At Tender stage
Provide welfare facilities and comply with Part 4	Provide welfare facilities as standard		At start of job
Cooperate and coordinate with others working on the Project	Work with others working on the Project and coordinate with others		Daily site meetings
Consult with workforce about matters that affect their health and safety	Hold toolbox talks, site meetings		Daily site meetings
Obtain specialist advice when planning high risk work	Seek advice from health and safety consultants and / or other consultants		At Tender stage

3.19.2 Managing contractors and sub-contractors

1. Objectives

- a) the objective of this policy is to ensure that the standards for safety, as required by legislation, are achieved and that all works are undertaken safely.
- b) it is the duty of the contractor to be aware of, and work in accordance with, current legislation and to co-operate with the Company on matters of health, safety and welfare.
- c) contractor's operations must be so designed that they will be carried out in a safe manner (in accordance with their own established safety policy. Should, on any occasion, unsafe practices be identified, prompt and effective action will be taken to remedy the matter by the Company.

2. Information to be provided

Contractors are required to provide the Company with the following documents or information (prior to commencement of their work where possible).

- a) contractor's health and safety policy.
- b) public and employer's Liability Insurance Certificate.
- c) work method statements supported by risk assessments.
- d) the name of their individual appointed as safety supervisor for the project.
- e) details of any young persons (under 18 years) to be employed on site and a copy of the additional risk assessment.
- f) information relating to hazards associated with plant, operations and materials used in the works.

3. Training and competence of employees and notification of hazards

- a) each contractor will ensure that their employees are adequately trained and experienced to carry out their work safely.
- b) they will also ensure that specific hazards likely to be experienced on the site, whether notified to them or discovered by them, are notified to their workforce together with any precautions to be taken and local rules to be observed. Similarly, such hazards will be notified to their sub-contractors (where applicable) and where discovered by them, to the Company workforce.

3.20 Consultation with employees

The objective of this policy is to comply with the current requirements of the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations.

The Directors of Galtec Ltd regard the promotion of health and safety measures as a mutual objective for both management and employees at all levels. It is therefore this Company's policy to consult with all employees to ensure all foreseeable work hazards are identified. This will be achieved by mutual input from all personnel.

The management of Galtec Ltd will consult employees on health and safety matters as it can be very important in creating and maintaining a safe and healthy working environment. By consulting with employees, management will endeavour to motivate employees and make them more aware of health and safety issues.

Consultation involves employers not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions. If a decision involving work equipment, processes or organisation could affect the health and safety of employees, Management will allow time to give the employees or their representatives information about what is proposed. Management will also give the employees or their representatives the chance to express their views. In view of this consultation, management will take into account these views before they reach a decision. The Company operates an open door policy for the reporting of safety concerns.

Where applicable, management will consult with employees on matters which affect their health and safety, through toolbox talks and direct communication.

3.20.1 Consultation and cooperation between contractors

The Company will endeavour to cooperate and hold consultation with other contractors and sub-contractors working in the same area or working on the same site. This in turn will facilitate good relationships with other parties and will seek to avoid misunderstandings, delays and increased costs.

3.21 Smoke free policy

The objective of this policy is to comply with the current requirements of the Health Act 2006.

Policy

Smoking and vaping is prohibited throughout the entire workplace (other than in designated smoking/vaping areas) and in Company vehicles. This policy applies to everyone without exception.

Non-compliance

Any violation of this policy may subject the employee to disciplinary action in accordance with the Company's disciplinary procedures.

Those who do not comply with the smoking/vaping rules may also be liable to possible criminal prosecution.

3.22 Illegal substances and alcohol abuse

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

The Company is committed to providing a safe working environment and this requires a clear statement of policy on alcohol misuse and the use of illegal substances.

All employees are expected to be fit and capable whenever they present themselves for work. Employees who either arrive unfit for work or become unfit during the day will be taken home.

- a) every employee is responsible for ensuring that this policy is implemented.
- b) alcohol consumption and the taking of illegal substances during the working day is forbidden.
- c) all employees must be aware that disciplinary action may be taken against any employee that is suspected of presenting themselves for work under the influence of alcohol or illegal substances. Such a situation would be considered to be Gross Misconduct and would be dealt with as such.
- d) the need for employees to take prescription drugs / medication during the working day must be brought to the attention of management. All information regarding side effects etc. must be

disclosed. Management will at their discretion (having reviewed the information regarding side effects etc.) decide whether an employee is fit for work whilst using prescription drugs / medication. Where any doubt exists as to the fitness of an employee for work due to drugs / medication will not be allowed to work that day or for the time that the employee is taking the prescription drugs / medication.

- e) all employees are required to bring this policy to the attention of visitors and contractors, and to report to management if they see anyone consuming alcohol or using illegal substances, or who appears to be under the influence of either.
- f) to supplement the restrictions of this policy, we will consider offering assistance to employees who have developed a possible problem with misuse or addiction.

Testing

If there is significant evidence that an operative is taking illegal drugs or under the influence of alcohol, then the company have the right to carry out a drugs and alcohol testing. Refusal of testing will be considered as the same as failing the test and disciplinary actions could be implemented.

On some of our sites, the Principal Contractor has policies, that include the carrying out of random drug and alcohol testing. If chosen, you MUST submit samples, as requested and refusal, or failure of the test will result in you being removed from their site and could result in disciplinary action by the company.

3.23 Safety training

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

Adequate training, instruction and supervision will be given and is essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements and the Company's health and safety policy. These impose duties on the Company to carry out induction, job specific and refresher training.

3.24 Permit to work systems policy

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

It is the policy of this Company that all high risk work such as the following a permit may be required; excavations, confined spaces. high level work, including work on roofs, work on "live" electrical systems, welding (hot work).

3.25 Control of vibration

The objective of this policy is to comply with the current requirements of the Control of Vibration at Work Regulations.

Responsibilities of management

The Company will reduce the risk wherever this is reasonably practicable by:

- a) exploring the possibility of the job if can be done without using high-vibration tools;
- b) ensuring that new tools have vibration controls built in;
- c) modifying existing tools to reduce vibration levels or the grip force needed;

- d) arranging the work to give breaks from the vibration (e.g. job rotation);
- e) training in the correct use of tools and in recognising the early symptoms of injury;
- f) arranging advice and routine health checks for users of high-vibration tools;
- g) ensuring that employees remain warm in the cold (for example by providing heating or suitable clothing and gloves).

Employees may be at risk if they feel tingling or numbness in their fingers during or immediately after using a vibrating tool or machine. Employees are required to report such symptoms to management.

The Company will keep a record of all employees using vibrating equipment regularly. This will include the type of equipment and the time spent using it.

Employees will be given information and training on health risks posed by vibrating tools and the action the Company is taking to control those risks.

Health surveillance of all employees who are at risk will be undertaken and a record kept.

3.26 Site Waste Management Policy

The objective of this policy is to comply with the current requirements of the Environmental Protection Act and associated regulations.

A Site Waste Management Plan will be produced by the Principal Contractor for all projects.

The Company is committed to minimising the impact on the environment in accordance with our Environmental Policy so that it is effective, accurate and economical and ensures that the procedures put into place are working and maintained.

Toolbox talks will be conducted regularly on waste issues and all contractors will attend.

Waste management on site

Surplus or waste materials arise from either the materials imported to site or from those generated on site.

The Company has, from a very early stage, looked at how it can minimise the waste produced, thereby reducing the amount of waste to be removed from the project. Trade contractors, design team and suppliers are all being encouraged to look at ways to minimise the amount of waste produced at the workplace.

A specific area shall be provided and signed to facilitate the separation of materials for potential recycling, salvage, re-use and return.

Re-use

If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from site, they can be removed and used in their present form.

Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling.

Landfill

If either of the above cannot be satisfied, then the only option left is to send the surplus materials to landfill. Landfill is always a last resort.

3.27 Language policy

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

Galtec Ltd will not discriminate against any person who has limited or no English-speaking language skills. A lack of understanding of basic English may pose risks to the health, safety and welfare of those persons and others.

Employees will be provided with necessary induction and work-related, health and safety training in a comprehensible format. The Company shall ensure that they have understood the contents of such training and are able to act upon it. The Company will also ensure that relevant information as to the risks to which they may be exposed and the precautions that they will need to take to avoid those risks is provided.

Galtec Ltd will ensure that the employees have received and understood the information, instruction and training that they require to work safely, are adequately supervised and they can communicate with their supervisors and know-how and with whom they can raise any concerns about health and safety matters.

3.28 The Control of Substances Hazardous to Health

The Company has identified which substances are hazardous and will endeavour to replace them with less hazardous substances. We accept that this may not be practicable in all cases but we shall try to reduce their usage. We have checked the suppliers' information for protective equipment which needs to be worn by employee's whilst using them.

Risk assessments have been conducted and are available to all employees as are the Material Safety Data Sheets (MSDS) for all substances. These assessments will be reviewed every five years or when there is a change to the MSDS or the process the amounts used or whenever there is reason to think it is no longer valid.

The assessment will cover;

- a) how much of the substance is in use and how could employees be exposed to it;
- b) which employees could be exposed to the substance and how often (including all groups of people who could come into contact with the substance, i.e. contractors, visitors and members of the public etc. and those involved in cleaning and maintenance tasks);
- c) there may be a possibility of substances being absorbed through the skin or swallowed as a result of a substance getting into the mouth from contaminated hands, during eating or smoking etc.
- d) there may be risks to our employees at other locations, if they work away from our main workplace

Control measures

We will follow the hierarchy of control measures as stated in the regulations; eliminate, substitute, reduce, use engineering controls. Where the Company cannot adequately control exposure by any of

the above measures, we shall, as a last resort, provide personal protective equipment (PPE), e.g. face masks, respirators, protective clothing etc.

The Company shall provide employees with suitable information, instruction and training

The Company will ensure that employees make proper use of any control measures and to report any defects and shall ensure that controls are kept in efficient working order and good repair.

Engineering controls and respiratory protective equipment will be examined and, where appropriate, tested at suitable intervals.

3.29 Dust

Galtec Ltd recognises its responsibilities to protect employees from harmful dusts such as crystalline silica which occurs as a natural component of many construction materials and that could cause serious health issues.

The health hazards of crystalline silica and other dusts come from breathing dust, work activities which can expose workers or members of the public to dust include cutting, drilling cleaning or demolition.

Galtec Ltd will undertake specific Risk Assessments on all construction activities that may produce dusts and convey all findings and requirements to its workforce, through safe systems of work e.g. Method Statements

To control the risk of exposure may be as simple as changing working practices or substituting equipment/tools.

Galtec Ltd will supply and encourage the use of all types of dust suppression i.e. water fed, local exhaust ventilation etc. In addition, the company will provide Respiratory Protective Equipment (RPE) when required.

All employees will receive a Face Fit Test and be issued with the appropriate Face Dust Mask.

3.30 Stress

Galtec Ltd recognises that, excessive pressure can have a negative effect on health and safety and performance at work. Galtec is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from negative effects of stress.

The Company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- Job design and lack of control of workload
- Working environment
- Relationships with others at work
- Communication arrangements

The Company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress and that these may affect their health and performance within work.

In promoting good health at work Galtec Ltd will:

- Ensure, as far as possible, that excessive stress is eliminated from the work environment.
- Provide suitable support mechanisms for employees suffering from the negative effects of stress.
- Encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put in place.

- Encourage a culture where stress is not seen as sign of weakness or incompetence.
- Provide information to employees in general on the effects of stress at work.

Where employees are suffering from excessive stress, Galtec Limited will support a return to full health as quickly as possible.

3.31 Working over Water:

Falling into water and being drowned or carried away by currents is an ever-present danger when working over or adjacent to water. Even though workers may be good swimmers precautions/procedures must always be followed. Site specific Risk Assessments and Method Statements will be required prior to works being carried out on working over water.